

PROPOSED WORK PLANS FOR CITY DEPARTMENTS
Status Update for FY 2017/2018
New Work Plans for FY 2018/2019

DEPARTMENT	PAGE
• Police Department	2
• Fire Department.....	14
• Transportation Department	20
• Information Technology Department.....	27
• Finance Department	34
• City Attorney Department.....	38
• Public Works Department	49
• Parks, Recreation & Community Services Department.....	62
• Community Development Department	74
• Administrative Services Department	96
• City Manager Department.....	109



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal One: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Continue community outreach efforts to include the Neighborhood Watch Program, Citizens Police Academy, Police Explorer Program, Coffee with a Cop and the use of social media programs such as Nixle, Facebook and Twitter.

Status: The Police Department is continually expanding and improving its community outreach efforts. We continue to host and attend numerous Neighborhood Watch meetings throughout the City, including the expansion of Fox Hills, Sunkist Park, Rancho Higuera, and Carlson Park areas. The Department held a Citizens Police Academy in the Summer of 2017. We held our most successful National Night Out event to date, participated in the Centennial events, culminating with our Department's Open House. We continue to host Coffee with a Cop events.

The Community Relations section, working with the City's social media consultant, has grown the Department's social media footprint via Facebook, Twitter, Nixle, Nextdoor, and Instagram. The Department will be launching a newly improved Department website compatible with the City's platform.

The Department participated in the Pink Patch Project, which helped raise money to fund Breast Cancer research and education. The Department donated \$4,500.00 to the City of Hope in the name of the Pink Patch Project. The Department also partnered with Culver City High School to help raise money for Breast Cancer research.

The Culver City Police Department hosted a Toy Drive this year, with all toys donated to the Children's Hospital of Los Angeles and the Upward Bound House in Culver City.

- Continue a partnership with the School District in emergency preparedness, disaster planning and response to critical incidents.

Status: The Department continues to foster a partnership with the School District through emergency preparedness and enhanced communication with parents in collaboration with the School District to improve information via social media and email notification, in addition to attending School Board meetings.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

Our School Resource Officer monitors 16 public and private schools in Culver City. The Department continues to foster relationships and work with each school to provide crime prevention tips and other related services.

- Implement a Partnership in Policing (PIP) Team. The PIP Team will be comprised of one (1) Sergeant and five (5) Police Officers. The Team will focus their efforts on continuing to improve the quality of life for the residents, business owners and visitors through the utilization of collaboration, public partnerships and personalized police services.

Status: The Department fully implemented our PIP team. The team has become an invaluable resource to the Department and has impacted the community by providing personalized services. The team has attended Neighborhood Watch meetings and served as a liaison addressing and resolving various quality of life issues throughout the City. The team conducted several Workplace Violence Safety workshops with local businesses and special education providers. Recently, the PIP team gave a presentation at “The Help Group” (A learning environment for adolescents and young adults with special needs related to autism spectrum disorder, learning disabilities, ADHD, developmental delays, abuse and emotional challenges) on how to interact with law enforcement and also assist law enforcement with recognizing signs of autism.

Objective 2: Increase Participation in the City’s Nonprofit Organizations and Service Clubs

- Continue to identify mental health resources available through partnerships (County Mental Health, local non-profits) for response, care and treatment of individuals in need. Pursue grant opportunities for new mental health programs.

Status: The Culver City Mental Health Team and Homeless Outreach (M.E.T.) diligently worked with the City’s mentally ill and homeless population, as well as issuing half of the Department’s psychiatric hospitalizations. M.E.T. provided multi-discipline counseling services and referrals to persons that did not meet the criteria for a psychiatric evaluation. M.E.T. contacted, evaluated, and provided homeless outreach services (medical, mental health, shelter, and housing resources) to individuals. M.E.T. continues to work with other City Departments to address the homeless and psychiatric issues. M.E.T. routinely assists Code Enforcement in contacting the homeless people before and during encampment clean-ups that pose health and safety risks to the public. M.E.T. continues to work with the Fire Department to minimize the abuse of emergency services by chronic users. In November/December, M.E.T. collaborated with the Fire Department to come up with a solution for a frequent high utilizer of emergency services, which costs the City tens of thousands of dollars in police and fire services and paramedic transports to the hospital and psychiatric facilities.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

M.E.T. continues to collaborate with Didi Hirsch Mental Health Clinic as our community mental health resource and refers clients to them routinely. M.E.T. works with St. Joseph's Center on an ongoing basis to provide services to our homeless population. St. Joseph's Center provides weekly updates to M.E.T. about their outreach services to their clients and M.E.T. referrals. Exodus Recovery Center West continues to be a valuable partner in our mission to meet the care of our mentally ill who are in crisis. Exodus Recovery has significantly expedited the processes of receiving W.I.C. 5150 (detention of mentally disordered persons for evaluation and treatment during a 72-hour psychiatric hospitalization), which has saved countless hours of officers' down time.

M.E.T. will continue to evaluate, manage, and assist the City's mentally ill and homeless population. M.E.T. will also expand its presence within the M.E.T. community by participating in a regional homeless taskforce, attend monthly Los Angeles County Mental Health Team Association training meetings, and provide continued in-house mental health awareness training.

M.E.T. participated in the City's homeless population count.

- Continue to participate in the City's Service Clubs (Chamber of Commerce, Exchange, Rotary, YMCA).

Status: The Department worked in conjunction with the Rotary Club and the Exchange Club on several community events (National Night Out and Backpack & Dictionary Giveaway Programs). Staff routinely attends the Chamber of Commerce's monthly meetings. The Department also provided safety training for the YMCA and local retirement facilities. Chief Scott Bixby has served on the YMCA Board of Directors since 2015.

The Department continues to improve our relationship with our community faith groups, namely through our participation in several interfaith meetings hosted by the King Fahad Mosque.

Goal Two: Enhance Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City of Culver City

- Continue to enhance and deploy the bicycle patrol unit to patrol congested traffic areas.

Status: In September of 2017, the Special Enforcement Team (SET) became fully operational. SET's primary mission is crime suppression and high visibility bicycle, vehicle and foot patrol in the Downtown area and La Ballona Creek. The team's top priority is to make the La Ballona Creek a more walkable, bikeable and safe area, serving to connect



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

residents throughout the City. Since its inception, the unit has conducted numerous bike and foot patrol details, meeting business owners, residents and visitors of the City. Residents have been elated to see the team at the local parks, Downtown area, La Ballona Creek, or simply patrolling the neighborhoods.

The team consistently patrols the La Ballona Creek and has had several noteworthy incidents. On October 17, 2017, a radio call was broadcasted of a traffic collision involving a bicyclist and a pedestrian in the Creek. SET members responded quickly and were the first to arrive, rendering aid to both subjects and guiding CCFD to the exact location of the crash. On November 14, 2017, SET was patrolling the Creek once again when they observed several subjects spray painting the walls just outside the high school. The officers were able to detain one subject, ultimately arresting him for felony vandalism.

Goal Three: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) While Enhancing Traffic Safety

- Continue to facilitate a workshop with City Council Members to identify parking enforcement issues and strategy.

Status: The Department meets with the City Council's Parking and Traffic Subcommittee and other City Departments to identify parking enforcement issues and implement strategies.

- Continue to apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, Safe Routes to School and Traffic Safety educational presentations.

Status: Awarded and applied for the following traffic safety grants:

Awarded:

FY18 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): Grant awarded in the amount of \$120,000.00. Grant funds cover the costs to conduct DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations, Top three collision factors focused enforcement, Safe Routes to School education and enforcement and Traffic Safety Educational Presentations. The grant period is October 1, 2017- September 30, 2018.

Applied:

FY19 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): Grant Application in the amount of \$238,080.00 was submitted on January 29,



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

2018. Requested grant funds will continue Traffic Safety Operations; DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations, Traffic Safety Educational Presentations and Safe Routes to School education and enforcement.

- Continue to evaluate the red-light photo enforcement program. Survey intersections and review the feasibility to relocate and increase red-light photo enforcement camera approaches based on violations and accidents.

Status: The photo enforcement program is fully operational with 12 intersections that have 21 approaches. Staff proactively reviews the red light camera program and examines how it could be more effective given the increase in commercial development and traffic volume throughout the City. Rather than just increase the size of our program, staff looks at intersections with lower traffic volume and/or fewer red light violations and seeks to relocate those cameras to intersections with higher traffic volume and congestion (vehicles, pedestrians and bicyclists) to have a greater impact on deterring red light violations and improve traffic and pedestrian safety to those areas.

- Continue to access collision data to identify intersections that have a higher rate of traffic collisions, which allows us to focus our enforcement operation accordingly.

Status: The primary traffic collision cause factors identified in a majority of the collisions investigated are: failure to yield at turning maneuvers, unsafe speed and red light violations. The majority of the enforcement is focused on impacting those violations that have been identified as the primary causes of collisions, as well as common locations of occurrence.

- Collaborate with Walk 'n Rollers and provide pedestrian safety education to the different Walking School Bus groups. Walking School Buses are fun activities to help children get to school safely. Bus Leaders walk a specific route every day, leading groups of children to school.

Status: Officers walked with students to various schools, as well as conducted traffic coordination and safety trainings during the Walk to School events, which was hosted by the Culver City Walk 'n Rollers.

Goal Four: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- a. In coordination with the Human Resources Department, engage local high school students in meaningful work assignments that will stimulate an interest in future career opportunities with the City, utilizing social media to market current City programs (i.e. Student Worker Program, Police Explorer Program, Teen Citizen Academy, and Fire Department Mentorship)



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

Status: Coordinated with the Human Resources Department and the Culver City High School in bringing two student interns to the Police Department, allowing the students to become familiar with the various functions of the Police Department.

The Police Department continues to grow our Police Explorer program, comprised of local high school students. This youth program is designed to provide youth with life skills, education and leadership experience to become a productive member of society, in addition to having the opportunity to start a future career in law enforcement.

- b. Continue participation in “My Brother’s Keeper” initiative.

Status: Under the umbrella of the “My Brother’s Keeper” initiative, the Department will continue to participate in the Young Black Achievers Program (an extracurricular program to help mentor, specifically Black youth) at the Culver Middle School.

- Continue to participate in procedural justice training for sworn and non-sworn supervisors.

Status: The purpose of Procedural Justice and Fair and Impartial Policing is to advance workforce development and to foster respect, legitimacy, transparency, fairness, and partnerships. Fair and Impartial Policing teaches police officers to recognize their own implicit biases, and then ensure that their personal biases are not negatively affecting and impacting their decision-making.

Through the utilization of our Department’s Certified “Fair and Impartial Policing” instructors, as well as our partnership with the Museum of Tolerance, 21st Century Policing principles and Cultural Diversity training is ongoing.

Objective 2: Increase Diversity in the Workplace

- a. Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media, professional organizations, and personal follow up from job fairs and other sources of contact.

Status: Annually, with the Human Resources Department, we attend state and local community colleges, Veterans job fair and the Black College Expo to recruit the best potential sworn and non-sworn candidates.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

- b. Continue to participate in Government Alliance on Race and Equity (GARE). GARE is a national network of government working to achieve racial equity and advance opportunities for all community members.

Status: The Department continues to participate in GARE, and was represented by a Police Lieutenant who graduated the program. City staff was exposed to different forms of racial inequities within various government entities that have occurred throughout history. GARE is a positive and thought provoking program that encourages staff to reflect on their Department's policies and practices currently implemented. The Department has committed to sending another management level employee to the next scheduled cohort.

- c. Continue to work with Human Resources on recruiting sworn and non-sworn staff and conduct outreach efforts to attract the best possible candidates.

Status: Since last reported, the Department hired five (5) sworn and nine (9) non-sworn employees. The breakdown is as follows:

Sworn: Four males (3 Hispanic and 1 White) and one female (Hispanic)

Non-sworn: Six males (4 Hispanic, 1 Pacific Islander and 1 White) and three females (2 White and 1 Pacific Islander).

Goal Five: Identify new Revenue Sources to Maintain Financial Stability

Objective 3: Expansion of Funding Alternatives

- d. Continue to pursue grants to leverage City funding.
- e. Continue to pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, forensics and mental health resources.

Status: Awarded and applied for the following grants.

Awarded:

U.S. Dept. of Justice – Office of Justice Programs - Bulletproof Vest Partnership: FY16 Grant awarded in the amount \$22,505.08. FY17 Grant awarded in the amount of 9,225.79. Reimbursement requests are ongoing based on vests purchased. The Department is required to exhaust FY16 grant funds prior to using FY17 grant funds.

FY18 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): Grant awarded in the amount of \$120,000. Grant funds cover the costs to conduct DUI Checkpoints, DUI



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

Saturations, Bicycle and Pedestrian Operations, Top three collision factors focus enforcement, Safe Routes to School education and enforcement and Traffic Safety Educational Presentations. The grant period is October 1, 2017- September 30, 2018.

Applied:

FY19 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): Grant Application in the amount of \$238,080.00 was submitted on January 29, 2018. Requested grant funds will continue Traffic Safety Operations; DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations, Traffic Safety Educational Presentations and Safe Routes to School education and enforcement.

ADDITIONAL FY 2017-2018 DEPARTMENTAL WORK PLANS

- Continue to implement the Department's 2016-2019 Strategic Plan goals and complete the following:
 - Impact critical crime occurrences by reinstating a patrol night-shift that will function as an Operations Bureau Special Problems Unit.

Status: The Department accomplished all goals detailed in the 2016-2019 Strategic Plan, highlighted by the Department's creation of the Special Enforcement Team (SET). SET's primary mission is crime suppression and high visibility bicycle, vehicle and foot patrol in the Downtown area and La Ballona Creek. Since their inception, the unit has conducted numerous bicycle and foot patrol details, allowing them to meet numerous business owners, residents and visitors of the City. The team has been successful in meeting its mandate, highlighted by various noteworthy arrests.

- Continue to closely monitor the release of AB 109 offenders.

Status: The Department's Crime Analyst continues to monitor the AB 109 offenders in our community. Most AB 109 Offenders are transient and don't stay in one location for very long. The Crime Analyst continues to coordinate communication efforts with County Probation (lead agency responsible for supervising offenders) so we have current and immediate information available to the officers. We also collaborate with the State Department of Corrections and Rehabilitation, Division of Adult Parole Operations, to obtain the status of parolees being released in our City.

- Continue to revisit the Police Department needs assessment including capital improvements.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

Status: Coordinated with the Public Works Department to repair and renovate the Station's restrooms on the first and second floors. Contacted the City's furniture and furnishings consultant to initiate a workstation reconfiguration layout plan for various work areas throughout the Station. In the process of dismantling and renovating the space previously occupied by the Communications Center.

- Continue with the implementation of the body worn camera program.

Status: Completed. The implementation of the body worn camera program increases accountability, department transparency, improved documentation, builds public trust and partnerships, thereby, fostering civic engagement.

- Continue to provide resources to the Culver City Centennial Celebration Committee.

Status: Completed.

- Continue to provide information through community outreach efforts and implement the City's Coyote Management Plan.

Status: The Department's efforts in creating and implementing the Coyote Management Plan has been successful, particularly in educating the community, thus avoiding any trapping of coyotes.

- Continue to respond to, and coordinate with the City's Code Enforcement Division, calls for service as it relates to the multi-unit housing smoking ban and water conservation.

Status: The Department continues to work closely with City Code Enforcement. Code Enforcement staff has attended briefings and provided information to the officers regarding the handling of smoking complaints. As of now, the smoking complaints will be handled as a civil issue between the landlord and tenant. Excessive water use violator information is given to Code Enforcement.

- Continue to provide information about the City's new electronic parking system through community outreach efforts; Neighborhood Watch meetings and the use of social media.

Status: The program has been discussed at City Council meetings, Neighborhood Watch meetings, and information is continually disseminated via social media and other media to inform the public about the program. The Public Works Department implemented a residential permit database that has integrated with the electronic parking system. Additionally, the Police Department produced an informative public safety video about the benefits and technologies of the new automated parking enforcement vehicles.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

- In coordination with the Fire Department, conduct tabletop exercises with City Council, City Manager and Department Heads to discuss simulated emergency situations (natural disaster, active shooter, terrorist attack) and their roles during an emergency and their responses to particular emergency situations.

Status: A tabletop exercise will be scheduled for the Spring of 2018.

FISCAL YEAR 2018-19 WORK PLANS

Goal Two: Enhance Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City of Culver City

- Assess the feasibility and availability to expand the Special Enforcement Team to focus on reducing specific criminal activity.
- Continue and improve the Department's proactive and predictive policing approach to prevent and reduce criminal activity.
- Continually monitor the Department's strategy for maintaining and improving response time for calls for service.
- Evaluate the Department's current crime analysis technology and research the feasibility to invest in other technologies.

Goal Four: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- Initiate the creation of a 2019-2022 Department Strategic Plan document.
- Evaluate and assess the Department's organizational structure with the intent to streamline, improve and maintain effective and efficient processes in providing the highest level of service.
- Assessments will include the allocation of resources, staffing levels, equipment, technology, and training.
- Emphasize and expand succession planning, including the utilization of a management/supervisory team building workshop.



POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

- Continue to maintain and grow the Department's community outreach efforts and strengthen community partnerships.

Goal Five: Identify new Revenue Sources to Maintain Financial Stability

Objective 1: Potential Retail Marijuana Excise Tax

- a. Now that recreational marijuana has been legalized in California, the City Council will consider whether dispensaries will be permitted in Culver City
 - The Department will monitor the marijuana businesses:
 - Monitor and track calls for service and any crime associated with the marijuana businesses.
 - In coordination with the City Manager's Office, during the permit process, assist with the review of the Applicant's security plan and background checks.
 - Assist the City's Code Enforcement Division with enforcing the marijuana business rules and regulations.
 - Use the Department's Special Enforcement Team to provide a highly visible presence at, and around, the marijuana businesses in an effort to reduce or deter quality of life issues.

Goal Six: Enhance Culver City's Reputation as a City of Kindness

- Expand the Department's Mental Health Resources:
 - Identify additional mental health resources available through partnerships (County Mental Health, local non-profits, universities) for response, care and treatment of individuals in need.
 - Work with the Los Angeles County Department of Mental Health to acquire another clinician to expand the CCMET (Culver City Mental Evaluation Team).
 - Participate in a regional task force, focused on providing resources aimed at addressing homelessness and mental health issues in the region. There are available grant funds from the Los Angeles County Mental Health Team Association to assign one officer to work on the Task Force.



2018-19
PROPOSED BUDGET

POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

- Collaborate with local non-profits to provide coordinated case management and encourage communication among all parties involved.
- Explore the feasibility of using a contractor to provide transport services for persons placed under a W.I.C. 5150* hold to the psychiatric facility to reduce officers' time out of the field.

(*W.I.C. 5150 is the detention of mentally disordered persons for evaluation and treatment during a 72-hour psychiatric hospitalization.)

- Initiate and implement a Nasal Narcan program for officer safety in dealing with incidents involving fentanyl, in light of the growing opioid epidemic.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FISCAL YEAR 2017-18 WORK PLANS

OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2017 Annual Compliance Report.

Status: Completed. We received notice from the Center for Public Safety Excellence (CPSE) on October 6, 2017 that the report was received and approved.

- Expand the tracking of response time performance to include analysis by individual Fire Management Zones (FMZ). **CC Strategic Goal 3**

Status: Completed. Implemented September 2017.

- Complete participation in the Advancing Racial Equity Program conducted by the Government Alliance on Race and Equity (GARE). **CC Strategic Goal 4, Objective 2, Initiative d**

Status: Completed. Two senior members of the Department completed the program in December 2017.

- Continue to seek grant funding for Fire Department projects. **CC Strategic Goal 5, Objective 3, Initiative b**

Status: Ongoing. The Department was successful in obtaining a grant to fund the purchase of ballistic helmets, eye protection, and vests. This equipment has been purchased and placed into service. Grant funding was also obtained to support the smoke detector program and provide training for arson investigators.

SUPPRESSION

- Enhance the Department's Technical Rescue program by updating existing Standard Operating Procedures (SOPs) and developing new ones for low angle rescue, high angle rescue, and trench rescue.

Status: Completed.

- Observe and participate in the annual emergency exercise conducted by the operator of the Inglewood Oilfield, Sentinel Peak Resources.

Status: Completed. The annual exercise was conducted on March 14, 2018.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Enhance the Department's pre-fire plan program by ensuring digital versions are available to all personnel and developing a process to identify and develop new plans. Note: Possibly a multi-year effort.

Status: Not completed. It will take another year to fully modernize the pre-fire plan program.

EMERGENCY MEDICAL SERVICES

- Purchase an enclosed trailer and stock with medical supplies. This trailer would be used in case of a mass casualty incident.

Status: Ongoing. It is anticipated that this will be completed prior to June 30, 2018.

- Work with CCUSD to expand CPR training in select high school classes with the goal of training over 500 people per year. **CC Strategic Goal 1, Objective 1**

Status: Ongoing. We will not reach our goal of training over 500 people this year.

- Recognize acts of kindness within the community by awarding a department commendation to individuals that have assisted others during an emergency situation. **CC Strategic Goal 6, Objective 4, Initiative b**

Status: Completed. As of March 1, 2018, four community members have received Department commendations.

EMERGENCY PREPAREDNESS

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Facebook, and Twitter. **CC Strategic Goal 1, Objective 1**

Status: Ongoing. We will continue to encourage community members to enroll in Nixle and follow our social media sites.

- Prepare and distribute a Community Disaster Resource/Resilience Guide that will contain important Culver City specific information. **CC Strategic Goal 1**

Status: Ongoing. It is anticipated that this will be completed prior to June 30, 2018.

- Enhance the student worker/intern program by implementing a paid intern position. **CC Strategic Goal 4**

Status: Completed.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Expand EOC Disaster Hotline capability to accommodate a surge of simultaneous calls by installing 10 dedicated phone lines.

Status: Completed.

- Review and enhance the CERT callout team program by reviewing the enrollment process, documentation, and activation procedures. **CC Strategic Goal 1, Objective 1**

Status: Ongoing. It is anticipated that this will be completed prior to June 30, 2018.

FIRE PREVENTION

- Implement paperless tablet based fire/safety inspections.

Status: Not completed. Working with IT Department to find a solution.

- Automate building fire protection system tracking and servicing due date notifications. Examples of fire protection systems include fire sprinklers, commercial hood systems, fire alarms, spray booths, etc.

Status: Completed. This program was implemented in August 2017.

- Develop a community outreach program targeting the City's elderly population that will provide smoke/carbon monoxide detectors free of charge. The Fire Prevention Bureau will look to partner with the Senior Center in order to maximize the program's potential. **CC Strategic Goal 1**

Status: Completed.

- Notify residents in the Very High Fire Hazard Severity Zone of brush clearance requirements and monitor compliance.

Status: Completed.

TELECOMMUNICATIONS

- Work with the Purchasing Department to dispose of decommissioned radio equipment that was removed from service during this year's radio system upgrade.

Status: Completed. All decommissioned radios were inventoried, packaged, and delivered to the Purchasing Division to be sold.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Complete a backup connection to the ICI Systems regional communication network.

Status: Not Completed.

- Improve security and provide for ongoing maintenance of the Baldwin Hills radio tower property.

Status: Completed. Security cameras have been installed to monitor the site and new perimeter fencing will be complete by May 2018.

FISCAL YEAR 2018-19 WORK PLANS

CITY STRATEGIC PLAN INITIATIVES

Strategic Goal 1, Objective 1

- Encourage community members to sign up for emergency notifications, alerts, and advisories through Nixle, Facebook, and Twitter. The goal is to increase Nixle subscribers and social media followers by 5% using "boosted" posts.

Strategic Goal 4, Objective 2, Initiative e

- Complete participation in the Advancing Racial Equity Program conducted by the Government Alliance on Race and Equity (GARE).

Strategic Goal 5, Objective 3, Initiative b

- Continue to seek grant funding for Fire Department projects.

Strategic Goal 6, Objective 4, Initiative b

- Recognize acts of kindness within the community by awarding a department commendation to individuals that have assisted others during an emergency situation.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Develop the documents required by the Commission on Fire Accreditation International (CFAI) for re-accreditation. The documents include the self-assessment manual, the community risk assessment/standards of cover, and the five-year department strategic plan.



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

SUPPRESSION

- Observe and participate in the annual emergency exercise conducted by the operator of the Inglewood Oilfield, Sentinel Peak Resources.
- Enhance the Department's pre-fire plan program by ensuring digital plans are available to all personnel. Establish a process to identify and develop new pre-fire plans. Note: Possibly a multi-year effort.
- Replace three aging fire engines. Develop specifications, monitor construction, and place them into service.

EMERGENCY MEDICAL SERVICES

- Provide CPR training to Culver City High School students and interested youth groups with the goal of training over 500 people in hands only CPR.
- Pilot project. Select an assisted living facility that generates over 100 9-1-1 calls per year. Provide training to their staff and assist them with developing internal policies that provide guidance on the proper use of emergency services. The goal is to reduce calls from that facility by 20%.
- Implement a bicycle medic program for use at special events. Obtain the necessary equipment, develop policies, and provide training to personnel.

EMERGENCY PREPAREDNESS

- Work with the Finance Department to develop a comprehensive disaster cost recovery plan and deliver training to select Finance Department personnel.
- Conduct one Emergency Operations Center (EOC) exercise and two "drop in" drills for City staff assigned to EOC duties.
- Evaluate and replace expired disaster supplies stored throughout the City.
- Update the Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan: Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies and continue to implement various emergency preparedness measures. (Joint Project with the City Attorney's Office.)



FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

FIRE PREVENTION

- Change the name of the Fire Prevention Division to the Community Risk Reduction Division.
- Implement tablet technology (paperless) to conduct fire inspections.
- Notify residents in the Very High Fire Hazard Severity Zone of brush clearance requirements and monitor compliance.
- Move fire hydrant annual inspection and maintenance program from Fire Suppression Division to Fire Prevention Division.

TELECOMMUNICATIONS

- Complete a backup connection to the Interagency Communications Interoperability System (ICI System) regional communication network.
- Replace aging radio system components on the Baldwin Hills tower, specifically, the antennas and combiners.
- Work with the Transportation Department to implement the radio component of the Smart bus project.



TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2017-18 DEPARTMENT WORK PLANS

STRATEGIC PLAN INITIATIVES RELEVANT TO THE TRANSPORTATION DEPARTMENT

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort.
- Create a Culver City Unified School District/City Youth Shared Resource Page on the City's website to promote community service opportunities for youth and include a directory of neighborhood and homeowner associations, non-profit organizations, and service clubs.
- Evaluate the criteria to post an event on the Community Calendar on the City's website. Promote the use of the Community Calendar through development and maintenance of the calendar items.

Goal 3: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Revise the Transportation Demand Management (TDM) Program to incorporate the City's goal of no ADT growth and evaluate potential incentive programs.
- Hire a consultant to create a robust TDM program and grow local business support for it.
- Develop a program to encourage residents to reduce trips by ridesharing and other additional forms of transportation.
- Research and develop additional transportation programs, such as on-demand fixed route busses; subsidized private ride sharing; a pool for discounted TAP cards; or a program of parking credits to allow less required parking, if the cost savings are allocated to TAP cards offered to a percentage of commercial building tenants.
- Identify opportunities for a partnership with the Southern California Association of Governments (SCAG) when pursuing the Mobility Element of the General Plan.
- Engage the City Council's Traffic and Parking Subcommittee in the process.

Goal 4: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning



TRANSPORTATION

RESP. MGR.: ART IDA

- Engage local high school students in meaningful work assignments that will stimulate an interest in future career opportunities with the City, utilizing social media to market current City programs (i.e. Student Worker Program, Police Explorer Program, Teen Citizen Academy, and Fire Department Mentorship)
- Evaluate opportunities with West Los Angeles College and other efforts such as the New American Leaders Project.

Objective 2: Increase Diversity in the Workplace

- Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media, professional organizations, and personal follow up from job fairs and other sources of contact.
- Develop and grow the City's image as a role model for equal opportunity, inclusion, and diversity.

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 3: Expansion of Funding Alternatives

- Continue to pursue grants to leverage City funding.
- Continue to support legislative measures to enhance City revenues.
- Coordinate efforts with the Culver City Chamber of Commerce.

Goal 6: Enhance Culver City's Reputation as a City of Kindness

Objective 1: Define what it Means to be a City of Kindness

- Use media and social media to promote the idea of kindness through articles and publishing acts of kindness.
- Consider the Moral Courage Project and existing Culver City Unified School District programs as resources.

Objective 4: Become a City of Kindness

- Recognize acts of kindness through regular articles, social media posts, and an annual event.



TRANSPORTATION

RESP. MGR.: ART IDA

FISCAL YEAR 2017-18 DEPARTMENT WORK PLANS

1. Implement the Culver CityBus SmartBus Project consisting of the SmartBus System replacement, Bus Signal Priority, and the Real-Time Bus Arrival Information System, and evaluate operational needs associated with implementation. The project is anticipated to complete by December 2018. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*

STATUS: The main project has gone through an extensive preliminary design process and is currently in the final design process. The City also issued an RFP for the design/procurement of the on-street/intersection portion of the Bus Signal Priority Project in January 2018, and staff anticipates to bring this item to the Council for contract award in April/May 2018.

2. Continue to analyze system-wide ridership and factors that impact public transportation and determine potential future changes for Culver CityBus service to increase transit ridership and reduce vehicular trips. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*

STATUS: Staff has done the analyses and is evaluating potential future changes to transit service.

3. Continue to identify and evaluate public transportation technologies and innovations and assess the feasibility of implementing innovative public transportation service to reduce vehicular trips. Identify opportunities for partnership with other agencies and businesses on innovative public transportation services. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*

STATUS: Staff has been conducting research and evaluation on public transportation innovations and is currently planning for the piloting of some innovative mobility services such as Microtransit and Autonomous Bus.

4. Coordinate and work with Public Works, the City of LA and Caltrans on the I-10/Robertson/National Area Circulation Improvement Project. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*

STATUS: The project has gone through the feasibility study, traffic study, various other analyses, and the first round of public meetings. Another round of public meetings (in Culver City and Los Angeles) is planned to occur in March 2018.

5. Continue to administer City's Congestion Management Program and Transportation Demand Management Ordinance; work with other departments to update City's Transportation Demand Management Ordinance and create a comprehensive program that will incentivize,



TRANSPORTATION

RESP. MGR.: ART IDA

promote, and increase the use of alternative modes of transportation by residents and businesses. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion; Goal 5 - Identify New Revenue Sources to Maintain Financial Stability*

STATUS: Staff has conducted the research on the Transportation Demand Management (TDM) program and is working on the scope of work to issue an RFP for consulting services to update the Transportation Demand Management Ordinance and create a TDM program.

6. Participate in the City's General Plan and Traffic Study Guidelines update efforts. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*

STATUS: Staff has participated in an initial internal meeting with Community Development Department (CDD) on the General Plan effort and will participate in the update efforts as included in the future. Staff also presented and discussed the Transportation Department's Mobility Action Plan with Public Works and CDD to help inform the General Plan update.

7. Explore the feasibility of implementing an autonomous bus pilot project. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*

STATUS: Staff has been in discussions with an autonomous bus manufacturer on a potential closed-road weekend demonstration project in downtown Culver City. Staff will provide an update to the Council as the effort progresses.

8. Increase the Department marketing footprint via an expanded Public Relations, Marketing and social media program, and create opportunities to strengthen strategic public and private stakeholder partnerships. *Strategic Plan References: Goal 1 – Increase Civic Engagement; Goal 4 – Promote Workforce Diversity and Development; Goal 6 – Enhance Culver City's Reputation for Kindness*

STATUS: Marketing outreach has expanded to increase visibility on Facebook, Twitter and Nextdoor, as well as to include verbiage on internal messaging from City Sponsored and Culver City based events on how to take transit. This improved social media footprint allows for expanded push of Rider Alert and other information.

Staff is also working on an expanded educational program with CCUSD. The Culver CityBus 90th Anniversary planning is underway with two days of recognition confirmed: Free Fare Day and a rider thank you event at the Westfield Transit Center on Friday, March 2, 2018; and a community event on March 3, 2018 at Culver City Transportation Headquarters. Staff has worked to expand the regional marketing efforts by taking leadership of the Regional Marketing Exchange Group which meets bi-monthly to explore partnership opportunities.



TRANSPORTATION

RESP. MGR.: ART IDA

9. Replace the transit bus washing system which has reached the end of its useful life. Staff anticipates that this project will be completed by December 2018. *Strategic Plan References: N/A*

STATUS: Staff has prepared a Request for Proposal for release in February for the replacement of the bus washing system, and anticipates that the project will be completed on schedule.

10. Reduce greenhouse gas emissions by introducing emerging vehicle technologies into the City fleet including all-electric (EV), plug-in hybrid electric (PHEV), and natural gas solutions, and by transitioning the City's diesel vehicles from petroleum diesel fuel to renewable diesel fuel. *Strategic Plan References: N/A*

STATUS: The City's diesel vehicles have successfully transitioned away from petroleum diesel fuel to renewable diesel fuel. Staff continues to introduce alternative fuel vehicles and new vehicle technologies into the City's fleet as available and applicable.

11. Continue to advance safety and security improvements for all transportation operations including both on-vehicle and facility enhancements. Staff has identified grant funding for several facility security projects to be completed by June 2018. *Strategic Plan References: N/A*

STATUS: On-vehicle and facility security enhancement projects are ongoing. Staff has completed the installation of additional Hirsh Security pads strategically located in the facility.

FISCAL YEAR 2018-19 WORK PLANS

1. Increase the Transportation Department marketing footprint via an expanded Public Relations program, creating opportunities to strengthen strategic public and private stakeholder partnerships, focusing on the current and incoming business community. Plans include educational programs, general market outreach, social media development, incentive programs, and dynamic workforce recruitment. *Goal 1 – Increase Civic Engagement; Goal 4 – Promote Workforce Diversity and Development; Goal 6 – Enhance Culver City's Reputation for Kindness*
2. Create and promote special fare options and transit pass classifications such as college U-Pass and business B-TAP to provide more convenience for transit riders and incentivize ridership. *Goal 5 - Identify New Revenue Sources to Maintain Financial Stability*



TRANSPORTATION

RESP. MGR.: ART IDA

3. In conjunction with Metro and regional TAP participants implement Regional TAP Program changes. *Goal 1 – Increase Civic Engagement; Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
4. Analyze and improve existing transit service and plan for and implement or pilot new and innovative mobility services and technologies such as on-demand Microtransit to improve mobility options and reduce vehicle miles traveled. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
5. Update and expand the Transportation Department's Mobility Action Plan; continue to administer the City's Congestion Management Program; and work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to incentivize, promote, and create the use of alternative modes of transportation by residents and businesses. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
6. Implement the Culver CityBus SmartBus Project consisting of the SmartBus System replacement, Bus Signal Priority, and the Real-Time Bus Arrival Information System, and evaluate operational needs associated with implementation. The project is anticipated to be complete by December 2018. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
7. Work with other departments to plan for transportation infrastructure to accommodate alternative modes of transportation and future technological advances such as connected and autonomous vehicles. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
8. Coordinate and collaborate with Metro and other public agencies in the region to create cohesive regional mobility. Work with the region on implementing a regional mobile trip planner and payment app for people to plan and pay for their daily trips using advanced technology. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
9. Participate in the City's General Plan and Traffic Study Guidelines update efforts. *Strategic Plan References: Goal 3 – Improve Transportation Circulation and Reduce Traffic Congestion*
10. Explore, identify, and secure additional transportation funding sources via public-private partnerships, competitive grants, and TDM fees. *Goal 5 - Identify New Revenue Sources to Maintain Financial Stability*



TRANSPORTATION

RESP. MGR.: ART IDA

11. Continue to explore new technologies including alternative fuels and “next generation” propulsion systems, and evaluate performance of electric vehicles for fleet use, including transit buses. *Strategic Plan References: N/A*
12. Coordinate infrastructure improvements as needed to accommodate new electric vehicle charging stations at the Transportation Facility. *Strategic Plan References: N/A*
13. Develop and refine the Department’s Transit Asset Management (TAM) Plan. The revised Plan will be completed by October 2018. *Strategic Plan References: N/A*
14. Implementation of the City’s Electronic Content Management System “ECMS” Project. *Strategic Plan References: N/A*



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal One: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- (Initiative 1b) In coordination with the PRCS Department, create a Culver City Unified School District / City Youth shared resource page on the City's website to promote community service opportunities for youth and include a directory of neighborhood and homeowner associations, non-profit organizations, and service clubs.

Status: In progress, will continue into next fiscal year. Staff has been in contact with CCUSD and will be working to establish a policy to govern content for the Youth Resource website. In the interim, staff is working to ensure that links to respective resources currently on the school district's website are also mirrored appropriately on the City's website.

- (Initiative 1d) In coordination with the City Attorney's Office, evaluate the criteria to post an event on the community calendar on the city's website and draft a policy related to calendar postings on the website. Promote the use of the community calendar through development and maintenance of the calendar items.

Status: In progress, will continue into next fiscal year. IT staff are working through the City Manager's Office and with the communications consultant to establish policies as it relates to the website and community event postings. This task will be addressed as part of a larger effort to establish a Website Governance Policy.

- Deploy an updated CRM mobile tool to facilitate the public being able to interface with the City. The citizen portal would also provide the public with access to additional online services.

Status: In Progress. After reviewing various products from other vendors, it was determined that the best path forward is to continue with the module that the City currently uses. The android mobile app has been recently made available and staff will be working to communicate this update to the public. This will expand usage in addition to the iOS platform that was initially made available. The CRM mapping feature was also enhanced resulting in improved response times and geographical accuracy when entering new records.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

- Open Data/Transparency - Deploy additional datasets on the City's website to expand the open data portal. The City's permitting activity and other datasets of interest would be made available to the public.

Status: Complete. The City's Open Data Portal now includes Building Safety permitting activity and a Permit Heat Map displaying activity for the last 12 months.

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

- (Initiative 1a) In coordination with the PRCS Department, develop and post a nonprofit and service club directory on the City's website.

Status: Not Started. This task will be addressed later this fiscal year in coordination with the PRCS Department.

- Deploy enhanced website analytics on the City's website to assist with tracking and report strategic goal indicators related to end-user activity on the website.

Status: Complete. Implemented analytics from the vendor, Site Improve which has heat mapping, browser behavior tracking and other enhanced reporting which was not previously provided from Google analytics.

Goal Four: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- (Initiative 1a) In participation with the Administrative Services Department, the IT Department will support and participate in the student work program.

Status: Ongoing. The department continues to participate in the Student Worker Program. Provided industry guidance and hands-on work experience to three students.

- Citywide Technical Training – Provide technical training to city staff in the areas of computer usage, Microsoft productivity applications (Outlook, Word, Excel, PowerPoint), and Geographic Information Systems (GIS) software and tools.

Status: Ongoing. The IT Department developed and sent a survey to city staff to obtain feedback regarding training needs and requests. In the process of coordinating additional training in response to the survey responses. Will also launch a citywide training online newsletter in an effort to centralize the training communication with classes offered by other city departments.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Goal Six: Enhance Culver City's Reputation as a City of Kindness

- Work with the City Manager's Office to identify and implement programs on the City's website where the City can showcase endeavors related to being a city of kindness.

Status: Complete. Launched the City of Kindness website which includes options to "take a kindness survey", "report an act of kindness", and "nominate a kindness trailblazer". Staff will continue to update and add additional "kindness" content as deemed appropriate.

DEPARTMENTAL WORK PLANS

IT Strategic Direction

- Work with all city departments to develop an IT Strategic Plan and roadmap implementing technology to facilitate smart cities initiatives that will leverage the city's municipal fiber network.

Status: In Progress, will continue to next fiscal year. Began working with a consultant to assist with developing a Technology Roadmap and Smart Cities Strategy. The objective is to develop a strategy that will facilitate leveraging the municipal fiber infrastructure. The technology roadmap will identify emerging technology that can be implemented to further enhance citywide and departmental operations.

- Complete an external network and security assessment.

Status: In Progress. The RFP has been released in an effort to identify a vendor to complete an audit of the City's networks.

- Evaluate and recommend a Wi-Fi strategy once the City's municipal fiber construction is complete and the network is operational.

Status: On Hold. This will be addressed after the Municipal Fiber Network (Culver Connect) is operational.

Permitting Software Enhancements

- Continue to implement technology enhancements related to support the city's permitting activities. Enterprise software enhancements will also coincide with streamlined permitting that will be implemented in coordination with Community Development, Fire, and Public Works Departments.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Status: In Progress. Working with the permitting divisions to implement remote inspections. In coordination with the City Manager's Office and the Finance Department will be configuring the permitting software to support the Cannabis permitting process.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.

Status: Worked with various departments to develop or implement projects including:

- *City Manager's Office - Cannabis Mapping: Utilizing GIS and map analyses to facilitate appropriate locations for Cannabis permitting.*
- *Community Development - Parking Management system: Worked with the Economic Development division on communications and internet connectivity between sites.*
- *Finance - Migration and troubleshooting of communication protocols for the Executime timekeeping.*
- *Fire Department - Configured connectivity from RCC Dispatch Center to each Fire Station through secure communication routes in the Police Department to manage station paging.*
- *Transportation Department - Provided IT Technical Support for the Transit Smart Bus System (SBS) replacement, Bus Signal Priority, Intelligent Signs, Bus Video Wi-Fi Project, and Radio interface for SBS.*

Technology Enhancement & Replacements

- Continue project to replace approximately 100 PCs' SATA disks with Solid State Drives. Replace Cisco upcoming end of life equipment as determined by audit and published end of life (EOL) information.

Status: In Progress. Replaced approximately 70 disks as of spring 2018. On schedule to complete the project by end of fiscal year.

Upgraded the Cisco VoIP telephone and voicemail system including 911 and emergency fall back gateways at each site. Migrated the physical hardware to a virtual environment. The updated system will also provide enhanced phone and voicemail functionality.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Completed network enhancements to remove an obsolete internal firewall/routing system from the network environment.

- Upgrade Geographical Information Systems (GIS) website mapping applications (Property Information Search and SIMS (Sewer Infrastructure Management System)). The upgrade will include an enhanced user experience by dynamically interacting with the maps, additional functionality, compatibility with additional web browsers and a responsive design for mobile users.

Status: In Progress. Updated the online GIS applications to HTML 5 making the applications accessible on more Internet browsers used by the public and provided enhanced functionality.

- Work with the Police Department to redesign the CCPD website.

Status: In Progress. The redesigned website has a launch date of March 15, 2018.

Municipal Fiber Network – Culver Connect

- Continue the implementation of a municipal fiber network which will be leveraged to provide high-speed and high-quality Internet access to local businesses, the Culver City school district, and for municipal operations.
- *Status: Ongoing. Construction of the Culver Connect backbone is approximately 90% complete. The construction project schedule for the backbone has encountered delays (extending the timeline) but the effort is estimated to complete within budget. In addition to the construction of the physical network, efforts have also been focused on identifying and engaging with potential customers. Revenue projections will be estimated during the budget planning for FY18-19.*



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2018-19 WORK PLANS

Objective 1: Increase Community Participation with and in City Government

(Continued from FY 17/18)

- (Initiative 1b) In coordination with the PRCS Department, create a Culver City Unified School District / City Youth shared resource page on the City's website to promote community service opportunities for youth and include a directory of neighborhood and homeowner associations, non-profit organizations, and service clubs.
- (Initiative 1d) In coordination with the City Attorney's Office, evaluate the criteria to post an event on the community calendar on the city's website and draft a policy related to calendar postings on the website. Promote the use of the community calendar through development and maintenance of the calendar items.

IT Strategic Direction

- Continue to work with all city departments to develop an IT Strategic Plan and roadmap implementing technology to facilitate smart cities initiatives that will leverage the city's municipal fiber network.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.

Technology Enhancement & Replacements

- Replace Cisco upcoming end of life equipment as determined by network audit and published end of life (EOL) information.
- In accordance with new accessibility standards, will implement closed captioning for public meetings (City Council, Commissions and Board Meetings) that are streamed via the City's website and televised on the City's cable channel.

Enterprise Electronic Document Management System

Provide project management and technology oversight for the citywide Document Management System which will establish the storage strategy for all documents in accordance with the City's document retention policy. The project will facilitate online forms, electronic signatures, workflow, electronic storage of documents and will make documents



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

accessible for eased storage, search and retrieval for city staff and the public where deemed appropriate.

Replacement of City's Fleet of Copier/Fax/Scan Machines

- Initiate a project to replace the City's fleet of business hub copiers/fax/scanners. The purchased units are approaching end of life. A RFP will be issued to identify the most appropriate plan for replacement including lease and purchase options.

Municipal Fiber Network – Culver Connect

- Continue the implementation of a municipal fiber network which will be leveraged to provide high-speed and high-quality Internet access to local businesses, the Culver City school district, and for municipal operations.
- Evaluate and recommend a Wi-Fi strategy that leverages the municipal fiber infrastructure.

GIS Technology Enhancements

- Open Data Portal: Make GIS data accessible to engage citizens, businesses, academics, and city staff to use data in a variety of ways, create maps, and customize apps they can use to create new information.
- Street Pavement GIS: Expand recent developments to create an online data and project viewer using ArcGIS Online.
- 3D Utility Management: Pilot effort to use GIS data that engineers may use to mitigate risk of building in congested areas by knowing where existing subsurface storm water and wastewater are located and perform conflict analysis of proposed changes to save time and reduce costs and errors.

IT Public Safety Support

- Police Network Redesign - The PD Network is currently utilizing a network topology called, "flat network." The redesigned network will enhance security, provide scalability, reduce network congestion and improve performance.



FINANCE

RESP. MGR.: JEFF MUIR

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal Four, Objective 2(d)

- Participate in the Government Alliance on Race and Equity program.

Status: Completed. Finance had a member on the GARE Team that graduated in 2017.

Goal Five, Objective 1(b)

- If authorized by City Council, assist in the process of placing a marijuana tax on the April 2018 ballot.

Status: Completed.

Goal Five, Objective 1(c)

- If authorized by City Council, work with the Finance Advisory Committee to provide analysis and recommendations to the City Council.

Status: Completed.

Goal Five, Objective 2(c)

- Work with Finance Advisory Committee to forward recommendations regarding the application of Transient Occupancy Tax (TOT). Based on City Council action, implement the collection of TOT on short-term rentals where applicable.

Status: In-progress. Ad-Hoc committee was formed with representation from FAC. Formal recommendations from Ad-Hoc committee are still in process.

Goal Five, Objective 3(a)

- Support Finance Advisory Committee in exploration of potential public/private partnerships.

Status: On FAC Work Plan.

DEPARTMENTAL INITIATIVES

Assist With Development of Cost Reduction/Revenue Generation Strategies

- Work with City Manager's Office to develop alternatives for to mitigate known expenditures increases in coming years for pension obligation costs.

Status: In-progress. Will begin discussion with City Council during FY 2018-19 budget process.



FINANCE

RESP. MGR.: JEFF MUIR

DEPARTMENTAL INITIATIVES – Continued

Continue Internal Audit Function

- Based on Enterprise Risk Assessment and Internal Control Review, individual areas such as cash handling improvement initiative and fraud, waste and abuse program development will continue to be reviewed in FY 2017/18.

Status: Completed initial assessment of cash handling improvements initiative and fraud, waste and abuse program development. Individual areas are being further analyzed and scheduled to be reviewed on an on-going basis.

Financial System Implementation

- Complete implementation of replacement for existing timekeeping software. Complete implementation CAFR Statement Builder. Provide user support and training. Continue to identify applications of the new system to improve business processes.

Status: On-going.

RFP for Investment Services Advisor

- Create an RFP for investment services advisor to ensure best pricing for required services.

Status: Completed

RFP for Banking Services

- Complete the RFP for banking services to ensure best pricing for required services.

Status: In-process. RFP to be issued prior to close of fiscal year. Staff recommendation likely won't come to City Council until FY 2018-19.

Municipal Code Updates

- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during 2nd quarter of Fiscal Year 17-18.).

Status: In progress. A working group, consisting of staff from the Finance, Public Works and Transportation Departments, and the City Attorney's Office, are conducting a comprehensive review of the City's regulations, policies and documents pertaining to the contracting and purchasing processes. The working group anticipates making recommendations to the City Council regarding any updates to the CCMC during the third or fourth quarter of FY 17-18.



FINANCE

RESP. MGR.: JEFF MUIR

DEPARTMENTAL INITIATIVES – Continued

Financial and Departmental Policies

- Continue to update policies and procedures manual for Finance Department.

Status: On-going.

Staffing of Finance Advisory Committee

- Continued support of the FAC and their Work Plan.

Status: On-going.

Redevelopment Agency Wind-Down

- Continued preparation of annual ROPS documents, payment of enforceable obligations, and navigation of State and County issues.

Status: On-going.

FISCAL YEAR 2018-19 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal Four, Objective 2(d)

- Participate in the Government Alliance on Race and Equity program.

Goal Five, Objective 2(c)

- Work with Finance Advisory Committee to forward recommendations regarding the application of Transient Occupancy Tax (TOT). Based on City Council action, implement the collection of TOT on short-term rentals where applicable.

Goal Five, Objective 3(a)

- Support Finance Advisory Committee in exploration of potential public/private partnerships.

DEPARTMENTAL INITIATIVES

Assist With Development of Cost Reduction/Revenue Generation Strategies

- Work with City Manager's Office to develop alternatives for to mitigate known expenditures increases in coming years for pension obligation costs.



FINANCE

RESP. MGR.: JEFF MUIR

DEPARTMENTAL INITIATIVES – Continued

Continue Internal Audit Function

- Based on Enterprise Risk Assessment and Internal Control Review, individual areas such as fleet management efficiency study and grants management will continue to be reviewed in FY 2018/19.

Financial System Implementation

- Complete implementation of replacement for existing timekeeping software. Complete implementation citizen transparency module. Provide user support and training. Continue to identify applications of the new system to improve business processes.

Begin Formal Audit Program for Business Tax Returns

- Work with MuniServices to implement auditing program for business tax returns.

RFP for Transient Occupancy Tax Audit

- Create an RFP for TOT audit of all hotels/motels.

RFP for Cost Allocation Advisor

- Create an RFP for cost allocation plans & fees advisor to ensure best pricing for required services.

RFP for Banking Services

- Complete and award the RFP for banking services to ensure best pricing for required services.

Municipal Code Updates

- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing.



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort. *(City Attorney's Office will assist with reviewing any new or updated policies relating to this initiative.)*

*Status (a/o 03/05/18): **Ongoing.** City Attorney's Office (1) worked jointly with City Manager's Office, Information Technology and Administrative Services/Human Resources in developing an Administrative Social Media Policy regarding the City's presence on social media, including a Customer Use Policy; (2) participates in quarterly communications meetings with all City departments and City's communications consultant, Tripepi Smith; (3) produced a significant amount of public notification and information bulletins, flyers and brochures relating to the Inglewood Oil Field Specific Plan Project; and (4) continues to provide assistance with and participate in this effort as needed.*

- Evaluate the criteria to post an event on the Community Calendar on the City's website. Promote the use of the Community Calendar through development and maintenance of the calendar items. *(City Attorney's Office will participate with the Information Technology Department with this initiative.)*

*Status (a/o 03/05/18): **Ongoing.** City Attorney's Office available to assist with and participate in this effort as needed.*

Goal 2: Enhance the Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City (The City Attorney's Office will provide legal assistance for the Objective 1 initiatives as needed.)

- Research the reclamation of the Ballona Creek right-of-way. Explore legal, political/jurisdictional, and financial implications. *(City Attorney's Office will research applicable legal requirements and/or implications for the reclamation of right-of-way.)*

*Status (a/o 03/05/18): **Ongoing.** City Attorney's Office participated in the Ballona Creek Task Force meeting and continues to be provide assistance with and participate in this effort as needed.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 1: Potential Retail Marijuana Excise Tax

- Now that recreational marijuana has been legalized in California, the City Council will consider whether dispensaries will be permitted in Culver City. *(City Attorney's Office will assist with evaluating potential regulations and preparing amendments to the CCMC as directed.)*

*Status (a/o 03/05/18): **Ongoing.** City Attorney's Office advised the Marijuana Task Force, which held a series of meetings in 2017; and worked with the City Council Subcommittee, City Manager's Office and other City Departments to develop amendments to the Zoning Code and draft a regulatory ordinance, permitting commercial cannabis businesses in the City. The ordinance was adopted in December, 2017. The City Attorney's Office continues to work with the City Manager's Office to develop the application and selection processes and the necessary forms to implement the ordinance.*

- If permitted, the City Council would consider a marijuana tax for placement on the ballot during the April 2018 municipal election. *(City Attorney will prepare the required Impartial Analysis of the ballot measure if the Council determines to place the tax on the ballot.)*

*Status (a/o 03/05/18): **Ongoing.** The City Attorney's Office worked jointly with the Finance Department, City Manager's Office and the City's consultant to develop a proposed tax measure that would tax commercial cannabis businesses in the City. The development of the tax was discussed at the Finance Advisory Committee, which provided recommendations on the tax levels to the City Council. The tax measure will be on the April 2018 ballot. The City Attorney prepared the required impartial analysis of the ballot measure.*

Objective 2: Application of Transient Occupancy Tax to Short-Term Rentals

- Evaluate regulations with respect to zoning; community implications; impacts to affordable housing; and communication with property owners who may be absent during the rental period. *(City Attorney's Office will assist the Community Development Department with this item.)*

*Status (a/o 03/05/18): **Ongoing.** City Attorney's Office has advised the City staff team, led by the City Manager's Office, by reviewing and providing input on possible regulations for short term rentals (STRs) and has attended Short Term Rental Task Force meetings and STR City Council Subcommittee meetings.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

DEPARTMENTAL WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.

Status (a/o 03/05/18): Ongoing.

- **Training:** Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. (The next AB1234/Brown Act/Conflict of Interest Training will be held on June 29, 2017, during the last quarter of Fiscal Year 17-18.)

Status (a/o 03/05/18): Completed and ongoing. The AB1234/Brown Act/Conflict of Interest Training was held on June 29, 2017. This training is now conducted annually in June of each year, and as needed, after new appointments are made to the various City commissions, boards and committees. The next training is tentatively scheduled for June 28, 2018.

- **Oil Drilling:** (1) Ordinance/Regulations (Joint project with Community Development Department.) (Release date for Draft Specific Plan and related Draft Environmental Impact Report (EIR) are to be determined, pending direction from City Council at a community meeting on April 17, 2017); and (2) Monitoring and, when applicable, commenting on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.). (Joint project with Community Development Department.)

Status (a/o 03/05/18): (1) In progress. The Draft Specific Plan document and Draft EIR for the Specific Plan were released to the public on September 15, 2017. The public review period for written comments on the Draft EIR closes on March 14, 2018. Three informational community meetings regarding the Draft Specific Plan and Draft EIR were hosted by the City Council Oil Drilling Subcommittee on October 24 and October 30, 2017 and February 21, 2018. The City Council public hearing dates to consider the Draft Specific Plan and Final EIR are yet to be determined, but are expected to occur in first quarter of Fiscal Year 18-19. (2) Discussion of fracking regulations have been folded into the Specific Plan process. Staff continues to monitor and, when applicable, comment on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.).

- **City Council Policies – Comprehensive Update:** (Joint Project with Administrative Services Department) Working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. (It is the Subcommittee's goal to complete this project by April 2018, during the fourth quarter of Fiscal Year 17-18)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

*Status (a/o 03/05/18): **In progress.** Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. In Fiscal Year 16-17 and thus far in Fiscal Year 17-18, the following City Council Policies have been reviewed (and amended as needed): 2201, 2301, 3001, 3003, 3204, 3401, 3402, 5001, 5002, 2006-01, 2007-01, 2010-01, 2014-CP001, 2014-CP002, 2014-CP003 and 2014-CP004. Additional Policies will be considered by the City Council as expeditiously as possible. It is anticipated this project will be completed during the fourth quarter of Fiscal Year 18-19.*

- **Marijuana Task Force (MTF):** (Joint Project with Multiple City Departments and elected and appointed officials) Evaluating and developing potential marijuana policies, regulations and tax measures under the 2015 Medical Cannabis Regulation and Safety Act (MCRSA) and 2016 Adult Use of Marijuana Act (AUMA).

*Status (a/o 03/05/18): **Completed.** The City Attorney's Office advised the Marijuana Task Force (MTF) which held numerous public meetings from May through September 2017. The MTF consisted of two members of the City Council; one member from the Planning Commission; one member from the Finance Advisory Committee; with support from staff from the City Manager's and City Attorney's Offices, and staff from the Police, Fire, Community Development, Finance and Public Works Departments, for the purpose of evaluating and developing potential marijuana policies, regulations and tax measures under the 2015 Medical Cannabis Regulation and Safety Act (MCRSA) and 2016 Adult Use of Marijuana Act (AUMA). The ultimate outcome of the MTF was for the City to move forward with a commercial cannabis ordinance, which was adopted by the City Council in December, 2017.*

- **Telecommunications Ordinance and Procedures Update, Including Review of Design and Use Standards:** (Joint project with Public Works and Community Development Departments). (1) Wireless antenna ordinance; (2) Update encroachment permit process; and (3) Review and update existing CCMC telecommunications regulations. (Anticipate bringing an ordinance to regulate new wireless antennas in the public rights-of-way and to update the encroachment permit process to the City Council prior to the end of Fiscal Year 16-17)

*Status (a/o 03/05/18): **In progress and ongoing.** City Attorney's Office has focused its efforts this fiscal year, on an increasing number of applications for installation of wireless antennas in the public rights-of-way. Both federal and state law now require that local governments approve applications for wireless antennas on an expedited basis. The City Attorney's Office has been setting up practices and procedures for Public Works staff to follow, which include development of application process and design and development standards. In addition, the City Attorney's Office has been developing an ordinance which*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

will enable the City to regulate new wireless antennas in the public rights-of-way. It is anticipated that this proposed ordinance will be brought to City Council prior to the end of Fiscal Year 17–18. Concurrently, proposed amendments to address the processing of encroachment permits (changing from City Council approval to administrative approval) will be presented to the City Council.

- **Email Retention and Electronically Stored Information (ESI) Policies:** Assist Information Technology Department with the drafting and implementation of new policies and procedures relating to Email Retention and Electronically Stored Information (ESI) (Joint project with Information Technology.)

*Status (a/o 03/05/18): **Partially completed with remainder to be carried over to the next fiscal year.** A working group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office prepared Administrative Policies and Procedures for the Social Media Policy, which were approved by the City Manager in January, 2017. In addition, the staff team is in the process of drafting a separate administrative policy regarding employee use of social media. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the activity for these policies was initially put on hold pending the selection of an Email/Cloud storage solution. The IT Department has completed its implementation of Microsoft's Office 365 Cloud solution, which also includes an E-Discovery module. The City Attorney's Office will work in coordination with IT to update policies related to Email retention and Electronically Stored Information.*

- **Pipeline Franchise Renewals:** Assist with Pipeline Franchise renewals (Assist City Manager's Office.)

*Status (a/o 03/05/18): **Ongoing.** A renewal of the franchise agreement with Torrance Valley Pipeline Company is currently in negotiation. Once an agreement has been reached with Torrance, the City Manager's Office will use that agreement as a template for renewing agreements for other existing oil pipelines within City boundaries. The City Attorney's Office is assisting with these efforts as needed.*

- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 17-18.)

*Status (a/o 03/05/18): **In progress.** Working in partnership with the Community Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during Fiscal Year 13-14 and has continued through Fiscal Year 17-18. Thus far in Fiscal Year 17-18, amendments to accessory dwelling units, cannabis business uses, nonconforming provisions, portable sheds, temporary storage containers and front yard trellis structures, have been completed.*



2018-19
PROPOSED BUDGET

CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

Amendments concerning lofts/mezzanines and outdoor dining are anticipated to be completed during the fourth quarter of FY 17-18. Various other amendments will continue into Fiscal Year 18-19 and include, but not be limited to, amendments relating to short-term rentals, neighborhood-specific development standards, and hillside development and construction standards.

- **Animal Services Ordinance Update:** Establish administrative procedures for barking dogs, potentially dangerous dogs and other animal nuisances. (Joint project with Police Department.) (Anticipate completing during Fiscal Year 16-17.)

*Status (a/o 03/05/18): **Completed.** The City Attorney's Office worked with Animal Services on proposed amendments and additions to the Animal Services Ordinance, which were introduced by the City Council on July 10, 2017, and adopted July 26, 2017. We continued to advise Animal Services on the implementation of the updated ordinance.*

- **LAX/FAA Overflights:** The City Attorney's Office will continue to oversee litigation and other issues regarding LAX, including, overflight concerns, Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.)

*Status (a/o 03/05/18): **Ongoing.** The City Attorney's Office continues to work with the City's City Council LAX Subcommittee, as well as outside consultants, on the issues related to the Southern California Metroplex NextGen implementation by the FAA. The City Attorney's Office continues to manage the City's current litigation related to the FAA's Environmental Assessment (EA). Additionally, the City Attorney's Office worked with the LAX Subcommittee and the City Manager's office to hire a federal lobbyist to advance the City's position with Congress and the FAA.*

- **Municipal Fiber Network Project:** (Assist Information Technology Department with Project as needed.)

*Status (a/o 03/05/18): **Ongoing.** On November 9, 2015, the City Council took several actions, including approving a consultant agreement with Mox Networks, LLC for the design and development of the Municipal Fiber Network and authorized the City Manager to negotiate and execute certain agreements related to the operations and maintenance of the Municipal Fiber Network. Our Office continues to work with City staff, Mox and other stakeholders to move this project forward. Construction of the fiber network backbone began on August 22, 2016 and is approximately 90% complete. The construction project schedule for the backbone has encountered delays (extending the timeline) but the effort is estimated to complete within budget. In addition to the construction of the physical network, efforts have also been focused on identifying and engaging with potential customers. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **Multi Jurisdiction Hazard Mitigation Plan:** (Assist Public Works Department as needed.)

*Status (a/o 03/05/18): **Completed.** The City Attorney's Office participated on the Steering Committee for the Multi Jurisdiction Hazard Mitigation Plan (MJHMP), along with staff from the Public Works Department, other City departments, and the School District. After completing a draft of the plan and obtaining City Council and public input, on May 25, 2016, the draft MJHMP was submitted to the California Office of Emergency Services (OES) for comments. OES and FEMA approved the MJHMP on December 19, 2016 and February 28, 2017, respectively. The MJHMP was presented to the City Council on April 11, 2017 and the CCUSD Board on April 25, 2017 for final approval and implementation.*

- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office) – Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during second quarter of Fiscal Year 17-18.)

*Status (a/o 03/05/18): **In progress.** A working group, consisting of staff from the Finance, Public Works and Transportation Departments, and the City Attorney's Office, are conducting a comprehensive review of the City's regulations, policies and documents pertaining to the contracting and purchasing processes. The working group anticipates making recommendations to the City Council regarding any updates to the CCMC during the third or fourth quarter of FY 17-18.*

- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).

*Status (a/o 03/05/18): **Carried over to next fiscal year.** The City Attorney's Office is assisting the Administrative Services Department (Cultural Affairs Division) in drafting an outline of the process and timeline to update the Historic Preservation Program to include an opportunity for adequate community input while facilitating completion of the project in a reasonable timeframe. With plans to update the City's General Plan, there currently exists an opportunity to further coordinate and streamline guidelines City-wide as they pertain to historic preservation.*

- **Grant Opportunities:** Monitoring grant opportunities.

*Status (a/o 03/05/18): **Ongoing.** None available at this time. Will continue to monitor eCivis and other resources for available grant opportunities.*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2018-19 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort. *(City Attorney's Office will assist with reviewing any new or updated policies relating to this initiative.)*
- Evaluate the criteria to post an event on the Community Calendar on the City's website. Promote the use of the Community Calendar through development and maintenance of the calendar items. *(City Attorney's Office will participate with the Information Technology Department with this initiative.)*

Goal 2: Enhance the Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City *(The City Attorney's Office will provide legal assistance for the Objective 1 initiatives as needed.)*

- Research the reclamation of the Ballona Creek right-of-way. Explore legal, political/jurisdictional, and financial implications. *(City Attorney's Office will research applicable legal requirements and/or implications for the reclamation of right-of-way.)*

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 1: Potential Retail Marijuana Excise Tax

- Now that recreational marijuana has been legalized in California, the City Council will consider whether dispensaries will be permitted in Culver City. *(Since the City adopted a commercial cannabis regulatory ordinance and amended the Zoning Code to allow cannabis businesses in the City, the City Attorney's Office will continue to assist with the implementation of the ordinance, including the application and selection process, and any ongoing legal issues related to the new businesses.)*
- If permitted, the City Council would consider a marijuana tax for placement on the ballot during the April 2018 municipal election. *(If the ballot measure being submitted to the voters passes in April, 2018, the City Attorney's Office will assist the Finance Department in implementing the tax measure.)*



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

Objective 2: Application of Transient Occupancy Tax to Short-Term Rentals

- Evaluate regulations with respect to zoning; community implications; impacts to affordable housing; and communication with property owners who may be absent during the rental period. (*City Attorney's Office will assist the Community Development Department with this item.*)

DEPARTMENTAL WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.
- **Litigation and Claims.** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.
- **Training:** Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held on June 28, 2018, during the last quarter of Fiscal Year 17-18.
- **Oil Drilling:** (1) Ordinance/Regulations: City Council public hearing dates yet to be determined, but anticipated to occur in first quarter of Fiscal Year 18-19); and (2) Monitoring and, when applicable, commenting on, federal, state and local agency regulations relating to oil drilling operations (i.e. fracking, air and water quality, etc.). (Joint project with Community Development Department.)
- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. It is anticipated this project will be completed during the fourth quarter of Fiscal Year 18-19. (Joint Project with Administrative Services Department.)
- **Telecommunications Ordinance and Procedures Update, Including Review of Design and Use Standards:** (1) Wireless antenna ordinance; (2) Update encroachment permit process; and (3) Review and update existing CCMC telecommunications regulations. Anticipate bringing an ordinance to regulate new wireless antennas in the public rights-of-way and to update the encroachment permit process to the City Council prior to the end of Fiscal Year 17–18. (Joint project with Public Works and Community Development Departments.)



CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

- **Email Retention and Electronically Stored Information (ESI) Policies:** Drafting and implementation of new policies and procedures relating to Email Retention and Electronically Stored Information (ESI) (Assist Information Technology Department as needed.)
- **Pipeline Franchise Renewals:** Assist with Pipeline Franchise renewals (Assist City Manager's Office.)
- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout Fiscal Year 18-19. (Assist Community Development Department.)
- **LAX/FAA Overflights:** The City Attorney's Office will continue to oversee litigation and other issues regarding LAX and the FAA, including, overflight concerns related to noise and air quality, working with the City's federal lobbyist, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility.
- **Municipal Fiber Network Project:** (Assist Information Technology Department with Project as needed.)
- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** Conduct a comprehensive update of the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (CCMC amendments presented to City Council during third or fourth quarter of Fiscal Year 17-18. Working Group will continue to update related policies and procedures, and other procurement templates, as needed.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office.)
- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).
- **LTMB Role, and CCMC and Bylaws Amendments:** Discussion and recommendations from the Landlord-Tenant Mediation Board concerning their role, community outreach regarding mediation services, mediation practices/procedures and related amendments to the CCMC and LTMB Bylaws. (Joint Project with the Community Development Department/Housing Division.)
- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance;



2018-19
PROPOSED BUDGET

CITY ATTORNEY

RESP. MGR.: CAROL SCHWAB

interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit). (Assist the Community Development Department/Housing Division as needed.)

- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Community Development Department/Planning Division.)
- **ADA Self-Evaluation and Transition Plan:** Steering committee with Public Works and other City departments, along with the City's consultant, on the City's ADA Self-Evaluation and Transition Plan. (Assist the Public Works Department as needed.)
- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures. (Joint Project with the Fire Department.)
- **Grant Opportunities:** Monitoring grant opportunities.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2017-18 WORK PLANS

ADMINISTRATION

- Green Business Certification Program: Funding to continue “Sustainable Business Certification Program” with Community Partners for a second year. Estimated cost: \$60,000 *Status: The first year trial period of the Sustainable Business Certification Program concluded during the third quarter of FY 17/18. Based on the City Council’s direction if the program met or exceeded its goals, the program will continue for a second year in FY 18/19 at a cost of \$65K.*
- Zero Net Energy Master Plan: Implement one or more zero net energy projects at various City facilities as recommended in the Zero Net Energy Master Plan prepared by The Energy Coalition on behalf of the City. The projects entail installation of on-site generation systems that produce enough power to meet the needs of each facility. *Status: Staff has evaluated project opportunities and is recommending moving forward with a Solar/Microgrid Feasibility Study for the Veterans/Senior Center in FY 18/19.*
- Centennial Garden: Working in conjunction with the City’s Centennial Committee, release a request for proposals to secure a landscape architect to prepare drought-tolerant landmark design plans to replace City Hall’s landscaping that includes a tribute to the City’s 100th year anniversary. *Status: The City selected a firm to complete this project as the Centennial Garden project. A master plan for City Hall’s landscaping will be completed in the fourth quarter of FY 17/18. The first phase plans for landscaping improvements on the Lafayette side of City Hall is anticipated be completed by the third quarter of FY 18/19.*
- Tree City USA Application: Apply for Tree City USA Designation for Culver City. *Status: Application submitted. The City has been selected for Tree City USA designation.*
- Staff will include a page on the Culver City webpage to highlight the City’s environmental efforts. *Status: Ongoing in FY 17/18*
- Cooperate with the Community Development Department in development of the Circulation Element of the General Plan and any associated special plans to include a discussion of ways to enhance the walkability and bikeability and connectivity of Ballona Creek to the community. *Status: Ongoing in FY 17/18 in conjunction with development of the General Plan.*
- Jackson Ave/Farragut Ave Pedestrian Walkway: Demolish existing walkway improvements and replace with a new concrete pad that may be colored or patterned accompanied by brick accents. Landscape plans will be prepared by the City’s in-house landscape architects. Both sides of the new walkway will include a strip of landscaping located on either side of its width and run along its entire length with a new irrigation system. The existing cobra head streetlights will be removed and be replaced with illuminated bollards. The walkway will be enclosed by a 6’ redwood fence with creeping fig planted at the base to climb upon it. Existing trees will remain if healthy. Estimated cost: \$55K *Status: Project not funded in FY 18/19 budget. The City has been engaged in discussions related to the sale of part of the City property which could impact plans for future improvements.*
- Engage City of LA in discussion regarding realignment of City boundaries in areas of conflict with public service and property taxes. Determine recommended areas for realignment. *Status: This item will be rolled over to FY 18/19 due to workload and staffing issues with key personnel.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- Work with IT to generate a list of possible boundary changes and recommend a priority list to the City Council to work on. *Status: This is related to the above item. This item will be combined with the above item and rolled over into FY 18/19.*
- Investigate funding mechanisms for sidewalk repairs and construction throughout the City. Working in conjunction with the City Manager's office and Finance Department, develop recommendations for City Council consideration. *Status: Memo to be provided to the City Council by the end of the 3rd Quarter FY17/18,*

BICYCLE & PEDESTRIAN

- SB 743 Compliance: Review Traffic Study Guidelines and develop a plan to be in compliance with SB743, transitioning CEQA traffic impact analysis from LOS to VMT. Determine required elements such as traffic model and estimate costs. Work to be coordinated with the City's General Plan update effort. This addresses Council Strategic Goal Three, Objective 1a. *Status: Staff to develop a timeline for compliance with Community Development Advance Planning Division by 3rd quarter FY 17/18 and finalize by 4th quarter FY 17/18. An RFP has been released for traffic modeling.*
- Bicycle & Pedestrian Project Development: Hire a planning and outreach consultant to develop project concepts and conduct community engagement for two corridors identified in the Bicycle & Pedestrian Action Plan. The two corridors may include El Rincon SRTS/Overland Corridor Study (3.4 mi) and/or East Washington Corridor Study (1.1 mi) depending on prioritization and community input. Project concepts could include protected bike lanes, pedestrian safety measures, and/or intersection improvements. This addresses Council Strategic Goal 3e,h. *Status: Consultant has been hired. Process is underway. This is incorporated into the Bicycle & Pedestrian Action Plan. Staff to develop concepts by 3rd quarter FY 17/18 and finalize for City Council consideration by 4th quarter FY 17/18.*
- Bike Share Implementation: Implement Bike Share System selected by City Council. This addresses Council Strategic Goal 3,e,f,. *Status: Metro to take MOU to Metro board in March 2018. Aiming for Fall 2018 launch and implementation which will include permitting and finalizing of site plans for installation.*
- Expo-Downtown Connector Environmental & Engineering: Hire a consultant to conduct environmental analysis (including traffic) and engineering for the Expo to Downtown Bicycle Connector Project to bring this project to shovel-ready status. Staff will concurrently pursue capital grant opportunities. This addresses Council Strategic Goal 3e. *Status: Staff has issued RFP and interviewed consultants. After further consideration, staff is requesting a revised proposal from one consultant to examine the feasibility of reversible traffic lanes on Washington Blvd. so that the available public right-of-way can be used for both bike facilities and a potential microtransit system (as discussed in the TOD Visioning Study). Staff anticipates application for ATP Cycle IV to fund design and construction in 3rd quarter FY 18/19.*
- Culver City Walk & Rollers: Hire safe routes to school consultant to continue the Culver City Walk & Rollers program in partnership with CCUSD. CCUSD is expected to contribute \$30,000 for a total program budget of \$70,000. This will be a recurring funding commitment in future years. This addresses Council Strategic Goal 3,e,f,. *Status: Consultant has been hired and process is underway.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- Automated Bike Counters: Funding for the purchase of automated bike counters: one permanent for installation near City Hall, and a couple to be used for data collection as needed. This addresses Council Strategic Goal 3a,b. *Status: Staff to receive research and recommendations from consultants regarding types of bike counter totems and optimal placement location in 4th quarter FY 17/18 with installation to take place during the 1st quarter 18/19.*
- Incorporate development of a Vision Zero Plan into the City Bicycle and Pedestrian Master Plan Update (to be renamed the Bicycle and Pedestrian Action Plan). This addresses Council Strategic Goal 1g. *Status: VZ has been incorporated into the BPAP. Ongoing in FY 17/18 with expected completion in FY 18/19.*
- Engage the City Council Bicycle and Pedestrian Advisory Committee and the City Council Traffic and Parking Subcommittee to obtain input throughout the process of updating the City's Bicycle and Pedestrian Master Plan (Action Plan) focusing on identifying barriers and finding solutions. *Ongoing in FY 17/18. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*

ENGINEERING

- Capital Improvement Program: Implement the City's Capital Improvement Program. *Status: Carlson Park Street Lighting Upgrade project construction contract has been awarded. Construction will begin in March 2018. City-wide ATCS Implementation is under construction. La Ballona Elementary School/Washington Blvd./Elenda Street ATP is in design. Traffic Signal Left turn Phasing is completed. Bankfield Sewer Pump Station notice of inviting bids was released in February 2018. Sewer Pipeline Diversion Project notice inviting bids to be released in April 2018. Higuera Bridge Replacement Project is scheduled for bidding in summer 2018.*
- Construction of Sewer Diversion Pipelines: Implement the construction of sewer diversion pipelines and new sewer pump station at 5722 Bankfield Avenue in order to decommission Mesmer Avenue as a sewer pump station and close Overland Avenue sewer pump station. Bristol Sewer Pump Station and Fox Hills Pump Station will be diverted to the new proposed sewer pump station in the future when funds are available. *Status: Construction is slated to begin on the project in Summer 2018..*

ENVIROMENTAL PROGRAMS & OPERATIONS

- Storm Water Program Management: Work with Ballona Creek and Marina del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollutant Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. *Status: Regional Board approved both EWMP/CIMP. The RFP for Washington Boulevard Diversion Project was released 2nd Quarter FY16/17, the RFP for Culver Boulevard Median Regional Infiltration Project ~~is projected~~ was released second quarter 17/18. Award of design contract of the Culver Boulevard Median Regional Infiltration Project was on 12/11/17. Continue implementation of CIMPs throughout FY 17/18.*
- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are being used to



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

reduce pollution as required twice within the five-year term of the NPDES permit. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). *Status: Cycle 3 completed 1st quarter 17/18. Staff will enter into contract with performing artist to educate elementary school children about storm water pollution. Presentations will occur during 3rd quarters of FY 17/18. Mr. Eco is scheduled for March 2018. Outreach materials will be updated during 3rd quarter FY 17/18. Restaurants and eateries will be inspected for compliance with the Clean Bay Restaurant Program in 4th quarter FY 17/18 with the assistance of new Environmental Compliance Inspector (expected hire date of March 19, 2018) and consulting firm.*

- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: Develop SWPPPs for City Yard and Fire Station(s)/Police Station that has a fueling station. *Status:-Due to staffing issues, these SWPPP's will be prepared in FY 18/19.*
- Sewer System Regulatory Compliance: Implement the findings of the audit of the City's wastewater program conducted by the State during December 2014. Continue to submit mandated sewer system operation reports through the State's on-line system. Perform required training of staff regarding the City's Sanitary Sewer Management Plan (SSMP) to assure that critical procedures are followed during maintenance and emergency activities. Develop standard operating procedures for sewer operations and asset management. *Status: Staff on target to develop Standard Operating Procedures by 4th Quarter FY17-18. Annual training will take place in 4th Quarter FY17/18. Compliance reporting will take place throughout the fiscal year.*
- Industrial General NPDES Permit Compliance: Implement 85th percentile storm storage and diversion system at the Culver City Transfer Station to enhance storm water discharges from the site. *Status: Baldwin Hills Conservancy Proposition 1 Grant received and executed for \$606,000. Construction completed 2nd quarter 17/18. Construction of storage and diversion tanks was completed in 2nd Quarter FY17/18 and system is now in place and operational.*
- Green Streets Projects: Develop a plan for construction of Green Street projects for inclusion in future Capital Improvement Program budgets. The plan will use the findings from the EWMPs and will identify the magnitude of Green Street projects required to achieve compliance with storm water regulations. *Status: RFP of Green Streets Masterplan has been moved to 2nd Quarter FY 18/19 to allow for coordination with the City of LA's analysis of green streets/EWMP data.*
- Washington Boulevard Infiltration Project: Implement 85th percentile storm storage and infiltration system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. *Status: Costco agreement executed 3rd Quarter FY16/17. Staff released RFP in 2nd Quarter FY16/17 for design. Contract has been awarded and design of project to be completed by 2nd quarter FY 18/19. Management of grant from LA County Regional Park and Open Space, ongoing FY17/18.*
- Culver Boulevard Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek watershed EWMP. *Status: Design of project underway and to be completed by 2nd Quarter FY18/19. Staff will continue to seek opportunities for supplemental funding via grants and/or partnerships.*
- Mesmer Pump Station Diversion Project: Decommission of the Mesmer Pump Station as a sanitary sewer station and utilize it as a pump station to divert urban runoff from Centinela Creek to Hyperion Treatment Plant to comply with Ballona Creek Bacteria TMDL. *Status: CEQA/EIR to be completed 3rd Quarter FY17/18. RFP*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

for design to be released 3rd Quarter FY17/18. Staff is requesting Letters of Commitment from stakeholders (Inglewood, City and County of LA). Staff will submit project for Proposition 1 Grant funding in 3rd Quarter FY17/18. Design scheduled to be completed by 2nd Quarter FY 18/19.

- Transfer Station Rain Garden: As part of the Transfer Station Diversion System Project, implement Rain Garden in front of the Transfer Station Building along Jefferson Boulevard to capture and infiltrate roof run-off. *Status: Rain Garden design completed and construction started 01/15/18.*
- Proposition 50 Grant – Maintenance of Best Management Practices (BMPs): All construction elements of the grant project are complete. Maintenance of BMPs must be completed for continued effectiveness of project features. *Status: City to begin reconstruction of Baldwin/Farragut rain gardens in 1st Quarter FY 18/19. Maintenance of Ballona Creek gardens and retrofitted catch basins are completed on a monthly basis.*
- Organics Recycling Program Commercial: Continue to add businesses to the food waste/organics recycling program to be in compliance with AB 1826. *Status: Staff will continue to add businesses monthly to the food waste/organics recycling program until the City meets the measures established in AB 1826.. First phase: All restaurants generating 8 cyd of organics per week completed third quarter 17/18. Second phase; all restaurants generating 4 cyds of organics - recycling program beginning 3rd quarter FY 17/18 and completed in FY 18/19. To insure participation, waste characterizations/inspections will begin in 4th quarter FY 17/18 with the addition of new Environmental Compliance Inspector position (with expected date of hire March 19, 2018.)*
- Organics Recycling Program Residential: Implement food waste and compostable paper products recycling program for single family residents. *Status: Staff will begin marketing a single family residential food waste/organics recycling program in second quarter FY 17/18. Residential food in the green can campaign initiated second quarter 17/18. Throughout the 2nd, 3rd and 4th quarters of FY 17/18 food waste, soiled paper and other compostable paper products will be added into the green waste containers for composting.*
- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials. *Status This item is carried over to FY 18/19.*
- Container Replacement Program: develop a replacement schedule for waste, recycling, organics and public litter containers. *Status: Staff will audit condition of existing waste, recycling and organics containers, both commercial and residential, during 1st and 2nd quarter of FY 17/18 with anticipated completion of audit in 3rd quarter FY 17/18. Staff developed replacement schedule for Commercial sector in 2nd quarter FY 17/18. Staff issued and received bids for container purchases during 3rd quarter of FY 17/18. Staff will begin container replacements during 4th quarter FY 17/18. On target. Container replacement is on-going*
- Polystyrene Ban: Develop outreach and education materials for retail/food establishments advising of the polystyrene ban ordinance and inspect establishments to determine compliance. *Status: Staff has developed outreach materials and conducted public meetings with businesses to advise of the requirements of the polystyrene ban ordinance during the 1st quarter of FY 17/18. New Environmental Compliance Inspector position will begin inspections of establishments during 4th quarter FY 17/18 to determine compliance and continue with education efforts.. Staff will enforce ordinance during 4th quarters of FY 17/18 and all of FY 18/19.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- **Transfer Station Permit Expansion:** Apply for an expansion of waste, recycling and organics tonnages accepted at the transfer station from 500 tons per day to 1000 tons per day. *Status: Staff will develop and issue a RFP during 3rd quarter 17/18 to hire a consultant to assess transfer station operations and spatial requirements to determine if additional tonnages can be processed within the facility. Consultant will submit application for approval for the amended request. On target*
- **Special Events Waste Management Plan:** Develop a waste management plan for all special events permitted citywide to insure recycling programs, food waste programs and polystyrene ordinance is in effect. *Status: Staff will develop a waste management plan for all special events permitted citywide during 3rd quarter FY 17/18. Staff will implement the special events waste management plan during 4th quarter FY 17/18. On target*
- **Disaster Debris Management Plan:** Develop a disaster debris management plan to conduct debris removal operations with the priorities of savings lives, preserving the health and safety of the responders and the public, and protecting property and the environment. *Status: Staff began drafting a disaster debris management plan in 1st quarter FY 17/18 with anticipated completion of the plan at the end of 4th quarter FY 17/18.*

MAINTENANCE OPERATIONS

- **Police Station Interior Lighting:** Replace interior fluorescent fixtures with LED fixtures as an energy efficiency measure. The cost will be offset by SCE rebates and a SCE loan that will be paid off through on-bill financing. *Status: Completed installation during 2nd Quarter FY 17/18..*

TRAFFIC ENGINEERING – Gabe Garcia

- **Implement automated permit program for Preferential Parking District permits and coordinate database with the CCPD's automatic license plate recognition program for enforcement.** *Status: Completed and implemented.*
- **Speed Reduction Evaluation and Study at School Sites:** Conduct analysis to determine if any school sites meet the criteria for possible speed reduction as outlined in State Law and implementing regulations. For any eligible sites, conduct necessary traffic studies to determine if reduction of the speed limit from 25 to 15 in the surrounding 1,000 foot radius is recommended. *Study revealed additional school-adjacent roadway segments possibly eligible for speed limit reductions. Study addendum will take place 1st quarter of FY 18/19 with implementation at the end of 2nd quarter FY 18/19.*

STRATEGIC PLAN INITIATIVES

Goal Two: Enhance the Restoration and Utilization of Ballona Creek

Objective 1: Make Ballona Creek More Walkable, Bikeable, and Connected to the City



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- Cooperate with the Community Development Department in development of the Circulation Element of the General Plan and any associated special plans to include a discussion of ways to enhance the walkability and bikeability and connectivity of Ballona Creek to the community. *Status: Ongoing in FY 17/18 in conjunction with development of the General Plan.*

Objective 2: Make Ballona Creek a Recreational Attraction

Goal Three: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- SB 743 Compliance: Review Traffic Study Guidelines and develop a plan to be in compliance with SB743, transitioning CEQA traffic impact analysis from LOS to VMT. Determine required elements such as traffic model and estimate costs. Work to be coordinated with the City's General Plan update effort. This addresses Council Strategic Goal Three, Objective 1a. *Status: Staff to develop plans with Community Development Advance Planning Division by 3rd quarter FY 17/18 and finalize by 4th quarter FY 17/18. An RFP has been released for traffic modeling.*
- Bicycle & Pedestrian Project Development: Hire a planning and outreach consultant to develop project concepts and conduct community engagement for two corridors identified in the Bicycle & Pedestrian Action Plan. The two corridors may include El Rincon SRTS/Overland Corridor Study (3.4 mi) and/or East Washington Corridor Study (1.1 mi) depending on prioritization and community input. Project concepts could include protected bike lanes, pedestrian safety measures, and/or intersection improvements. This addresses Council Strategic Goal 3e,h. *Status: Consultant has been hired. Process is underway. This is incorporated into the Bicycle & Pedestrian Action Plan. Staff to develop concepts by 3rd quarter FY 17/18 and finalize for City Council consideration by 4th quarter FY 17/18.*
- Bike Share Implementation: Implement Bike Share System selected by City Council. This addresses Council Strategic Goal Three, Objectives 1e and f. *Status: Metro to take MOU to Metro board in March 2018. Aiming for Fall 2018 launch and implementation which will include permitting and finalizing of site plans for installation.*
- Expo-Downtown Connector Environmental & Engineering: Hire a consultant to conduct environmental analysis (including traffic) and engineering for the Expo to Downtown Bicycle Connector Project to bring this project to shovel-ready status. Staff will concurrently pursue capital grant opportunities. This addresses Council Strategic Goal 3e. *Status: Staff has issued RFP and interviewed consultants. After further consideration, staff is requesting a revised proposal from one consultant to examine the feasibility of reversible traffic lanes on Washington Blvd. so that the available public right-of-way can be used for both bike facilities and a potential microtransit system (as discussed in the TOD Visioning Study.)* Culver City Walk & Rollers: Hire safe routes to school consultant to continue the Culver City Walk & Rollers program in partnership with CCUSD. CCUSD is expected to contribute \$30,000 for a total program budget of \$70,000. This will be a recurring funding commitment in future years. This implements Council Strategic Goal Three, Objectives 1e and f,. *Status: Consultant has been hired and process is underway.*
- Automated Bike Counters: Funding for the purchase of automated bike counters: one permanent for installation near City Hall, and a couple to be used for data collection as needed. This implements Council Strategic Goal



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

Three, Objectives 1a and b. *Status: Staff to receive research and recommendations from consultants regarding types of bike counter totems and optimal placement location in 4th quarter FY 17/18 and installation by 1st quarter 18/19.*

- Incorporate development of a Vision Zero Plan into the City Bicycle and Pedestrian Master Plan Update (to be renamed the Bicycle and Pedestrian Action Plan). *Status: ZV has been incorporated into the BPAP. Ongoing in FY 17/18 with expected completion in FY 18/19.*
- Engage the City Council Bicycle and Pedestrian Advisory Committee and the City Council Traffic and Parking Subcommittee to obtain input throughout the process of updating the City's Bicycle and Pedestrian Master Plan (Action Plan) focusing on identifying barriers and finding solutions. *Ongoing in FY 17/18 and in 18/19. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2018-19 WORK PLANS

ADMINISTRATION

Preparation of a Green House Gas Inventory: While the preparation of a Sustainable City Plan will be included as an element within the City's General Plan Update, the Public Works Department will be taking the lead to prepare a Green House Gas Inventory with the help of the Southern California Regional Energy Network (SoCalREN). This plan will be provided to the Community Development Department Advance Planning Division and is a vital first step toward preparing a Climate Action Plan as part of the City's Sustainable City Plan. *Project to begin 1st quarter FY 18/19.*

- Advanced Energy-Independent Campus: Based on the findings from the Solar Study and the Zero Net Energy Master Plan, a solar and battery storage project at the Senior Center and Veterans Memorial Complex connected via a microgrid would make for a useful pilot project that addresses the emergency shelter elements of the Hazard Mitigation Plan and demonstrates energy resiliency using clean renewable power. *Staff will include a \$60K budget request to hire a consultant to determine feasibility and if determined feasible size the system, prepare cost estimates, determine financing options and prepare preliminary plans in FY 18/19.*
- Green Business Certification Program: Funding to continue "Sustainable Business Certification Program" with Community Partners for a second year. Estimated cost: \$60,000 *The first year trial period of the Sustainable Business Certification Program concluded during the third quarter of FY 17/18. The existing program will continue for a second year in FY 18/19 at a cost of \$65K.*
- Centennial Garden: Complete a landscape Master Plan for City Hall and design and bid documents for a new landscape design for the Lafayette side of City Hall. *The City has selected a firm to complete this project as the Centennial Garden project. A master plan for City Hall's landscaping to be completed in the fourth quarter of FY 17/18. The first phase bidding and ensuing construction to be completed by the third quarter of FY 18/19.*
- City's Environmental Efforts Webpage: *Staff to continue to update and maintain page featuring the City's environmental efforts. Ongoing in FY 18/19.*

BICYCLE & PEDESTRIAN

- Implementation of ATP Grant Safety Improvement Project: Grant funds for Safe Routes to School infrastructure improvements were awarded in the amount of \$2.6 million through the Active Transportation Program (ATP). The scope of work includes upgrades to intersections, high visibility crosswalk, a new crosswalk on Washington Boulevard in front of the Mosque and separated bike lane on Elenda Street. *Staff is currently working with consultant to evaluate an alternative design and develop a plan for continued community engagement. Staff will work with SCAG on the the GoHuman campaign to create a demonstration project in the 1st quarter of FY 18/19. An RPF will be released in 3rd quarter FY 18/19 for construction. Construction expected to begin in the 4th Quarter of FY 18/19.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- Bike Share Implementation: Implement Metro Bike Share System in cooperation with Metro.. This addresses Council Strategic Goal 3,e,f,. *Launch of Bike Share System by end of 3rd Quarter FY 18/19.*
- Expo-Downtown Corridor: Working from the previously completed Expo to Downtown Bicycle Connector Feasibility Study and the TOD Visioning Study develop a conceptual plan that will accommodate both bicycle facilities and dedicated micro-transit lanes. . This addresses Council Strategic Goal 3e.. *Staff anticipates development of a conceptual plan by end of 1st quarter FY 18/19.*
- Engage the City Council Bicycle and Pedestrian Advisory Committee and the City Council Traffic and Parking Subcommittee to obtain input throughout the process of updating the City's Bicycle and Pedestrian Master Plan (Action Plan) focusing on identifying barriers and finding solutions. *Ongoing in FY 18/19. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*
- Seek Grant Funding for Active Transportation Project: Secure funding through the Caltrans Active Transportation Program (ATP) Cycle IV for bicycle and pedestrian improvements. *Status: ATP Cycle IV call for projects will be available around March 2018 with a due date of July 31, 2018. Staff anticipates submitting an application for ATP Cycle IV for the Expo-Downtown Corridor.*

ENGINEERING

- Capital Improvement Program 18/19: Implement the City's Capital Improvement Program. *Major projects in FY 18/19 with an estimated cost of \$32 million. Major projects include: Construction of Culver Boulevard Realignment Project, construction of Bankfield Sewer Pump Station, construction of Sewer Pipeline Diversion Project, completion of City-wide ATCS Implementation, design of La Ballona Elementary School/Washington Blvd./Elenda Street ATP, completion of final design of Higuera Bridge Replacement Project, design of Traffic Signal Left Turn Phasing (12 intersections), and design implementation of Network-wide Signal Synchronization and Arterial Performance Measurement System.*
- Construction of Sewer Diversion Pipelines: Implement the construction of sewer diversion pipelines and new sewer pump station at 5722 Bankfield Avenue in order to decommission Mesmer Avenue as a sewer pump station and close Overland Avenue sewer pump station. Bristol Sewer Pump Station and Fox Hills Pump Station will be diverted to the new proposed sewer pump station in the future when funds are available for its construction. *This project is carried over from last FY. Construction is slated to begin on the project in Summer 2018 with completion anticipated in 3rd quarter FY 18/19.*
- Engage City of LA in discussion regarding realignment of City boundaries in areas of conflict with public service and property taxes. Work with IT to generate a list of possible boundary changes between Culver City and Los Angeles and recommend a priority list to the City Council to work on. *Complete by end of 2nd Quarter FY 18/19.*
- Hetzler Road and Tompkins Way connection to public sewer system - There are six residents on Hetzler Road and Tompkins Way that are not connected to the City's public sewer system. These properties have a septic tank for disposal of the sewage. Conduct preliminary engineering to determine the feasibility and cost to route these six properties to the public sewer system through private commercial property and connect to the sewer system on Jefferson Boulevard. Completion anticipated in 3rd quarter FY 18/19.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Continue to add businesses to the food waste/organics recycling program to be in compliance with AB 1826. *Staff will continue to add businesses monthly to the food waste/organics recycling program until the City meets the measures established in AB 1826. Completion by end of FY18/19.*
- Organics Recycling Program Residential: Implement food waste and compostable paper products recycling program for single family residents. *Education and outreach will be ongoing in FY 18/19 to increase organics recycling program participation, kitchen pail sales, and compost bin sales are ongoing in FY 18/19.*
- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials. *Staff will research and analyze the newest alternative technologies for processing organic materials during 1st and 2nd quarter of FY 18/19. If determined to be in the City's best interest, staff will enter into contract for alternative processing of organics materials during 4th quarter FY 18/19.*
- Polystyrene Ban: Inspect establishments to determine compliance. *New Environmental Compliance Inspector position will begin inspections of establishments during 4th quarter FY 17/18 to determine compliance and continue with education of the ban. Staff will enforce ordinance during 4th quarters of FY 17/18. And all of FY 18/19.*
- Recyclable Materials Processor: Contract with current recyclable materials processor expires March 2018. *Staff issued RFP for Recyclable Materials Processor in third quarter FY 17/18. New contract for processor of recyclable materials will begin 1st quarter FY 18/19.*
- Container Replacement Program: Develop a replacement schedule for waste, recycling, organics and public litter containers. *Staff will begin container replacements during 4th quarter FY 17/18. Container replacement is on-going. In addition, staff will audit pedestrian litter containers to determine required replacements and any additional containers required. Purchases to be completed by 4th quarter FY 18/19.*
- Construction & Demolition Recycling Diversion Program: *Continue expansion of the City's collection of construction and demolition material including new services to Sony Studios. On-going FY18/19.*
- Transfer Station Permit Expansion: Apply for an expansion of waste, recycling and organics tonnages accepted at the transfer station from 500 tons per day to 1000 tons per day. *Consultant will submit application for approval for the amended request during 1st quarter FY 18/19.*
- Transfer Station Improvements - *Install a truck wash rack at the transfer station to clean out all vehicles weekly to eliminate odors and leachate from the vehicles. . Construct structural push wall inside facility's tipping floor to protect exterior wall from damage due to construction/demolition material stock pile and other general operational activities. Complete by 4th Quarter FY 18/19.*
- Route Optimization Program: Staff will research various software programs during 1st quarter FY 18/19 to enhance collections performance. *Staff will purchase software during 2nd quarter FY 18/19. Software will be implemented and utilized by 3rd quarter FY 18/19.*



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

- Customer Billings Software: Current software used to bill customers for waste management monthly services is outdated and needs replacing. *Staff will submit RFP for billing software during first quarter FY 18/19. Staff will purchase software during second quarter FY 18/19. In third quarter FY 18/19, billing software will be installed. Billing software to be operational 4th quarter FY 18/19.*
- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: *Develop SWPPPs for City Facilities with fueling stations to be completed by 4th Quarter FY18/19.*
- Green Streets Projects: Develop a plan for construction of Green Streets projects utilizing Measure CW funding and private partnerships. *The plan will use the findings from the Ballona Creek EWMP and the City of Los Angeles' priority ranking to identify the magnitude/locations of Green Street projects required to achieve compliance with storm water regulations. Release RFP to develop Green Streets Masterplan by 2nd Quarter FY 18/19. Develop conceptual plans and feasibility reports of top 10 Green Streets Project by 4th Quarter FY 18/19.*
- Storm Water Program Management: Work with Ballona Creek and Marina Del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollution Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. *Continue implementation of EWMP projects and CIMP's throughout FY 18/19.*
- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). *Outreach materials will be updated during 1st and 2nd 3rd quarter FY 18/19 to include videos of stormwater diversion projects completed within Culver City. Restaurants and eateries will be inspected for compliance with the Clean Bay Restaurant Program in 2nd quarter FY 18/19 with the assistance of new Environmental Compliance Inspector (expected hire date of March 19, 2018) and consulting firm.*
- Washington Boulevard Infiltration Project: Implement 85th percentile storm storage and diversion system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. Status: *Design ongoing FY 18/19 with anticipated completion of design 2nd Quarter FY 18/19 with construction slated to begin 1st Quarter FY19/20. Management of grant from LA County Regional Park and Open Space, ongoing FY 18/19.*
- Culver Boulevard Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek Watershed EWMP. *Design ongoing FY 18/19 with anticipated completion of design 2nd Quarter FY 18/19 with construction slated to begin 1st Quarter FY19/20. Staff to continue to seek supplemental funding via grants and private/public partnerships.*
- Mesmer Pump Station Diversion Project: Develop Mesmer Pump Station as a dual sanitary sewer station and dry weather diversion pump station. Urban runoff from Centinela Creek will be diverted to Mesmer Pump Station for conveyance to Hyperion Treatment Plant for treatment to comply with Ballona Creek Bacteria



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

TMDL. *Design ongoing FY 18/19 with anticipated completion of design 3rd Quarter FY 18/19 with construction to be slated to begin 1st Quarter FY 20/21.*

TRAFFIC ENGINEERING – Gabe Garcia

- Speed Reduction Evaluation and Study at School Sites: *Ongoing in FY 18/19 to include additional study of school-adjacent roadway segments to determine if speed reduction from 25 to 15 is recommended. Study addendum with anticipated completion in 1st quarter of FY 18/19 and implementation at the end of 2nd quarter FY 18/19.*



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

STRATEGIC PLAN INITIATIVES RELEVANT TO THE PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

Goal One – Increase Civic Engagement

Establish a comprehensive community engagement initiative to expand access to information and create opportunities for stakeholders to play an active role in discussing public policy and setting priorities.

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

Initiative:

g. Request Dr. Martin Luther King, Jr. (MLK) Committee create a Day of Service in conjunction with an MLK Day event.

Status (FY 2017-18 Update): The Dr. Martin Luther King, Jr. Celebration took place on Saturday, January 13, 2018. With the addition of one member, the Dr. Martin Luther King, Jr. Celebration Committee has become a six member Committee this year. One of the Committee's goals for the 2018 Celebration was to increase youth participation in the event. To fulfill this goal, a peer leadership training session took place with 22 youth who participated in the event. Additionally, staff offered a service project to coincide with Dr. Martin Luther King, Jr.'s birthday by painting and distributing "Kindness" benches to the Culver City Elementary schools that were designed and painted by Commission, Council and Board Members and Culver City Teen Center participants.

Goal Indicator:

- Numbers of volunteers and number of volunteer hours worked.

Status (FY 2017-18 Update): On average, monthly:

- The online Volunteer Directory (<http://www.culvercity.org/live/get-involved/volunteer/volunteer-directory>) averages of 900 views;
- The Volunteer Specialist receives 150 phone/in-person/email referrals;
- The Senior Center newsletter is distributed to more than 3,000 members, listing various volunteer opportunities;
- The dedicated twitter account (@CulverVolunteer) averages 10,000 impressions with two direct referrals (clicks) a day;
- More than 345 Senior Center volunteers commit 3,000 hours;



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

STRATEGIC PLAN INITIATIVES RELEVANT TO THE PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT (CONTINUED)

- The City has partnerships with 86 volunteer permanent non-profit sites {4-animals, 12-arts & culture, 5-children, 14-disability & special needs services, 13-education & literacy, 6-health, 12-human needs outreach, 5-mentoring, 7-nutrition, 11-outdoors & environment, 4-public safety, 3-senior services} in addition to referring volunteers to an average of 5 special events;
- Volunteermatch listings for various Culver City projects average around 500 views;

Status (FY 2017-18 Update): Additionally, the Senior & Social Services & Facilities Manager and the Senior & Social Services Specialist – Volunteer Program are researching various online software programs that will enable volunteers to register for volunteer opportunities as well as track their own hours. This will also allow the City to better gauge and monitor the volunteer opportunities, number of volunteers and impact on the community that the Culver City Volunteers offer.

Goal Two – Enhance the Restoration and Utilization of Ballona Creek

Conduct an in-depth study and analysis of the Ballona Creek and Trail environs and issues and opportunities relating to recreation and beautification.

Objective 1: Make Ballona Creek more Walkable, Bikeable, and Connected to the City

Objective 2: Make Ballona Creek a Recreational Attraction

Assist the Community Development Department and the Public Works Department with those Objective Initiatives appropriate to the PRCS Department and track Goal Indicators accordingly. The exact nature of the PRCS Department's involvement will be developed over the life of the Plan, based on City Council direction.

Status (FY 2017-18 Update): The Parks Manager has been working with Community Development and Public Works staff that is performing research and development related to this project.

Goal Four – Promote Workforce Diversity and Development

Conduct and expand outreach to a broader range of individuals to increase employee diversity. Employ creative recruitment techniques and further promote diversity within the City's organizational culture.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

STRATEGIC PLAN INITIATIVES RELEVANT TO THE PRCS SERVICES DEPARTMENT (CONTINUED)

Objective 1: Advance Workforce Development and Succession Planning

Initiatives:

- a. Engage local high school students in meaningful work assignments that will stimulate an interest in future career opportunities with the City, utilizing social media to market current City programs (i.e. Student Worker Program, Police Explorer Program, Teen Citizen Academy, and Fire Department Mentorship)
- b. Continue participation in President Obama's "My Brother's Keeper" initiative on a County and Federal level beyond his term as President.

Status (FY 2017-18 Update): The Youth Mentoring Program at the Teen Center, set aside 25% of the 12 positions (three positions total) to be offered to students who meet the "My Brother's Keeper" qualifications. The Youth Mentoring Program typically operates during the summer months but occasionally positions stay filled somewhat longer.

Goal Indicators:

- ☐ Feedback from program participant and employee surveys.
- ☐ Number of student internships/mentorships provided, including those that are connected to the "My Brother's Keeper" initiative.

Status (FY 2017-18 Update): During summer 2017, five youth who met the "My Brother's Keeper" qualifications participated in the Youth Mentoring Program.

STRATEGIC PLAN INITIATIVES ADDED FOR FISCAL YEAR 2018-2019

Goal Five – Identify new Revenue Sources to Maintain Financial Stability

Develop efforts to effectively create new revenue sources for the City of Culver City.

Objective 3: Expansion of Funding Alternatives

Goal Indicators

- ☐ Additional City revenues generated.
- ☐ Number of new public/private partnerships.

Goal Six – Enhance Culver City's Reputation as a City of Kindness

Create a coalition of individuals, organizations, and City officials to work together to inspire kindness in Culver City.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2017-18 WORK PLAN UPDATES

ADMINISTRATIVE DIVISION

- Maintain an overall average of greater than or equal to 90% customer satisfaction rating on periodic parks and programs evaluations.

Status: Under the new administration, staff is working on developing improvements to measures assessing customer satisfaction. It is anticipated that the new surveys will be distributed during the second half of the fiscal year.

- Work with the City Manager's Office, the Culver City Unified School District/City of Culver City Liaison Committee, the Parks, Recreation and Community Services Commission and the City Council to explore the feasibility of, and potentially implement, the Plunge Expansion Project (aka, "Plunge Plus"), which involves the development of the land to the south of the existing pool into an additional swim facility. This collaborative Project includes investigating and reporting on funding mechanisms, facility design, community and user input and possible impacts due to related changes in programming, staffing and fee structures.

Status: City staff had initial talks early in the fiscal year with Culver City Unified School District staff regarding the project and the City is waiting to hear back from CCUSD regarding the status of the proposal.

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- If funds are available, establish a contract with a professional acoustician to prepare a report that includes a scope of work to maximize the best sound for multiple uses in the auditorium that includes a list of recommended sound equipment to update the antiquated sound system in Veterans Memorial Building.

Status: Funding will be provided by the Cultural Trust Fund. Acoustician Newson Brown has been identified and an agreement has been developed with an anticipated execution date of late February 2018, with a start date in March 2018.

- If funds are available, implement one portion of the coordinated kitchen renovation plan to update, modify and bring into compliance one of the four Veterans Memorial Building kitchens.

Status: TriMark OC was the selected vendor and the agreement is anticipated to be executed in late February 2018 with work to begin in March 2018.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2017-18 WORK PLAN UPDATES (continued)

- Senior Nutrition Staff will finalize partnership agreements with organizations to provide healthy eating presentations and/or distribute literature to promote healthy eating. Expansion of the agreement will include an intergenerational (grandparents and grandchildren) healthy eating program.

Status: Pepperdine University has been identified as the organization that will provide students to achieve this goal. The agreement should be executed in February 2018 with presentations tentatively set to begin in March 2018.

- Disability and Social Services will create emergency preparedness informational material targeting local disability and senior populations. This would include information on all emergency preparedness programs for all Culver City, Los Angeles County and neighboring cities.

Status: Staff is currently gathering information. The Culver City Fire Department is being consulted as well to secure resources to ensure the plan's efficiency, effectiveness and thoroughness.

- Senior Programing will continue to analyze, develop and refine all programs to promote health and wellness of our senior population including using the newly renovated Senior Center patio as a new space for more classes and/or leisure activities.

Status: The Senior Programming Specialist continues to evaluate the types of health and wellness classes needed to promote lifelong physical activity. Through her efforts, of the 80 weekly classes being offered, 36 of them are considered health & wellness; as time and space permits various educational workshops that promote healthy living are offered. The Senior Center Courtyard is still awaiting final completion, but once achieved, the Specialist will begin adding additional outdoor classes/programs.

RECREATION DIVISION

- Culver City After School Program (CCARP): Provide creative fun/hands-on activities to introduce Science, Technology, Engineering, the Arts and Math (STEAM) concepts to the participants.

Status: Staff created programming for the CCARP sites that enhances the participants' knowledge of S.T.E.A.M. January 2018 was Math month. Various sites participated in "Monday Math Days" where students completed skill-building exercises. February is Technology Month. March will be Engineering Month. Arts will be in April and Science will



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2017-18 WORK PLAN UPDATES (continued)

be highlighted in May with a roving science presenter from the Mad Science Company based in Los Angeles County.

- Camp Program: Evaluate new 10-week specialty summer camps run by staff at Lindberg Park.

Status: Staff began the fiscal year with an exciting new camp. The participants and parents enjoyed the skills-based camp. The theme rotated every two weeks from Acting, Science, Cooking, and Art. Lesson plans were based on the themed weeks. Science experiments were done daily along with vocabulary building. Field trips included the Science Center, Magic Mountain and other fun local attractions. Due to the successful program, staff plans to offer this popular program again in summer 2018.

- Teen Center: Work with the Rental Office arm of the PRCS Department to research introducing Teen Center birthday party packages, providing a new source of revenue to complement existing birthday party rentals at the Teen Center.

Status: Staff met with the Rental Office staff and discussed possible themed Teen Center birthday party packages. Estimated costs for party package services and items, which may include jumpers, face painting, balloon twist art and dinnerware were developed. This project, including a detailed plan with various options, is slated for completion by June 2018.

- Parks & Playgrounds: Work with Parks Division staff to update current signage in our parks. This will include replacement of all hut signs, pooch path signs and signs to enforce prohibited coaching and fitness instruction.

Status: Staff is currently identifying the locations of existing signs that need updating, as well as the locations for the placement of new signs. Approximately half of the existing signs have been identified as needing updating and staff is examining the placement as well as changes needed for the new signs. The needs of the project will be identified this fiscal year and funding for the project will be requested for next fiscal year.

- Sports Programs: Implement contracted youth basketball league to meet on Sundays at the Culver City Middle School during the summer "off season" without impacting existing City or CCUSD programs; continue to explore and develop new contract youth sports offerings wherever feasible based on customer interest obtained through surveys and research in the latest trends and popular activities in neighboring recreation centers.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2017-18 WORK PLAN UPDATES (continued)

Status: A contracted Youth Basketball program through Youth Sports Enrichment was offered during summer 2017 and fall 2017, and will be continuing into winter 2018. The program is held on Sundays at the Culver City Middle School and the average weekly participation is approximately twenty children. Skateside summer Skate Camp was expanded from a limited 3-week program at Syd Kronenthal Park to a 10-week summer program in 2017 offered at the Culver City Skate Park. The average weekly participation was approximately thirty-five youth. In addition, new children's soccer and volleyball classes with TGA Premier Sports were offered in winter 2018.

- Recreation Classes: Continue to explore and develop new contract class offerings wherever feasible, based on customer interest obtained through surveys and research in the latest trends and popular activities in neighboring recreation centers; continue to improve program marketing wherever feasible and expand use of social media; conduct quarterly meetings with ActiveNet system users to keep refreshed on software utilization and interdepartmental communication.

Status: Staff continues to explore new youth arts class offerings for 2018 sessions. Staff is in discussions with ActiveNet to implement the "FlexReg" module for improved management of online registration for day care and camp programs. Staff is exploring the possibility of utilizing ActiveNet Academy for training staff to learn specific tasks and functions in ActiveNet. The Recreation and Veterans Memorial Complex Divisions are planning to synchronize customer accounts and customer types and overhaul charge matrixes to function in an online environment. The target deadline for completion of this project is March 31, 2018.

- Fiesta La Ballona: Continue to analyze, develop and refine all elements of the event, including vendor opportunities, sponsorships, donations, revenue enhancement and space planning to maximize use of Veterans Memorial Park.

Status: Fiesta La Ballona 2017 targets for revenue and attendance were achieved. Revenue was again in excess of budget. The 2017 event had an \$80,000 budget and generated \$100,000 in revenue. Attendance was estimated at approximately 30,000 visitors. A new layout was implemented in the carnival area for improved access and greater overall aesthetic appeal. Staff is currently exploring developing a new marketing plan for 2018 with possible changes to the "Party in the Park" branding slogan that has been in use since 2012.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2017-18 WORK PLAN UPDATES (continued)

PARKS

- Complete upgrades and ADA compliance of playground equipment at Blair Hills Park and Veterans Memorial Park.

Status: the Veterans Memorial Park Age 5 – 12 Playground was completed in December 2017 and the Ribbon Cutting Ceremony was held January 17, 2018. The design of the Blair Hills Park Playground began in January 2018 and community meetings will be scheduled so that the members of the public can provide input on at least two different playground designs.

- Continue to ensure compliance with AB 1881 (Water Model Ordinance). *Strategic Plan Reference: Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*

Status: Staff continues to work park-by-park to upgrade irrigation controllers, install master valves and flow sensors. Currently, the Parks Division does not have jurisdiction to do any work at Ballona Creek except in the sloped landscaped area adjacent to the pedestrian bridge that connects the Culver City Julian Dixon Library to the Culver City High School. The irrigation in this area is compliant with AB 1881.

The Ballona Creek Revitalization Task Force is in the process of reaching out to the various Ballona Creek jurisdictional agencies. The project is currently still scoping opportunities for development of pocket parks and access points to the creek. Any design or tie-in to the AB-1881 is identified in the project goals and will be addressed in the Design Development phase of the project. The project is currently in the early stages of Site Analysis and information gathering.

- Continue to conduct water audits at every City facility, park and parkway. *Strategic Plan Reference: Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*

Status: Water audits have been conducted at Veterans Memorial Park and Syd Kronenthal Park, with the plan to complete audits at two additional parks this fiscal year. No plans have been developed yet regarding Ballona Creek as that project is still in the early stages.

- Oversee drought water conservation implementation plan including turf removal, implementation of the Parkway Ordinance, and drought tolerant demonstration plantings as funding permits. *Strategic Plan Reference: Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2017-18 WORK PLAN UPDATES (continued)

Status: One of the goals of the Ballona Creek Revitalization Task Force is to create and restore native habitat areas along the creek's edge. The project is currently conducting an extensive Site Analysis survey to identify potential areas where those opportunities might exist. No potential cost impact to PRCS/Parks for the next fiscal year.

FISCAL YEAR 2018-19 WORK PLANS

ADMINISTRATIVE DIVISION

- Increase civic engagement by improving, growing and streamlining marketing and connection with the community through improved social media correspondence, enhancing the Culver City Living brochure, better website graphics and accessibility, and refining the promotion of events and programs. *Strategic Plan Reference: Goal 1 – Increase Civic Engagement*
- In order to retain the highly skilled diverse workforce and recruit the best talent in the parks, recreation and community services field, staff will begin the multi-year process of succession planning due to several impending retirements in the next 3-5 years. Staff will begin identifying key positions and occupational groups and conduct a gap analysis as it relates to meeting the City's and Department's goals. *Strategic Plan Reference: Goal 4 – to Promote Workforce Diversity and Development*
- Develop an event/program-specific Sponsorship Program to encourage local business and non-profit partnerships and marketing opportunities, while enhancing the event/program through increased funding. *Strategic Plan Reference: Goal 5 – Identify New Revenue Sources to Maintain Financial Stability*

SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- Disability & Social Services will work with the Volunteer Program to identify qualified volunteers that will help patron's complete complicated governmental applications. *Strategic Plan Reference: Goal 6 – Enhance Culver City's Reputation as a City of Kindness*
- Senior Programming and Senior Nutrition Specialist will work together to identify a community partnership to offer an annual senior health & wellness event. *Strategic Plan Reference: Goal 6 – Enhance Culver City's Reputation as a City of Kindness*



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2018-19 WORK PLANS (continued)

- The Volunteer Program will explore web-based volunteer software that will allow existing and interested volunteers to register online for City volunteer opportunities. *Strategic Plan Reference: Goal 1 – Increase Civic Engagement*
- The Volunteer Program will extend outreach and communication regarding various volunteer opportunities through monthly GovDelivery email blasts and social media posts offering at least one volunteer opportunity per month, through an existing City-produced opportunity or via partnerships with local nonprofits and service groups. *Strategic Plan Reference: Goal 1 – Increase Civic Engagement*
- The Aquatics staff will research architects to provide recommended safety and operational upgrades for the Plunge's lobby, registration, entrance/exit points, locker rooms (showers, restrooms, changing areas), and other improvements in order to improve staff and residential safety and equality. *Strategic Plan Reference: Goal 4 – Promote Workforce Diversity and Development*
- The staff at the Veterans Memorial Complex (VMC) will identify potential new Auditorium sound system equipment to complement the new screen and visual projection system. *Strategic Plan Reference: Goal 5 – Identify New Revenue Sources to Maintain Financial Stability*

RECREATION DIVISION

- Update existing Parks & Playgrounds staff manual to include quarterly customer service and diversity training techniques, a reference guide for commonly asked questions with scenarios as well as City-wide and Department policies and procedures. *Strategic Plan Reference: Goal 4 – Promote Workforce Diversity and Development*
- Create an opportunity for Culver City After School Program (CCARP) participants to participate in an intramural sports program during regular program hours.
- Teen Center staff will work with the Veterans Memorial Building (VMB) Rental Office staff to monitor the success of birthday party packages and assess the feasibility expanding a similar package to the picnic and building permit rentals. *Strategic Plan Reference: Goal 5 – Identify New Revenue Sources to Maintain Financial Stability*
- Research other youth job programs in adjacent areas to use as a referral base for those candidates not qualifying under our guidelines to gain employment. *Strategic Plan Reference: Goal 4 – Promote Workforce Diversity and Development*



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2018-19 WORK PLANS (continued)

- Build upon the CCARP Science, Technology, Engineering, Arts and Math (STEAM) model to improve programming for Day Camps.
- Community Events (Tree Lighting and Tower Lighting): Explore enhancing, expanding or combining the annual holiday events currently being offered (Downtown Business Association Tree Lighting and Culver City Tower Lighting) to maximize community participation and open new opportunities to partner with local non-profit organizations. *Strategic Plan Reference: Goal 1 – Increase Civic Engagement*
- Work closely with other City Departments and contractors to continue improving the vendor and participant experience at Fiesta La Ballona.
- Expand evening adult recreation class offerings utilizing the Senior Center after hours with building monitoring by Recreation staff. *Strategic Plan Reference: Goal 5 – Identify New Revenue Sources to Maintain Financial Stability*
- Expand “When To Work” job scheduling software for use with part-time staff throughout the Department.
- Explore expanding contracted youth sports and wellness programs on the Ropes Course at Culver City Park in collaboration with Fulcrum Learning Systems Inc. to increase community participation and awareness of the Ropes Course. *Strategic Plan Reference: Goal 5 – Identify New Revenue Sources to Maintain Financial Stability*
- Review the current practices and policies for field usage for adult sports and determine if any policy recommendations should be made while evaluating access and preservation of the turf.

PARKS DIVISION

- Complete upgrades and ADA compliance of playground equipment at Blair Hills Park and Tellefson Park. These projects are currently funded in the Fiscal Year 2017-18 City Council Adopted Budget.
- Continue to ensure compliance with AB 1881 (Water Model Ordinance) and conduct water audits when needed and feasible. *Strategic Plan Reference: Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*



2018-19
PROPOSED BUDGET

PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: COREY LAKIN

FISCAL YEAR 2018-19 WORK PLANS (continued)

- Oversee drought water conservation implementation plan including turf removal, implementation of the Parkway Ordinance, and drought tolerant demonstration planting. *Strategic Plan Reference: Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*
- Work toward updating Park Regulations and Ordinance signage where appropriate to include any new regulations and consolidate signs throughout the parks.
- Seek to replace parcourse exercise equipment in various parks where equipment is either in need of replacing or was removed due to inability to repair and explore placing new parcourse exercise equipment at parks.
- Research hiring a Turf Consultant to determine the current condition of all Culver City Park fields and recommend best practices and guidelines for improved maintenance to the fields based on the current usage, weather, water restrictions, and other factors.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2017-18 WORK PLANS

ADMINISTRATION DIVISION

I. Matrix Study Development Process Review

- Implement Development Services "Permit Center" – *Reorganization of Permit Center, Cross train staff on public counters, create Standardized Operating Procedures (SOP) manual, computer kiosk in lobby available to customers, online permitting. – On-going.*
- Prepare Development Services Inspection reports and commence using for project status. – *Complete.*
- Permit Tech II reclassifications. – *Complete.*
- Advance Planning and Current Planning Division recruitments. – *Complete.*

II. General Plan Update (See also Advance Planning Division and City Council Strategic Plan)

- Draft RFP for City Council consideration with interdepartmental involvement. – *Complete.*
- Incorporate City Council Strategic Plan Goals Two and Three in General Plan Update RFP (See City Council Strategic Plan below). – *Complete.*
- Redesign office space on the 3rd floor for Advance Planning Division. – *Complete.*

III. City Council Strategic Plan

(Goal 2, Objective 1) Make Ballona Creek More Walkable, Bikeable, and Connected to the City

- Commence research of the Ballona Creek area and document issues and opportunities relating to recreation and beautification involving Public Works, Parks, Recreation and Community Services and City Attorney. – *Complete.*
- Hire a consultant to prepare a Preliminary Ballona Creek Bike and Pedestrian Plan in coordination with the City's General Plan Update. – *On-going.*
- Work with Public Works and City Attorney to explore legal, political/jurisdictional, and financial implications to obtain right of way, access and address use issues. – *On-going.*
- Research with Public Works and City Attorney the reclamation of the Ballona Creek right-of-way. – *On-going.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Incorporate the recommendations of the Plan as part of the Ballona Creek study with the General Plan Circulation Element and Recreational Elements. – *On-going*.

IV. **City Council Strategic Plan**

(Goal 2, Objective 2) Make Ballona Creek a Recreational Attraction

- Identify and determine the feasibility of potential Ballona Creek recreational improvements with Parks, Recreation and Community Services department and include Ballona Creek recreation improvements in the Culver City Recreational Master Plan (including lighting, landscaping, cost estimate, watershed management and dog path). – *On-going*.
- Include a Recreation Element in the General Plan Update and incorporate Ballona Creek improvements identified in the PRCS Recreational Master Plan. – *On-going*.

V. **City Council Strategic Plan**

(Goal 3 Objective 1) Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Work with Public Works Department to research criteria related to measuring Level of Service (LOS) and Vehicle Miles Traveled (VMT) related to the California Environmental Quality Act (CEQA) and consider adoption of VMT into traffic study guidelines as part of Circulation Element in General Plan Update. – *Complete*.
- Draft VMT RFP with Public Works and Transportation Departments. – *Complete*.
- Work with Public Works Department on Citywide Modeling to reduce ADT as part of the General Plan Update (GPU). – *On-going*.
- Meet with Public Works Department and Transportation Departments on enhanced TDM programs as part of General Plan Update. – *On-going*.
- Outreach to residents and business on TDM programs to reduce trips through measures including ridesharing and other additional forms of transportation such as on-demand fixed route busses; subsidized private ride sharing; a pool for discounted TAP cards; or a program of parking credits to allow less required parking. – *On-going*.
- Evaluate the Vision Zero initiative and other programs, policies, or initiatives that prioritize transportation safety and pursue the elimination of death and severe injury crashes on our roadways. – *On-going*.
- Work with Public Works, Transportation and Finance Departments on Mobility Fee. – *On-going*.

VI. **Administration (Other)**

- Coordinate and implement Transit Oriented Development (TOD) District Visioning Study. – *TOD District Expansion and MXD Pedestrian Setbacks and Reduced parking. – Complete*.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Department job recruitments – Current Planning, Enforcement Services, and Building. – *Complete*.
- Continue research and application for grant funding related to Community Development Department programs and projects. *2018 CivicSpark Fellowship Award; Active Transportation Grant submittal for TOD district and Art District Medians (in collaboration with Public Works); Explore Environmental Impact Bond with a RFP submittal to The Rockefeller Foundation relative to Ballona Creek Revitalization – In progress.*

FEMA grant for planning assistance for Soft-Story Assessment. – Complete.

Culver Steps Award Application for Los Angeles Architectural Awards. – Complete.

ECONOMIC DEVELOPMENT DIVISION

Downtown

Implementation of former RDA projects in the downtown including:

- Parcel B – Finalize Reciprocal Easement agreement. Coordinate project implementation. Commence construction. – *Complete*.
- Public Parking Parcel B – Finalize agreements and coordinate project implementation. Prepare final design and construction drawings and commence construction. – *Complete*.
- Town Plaza Expansion – Complete construction drawings and commence construction to expand downtown open space. – *Complete*.
- Jazz Bakery – Complete DDA negotiations and proceed with project entitlements. – *On-going*.
- Walker Parking Study – Implement recommendations. – *Complete*.

West Washington and Sepulveda Boulevards

- Baldwin Site – project entitlements, construction plans and commence construction. – *Complete*.
- Washington/Centinela Market Hall – Prepare DDA, relocate utilities, parking structure construction plans, obtain entitlements and implement project. – *Complete*.
- Replant/repair existing medians. – *Complete*.
- Implement AIP Program Phase IV – Commensurate with available bond funds. – *On-going*.
- Banner program for West Washington AIP. – *On-going*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

Transit Oriented Development (TOD) District

Lowe / Ivy Station:

- Implementation Agreement conformance review, negotiations, execution and implementation of MTA Perpetual Easement Agreement with Lowe, City/SA and MTA, and sale, relocate Venice Boulevard businesses, relocate Expo parking upon construction. – *Complete*.
- Finalize project construction documents and initiate construction. – *On-going*.
- Continue implementation of Washington National Streetscape Plan. – *On-going*.
- Administration of wayfinding sign grant, design and installation. – *On-going*.

Reimagine Fox Hills

- Outreach to area residents and businesses. – *Complete*.
- City Council report on Reimagine Plan progress and implement Reimagine Fox Hills plan recommendations as authorized for "Main Street" dedications, shared parking, land assembly and rebranding. – *On-going*.

Hayden Tract

- Rail Spur Parking – parking lot construction and convey City parcel. – *Complete*.
- Work with Hayden Tract Spur Property Owners Association (HTPOA) on area improvements. – *On-going*.
- Pop-Up retail, streetscape and shuttle. – *On-going*.

Successor Agency

- Final implementation of Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City. – *Complete*.
- Administer MOU with DBA for downtown maintenance. – *On-going*.
- Administer Downtown Business Improvement District. – *On-going*.
- Administer Farmers' market / select new market operator. – *Complete*.
- Property management services for remaining Successor Agency properties. – *On-going*.
- Transfer ownership of remaining parking facilities to the City. – *Complete*.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

Business Resource Center & City Promotion

- Assist new and expanding businesses with business/construction permits; provide information to facilitate successful business operations; provide new business locations for business attraction and expansion and offer permit requirement information and assistance. – *Complete*.
- Interactive Development Map - update as required. – *On-going*.
- Identify “Opportunity Sites” for development. – *On-going*.
- Prepare 2016-2017 City Profile marketing brochure. - *Complete*.

Business Districts

- Facilitate business district formation and promotional programs.
 - Arts District Bid: Facilitated the recruitment of an Executive Director for the Culver City Arts District BID, oversaw assessment schedule and collection, collaborated with BID to execute three membership mixers and produced second Artwalk, supervised annual work program development, BID Advisory Board recruitment and community outreach and noticing.
 - Washington West: Contracted third party consultant to provide social media and promotion services. Worked with consultant to develop banner design for the area with installation anticipated by Summer 2018. Met with businesses in the area to discuss development of community events and updates to district map.
 - Continue Culver Village and Arts District landscape maintenance improvements.
 - Culver Village: *Business branding survey, Create logo, complete business district map, District walk through to create action plan, individual business engagement.*

Economic Development Plan and Studies

- Implementation of Comprehensive Economic Development Plan. – *On-going*.
- Conducted Economic Development cluster and stakeholder meetings (car dealerships, hotels, retail and technology). – *Complete*.
- Implement fiber optic business plan. – *On-going*.

Community Development Block Grant

- Oversee program and develop project list for CDBG Committee consideration – *On-going*.

Parking Management

- Oversee parking program including monthly space rentals maintenance and operation in public parking lots, capital program and funding. – *On-going*.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Install new parking control equipment and security cameras in downtown parking structures. – *Complete.*
- Implement the Asset Management Plan for downtown parking structures. – *On-going.*

Media Park Activation

- Pursue a concession operator and implement coffee concession to activate park, Perform landscape and fencing improvements, and conduct special events programming. – *On-going.*

HOUSING DIVISION

New Program:

- Prepare new affordable housing programs. – *On-going.*

Existing Programs:

- Conduct required HQS Inspection per HUD and CRL rules/regulations. – *On-going.*
- Administration of the RAP Program serving 37 households. – *On-going.*
- Administration of the Section 8 Program serving 210 households. – *On-going.*
- Contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households (\$65,000 HUD grant). – *On-going.*
- Apply for the HUD FSS Coordinator Grant. – *On-going.*
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract - \$130,000. – *On-going.*
- Homeless Outreach Services through contract service with the Saint Joseph Center (SJC) Homeless Outreach Team to provide monitoring of locations throughout city to find homeless persons/families 4 days per week each month and outreach to them by offering referrals to emergency/temporary housing (70 nights of emergency hotel stays – budgeted for \$123,441), access to permanent housing and referrals to supportive services such as mental health services, drug/alcohol treatment, bus tokens to assist with transportation to supportive services and case management follow up. The SJC Homeless Outreach Team includes a mental health professional / social worker to conduct assessments in the field and provide hygiene kits and food and collection of homelessness data. – *On-going.*
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 620 units. – *On-going.*
- MAP Loan Monitoring. – *On-going.*
- Staff the Committee on Homelessness and Landlord Tenant Mediation Board– *On-going.*
- Work in collaboration with the Committee on Homelessness on 2016 Homeless Count. – *On-going.*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Oversee the closure of the mobile home park and assure all relocation benefits are paid. – *On-going*.
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan and implement new HUD Guidelines on Bed Bug Abatement. – *On-going*.
- Conduct SEMAP review and submit to HA and HUD for approval. – *On-going*.
- Coordinate with the Finance Department the annual single audit. – *On-going*.
- Oversee property management contract for Jackson Avenue apartments. – *On-going*.
- Identify funding options for Housing Division administration through creation of the Affordable Housing Incentives Program. – *On-going*.
- Participate in the challenge against the DOF regarding AB 471. – *On-going*.
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity. – *On-going*.
- Oversee and implement the Strategy to Assist the Homeless during El Nino. – *On-going*.
- Develop a file retention and destruction program. – *On-going*.
- Oversee the construction of the Globe Project and the selection of home buyers. – *On-going*.
- Host an Owner Outreach Brunch to solicit property owners to participate in the Section 8 and Homeless Programs. – *On-going*.
- Develop a Homeless and Section 8 \$5,000 minor rehab grant program– *On-going*.
- Develop a Vacancy Loss and Damage Claim Program. – *On-going*.
- Re-introduce the Neighbor Preservation Program for life safety repairs. – *On-going*.
- Develop a move-in assistance/rent catch-up program. – *On-going*.

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement: Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Year 2015 - 838 Requests for service; Year 2016 - 836 Requests for service. – *On-going*.
- Short Term Rentals: Assist with establishing regulations for Short Term Rentals. Establish enforcement procedures dependent upon Ordinance adoption. – *On-going*.
- Accessory Dwelling Units: Work with Planning and Building Safety on enforcement of new State law changes and Zoning Code Amendments related to Accessory Dwelling Units/Garage conversions. – *On-going*.
- Marijuana Regulations: Assist with establishing regulations for Marijuana businesses. Establish enforcement procedures dependent upon Ordinance adoption. – *On-going*.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Massage Establishments: Continue to work with other City Departments for inspection and enforcement of new permit requirements for Massage businesses. – *On-going*.
- Smoking Ban in Multi-Unit Housing: Oversee the implementation of the “No Smoking” in multiunit housing regulations. – *On-going*.
- Enforcement process: Receive and respond to questions and complaints, conduct inspections, enforcement action. – *On-going*.
- Request a temporary contract Code Enforcement Officer to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation. – *On-going*.
- Urban Runoff Stormwater Regulations: Assist Public works with enforcement of enhanced regulations and work with Contractor hired by Public Works. – *On-going*.
- Water Conservation: Provide enhanced enforcement of Water Conservation regulations. – *On-going*.
- Parkway Landscaping: Provide enforcement assistance for Parkway landscaping standards. – *On-going*.
- Sign Code: Work with Planning and Economic Development staff to amend sign code to allow for a change in the type of free standing and changeable copy signs on the exterior of buildings and in outdoor dining areas. – *On-going*.
- Pole and Roof Signs Survey: Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs. – *On-going*.
- Homeless Encampments: Continue work in collaboration with the Housing Division, Police Department (CCPD), Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property. Responded to 37 encampments in 2015. Funds are required for cleanup costs and supplies. Time intensive process 20-25 hours per encampment. – *On-going*.
- Amnesty Program: Continue to oversee the enforcement and case review of the Amnesty program– *On-going*.
- Special Event Process: Work with other Divisions on development of Special Event permitting process. – *On-going*.

ADVANCE PLANNING DIVISION

- RFP process for General Plan Update and select consulting firm(s) – *Complete*.
- Commence General Plan Update and prepare detailed work plan: – *Complete*.
 - a) Coordinate with all City departments in General Plan Update preparation.
 - b) Organize public engagement process.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- c) Incorporate City Council Strategic Planning Goals Two and Three with Circulation and Recreation Elements in General Plan Update.
- d) Initiate public outreach and commence data collection and documentation phase.
- e) Work with Public Works and Transportation Departments on citywide traffic and mobility issues including transit, bike, car sharing, TDM and pedestrian mobility design guidelines in new developments).

CURRENT PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits. – *On-going*.
- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City and participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group. – *On-going*.
- Provide On-going implementation and discretionary case processing and provide staff support for the Baldwin Hills area and the activities of related jurisdictions and entities including the State of California, and the Santa Monica and Baldwin Hills Conservancies. – *On-going*.
- Assist other City Departments in preparation of Environmental Review documents. – *On-going*.
- Process zoning code text amendments. – *On-going*.
- Conduct Large Single Family Homes Study. – *On-going*.
- Conduct on-going annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law. – *On-going*.
- Implement Accela permit software for Planning Division and commence permit reporting. – *On-going*.

Zoning and General Plan Amendments & Special Studies

<u>Parking Amendments & Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
1. City Wide Automated Parking	17.320.025	4 th Quarter 15/16	X
2. Bicycle Parking	17.320.045	2 nd Quarter 16/17	X
3. Mansionization	R-1 Development Standards		X

<u>Signs - Commercial Area Improvements:</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
4. Window Signs	17.330.025.N & 17.330.020.b Table 305	2 nd Quarter 16/17 X



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

Signs - Commercial Area Improvements: Quarter Completed / Carried over

5. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2 nd Quarter 16/17	X
6. Temporary Banners	17.330.025.K Table 3-6A	2 nd Quarter 16/17	X

Definitions of Planning and

Zoning Terms & Special Studies Code Section Quarter Completed / Carried over

7. Nonconforming Provisions	17.700.005	1 st Quarter 16/17	X
8. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4 th Quarter 15/16	X
9. Multifamily Design Guidelines	Clarksdale	TBD	X
10. Multifamily Design Guidelines	DNA	TBD	X
11. Mansionization Study	R1 Development Standards		X
12. Mansionization Consultant Study		1 st Quarter 16/17	X
13. Massage Businesses (current moratorium)	17.400	2 nd Quarter 16/17	X
14. Marijuana Regulations	17.400	1 st Quarter 16/17	X
15. Short term Rentals (Air BnB)	17.400	1 st Quarter 16/17	X
16. Hillside Development Study and Text Amendment			X
17. Update Zoning Map		1 st Quarter 2017	X

Ancillary Structures Quarter Completed / Carried over

18. Portable Sheds	17.400.100.3.C.i	4 th Quarter 15/16	X
19. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4 th Quarter 15/16	X
20. Administrative Decisions on Fence Height	17.300.025.I	4 th Quarter 15/16	X
21. Front Yard Trellis Structures >36"	17.300.020.E Table 3-1	4 th Quarter 15/16	X

Outdoor Dining Quarter Completed / Carried over

22. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4 th Quarter 15/16	X
23. Outdoor Dining Smoking Areas	17.400.070	4 th Quarter 15/16	X

Residential / Commercial /

Industrial Development Standards Quarter Completed / Carried over

24. Minimum Lot Area for R-2, - Codify	17.210.020 Table 2-3	4 th Quarter 15/16	X
25. Exception to Building Height	17.300.025	4 th Quarter 15/16	X
26. Distance Between Structures on a Lot	17.210.020 Table 2-3	4 th Quarter 15/16	X



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

27. Schools in Industrial Zones	17.230.015	4 th Quarter 15/16	X
28. Retail Smoking Establishments	17.220.015	4 th Quarter 15/16	X

Planning Division 15/16 – 16/17 Active Development Projects**

** Projects are considered active until final C of O is issued

BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities. Monitor active plan checks, conduct inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.

Special Projects

- Implementation of the Accela permitting software– *On-going*.
- Develop Accela Project reporting module – *On-going*.
- Complete Damage to Adjacent Property Code Amendment – *Complete*.
- Complete RFP Soft Story Citywide Property Survey– *On-going*.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2018-19 WORK PLANS

ADMINISTRATION DIVISION

I. Matrix Study Development Process Review

- Implement Development Services "Permit Center".

Prepare Development Services Standard Operating Procedures (SOP) with Fire and Public Works De

- partments

II. General Plan Update (See also Advance Planning Division and City Council Strategic Plan)

- Incorporate City Council Strategic Plan Goals Two and Three in General Plan Update RFP (See City Council Strategic Plan below)

III. City Council Strategic Plan

(Goal 2, Objective 1) Make Ballona Creek More Walkable, Bikeable, and Connected to the City

- Hire a consultant to prepare a Preliminary Ballona Creek Bike and Pedestrian Plan in coordination with the City's General Plan Update
- Work with Public Works and City Attorney to explore legal, political/jurisdictional, and financial implications to obtain right of way, access and address use issues.
- Research with Public Works and City Attorney the reclamation of the Ballona Creek right-of-way.
- Adopt the recommendations of the Plan as part of the General Plan Update Circulation Element.

IV. City Council Strategic Plan

(Goal 2, Objective 2) Make Ballona Creek a Recreational Attraction

- Identify and determine the feasibility of potential Ballona Creek recreational improvements with Parks, Recreation and Community Services department and include Ballona Creek recreation improvements in the Culver City Recreational Master Plan (including lighting, landscaping, cost estimate, watershed management and dog path)
- Include a Recreation Element in the General Plan Update and incorporate Ballona Creek improvements identified in the PRCS Recreational Master Plan.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

V. City Council Strategic Plan

(Goal 3 Objective 1) Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Work with Public Works Department to research criteria related to measuring Level of Service (LOS) and Vehicle Miles Traveled (VMT) related to the California Environmental Quality Act (CEQA) and consider adoption of VMT into traffic study guidelines as part of Circulation Element in General Plan Update.
- Work with Public Works Department on Citywide Modeling to reduce ADT as part of the General Plan Update (GPU).
- Meet with Public Works Department and Transportation Departments on enhanced TDM programs as part of General Plan Update.
- Outreach to residents and business on TDM programs to reduce trips through measures including ridesharing and other additional forms of transportation such as on-demand fixed route busses; subsidized private ride sharing; a pool for discounted TAP cards; or a program of parking credits to allow less required parking.
- Evaluate the Vision Zero initiative and other programs, policies, or initiatives that prioritize transportation safety and pursue the elimination of death and severe injury crashes on our roadways.
- Work with Public Works, Transportation and Finance Departments on Mobility Fee.

VI. Administration (Other)

- Manage six (6) Divisions of Community Development.
- Coordinate city-wide mobility measures with Public Works and Transportation Departments.
- Continue research and application for grant funding related to Community Development Department programs and projects.
- Record retention implementation for all divisions.
- Administration of Planner contracts: Apple/Bristol Parkway.
- Construction / Plan check coordination: Apple / Culver Steps / Entrada / Ivy Station / Market Hall / Nantworks / Bristol Parkway

ECONOMIC DEVELOPMENT DIVISION

City Wide

- Implement "Welcome Letter" Program to all new business in the City with information regarding resources, staff contacts and networking opportunities.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Produce two business/educational workshops in collaboration with the Chamber of Commerce and Los Angeles Economic Development Corporation (LAEDC) to assist with business resiliency and vitality.
- Issue Request for Proposal (RFP) for focused marketing and messaging relative to Economic Development.
- Issue RFP to identify "opportunity" sites for future infill/revitalization.
- Prepare 2018-2019 City Profile (used for information/promotion purposes).
- Install security cameras and implement the parking facilities asset management plan.
- Pursue LAEDC Business Friendly City Award and other grants/awards.
- Create and issue "recognition" survey to inform marketing/ public relations strategy, and increase promotion of city clusters (hospitality, creative/technology and business districts).

Downtown

- Complete Town Plaza Expansion maintenance agreement, draft outdoor vending guidelines and coordinate Parcel B project construction.
- Complete Jazz Bakery DDA negotiations and proceed with project entitlements.
- Execute lease with The Actors' Gang for use of the Ivy Substation and implement capital improvement projects per asset management plan.
- Pursue a concession operator for Media Park and install landscape improvements.
- Administer MOU with Downtown Business Association for downtown maintenance.
- Administer Downtown Business Improvement District.
- Administer Farmers' Market.
- Continue to pursue creation of an employee rideshare program in cooperation with the Downtown Business Association.

West Washington and Sepulveda Boulevards

- Replant/repair existing medians in Area Improvement Program (AIP) Phase III per anticipated BID issuance.
- Implement AIP Program Phase IV.
- Create and install banners in West Washington AIPs.
- Explore construction of additional median in AIP Program Phase V.
- Execute Washington/Centinela Market Hall Disposition and Development Agreement, relocate utilities, complete parking structure construction plans, implement project and coordinate construction.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Identify and implement necessary landscape improvements.

Washington National Transit Oriented Development (TOD)

- Implement Washington National Streetscape Plan and public art/lighting concepts in coordination with development projects, mobility improvements and TOD visioning.
- Fabricate/Install Metro way finding signs.
- Monitor/coordinate project construction.

Fox Hills

- Prepare Master Plan in cooperation with area property owners and businesses to identify recommendations related to "Main Street" dedications, shared parking, land assembly and rebranding.

Hayden Tract

- Identify Pop-Up retail/restaurant/amenity opportunities and necessary code amendments.
- Work with Hayden Tract Spur Property Owners Association (HTPOA) on area improvements.

Arts District

- Implement median landscape improvements and repainting of palm tree surrounds.
- Issue RFP to conduct Arts District improvement study.
- Renew Arts District BID and assist with mixers, website development, ~~Executive Director Recruitment~~ and Artwalk event.

Economic Development Plan, Programs and Studies

- Obtain updated cluster, employment and business data.
- Implement Culver City Municipal Code amendments for economic vitality and to assist with business attraction/retention efforts.
- Implement workforce/internship/mentoring program to satisfy workforce needs of local businesses.

Ongoing

- Conduct Economic Development Cluster and stakeholder meetings (car dealerships, hotels, retail and technology).
- Continue to implement fiber optic business plan.
- Assist new and expanding businesses with business/construction permit assistance; provide information to facilitate successful business operations; provide new business locations for business attraction and



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

expansion, offer permit requirement information / assistance and promote/provide/facilitate services offered by Los Angeles Economic Development Corporation (LAEDC).

- Conduct business visitations.
- Serve as event liaison for community events and administer agreements as required to include Asian World Film Festival, LA Film Festival, Exchange Club Car Show, Taste of the Nation and Affair of the Arts.
- Update Interactive Development Map as required.
- Promote the City and businesses, and highlight new construction projects and other programming via social media platforms.
- Conduct Successor Agency property management services.
- Facilitate business district formation, promotion and marketing efforts/programs.
- Manage the City's parking resources.
- Administer CDBG program.

HOUSING DIVISION

New Program:

- Prepare and implement new Council approved Housing programs.

Existing Programs:

- Coordinate annual single audit with the Finance Department.
- Continue file retention and destruction program.
- Investigate and implement the strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.
- Oversee the construction of the Globe Project.
- Administer of the RAP Program serving 19 households.
- Renew Upward Bound House Homeless Outreach Contract for an additional three (3) years.
- Homeless Outreach Services through contract service with the Saint Joseph Center (SJC).
- Per CRL regulation continue affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units. This involves 430 units.
- Mortgage Assistance Program (MAP) Loan Monitoring.
- Oversee Harris Property Management contract for Jackson Avenue Apartments.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Rapid Re-Housing Program as part of the Los Angeles County Homeless Initiative.
- Neighborhood Preservation Program Rehabilitation grant program.
- Homeless Prevention Program with vacancy loss, damage claims, move-in assistance/rent catch-up program.
- Life Safety Program for Seniors.
- Jackson Apartment rehabilitation to address failing cabinets.
- Braddock/Lafayette rehabilitation to address termites and ADA conversion of bathrooms.

Section 8

- Section 8 Program serving 210 households.
- Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.
- Contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.
- Apply for the HUD FSS Coordinator Grant.
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan.
- Conduct SEMAP review and submit to HA and HUD for approval.

Board /Committee Staffing

- Continue to staff the Committee on Homelessness (CoH).
- Work in collaboration with the CoH to coordinate the 2019 Homeless Count.
- Collaborate with the CoH to host an annual Landlord Fair to attract and retain property owners.
- Continue to staff the Landlord Tenant Mediation Board (LTMB).
- Coordinate all request for mediation through the LTMB.
- Draft and adopt an ordinance requiring landlord to include lease addendum regarding the LTMB and mediation services.

ENFORCEMENT SERVICES DIVISION

- Ongoing Enforcement – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. *Year 2016 – 836 Requests for service; Year 2017 - 793 Requests for service.*
- Polystyrene Ban – Assist Public works with enforcement of newly adopted Polystyrene Ban by working with the Environmental Inspector.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Leaf Blower Regulation – Continue permitting process for gardeners who use leaf blowers. Implement increased enforcement for users not adhering to city standards. Begin educational processes to inform permit holders of changes to take effect in 2022.
- Short Term Rentals – Assist with establishing regulations for Short Term Rentals. Establish enforcement procedures dependent upon Ordinance adoption. Research and hire a company to track Short Term Rentals on Platforms, such as AirBnb, for enforcement assistance.
- Accessory Dwelling Units – Work with Current Planning and Building Safety Divisions on enforcement of State law changes and Zoning Code Amendments related to Accessory Dwelling Units/Garage conversions.
- Marijuana Regulations – Assist with implementing a permitting process and inspections for Marijuana businesses. Establish inspection and enforcement process.
- Massage Establishments – Continue to work with other City Departments for inspection and enforcement of permit requirements for Massage establishments.
- Smoking Ban in Multi-Unit Housing – Continue inspections of multi-unit housing for “No Smoking” implementation.
- Urban Runoff Stormwater regulations – Assist Public works with enforcement of enhanced Urban Runoff Stormwater Regulations by working with the Environmental Inspector.
- Parkway Landscaping – Provide enforcement assistance to Public Works for Parkway landscaping standards.
- Outdoor Dining – Provide enforcement assistance for Public Works with Outdoor Dining standards.
- Homeless Encampments – Continue working in collaboration with the Housing Division, Police Department, Public Works, and Park and Recreation Departments to facilitate cleanup of homeless encampments on public property.
- California Health and Safety Code – State Code requires local jurisdictions enforce violations of the State Health and Safety Code and includes such environmental concerns as mold inspections, hoarding, rodent and insect infestations.
- Los Angeles County Health Services Contract – Work with LA County, City Attorney and Finance on a new contract for Health Services.
- Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program.

ADVANCE PLANNING DIVISION

General Plan Update (GPU)

- Complete the RFP process for GPU services and select consulting firm(s).



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Continue to collect and analyze socioeconomic and demographic data to support equitable engagement.
- Continue to work with the CivicSpark Water Fellows and Ballona Creek Task Force on the Ballona Creek Restoration Project, the results of which will be folded into multiple elements of the GPU.
- Seek grant funding opportunities for pertinent sections of the GPU and/or process.
- Complete and implement early engagement strategy/prelude plan.
- Commence GPU and prepare detailed work plan and schedule.
- Prepare and initiate the public engagement program.
- Incorporate City Council Strategic Plan Goals One and Six into the public engagement program and the Governance Element.
- Incorporate City Council Strategic Plan Goals Two and Three into the Mobility and Recreation Elements.
- Incorporate City Council Strategic Plan Goals Four and Five into the Economics Element.
- Support Public Works Department in the preparation of a citywide Greenhouse Gas Inventory that will inform the Climate Change Element.
- Ensure the results from the TOD Visioning Study, Reimagine Fox Hills, Mansionization Study, Hillside Study, Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and any other pertinent projects are folded into the GPU or incorporated by reference and checked for consistency.
- Coordinate Zoning and Municipal Code amendments as necessary to address mobility and livability.
- Coordinate TOD Visioning Study, Reimagine Master Planning, Mansionization Study, Hillside Study with General Plan Update
- Coordinate Implementation of SB375 programming to guide land use, housing, transportation, compact development and reduced GHG.in General Plan Update

Travel Demand Forecast Model (TDFM)

Work with the Public Works and Transportation Departments on citywide traffic and mobility issues, including:

- Complete RFP process for TDFM services and select consulting firm.
- Commence TDFM and prepare detailed work plan and schedule.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Coordinate preparation and implementation of programming for SB 375 compliance to guide policies affecting land use, housing, infill development, mobility, and greenhouse gas emissions reductions including evaluation and updating of the City's existing regulations and policies.
- Collaborate on the analysis and evaluation of recommended future TDM strategies/programs resulting from efforts led by the Transportation Department and coordinate modeling efforts to ensure the model can measure the effectiveness of those strategies/programs.
- Incorporate City Council Strategic Plan Goal Two into mobility programming.

CURRENT PLANNING DIVISION

- Provide general information and assistance to the public; conduct property reports; prepare zoning confirmation letters, review applications for licenses and permits; conduct plan checks; and manage discretionary permits.
- Review proposed development projects and their environmental documents, proposed in adjacent jurisdictions for potential impacts to Culver City.
- Participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- Implementation and discretionary case processing associated with the Washington/National Transit Area development projects.
- Assist other City Departments in preparation of Environmental Review documents.
- Process zoning code text amendments related to the City's updated Affordable Housing Program.
- Initiate staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Provide Advanced Planning Updates to Planning Commission.
- Prepare planning status reports within the Accela permitting software.
- Coordinate joint City Council and Planning Commission meetings to discuss development issues.
- Coordinate Planning staff meeting with Culver City design professionals.
- Coordinate Planning Commission site visits of previously entitled and built projects.
- Provide annual report to Planning Commission on development activity.
- Amend the Parkland Fee Ordinance.
- Coordinate Permit Center implementation with Building Safety, Engineering and Fire Departments.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- Town Plaza and Town Plaza Expansion – Draft outdoor vending guidelines.

Zoning and GP Amendments & Studies

Parking Amendments & Studies	Code Section	Quarter
1. ADU State Law Consistency	17.400.095	4 th Quarter 17/18
2. Bicycle Parking	17.320.045	1 st Quarter 18/19
3. Electric Vehicle Parking Standards		2 nd Quarter 18/19
4. Affordable Housing Parking Code Study		2 nd Quarter 18/19
5. Website Update		2 nd Quarter 18/19
6. Compact Parking		3 rd Quarter 18/19

Signs - Commercial Area Improvements:	Quarter
1. Window Signs	17.330.025.N & 17.330.020.b Table 305 2 nd Quarter 18/19
2. Non-conforming Signs	17.330.045.A 2 nd Quarter 18/19
3. Temporary Banners	1 conflicts with (a) and C1 17.330.025.K Table 3-6A 2 nd Quarter 18/19

Definitions of Planning and Zoning Terms & Special Studies	Quarter
1. Short Term Rentals	4 th Quarter 17/18
2. Nonconforming Provisions	17.700.005 3 rd Quarter 17/18
3. Lofts / Mezzanines	17.700.005 4 th Quarter 17/18
4. Update Mobility Conditions	1 st Quarter 18/19
5. Identify other Multi-Family Design Guideline Areas	1 st Quarter 18/19
6. Multifamily Design Guidelines	Clarksdale 2 nd Quarter 18/19
7. Multifamily Design Guidelines	DNA 2 nd Quarter 18/19
8. Hillside Development Standards (Culver Crest)	2 nd Quarter 18/19
9. Mansionization Study	R-1 Development Standards 4 th Quarter 18/19

Outdoor Dining	Quarter
1. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8 4 th Quarter 17/18
2. Outdoor Dining Smoking Areas	17.400.070 4 th Quarter 17/18

Residential / Commercial / Industrial Development Standards	Quarter
1. Minimum Lot Area for R-2, - Codify	17.210.020 Table 2-3 3 rd Quarter 18/19
2. Exception to Building Height	17.300.025 3 rd Quarter 18/19
3. Distance Between Structures on a Lot	17.210.020 Table 2-3 3 rd Quarter 18/19
4. Retail Smoking Establishments	17.220.015 3 rd Quarter 18/19



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities. Monitor active plan checks, conduct inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.

Special Projects

- Implementation of the Accela permitting software
- Implement Matrix Study recommendations.
- Assist with Permit Center implementation.
- Implement monthly inspection reporting.
- Establish Division's metrics for inspection and plan review workload
- Prepare and implement Fee ordinance changes.
- Complete RFP Soft Story Citywide Property Survey



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal: Increase Civic Engagement

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

(c) Promote existing programs to increase resident and employee volunteer participation in nonprofit organization activities and boards.

- Work with the City Manager's Office to create an employee volunteer program in support of non-profit organizations in the Culver City.

Objective 3: Increase Voter Participation

- Review current election processes and evaluate potential impact of vote by mail, election consolidation and proposed legislative impacts.
- Develop a partnership with the local high school to create a Student Volunteer Program for voter registration.
- Enhance and promote Birdee's visibility through focused marketing using social media and other online and print resources.

Goal: Promote Workforce Diversity and Development

Objective 1: Advance Workforce Development and Succession Planning

- Continue partnership with local high schools to market and recruit eligible students to participate in the Student Worker Program.
- Continue participation in the My Brother's Keeper initiative. Develop ideas and programs through the working committee to further this initiative.
- Implement the Pre-Supervisor Training program to encourage and prepare employees for promotional opportunities.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

Objective 2: Increase Diversity in the Workplace

- Redesign the recruitment program. Develop and utilize new marketing, recruiting and testing tools. Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media and professional organizations.
- Form a working group to join the Government Alliance on Race and Equity (GARE). Provide training to employees on inclusion and cultural/diversity awareness.

DEPARTMENTAL WORK PLANS

CITY CLERK

City Council Policies – Comprehensive Update

- (Joint Project with City Attorney's Office) Working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council.

Status: In progress. Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. In Fiscal Year 16-17 and thus far in Fiscal Year 17-18, the following City Council Policies have been reviewed (and amended as needed): 2201, 2301, 3001, 3003, 3204, 3401, 3402, 5001, 5002, 2006-01, 2007-01, 2010-01, 2014-CP001, 2014-CP002, 2014-CP003 and 2014-CP004. Additional Policies will be considered by the City Council as expeditiously as possible. It is anticipated this project will be completed during the fourth quarter of Fiscal Year 18-19

Document Management System

- Continue with selection and implementation of a City-wide document management system with the goal of providing public and internal access to various official city documents.

Status: In progress. Selection of system complete. A needs assessment of individual departments is underway with assistance of System Provider Konica Minolta.

Municipal Election

- Prepare for April 2018 municipal election.

Status: In progress. All documents are at the printer, polling locations have been determined, marketing and outreach program is in process. New for 2018 election: Student Volunteer



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Program for voter registration has commenced, Business Reply Permit is now in place, allowing Vote by Mail (VBM) voters to mail their ballot for free, Drop-off available for VBM ballots.

Passport Services

- Review passport application services and program to identify opportunities for improvement.

Status: Completed and Ongoing. New Online Passport system purchased and in effect, improving efficiency/accuracy of services; hours have also been extended. Anticipation of seasonal increase of Passport Acceptance Hours during peak times for additional revenue.

Public Records Act – Request System

- Develop and implement a policy and online program for efficient, greater access to public records that will assist with coordination and tracking to ensure compliance with state law

Status: In progress. Konica Minolta hired to create a city-wide document management system which will include a workflow component specifically developed for Public Records processing.

Records Retention and Destruction Schedule

- Develop and implement city-wide records retention and destruction schedule.

Status: Completed and Ongoing. Records Retention schedule was developed and adopted by City Council (Resolution 2017-R080) on August 14, 2017. The first Records Destruction Day utilizing the new Retention Schedule occurred in December 2017.

Training and Development

- Continue the process for the Deputy City Clerk to achieve the designation of Certified Municipal Clerk (CMC).

Status: Completed. Deputy City Clerk was promoted to City Clerk and is a designated Certified Municipal Clerk (CMC).

- Provide training and support for additional staff to become Notary Public.

Status: Completed. Both the City Clerk and the Records Management Coordinator are now Notary Publics.

CULTURAL AFFAIRS

Continue to support the implementation of the Art in Public Places and Historic Preservation Programs as associated with the development process



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Continue to provide support and guidance for development projects that have public art and/or preservation requirements. Oversee the temporary removal and/or relocation of artwork in conjunction with new development as needed.

Status: Ongoing. Cultural Affairs staff is currently coordinating public art and/or historic preservation requirements for more than a dozen development projects, including:

- The Culver Studios
- Ivy Station
- One Culver
- Citizen Public Market
- Culver Public Market (at Washington/Centinela)
- West End Hotel
- 6161 Centinela Ave

New artworks were installed in the summer of 2017 at 5800 Bristol Pkwy. (Cirrostratus by Refik Anadol) and 12712 Washington Blvd. (Soleil by Mitra Forouzan and Zohreh Keyvan). Artwork located at 12211 Washington Blvd. (Three Sheets to the Wind) was approved by the CAC for deaccessioning in January 2018. In conjunction with the commencement of construction at the Parcel B site, the Harry Culver monument (A Moment in Time) was relocated to a nearby site within Town Plaza.

Staff is continuing to work with Building Safety, Planning and Information Technology on reporting and scripting adjustments to the City's permitting system (Accela) to ensure that both the Art in Public Places and Historic Preservation Program requirements are met in conjunction with the development process.

- Develop an Art in Public Places process and flow chart for developers.

Status: Completed. The flow chart has been completed and will be made available at the Building Safety and Planning Division public counters.

Continue public outreach of the Art in Public Places Program via web, social media, mobile devices and printed materials.

- Continue to update the City's webpages pertaining to the Art in Public Places Program so that content is complete and current.

Status: On going. Web pages are updated to reflect changes in Art in Public Places Program collection. More emphasis has been placed on providing updates via "In the News" section of the City's website and GovDelivery bulletins. Short PowerPoint presentations on art-related accomplishments are delivered to the Cultural Affairs Commission on a regular basis.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Develop a walking tour of downtown artworks for both a mobile platform and as a print publication.

Status: In process. Staff has completed a draft of a downtown walking tour and obtained cost estimates for both print and audio (mobile) platforms.

Support the collections management of permanent artworks throughout the City

- Develop a new customized database to incorporate all known information on permanent public artworks, including all personnel contact details, fabrication and materials specifications, plaque disposition, maintenance/condition reports, covenants, and updated condition inspections.

Status: On going. Based on information currently available, database has been updated for artworks commissioned under the Art in Public Places Program. Staff has worked with the City Attorney's Office on development of an updated covenant template and is using that for newly-commissioned artworks and for existing artworks where an executed covenant is still pending.

Priority has been given to completing condition inspections of all artworks commissioned through the Art in Public Places Program (including those on private property) and performing maintenance and/or restoration of artworks owned by the City. This includes:

- *Restoration of three artworks in Heritage Park at City Hall, including all plaques;*
- *Restoration of the City Seal in front of the Council Chambers in conjunction with the City's Centennial in September 2017;*
- *Cleaning and waxing of five City-owned sculptures (Path of Life, Film Strip USA, Cougars I & II, The Lion's Fountain, and A Moment In Time);*
- *Restoration of the fountain (Sentry by John Okulik) at the Police station;*
- *Cleaning and restoration of seven zoetropes' (Moving Pictures) in and around Town Plaza;*
- *Assessment of a new location for the zoetrope currently sited adjacent to the Cardiff Parking Structure;*
- *Rewrapping of several utility boxes in downtown that are badly damaged by graffiti (in process); and,*
- *Design development of a new permanent perimeter to The Lion's Fountain (in process).*



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Coordinate and oversee special Centennial-themed events related to the Art in Public Places Ordinance

- Facilitate four site-specific performances approved by City Council celebrating Culver City's Centennial celebration.

Status: Completed. "1988", a site-specific dance series produced by Marla Koosed and performed by Heidi Duckler Dance Theatre was designed to celebrate the City's Centennial and the adoption, in 1988, of the Art in Public Places Program Ordinance. Performances took place at permanent artworks (Cloud, Punctuation Station, Technicolor Drip, Hanging Garden, and La Ballona) in April, May, August and September 2017. Total attendance for all four events is estimated to be approximately 800.

Develop a temporary art program celebrating the 30th anniversary of the creation of the Art in Public Places Program.

- Develop and issue an RFP for a consultant to implement a series of temporary art installations in 2018 to mark the Art in Public Places Program's 30th Anniversary.

Status: In process. Staff will be presenting a draft RFP to the CAC for review within the next few months. Additionally, the City's logo has been adapted into a 30th anniversary logo for the Art in Public Places Program and will be used across appropriate electronic and print platforms as a marketing tool. A banner installation in downtown featuring various artworks commissioned under the Art in Public Places Program is planned for September.

With the input of the Cultural Affairs Commission, examine the subject of historic preservation; plus facilitate an update of the City's Historic Preservation Program, beginning with revisions to the Municipal Code

- Coordinate with the City Attorney's Office to draft a project outline and timeline to begin updating the Historic Preservation Program.

Status: In progress. Community Development, City Attorney and Cultural Affairs staff are working together to develop a timeline and process for updating the CCMC with regard to the Historic Preservation Program. With plans to update the City's General Plan, there currently exists an opportunity to further coordinate and streamline guidelines City-wide as they pertain to historic preservation.

Support the Performing Arts Grant Program administered by the Parks, Recreation, and Community Services Department and funded in part by the Cultural Trust Fund

- Continue to support and oversee the Performing Arts Grant Program in coordination with the Parks, Recreation and Community Services Department.

Status: In progress. 2018 Performing Arts Grants were approved by the City Council in December 2017. Performances commenced in February 2018 and continue into Fall 2018. A press release promoting all grantee performances has been distributed and posted. Staff



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

continues to work closely with grantees on their individual marketing efforts. Planning is underway for the inaugural Open House program which will encourage local performing arts groups to rent Veterans Memorial Building, the Ivy Substation or the Kirk Douglas Theatre for their grant performances.

Cultural Venue Enhancement Project – Veterans Memorial Auditorium

- Continue to support and oversee the renovation of the Veterans Memorial Auditorium in coordination with Public Works and the Parks, Recreation, and Community Services Departments.

Status: In progress. The new stage lighting and rigging has been installed and is regularly being utilized, as well as a new donated digital projection system to the Auditorium. The equipment includes a perforated projection screen, digital projector, and portable sound system. A professional acoustics firm shall start its review of the Auditorium in March. Planning is underway to invite stakeholder groups to the Auditorium to discuss more lighting options over the basketball court as well as equipment needs for the stage if it is used as a stand-alone “black box” theatre.

Facilitate the completion of a report on the creative economy in Culver City

- Complete and present the Creative Economy Report of Culver City.

Status: Completed. The Creative Economy Report was completed and presented to City Council in the spring of 2017. Hard copies of the report were printed and distributed at an event organized by the City at Framestore in September 2017. Staff and the CAC Creative Economy Report Subcommittee continue outreach efforts within the arts, educational, non-profit, and business sectors, participating most recently in the “Creative Edge” event in February at West LA College.

Artist Laureate Program

- Continue working with the Cultural Affairs Commission Artist Laureate Subcommittee to develop guidelines for a potential Artist Laureate program.

Status: In progress. The CAC Art Laureate Subcommittee worked with staff and Dr. Janet Hoult (Honorary Artist Laureate) to develop guidelines and an application for an Artist Laureate Program. The CAC reviewed the guidelines at its meeting in August 2017 and made a recommendation to the City Council. The new proposed program will be considered by City Council in March 2018.

Cultural Affairs Foundation

- Continue to work with the special subcommittee comprised of representatives from the City Council, the Cultural Affairs Commission and the Cultural Affairs Foundation Board to explore the feasibility of the Cultural Affairs Foundation being separated from the City.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Status: In progress. The ad hoc subcommittee concluded its work in December 2017 and forwarded revised draft bylaws and a Memorandum of Understanding between the Cultural Affairs Foundation and the City to the Cultural Affairs Foundation Board for consideration in January 2018. The CAF Board approved the draft documents and made a recommendation to be considered by City Council in March 2018.

HUMAN RESOURCES AND RISK MANAGEMENT

Administrative Policies and Procedures

- Review and update various personnel-related City policies and procedures.

Status: Ongoing.

Applicant Tracking System

- Implement new Applicant Tracking System to assist with streamlining and improving the application and hiring processes.

Status: Implementation of the new Applicant Tracking System (NeoGov) is in progress and near completion. It is anticipated that the system will be up and running by April 2018.

City Department Support

- Continue to provide advice and support to City staff related to implementation of their Work Programs and assist in addressing day-to-day issues that arise.

Status: Ongoing and continuous. Throughout the year, HR and Risk Management staff coach, counsel and advise departments and employees on various issues pertaining to relevant MOUs, including interpretation and applicability, city policies and procedures, Civil Service Rules and Regulations, workers compensation matters, benefits including health and retirement, etc.

Contract Negotiations

- Human Resources will support the City Manager's Office in negotiations for successor Memorandum of Understanding with the following recognized bargaining units:
 - a. Culver City Management Group – contract will expire on June 30, 2017
 - b. Culver City Employees Association – contract will expire on June 30, 2017

Status: Complete.

Employee Wellness Program

- Continue to provide an Employee Wellness Program with the goal of educating and motivating City employees to live a healthy lifestyle.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- *Status: Ongoing. The City commenced a "Weight Watchers at Work" program, to date we completed four sessions with an average of 26 employees participating each session. We continue to provide Lunch n' Learn Educational Presentations/Seminars/Workshops, focusing on health and nutrition. We also coordinated the administration of Hepatitis A vaccinations for job classifications with risk of exposure.*

Performance Management System

- Implement new Performance Management System to assist with monitoring and managing employee performance. The system will allow departments to measure employee competencies and goals, develop succession plans, and automate the employee evaluation process

Status: Near Completion and Ongoing. HR staff has completed the implementation process of setting up the evaluation programs and competencies in the new Performance Management System and have begun the automated process of evaluation generation to seven of ten departments. The internal training of management staff and employees is three-quarters completed and expected to be finished by July 2018 with ongoing refresher and new hire trainings as needed. As the Performance Management System is used, HR staff will use reports to assist departments with employee performance and to develop department and city wide goals for use within the evaluation programs.

Recruitment and Testing

- Redesign the recruitment program. Develop and utilize new marketing, recruiting and testing tools. Expand recruitment outreach to women, minorities, veterans, and people with disabilities by proactively reaching out using social media and professional organizations.

Status: Ongoing. HR staff is consistently attending diversity job fairs and participating in campus recruiting to expand outreach. Looking at updating the job opportunities page to include a recruitment video and focus more on social media to advertise.

Student Work Program

- Continue partnership with local high schools to market and recruit eligible students to participate in the Student Worker Program.

Status: Ongoing. There were a total of 32 Culver City High School students that applied to be a part of the program this year. Ten students participated in Session 1 which concluded on December 15, 2017 and Session 2 will start on April 9, 2018.

Succession Planning

- Develop and implement organizational strategy to address potential workforce gap. Offer job-related training and mentoring to employees to prepare them for promotional opportunities.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Status: In progress. Individualized training and development plans to be developed in each department.

Training and Development

- Continue to provide mandatory and discretionary training opportunities to City employees that will enhance professional and personal development. Establish a Pre-Supervisory Training program to encourage and prepare employees for promotional opportunities. Expand current Supervisory Training program to tie in with performance management. Mandate that certain job classes attend specific number/hours of continuing education training. Incorporate elected officials into mandatory sexual harassment training program requirement per AB 1661.

Status: Ongoing. Mandatory Sexual Harassment, Discrimination, and Retaliation in the Workplace training per AB 1825 and AB 2053 has been completed for all supervisory, management and executive staff. This mandatory training is ongoing for all new supervisors, managers, and executive staff and will be provided as legally required for new and current supervisors, managers and executives. Human Resources staff has continued the Supervisory Training program and is preparing for additional trainings in the next fiscal year. In compliance with AB 1661 elected officials training has been identified and will be provided.

FISCAL YEAR 2018-19 WORK PLANS

CITY CLERK

City Council Policies – Comprehensive Update

- (Joint Project with City Attorney's Office) Working with the City Council Policies Ad Hoc Subcommittee to complete comprehensive review of all City Council Policies and finalize new policy manual.

Document Management System

- (Joint Project with Information Technology Services Department and Konica Minolta) Development of components of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents.

Municipal Election

- Prepare for November 2018 consolidated municipal election.

Passport Services

- Review passport application services and program to identify opportunities for improvement.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Public Records Act – Request System

- Develop and implement an online program for efficient, greater access to public records that will assist with coordination and tracking to ensure compliance with state law.

Records Retention and Destruction Schedule

- Implement city-wide records retention and destruction schedule and develop inventory processes.

Training and Development

- Provide training and support towards following goals:
 - City Clerk to achieve the designation of Master Certified Clerk (MMC)
 - Records Management Coordinator to develop additional records management skills
 - Clerk Specialist to train towards designation of Certified Municipal Clerk (CMC).

CULTURAL AFFAIRS

- Continue to implement the Art in Public Places and Historic Preservation Programs as pertains to the development process;
- Continue public outreach of the Art in Public Places and Historic Preservation Programs via web, social media, mobile devices and printed materials;
- Support the collections management of artworks commissioned under the Art in Public Places Program throughout the City;
- Continue implementation of a temporary art program and other activities celebrating the 30th anniversary of the creation of the Art in Public Places Program;
- Complete revisions to the City's Municipal Code as they pertain to the Historic Preservation Program and identify priorities with regard to additional Historic Preservation Program updates (such as context statements and surveys) in the future;
- Continue to implement the Culver City Performing Arts Grant Program and streamline its online application process;
- Continue the Cultural Venue Enhancement Project by developing more flexible lighting, sound, and stage options in Veterans Memorial Auditorium;
- Continue the Open House Program which encourages Culver City-based performing arts organizations to attend informational events at Veterans Memorial Building, the Kirk Douglas Theatre and the Ivy Substation with the goal of increasing public performances in Culver City;



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Continue to work with the CAC and City Council subcommittees on outreach and partnership development in conjunction with the Creative Economy Report and develop a timeline and process for updating the Community Cultural Plan that reflect short- and long-range goals informed by the Creative Economy Report;
- Implement an Artist Laureate Program (pending Council direction in March 2018); and,
- Continue to coordinate with the Culver City Cultural Affairs Foundation as pertains to supporting the Cultural Affairs work plan as approved by the City Council.

HUMAN RESOURCES

Administrative Policies and Procedures

- Continue to review and update various personnel-related City and Department policies and procedures.

Labor Relations

- Continue to provide advice and support to City staff related to implementation of their Work Programs and assist in addressing day-to-day issues that arise.
- Continue working towards establishing and maintaining positive relations with the City's six bargaining units. Implement, administer and interpret the Memoranda of Understanding.

Recruitment and Testing

- Continue with expansion of recruitment outreach efforts to women, minorities, veterans, and people with disabilities.
- Continue with implementation of the Applicant Tracking System to assist with streamlining and improving the application and hiring processes.

Student Worker Program

- Continue with the Student Worker Program.

Succession Planning

- Develop and implement organizational strategy to address potential workforce gap. Offer job-related training and mentoring to employees to prepare them for promotional opportunities.

Training and Development

- Continue to provide mandatory and discretionary training opportunities to City employees that will enhance professional and personal development. Incorporate elected officials into mandatory sexual harassment training program requirement per AB 1661.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Continue with implementation of the Performance Management System to assist with monitoring and managing employee performance and development.

RISK MANAGEMENT

Safety, Wellness and Worker's Compensation

- Continue to provide an Employee Wellness Program with the goal of educating and motivating City employees to live a healthy lifestyle.
- Continue to oversee the administration of the workers compensation claims program. Ensuring timely reporting of workers' compensation claims to the TPA. Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations, etc.
- Review and evaluate settlement recommendations - Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.
- Quarterly Claim Reports - Continue providing quarterly claim reports to each department, which provides a snapshot summary of their reported claims/losses & incurred expenses.
- Modified Duty/Return to Work Program – Continue to identify and coordinate temporary alternative work, within an injured employee's work restrictions, while recovering.
- Update Essential Functions Job Analysis for various classifications
- File Reviews: Conduct quarterly file reviews with our workers compensation administrator
- Commence RFP process for Third-Party Administrator Contract
- Streamline Employment Development Department claim process by becoming an online member
- Develop tracking system for Certificate of Insurance documents, renewals, and special events
- Continue Departmental Employee Safety Recognition Incentive Programs



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

STRATEGIC PLAN INITIATIVES

Goal 1: Increase Civic Engagement

Objective 1: Increase Community Participation with and in City Government

- Review the Citywide Communications Assessment for recommendations to modernize community outreach and potentially allocate new resources towards the City's communications effort.

Status: Following the recommendations of the Assessment, staff has implemented a new citywide communications strategy furthering use of social media platforms (Facebook, Twitter, and Nextdoor) and the City's website (Vision Pulse) in order to inform and engage the community. The City's social media presence has grown in terms of followers, number of City posts, reach and engagement. Staff from the City Manager's Office meets twice weekly with the communications consultant and organizes quarterly meetings with department heads and key staff members who are involved in communications for their department. Staff has been meeting with the Chief Information Officer to review and update the recommendations in the Communications Assessment. Several recommendations have been implemented. Staff will continue meeting with the Assistant City Attorney, Administrative Services Director, and Chief Information Officer to review current policies and consider implementing new policies relating to City employees' use of the City's social media accounts.

- Create City Council-appointed Citizen Advisory Task Forces out of community issue meetings. Task Forces will meet and develop policy recommendations to staff and the City Council.

Status: The Marijuana Task Force was created and held six public meetings to develop commercial cannabis policy recommendations. The Short Term Rentals Task Force was also created and held two meetings to receive public input and review potential policy changes. The Traffic and Parking Subcommittee meetings have involved community participation regarding various issues, including parking for businesses; microtransit; projects to mitigate traffic issues; and bicycle and pedestrian safety. On March 12, 2018, the City Council is anticipated to appoint General Plan Advisory Committee (GPAC) Members. It is anticipated that the City and the consultant team will begin next summer by preparing a plan to bring the community together as collaborators in the process, with a goal of broad involvement.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

Objective 2: Increase Participation in the City's Nonprofit Organizations and Service Clubs

- Hold quarterly meetings with nonprofit organizations and service clubs to share information and coordinate activities.

Status: Staff has supported Council Member Clarke's efforts to hold meetings with nonprofit organizations and service clubs. This City Council Member has convened meetings at City Hall, the Veterans Memorial Building and West Los Angeles College.

- Establish a baseline measurement of the number of volunteers and volunteer hours and periodically reassess participation.

Status: Staff will be following up with the City's Sr. and Social Services Specialist who manages the City's volunteer program.

- Promote existing programs to increase resident and employee volunteer participation in nonprofit organization activities and boards.

Status: Through the growth of the City's social media channels, the City's Communications Consultant has been successful in promoting volunteer opportunities to the community. Staff in the Administrative Services Department provides a list of non-profit organizations in the City to candidates that were not appointed to a Commission or Board. Staff plans to provide this information to City staff.

- Work with Culver City's service clubs to establish a coordinated marketing campaign for membership.

Status: Staff will revisit this initiative in FY 2018-19.

Goal 3: Improve Transportation Circulation and Reduce Traffic Congestion

Objective 1: Work Toward No Overall Growth in Average Daily Traffic (ADT) Citywide (Zero ADT Growth) while Enhancing Traffic Safety

- Identify opportunities for a partnership with the Southern California Association of Governments (SCAG) when pursuing the Mobility Element of the General Plan.

Status: Staff is working with the Westside Cities Council of Governments (WSCCOG) on the WSCCOG Westside Mobility Study Update. WSCCOG staff will be finalizing the scope of work and schedule this spring to submit to SCAG and Caltrans for approval. The next step in the process will be working with the SCAG project manager on the Request for Proposal (RFP).



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Engage the City Council's Traffic and Parking Subcommittee in the process.

Status: The City's Traffic and Parking Subcommittee has met several times during this Fiscal Year. The Subcommittee has discussed issues pertaining to traffic, traffic safety, and a range of mobility options.

Goal 5: Identify New Revenue Sources to Maintain Financial Stability

Objective 1: Potential Retail Marijuana Excise Tax

- Now that recreational marijuana has been legalized in California, the City Council will consider whether dispensaries will be permitted in Culver City.

Status: The City's Marijuana Task Force met six times over several months to develop the City's cannabis policy, including an ordinance approved by City Council on December 11, 2017 that legalizes commercial cannabis. Council approved policies that balance community concerns with the potential for economic development and growth. Work will continue throughout the coming year to implement the policy by releasing applications and issuing permits to cannabis businesses.

- If permitted, the City Council would consider a marijuana tax for placement on the ballot during the April 2018 municipal election.

Status: On November 13, 2017, Council approved a measure for the April 10, 2018 ballot for the approval of a gross receipts tax on cannabis businesses, which has the potential to generate approximately \$1.2 million in revenue for the City's General Fund.

Goal 6: Enhance Culver City's Reputation as a City of Kindness

Objective 1: Define what it Means to be a City of Kindness

- Establish kindness guidelines and principles, utilizing input from staff, community stakeholders, and relevant websites.

Status: This year, the Teen Center participants in the Parks, Recreation and Community Services Department initiated a program to hand paint benches to promote kindness and the spirit of Dr. Martin Luther King, Jr. These benches will be installed in the City's local public elementary schools. Additionally, staff would like to research the possibility of an individual or nonprofit organization to spearhead this effort or partner with City staff.

- Use the Mayor and City Council Members in their official roles to discuss kindness with



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

community groups and City staff.

Status: Mayor Cooper initiated a program for businesses to place posters in their storefront windows to promote kindness. The posters were designed by the City's communications consultant and are currently being distributed through the City Clerk's Office on the first floor of City Hall. The Mayor also spoke about kindness in his State of the City video address in January 2018. City Council Members have mentioned the City being a City of Kindness during City Council Meetings. The City Council's sentiment has also been articulated by residents at public meetings.

- Use media and social media to promote the idea of kindness through articles and publishing acts of kindness.

Status: Staff has developed and published the City of Kindness webpage on the City's website. The City's website includes examples of acts of kindness in Culver City and ways for the community to get involved in the City's volunteer opportunities.

Whenever possible, the City has been using #cckind in social media posts for programs and projects related to kindness in Culver City. The City also monitors the City of Kindness Facebook page for opportunities to share information and collaborate on projects.

- Consider the Moral Courage Project and existing Culver City Unified School District programs as resources.

Status: Staff will relay information about this project to the School District.

Objective 2: Implement a Kindness Strategy within City Government

- Review City policies and procedures for ways to incorporate kindness principles.

Staff: Various City staff members have participated in the GARE program under the leadership of the Administrative Services Director. Staff will research potential opportunities to incorporate Kindness principles in the New Employee Orientation program.

Objective 3: Conduct Outreach to Schools, Organizations, and Businesses about Kindness

- Identify stakeholders, businesses, schools, and organizations to meet with to promote kindness principles.

Status: As mentioned above, staff implemented a kindness poster program for businesses, based on the Mayor's initiative. Staff will inquire with the City Council representatives on the City Council-School District Liaison Committee for potential opportunities for the School District to participate in a future program.

- Establish a Citizen Task Force to receive and promote acts of kindness.

Status: A Citizen Task Force to receive and promote acts of kindness will need to be revisited in Fiscal Year 2018-19.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Obtain letters of agreement from participating entities.

Status: *This effort will need to be revisited in Fiscal Year 2018-19.*

FISCAL YEAR 2017-18 WORK PLANS

- Collaborate with Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest, including public safety, economic development, and infrastructure. Actively participate in the CCUSD and WLAC liaison committee meetings. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*

Status: In progress. The City Manager continues to actively participate on the CCUSD and WLAC liaison committee meetings. The WLAC committee has held conversations on workforce development programs, transportation issues, and planning and development on campus property. The CCUSD committee has held conversations on affordable housing for teachers, a shared webpage for joint communication, development fees, expansion of The Plunge pool, and student health, nutrition, and safety.

- Work to improve the City's overall communications strategy, and increase opportunities for community engagement. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*

Status: In progress. As of January 2018, the City has seen tremendous growth in the size of its audience on social Media. There are 2,863 followers on the City's Facebook Page; 3,536 followers on the City's Twitter Feed; 7,506 Nextdoor Members; 559 followers on the City's Instagram feed; 309 followers on the City's Volunteer Twitter Feed; 617 followers on Fire Department's Facebook Page; 631 followers on the Fire Department's Twitter Feed; 1,546 followers on the Fire Department's Instagram Account; 2,378 followers on the Police Department's Facebook Page; 3,878 followers on the Police Department's Twitter Feed; 697 followers on the PRCS Department's Facebook Page; 1,168 followers on the Culver City Plunge's Facebook Page; and nearly 20,000 subscribers on the City's GovDelivery account.

The City's communications consultant and staff have monitored comments from stakeholders through various social media channels and the media. Whenever appropriate, staff and the consultant have noted the comments, informed other City staff, and have responded to inquiries.

The City Council and City staff have actively promoted public engagement in several key programs, such as for the TOD Visioning Project and Bicycle Pedestrian Master Plan. The Cultural Affairs Division launched the Creative Economy report with numerous stakeholders in the fall of 2017. The communications consultant has been actively sharing statistics from



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

that report on social media.

The City Attorney's Office along with City Manager's staff and the City's communications consultant have developed and distributed two handouts related to the Inglewood Oil Field (IOF) Draft Specific Plan, Drilling Regulations and Environmental Impact Report (EIR) Review Process. City staff has also coordinated efforts to get the information distributed to student families at CCUSD.

Staff has been actively working with other departments to ensure that website content is posted and kept up to date, particularly through the "In the News" section, Community Calendar, and website image slider. Currently, the following pages on the City's website provide opportunities for the public to engage on the following topics: Cannabis, the City's General Plan Update, Short Term Rentals, and the City of Kindness.

Additionally, on GovDelivery, the City Manager's staff has edited and/or created and distributed nearly Press Press Releases over the past year. The City Manager's Office has sent out over 70 notices on GovDelivery to subscribers, this Fiscal Year.

- *Facilitate community events such as the Summer Concert Series and other activities on City property and/or in the public right of way. Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*

Status: In progress. The 2017 Summer Concert Series, produced by the City's longtime producer, was a success. The six performances took place once again in the City Hall Courtyard, and City staff was able to enhance the promotion of the concerts through social media posts, some of which included video clips of the performances. On February 26, 2018, the City Council approved entering into a contract with the same consultant to produce the 2018 Summer Concert Series in the City Hall Courtyard.

City staff from various departments have met over a period of several months to facilitate the planning and implementation of the 2nd Annual Screenland 5K Run/Walk, which took place on Sunday, March 4, 2018. Planning efforts were led by PRCS Department staff.

Staff is working with the Culver City Sister City Committee to welcome the Kaizuka Marathon Runners who are in town for the Marathon Exchange program. In the near future, staff will begin organizing the annual Car Show and 4th of July Fireworks Show, hosted by the Exchange Club of Culver City. City staff is also coordinating efforts with CCUSD for the upcoming Community Conversation about Gun Violence.

- *Continue coordinating efforts with the Culver City Centennial Celebration Committee to implement Centennial-related events. Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

Status: Complete. Staff worked with the Culver City Centennial Celebration Committee to organize the successful Birthday Party in the Park and City Hall Celebration in September 2017. This effort is complete.

- With guidance from the City Council and the community, coordinate efforts of various City Departments to ensure the proper buildout of the Transit Oriented Development (TOD) District. This will include completion of a TOD visioning study to identify ways to improve traffic circulation and encourage alternative modes of transportation. *Strategic Plan References: Goal 1 - Increase Civic Engagement and Goal 3 - Improve Traffic Circulation and Reduce Traffic Congestion.*

Status: Complete. The TOD visioning study has been completed and the results presented to the City Council. Community Development Department staff is the lead in this effort. The City Manager's office will continue to promote interdepartmental coordination and work with the City Council's Traffic and Parking Subcommittee to implement the Visioning Study's findings. The Community Development Department will be the lead in the implementation of the TOD study recommendations.

- Continue and further improve efforts to evaluate and identify grant funding opportunities throughout the City, including opportunities for a partnership with the Southern California Association of Governments (SCAG) when pursuing the Mobility Element of the General Plan. *Strategic Plan References: Goal 3 - Improve Traffic Circulation and Reduce Traffic Congestion and Goal 5 - Expansion of Funding Alternatives.*

Status: In progress. Currently, the Westside Cities Council of Governments (WSCCOG) is working with City staff on the WSCCOG Westside Mobility Study Update. WSCCOG staff will be finalizing the scope of work and schedule this Spring to submit to SCAG and Caltrans for approval. The next step in the process will be working with the SCAG project manager on the Request for Proposal (RFP). Public Works and Community Development are working extensively on this initiative.

- Coordinate the efforts of various City Departments to develop a set of comprehensive regulations related to recreational and medical marijuana. Coordinate the meetings of the Marijuana Task Force. *Strategic Plan Reference: Goal 5 - Identify new Revenue Sources to Maintain Financial Stability.*

Status: Complete. The Marijuana Task Force met six times during 2017. City Council approved a comprehensive set of commercial cannabis regulations on December 11, 2017, and has also approved a zoning code amendment, personal cultivation regulations, public health regulations, criminal background check screening guidelines, the permit application review and selection methodology, and permit fees.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Oversee efforts with City departments to advance the initiatives contained the City Council-adopted Strategic Plan for 2016-2021, as well as the timely completion of work plan items Citywide. *Strategic Plan Reference: N/A*

Status: In progress. Staff has coordinated updates with the various departments on the status of their Strategic Plan initiatives.

- Work with Public Works, City Council, and the community to evaluate opportunities to implement a Community Choice Aggregation program in Culver City. *Strategic Plan Reference: N/A*

Status: Complete. The City Council voted to join the Clean Power Alliance (CPA) community choice aggregation program on December 11, 2018. On February 26, 2018, Council selected default renewable energy tier of 100% renewable energy for future City customers, and for City facilities.

- Work with the IT Department to develop a plan for smart city initiatives, such as Wi-Fi, environmental sensors, and vehicle and pedestrian counting. Evaluate telecommunications technologies and develop a plan for strategic innovation of government services to improve business operations and service to the community. Work with City Attorney's office and the City Council to implement a small cell ordinance allowing the City to capitalize on its vertical pole assets. *Strategic Plan Reference: N/A*

Status: In progress. The City Attorney's Office has plans to bring an item to the City Council regarding wireless communications facilities in Spring 2018. The IT Department began a Smart Cities Initiative, which will identify strategies to leverage the City's fiber infrastructure investment for municipal purposes, as well as provide a "Technology Roadmap" to guide strategic deployments.

- Continue to lead efforts, along with the IT Department, to expand the municipal fiber optic network and enhance connection opportunities for the City's business community. *Strategic Plan Reference: N/A*

Status: In progress. The IT Department is currently deploying a Fiber Network Infrastructure that would support providing Internet service to Culver City businesses in select areas and the Culver City School District. The City expects to retain its first Internet Service Provider customers in FY18-19.

- Assist the City Council, staff, and community in efforts to explore creative methods to identify affordable and workforce housing opportunities, and address homelessness. *Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

Status: In progress. The Housing Division staff plans to present to Council a comprehensive report on the City's options for increasing affordable housing options on March 12, 2018. The City transferred \$3.1 million in property to Habitat for Humanity for the creation of 10 workforce and affordable housing units, which will begin construction soon. The City will also waive \$200,000 in permit fees. The City accepted a \$50,000 Homeless Planning Grant from Measure H funds, which will be used to update the City's current existing homeless strategies.

- Implement the State Department of Finance Approved Long Range Property Management Plan and the disposition of the assets of the former Culver City Redevelopment Agency (former CCRA) in accordance with the State's Dissolution Law. *Strategic Plan Reference: N/A*

Status: Complete. The City completed transfers of former RDA properties. The City received \$3.5 million in Redevelopment Agency debts due to the Housing Authority in FY17-18, and is prepared to accept over \$26 million over the next five years in additional repayments.

- Continue efforts to evaluate and improve administrative processes throughout the City, including the implementation of recommendations related to the recent evaluation of the City's development review process. *Strategic Plan Reference: N/A*

Status: In process. The City Implemented recommendations from the Development Services Study by establishing and filling a new Tech II position; coordinating workflow and staff reorganization between departments; drafting a new SOP manual for Building and Public Works; training on an Acela upgrade; training inspectors to use new field tablets; and implementing monthly inspector reports. The City recently completed an audit of internal controls and risk assessment.

- (Joint Project with the City Attorney's Office) Conclude review and update of the City's oil pipeline franchises, using as a guide the City's most recently approved California Public Utilities Commission regulated franchise, as well as best practices from other cities. *Strategic Plan Reference: N/A*

Status: In progress. A renewal of the franchise agreement with Torrance Valley Pipeline Company is currently in negotiation with the City Council, using best practices from other cities as a template. Once an agreement has been reached with Torrance, the City Manager's Office will use that agreement as a template for renewing agreements for other existing oil pipelines within City boundaries.



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space and potentially increasing opportunities for public meeting space. *Strategic Plan Reference: N/A*

Status: In progress. Staff met with the Public Works Director regarding space planning at City Hall. The Public Works Director is taking the lead to contact the architect for City Hall to provide an estimate to conduct a space planning plan.

FISCAL YEAR 2018-19 WORK PLANS

- Collaborate with Culver City Unified School District and West Los Angeles Community College on projects and initiatives of shared interest. Actively participate in the CCUSD liaison committee meetings to review affordable housing options, development fee collection, a shared webpage and expansion of the plunge. Work with the WLAC liaison committee to implement workforce and economic development initiatives, as well as provide support for WLAC to engage the community regarding development on campus. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*
- Coordinate interdepartmentally to implement the commercial cannabis business application, selection, and permitting process. If voters approve a cannabis business tax, implement tax collection of cannabis businesses and auditing process. *Strategic Plan Reference: Goal 5 - Identify new Revenue Sources to Maintain Financial Stability.*
- Implement the Clean Power Alliance Community Choice Aggregation program in Culver City. The CPA will begin offering electric service to commercial and industrial customers in Culver City starting in June 2018, and residential service will commence in January 2019. Staff will work to communicate and engage with electricity customers in the time leading up to the start of service to ensure a smooth transition. *Strategic Plan Reference: N/A*
- Work with the IT Department to identify strategies to leverage the City's fiber infrastructure investment for municipal purposes, as well as provide a "Technology Roadmap" to guide strategic deployments. *Strategic Plan Reference: N/A*
- (Joint Project with the City Attorney's Office) Implement a small cell ordinance allowing the City to capitalize on its vertical pole assets. *Strategic Plan Reference: N/A*
- Continue efforts to evaluate and improve administrative processes throughout the City, including the implementation of recommendations related to the recent evaluation of the City's development review process. Complete a report on City cash collections, and begin an internal audit of fleet management in FY 2018-19. *Strategic Plan Reference: N/A*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- (Joint Project with the City Attorney's Office) Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. *Strategic Plan Reference: N/A*
- Work with the Short Term Rentals Task Force to make recommendations to the City Council regarding short term rental policies. Obtain Council approval for short term rental policies and implement the policies, including potential collection of transient occupancy tax. *Strategic Plan Reference: Goal 5 - Identify New Sources of Revenue to Maintain Financial Stability.*
- Work with City Council to respond appropriately to The Boring Company's request to create an underground transportation tunnel underneath Sepulveda Boulevard through Culver City. *Strategic Plan Reference: N/A*
- Promote alternative forms of transportation throughout Culver City, including micro-transit, walking, biking, and bus transit. Research options for micro-transit, best practices from other communities, and cutting edge technology. Work with the Transportation, Public Works, and Community Development Departments, as well as the Traffic and Transportation Subcommittee to provide cleaner, more efficient transportation solutions and alternatives to single-occupancy vehicles for Culver City. *Strategic Plan References: Goal 3 - Improve Traffic Circulation and Reduce Traffic Congestion.*
- Wind down the Southern California Cities Consortium by coordinating a meeting of the Joint Powers Authority board to dissolve the JPA and disperse its assets to member cities. *Strategic Plan Reference: N/A*
- Work with the IT department to participate in the 2020 Census Local Update of Census Addresses (LUCA) by revising U.S. Census Bureau data to include any missing or additional new address information. *Strategic Plan Reference: N/A*
- Work to improve the City's overall communications strategy, and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*
- Facilitate community events such as the Summer Concert Series and other activities on City property and/or in the public right of way. *Strategic Plan Reference: Goal 1 - Increase Civic Engagement.*
- Continue and further improve efforts to evaluate and identify grant funding opportunities throughout the City. *Strategic Plan References: Goal 3 - Improve Traffic Circulation and Reduce Traffic Congestion and Goal 5 - Expansion of Funding Alternatives.*



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

- Revisit and evaluate the City's Strategic Plan for new opportunities for the City Council to define which policies, programs, projects and issues are the City's highest priorities and which priorities the staff should be focusing on over and above normal operations of the City. *Strategic Plan Reference: N/A*
- Support the City Council's direction regarding efforts to explore creative methods to identify affordable and workforce housing opportunities, and address homelessness. *Strategic Plan Reference: N/A*
- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space and potentially increasing opportunities for public meeting space. *Strategic Plan Reference: N/A*
- Evaluate and potentially extend the contract with the City's federal advocate on FAA, noise and overflight issues.