

# **PROPOSED WORK PLANS FOR CITY DEPARTMENTS**

**Status Update for FY 2016/2017**

**New Work Plans for FY 2017/2018**

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# POLICE DEPARTMENT

RESP. MGR.: SCOTT BIXBY

## FISCAL YEAR 2016-17 WORK PLANS

- Continue to implement the Department's Strategic Plan goals.

*Status: Ongoing. The Department is continually implementing and maintaining our 2016-2019 Strategic Plan goals.*

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

*Status: Ongoing.*

### Awarded:

*U.S. Dept. of Justice – Office of Justice Programs - Bulletproof Vest Partnership: FY15 Grant awarded in the amount \$17,748.42. FY16 Grant in the amount of \$22,505.08 was awarded on October 7, 2016. Reimbursement requests are ongoing based on vests purchased. Received reimbursements in the amount of \$8,104.34. The Department is required to exhaust FY15 grant funds prior to using FY16 grant funds.*

*FY16 U.S. Dept. of Justice – Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation: On August 18, 2016, received a grant award in the amount of \$13,579. Grant funds will cover the costs to create a law enforcement strategic plan for police leadership to advance the department's ability to deliver the highest quality service to the community. The grant period is October 1, 2015-September 30, 2017. (The grant period does go back to 2015 even though the grant was awarded in 2016).*

*FY17 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): On August 5, 2016, received a grant award in the amount of \$70,000. Grant funds will cover the costs to conduct DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Operations and Traffic Safety Educational Presentations. The grant period is October 1, 2016- September 30, 2017.*

*FY17 Board of State and Community Corrections (BSCC): Received a grant award in the amount of \$50,000.00. Grant funds will allow our partnerships with local non-profit social service providers to perform additional outreach services for our homeless population and interface with our mental health evaluation team for the best possible solutions for each individual case. BSCC funds will be used to provide more frequent outreach, equipment and supplies to assist officers in their outreach efforts and emergency survival supplies to assist the homeless*

### Applied:

*FY18 California Office of Traffic Safety - Selective Traffic Enforcement Program (STEP): Grant Application in the amount of \$117,480.00 was submitted on January 24, 2017. Requested grant*



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*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 closely monitor the release of AB 109 offenders.

*Status: The Department 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. We 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 community outreach efforts to include 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: Ongoing. Continue to expand community outreach with a focus on expanding the Neighborhood Watch program. Attended ten (10) meetings (fiscal year to date) which resulted in attending all active groups. A Fox Hills group was established in September 2016 and staff has met twice with the group. Staff is working to establish Sunkist Park and Rancho Higuera groups, and targeting the Carlson Park area to recruit volunteers. The Department will provide a Citizens Police Academy in Summer 2017. We held a very successful National Night Out on August 2, 2016, participated in the Centennial Parade and Centennial Screenland 5K Run and Held a Coffee with a Cop on October 13, 2016. We continue to provide information to the community via social media; Nixle, Facebook, Twitter and Nextdoor.com. The Department is scheduling a Centennial Open House in Fall 2017.*

*Our Police Explorer Program is up to eight (8) Explorers. The Explorers attend bi-monthly meetings for about 1.5 hours on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month. During these meetings the Explorers are exposed to a variety of different lessons and hands-on experience. The Explorers participated in the Annual Car Show, 4<sup>th</sup> of July Fireworks celebration, Centennial Parade and the Holiday Donated Gifts Event. The Explorers participated in the Los Angeles Police Department Explorer Drill Competition. Our Explorers placed 1<sup>st</sup> in the Honor Guard Competition.*

*The Department participates in the Anti-Defamation League's (ADL) quarterly meetings led by Los Angeles County Sheriff Jim McDonnell, to discuss trends related to hate crimes and hate groups. The League provides resources to law enforcement agencies. Also, the ADL has partnered with the Los Angeles Museum of the Holocaust to bring an innovative and nationally acclaimed training program to law enforcement. Supervisors and members of the Management Group attended the Law Enforcement and Society program (LEAS). The LEAS program examines the history of the Holocaust and its implications for law enforcement today. Through LEAS, law enforcement officers learn about*



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*the role of their profession during the Holocaust and reflect on their professional and personal responsibilities today.*

*The Department also maintains a partnership with the Museum of Tolerance.*

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

*Status: Ongoing. The Department continues to foster a partnership with the School District and to discuss coordinated safety efforts and to provide safety training. The Department provided Active Shooter training (Response to Critical Incident) to Culver City High School Security and some staff members, along with student volunteers. Issues were discovered and rectified.*

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

*Status: Ongoing. The Department hired seven (7) sworn and two (2) non-sworn employees. We currently have eight (8) sworn vacancies and 12 non-sworn vacancies. Annually, we attend local community colleges and the Black College Expo to recruit potential sworn and non-sworn candidates.*

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

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

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

*Status: Ongoing. Two capital improvement projects were completed; upgraded the Department's Data Center (server room) electrical panel and connected the server room air conditioning unit to a back-up generator and replaced the flooring on the basement level and first floor of the Police Building. We have been working with the Public Works Department to rehabilitate and repair the police building restrooms and locker rooms.*

- 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: Ongoing. Our Mental Health Evaluation Team coordinates and collaborates with several local mental health providers to assist with and to provide additional outreach services for our mental health/homeless contacts and to interface with our mental health evaluation team for the best possible solutions for each individual case; Exodus (first line clinical services for holds and walk-in*



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*referrals), Didi Hirsch (follow-up support, rehab, wide range mental health services), St. Joseph's Center (homeless outreach support and provides clinical services), SHARE (Self-Help and Recovery Exchange - self-help groups with a mediator, emotional health), St. Augustine's food bank group, and NAMI (National Alliance on Mental Illness - national organization that helps families of patients for a better understanding of mental illness and outreach). The Department is exploring the option of staffing a second Mental Health Evaluation Team.*

*The Mental Health Evaluation Team has developed stronger and more collaborative relationships with the local social services providers. Grant research is an on-going task.*

- Finalize the research for the body-worn camera project and issue body-worn cameras.

*Status: On November 14, 2016, City Council approved a purchase order with Commline Inc. for the body-worn cameras. On December 12, 2016, City Council approved a contract with Commline to purchase, install, integrate and service the body camera equipment in certain police vehicles and throughout the Police Department. Installation and integration started in February 2017. The program will be implemented by the end of the fiscal year. The implementation of the body camera program will increase accountability, departmental transparency, reduce the number of unfounded complaints, build public trust and partnerships, thereby fostering civic engagement.*

- Continue to provide programs and resources to assist with the goals of My Brother's Keeper. Programs and resources include a School Resource Officer assigned to the schools, Police Explorer Program, and active members of the My Brother's Keeper Committee and the City's Homeless Committee.

*Status: Participated in the Young Black Achievers Program (an extracurricular program to help mentor, specifically Black youth) under the umbrella of the My Brother's Keeper Program at the Culver Middle School every Tuesday for nine weeks. The meetings take place during the lunch session for 30 to 40 minutes and cover a variety of issues. Involvement in this program is intended to foster relationships with our Police Department and mentor our youth. On November 20, 2016, staff participated on a community forum panel at the Brasil Brasil Cultural Center to take part in thoughtful dialogue on social justice, equity and diversity.*

*Our School Resource Officer monitors 16 schools in Culver City. The Department continues to foster relationships and work with each school to provide crime prevention services. As previously mentioned the Explorer Program is in place and flourishing.*

*Participation with My Brother's Keeper and the City's Homeless Committee is on-going.*

- Provide resources to the Culver City Centennial Celebration Committee.



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*Status: The Department participated in the planning of, and staffed, the Centennial Celebration on September 24, 2016 and the Screenland 5K Run on February 26, 2017.*

- Participate in procedural justice training for sworn and non-sworn supervisors, *Procedural Justice for Law Enforcement Agencies*. The U.S. Department of Justice-Community Oriented Policing Services Office is supporting national efforts to implement the recommendations outlined in the **21st Century Policing Report**.

*Status: Sworn and Non-Sworn Supervisors participated in an all-day training on August 17, 2016. In May 2016, Police Management and Supervisors attended "Fair and Impartial Policing" training. Two (2) Lieutenants attended "Train the Trainer Fair and Impartial Policing" training so we have in-house expertise to train newly hired officers.*

*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.*

- Provide information through community outreach efforts and implement the City's Coyote Management Plan. The Plan enables the City to manage the amplified presence of coyotes with an emphasis on education, hazing, and trapping.

*Status: There has been a drastic reduction in sightings and incidents involving coyotes since this time last year due to the outreach and education efforts. Luckily, the Department has not had to resort to trapping coyotes. In collaboration with Neighborhood Watch groups and the Department of California Fish & Wildlife, the Department implemented the Wild Life Watch Program which focuses on community outreach and education. The Department organized several community meetings, walked neighborhoods, met with residents and passed out written educational materials about coyotes, attractants, and strategies to help with the coyote problem.*

- 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: Ongoing. The Department worked closely with City Code Enforcement. Code Enforcement staff attended several briefings and provided information to the officers when they receive a smoking complaint. 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.*

- Provide information about the City's new electronic parking system through community outreach efforts; Neighborhood Watch meetings and the use of social media. Provide a 30-day grace period before enforcement.

*Status: Ongoing. The program has been discussed at City Council meetings, Neighborhood Watch meetings, and information will be disseminated via social media, and other media to inform the public*





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*at least 30 days prior to implementation. The Public Works Department is working on a residential permit database that will integrate with the electronic parking system.*

- Transition from four patrol districts to five patrol districts and implement a bicycle unit to patrol congested traffic areas.

*Status: Ongoing. Due to staff vacancies, it has been difficult to reach our full complement of officers. Despite those challenges, we have been fielding one person patrol units in order to fulfill the department's commitment to implement a five car plan, covering each district.*

*In December 2016, we deployed a two person unit to cover the fifth district on an overtime basis but that deployment was restricted to weekends and peak hours. As we reach our full complement of officers we will be able to deploy two person units to the district five area on a more routine basis.*

*The bicycle unit will be implemented by May 2017. The Department is in the process of procuring the electric bicycles and storage/maintenance needs. Officers have attended bicycle training.*

- 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: On December 12, 2016, City Council approved a contract amendment with Redflex to relocate and add red-light photo enforcement cameras at various intersections throughout the City. The relocations and additions should be completed by the end of the fiscal year.*

## FISCAL YEAR 2017-18 WORK PLANS

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### STRATEGIC PLAN INITIATIVES

#### ***Goal One: Increase Civic Engagement***

##### Objective 1: Increase Community Participation with and in City Government

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



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through the utilization of collaboration, public partnerships and personalized police services.

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

### ***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.

### ***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.
- 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.
- 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.
- 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.

### ***Goal Four: Promote Workforce Diversity and Development***





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## 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)
  - b. Continue participation in "My Brother's Keeper" initiative.
- Continue to participate in procedural justice training for sworn and non-sworn supervisors,

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

## ***Goal Five: Identify new Revenue Sources to Maintain Financial Stability***

## Objective 3: Expansion of Funding Alternatives

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

## **DEPARTMENTAL WORK PLANS**



# POLICE DEPARTMENT

**RESP. MGR.: SCOTT BIXBY**

- Continue to implement the Department's Strategic Plan goals.
- Continue to closely monitor the release of AB 109 offenders.
- Continue to revisit the Police Department needs assessment including capital improvement needs.
- Continue to provide resources to the Culver City Centennial Celebration Committee.
- Continue to provide information through community outreach efforts and implement the City's Coyote Management Plan.
- 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.
- 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.
- 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.



# FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

## FISCAL YEAR 2016-17 WORK PLANS

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### OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2016 Annual Compliance Report.

*Completed: Staff submitted the 2016 Annual Compliance Report on June 28, 2016. It was approved by the commission on October 16, 2016.*

- Continue to seek grant funding for Fire Department projects.

*Ongoing: Staff continues to seek grant opportunities for department projects and participates in the bi-monthly citywide grant coordinators meeting. The Department is currently managing an Assistance to Firefighters Grant competitive award and Urban Areas Security Initiative (UASI) funding received through participation in the Los Angeles Area Fire Chiefs Association (LAAFCA) grant process.*

- Complete repairs to the training tower located at 9275 Jefferson Blvd.

*Completed on January 4, 2017. Full use of the training facility resumed January 9, 2017.*

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

*Ongoing: Fences have been repaired. Aircraft warning lights on the tower have been replaced. Brush clearance is continuing and provisions have been made for brush clearance annually. Additional security measures and maintenance plans are being developed.*

### SUPPRESSION

- Enhance the Department's Technical Rescue program.

*Ongoing: New equipment has been purchased and placed into service. Technical Rescue training has been provided to the Department's Subject Matter Experts (SMEs) and to all members. The 2016 annual platoon evaluations focused on technical rescue skills.*

- Replace the Department's aging Self Contained Breathing Apparatus (SCBA).

*Completed: New Honeywell Titan SCBAs were purchased in August. After testing and training they were placed into service on September 26, 2016.*

- Replace aging firefighter protective clothing.

*Completed: 20 sets of firefighter protective clothing (turnout gear) have been purchased.*



# FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

- Observe and participate in the annual emergency exercise conducted by Freeport-McMoRan.

*Completed: On November 3, 2016, several Culver City Fire Department staff members participated in the annual Inglewood oilfield Incident Management Team Tabletop Exercise. This 5 hour exercise was conducted to comply with requirements for drills and exercises under Title 14 of the California Code of Regulations, Section 820.01(a)(1)(A) and Standard F.4 of the Baldwin Hills Community Standards District. Culver City Fire Department staff that attended included Emergency Preparedness Coordinator Christine Parra, Assistant Chief Mike Bowden, Fire Marshal Mike Nagy, and Battalion Chief Ken Powell.*

## EMERGENCY MEDICAL SERVICES

- Enhance the Basic Life Support (BLS) ambulance program to provide for 24/7 staffing.

*Ongoing: Recruitment, hiring, and training is continuing. It is anticipated we will have enough personnel to staff the BLS ambulance 24/7 in March 2017.*

- Implement paperless Electronic Patient Care Reporting (ePCRs).

*Ongoing: The go live date is scheduled for April 1, 2017.*

- Work with CCUSD to provide CPR training in select high school classes.

*Ongoing: A training event at Culver City High School was completed on February 2, 2017. 34 CCHS students received training. 25 of the attendees were loaned CPR manikins to take home to train family and friends. We are waiting for information from the high school to determine the final number of people trained.*

## EMERGENCY PREPAREDNESS

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Smart911, Facebook, and Twitter.

*Ongoing: Through social media, handouts, and verbally during public events, the community has been directed to visit the Fire Department's emergency preparedness webpage, [www.culvercity.org/emergencyprep](http://www.culvercity.org/emergencyprep). By clicking on "Stay Informed," community members can find information on Nixle, Smart911, govdelivery.com, Facebook and Twitter.*

- Create a Mass Care and Shelter Plan for the City and work with the PRCS Department to train staff.

*Ongoing: A draft has been completed and input was received from PRCS staff. This project should be completed by June 2017.*

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

*Ongoing: Work continues on this project.*



# FIRE DEPARTMENT

## RESP. MGR.: DAVE WHITE

- Work with the City Attorney's Office to prepare and submit the Emergency Operations Plan (EOP) and companion resolutions to Council for adoption.

*Completed: The Emergency Operations Plan and companion resolutions were adopted by the City Council on October 24, 2016.*

## FIRE PREVENTION

- Implement paperless tablet based fire inspections.

*Deferred to FY 2017/18: The Fire Department is working with the Information Technology Department to implement improvements to Accela, the City's permit and inspection software. Currently, the technology does not allow remote based inspections.*

- Complete the process to adopt the 2016 California Fire Code.

*Completed: The code adoption process was completed as of the January 9, 2017 council meeting. The Culver City Municipal Code, section 9.02, has been updated to reflect the changes in the 2016 California Fire Code. A finalized copy is with the State and will be reflected in the American Publishing Website that hosts the City's Municipal Code.*

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

*Completed: The brush abatement letters were sent to residents in May 2016. Rubbish bins were placed in two separate locations to dispose of the vegetative waste generated by the brush removal. Personnel from the Fire Prevention Division inspected properties in the Very High Fire Hazard Severity Zones to verify compliance.*

## TELECOMMUNICATIONS

- Complete the upgrade of the City's radio system.

*Ongoing: Installation is occurring now. This project will be completed by March 1, 2016.*

- Complete station alerting system upgrade.

*Ongoing: Installation is occurring now. This project will be completed by March 1, 2016.*

- Program fire and police radios to conform to the Tactical Interface Communications Protocol (TICP).

*Ongoing: This is being completed concurrently with the programming necessary to complete the upgrade of the City's radio system. This project will be completed by March 1, 2016.*



# FIRE DEPARTMENT

RESP. MGR.: DAVE WHITE

## FISCAL YEAR 2017-18 WORK PLANS

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### OFFICE OF THE CHIEF

- Complete the Fire Accreditation International (CFAI) required 2017 Annual Compliance Report.
- Expand the tracking of response time performance to include analysis by individual Fire Management Zones (FMZ). **CC Strategic Goal 3**
- 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**
- Continue to seek grant funding for Fire Department projects. **CC Strategic Goal 5, Objective 3, Initiative b**

### SUPPRESSION

- Enhance the Department's Technical Rescue program.
- 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.

### EMERGENCY MEDICAL SERVICES

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

### EMERGENCY PREPAREDNESS

- Campaign to encourage and direct community members to sign up for emergency notifications, alerts, and advisories through Nixle, Smart911, Facebook, and Twitter. **CC Strategic Goal 1, Objective 1**
- Prepare and distribute a Community Disaster Resource/Resilience Guide that will contain important Culver City specific information.
- Enhance the student worker/intern program.





# FIRE DEPARTMENT

**RESP. MGR.: DAVE WHITE**

- Expand EOC Disaster Hotline capability to accommodate a surge of simultaneous calls by installing 10 dedicated phone lines.
- Review and enhance the CERT callout team program. **CC Strategic Goal 1, Objective 1**

## FIRE PREVENTION

- Implement paperless tablet based fire/safety inspections.
- 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.
- 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.
- Notify residents in the Very High Fire Hazard Severity Zone of brush clearance requirements and monitor compliance.

## TELECOMMUNICATIONS

- Work with the Purchasing Department to dispose of decommissioned radio equipment that was removed from service during this year's radio system upgrade.
- Complete a backup connection to the ICI Systems regional communication network.
- Improve security and provide for ongoing maintenance of the Baldwin Hills radio tower property.



# FINANCE

RESP. MGR.: JEFF MUIR

## FISCAL YEAR 2016-17 WORK PLANS

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### Complete IRS Review of Payroll

- Review of payroll practices and compliance with IRS guidelines.

*Completed examination of the process for fiscal years ending 2013 and 2014.*

### Continue Internal Audit Function

- Based on Enterprise Risk Assessment and Internal Control Review, prioritized individual areas will begin to be audited in FY 2016/17.

*Completed initial assessment of internal control review and enterprise risk assessment. Individual areas are being further analyzed and scheduled to be reviewed on an on-going basis.*

### Financial System Implementation

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

*Implementation of timekeeping system is underway, with likely completion in early FY 2017/18. CAFR Statement Builder implementation was delayed due to staff turnover, and is expected to be completed during FY 2017/18.*

### RFP for Banking Services

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

*This work plan will be carried over to FY 2017/18.*

### RFP for City-wide Historical Document Digitization

- Complete an RFP process for a vendor to provide historical document digitization that is usable by all City departments, subject to appropriations.

*It was determined an updated City-wide records retention schedule should first be adopted before moving forward on this. The records retention schedule is expected to be adopted before FY 2016/17 ends. The City is also evaluating RFP submissions for a new document management system. This item will be revisited next fiscal year for relevancy.*

### Municipal Code Updates

- Updates for commercial refuse late charges and taxi permitting requirements.

*Expected to be completed prior to the end of FY 2016/17.*

### Financial and Departmental Policies

- Complete policies and procedures manual for Finance Department.



# FINANCE

**RESP. MGR.: JEFF MUIR**

*On-going.*

## **Staffing of Finance Advisory Committee**

- Continued support of the FAC and their Work Plan.

*On-going.*

## **Redevelopment Agency Wind-Down**

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

*On-going.*

## **FISCAL YEAR 2017-18 WORK PLANS**

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### **STRATEGIC PLAN INITIATIVES**

#### **Goal Four, Objective 2(d)**

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

#### **Goal Five, Objective 1(b)**

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

#### **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 on marijuana taxation.

#### **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**

#### **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.



# FINANCE

**RESP. MGR.: JEFF MUIR**

## **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.

## **RFP for Investment Services Advisor**

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

## **RFP for Banking Services**

- Create an 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. (Anticipate bringing CCMC amendments to City Council during 2<sup>nd</sup> quarter of Fiscal Year 17-18.).

## **Financial and Departmental Policies**

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

## **Staffing of Finance Advisory Committee**

- Continued support of the FAC and their Work Plan.

## **Redevelopment Agency Wind-Down**

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



# INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

## FISCAL YEAR 2016-17 WORK PLANS

### *IT Strategic Direction – Cloud Solutions*

- Complete cloud E-mail and calendar migration to Office 365. Implement productivity solutions, cloud storage, and E-Discovery module in Microsoft Office 365 and provide training to City. Implement cloud online backup/recovery solution.

*Status: The migration of e-mail and calendaring to Office 365 is complete. In the process of converting licensing to the full productivity suite for all staff members. The rollout of Microsoft One Drive and Productivity suite use will begin in the spring and continue into fiscal year 17-18. E-Discovery has been implemented. Training of City Attorney's office staff to be completed this spring. A project to migrate Committees, Commissions, and Boards to City e-mail in progress to be completed early summer 2017.*

*The vendor for the online backup/recovery solution has been selected and currently working with the City Attorney's office to finalize the agreements. The project will initiate after contract execution.*

### *Permitting Software Upgrade*

- Initiate Phase II of this project which will include online permitting, remote inspections, streamlined workflow, electronic plan submissions, and additional interfaces to GIS.

*Status: Staff has completed the provision of replacement hardware (servers) in preparation of a major software upgrade. Once the upgrade is complete (April 2017), IT staff will work with the Community Development, Fire, and Public Works to implement online permitting. Staff is also working with the vendor to evaluate an open data portal for permits which will provide the public with visibility to the City's permitting activity. The implementation of this module is targeted for June 2017.*

### *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.

Proactively work with all city departments to analyze areas where technology can be implemented to enhance productivity and to leverage existing software solutions.

*Status: IT has provided support and participated in a various technology initiatives from other departments this year. Many of these efforts will also continue into the next fiscal year. Below is a partial list of projects:*

- *Transit Smartbus (CAD/AVL) replacement*
- *Transit Bus Signal Priority*
- *Transit Intelligent Bus Signage*
- *Upgrade Wi-Fi at Transportation*
- *Transit Bus Video Wi-Fi and Transit Bus in-Bus Monitor*
- *Transit - Updates of Fleet Management training program as part of Fleet to the Cloud Transit project*
- *Finance - Executive employee time clock and time-keeping project*
- *Public Works - SetPoint building temperature and lighting management project*
- *Public Works - Transfer Station lower area scale replacement project*
- *Public Works – Preferential Parking Permit Management*



# INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

- *Human Resources – NeoGov Applicant Processing and Employee Performance Project*
- *Fire - Review and propose options for Fire Training's Smart Classroom*
- *Public Safety - Work with the Police and Fire on planning for relocation of Dispatch to RCC*

## ***Technology Enhancement & Replacements***

- Replace approximately 140 PCs' SATA disks with Solid State Drives (SSD). Replace Cisco upcoming end of life equipment as determined by audit and published end of life information. Work with Public Works to enhance cooling in City data closets and investigate a cost effective monitoring system for high temperature events.

*Status: Approximately 20 PCs have been upgraded with SSD drives. The inventory of laptops are also being upgraded (SSD drives and additional RAM) where appropriate to extend the laptop the useful life as an alternative to replacing the units.*

*Replacement project for telephone infrastructure (Cisco voice gateway and phone management system) is in progress. Replacement of network security infrastructure (Cisco security/access control software/hardware) is in progress. In the process of replacing data closet equipment with temperature tolerant equipment. The City's storage area network (SAN) unit was upgraded to increase the amount of data storage. The unit now has approximately 25 Terabytes (TB) of space in use and 46 TB available for future operations. This upgrade resulted in an 84% increase of total available network storage.*

## ***Municipal Fiber Network Project***

- 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: 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 optic network backbone began on August 22, 2016, and is anticipated to be completed by August 2017. The process for selection and construction of City and customer funded laterals was approved by City Council on November 14, 2016. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.*

## ***IT Service Desk Software***

- Implement an online IT Service Portal for self-service reporting of technical issues including error reporting and password changes. Implement auditing and reporting modules for management. Investigate and implement work flow options for employee setups and changes, and project requests.

*Status: The rollout Citywide was launched in February 2017. Combined with a project to allow remote password changes by staff in the field and a branded landing page for the City's Office 365 e-mail system. The online IT service portal will continue to be expanded to provide additional end-user tutorials and enhanced change management tracking for IT operations.*





# INFORMATION TECHNOLOGY

**RESP. MGR.: MICHELE WILLIAMS**

## ***Parking Subcommittee Initiatives***

- Provide technical support as required for technology initiatives related to Parking including the deployment of Automatic License plate readers, Automated/Online Residential Parking Permits, and support for upgrading the parking attendant software at City parking structures.

*Status: IT has provided support and participated in the project team meetings for the parking management control software, Parking Guidance System, and Residential Parking Permits. It has been determined that fiber laterals connecting to the City's Municipal Fiber Network will be installed at the parking garages to facilitate connectivity. These efforts will continue into FY17-18.*

## ***Department Grant Tracking***

- Participate in the city-wide use of eCivis to identify, monitor and track grants.

*Status: IT staff continue to explore opportunities for technology grants.*

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## **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.
- (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.
- 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.
- 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.

##### **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.
- 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.



# INFORMATION TECHNOLOGY

**RESP. MGR.: MICHELE WILLIAMS**

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

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

### ***Permitting Software Enhancements***

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

### ***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***

- 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.
- 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.

### ***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.



# TRANSPORTATION

RESP. MGR.: ART IDA

## FISCAL YEAR 2016-17 WORK PLANS

1. Explore emerging vehicle technologies for possible introduction into the City fleet including all-electric (EV), plug-in hybrid electric (PHEV), and natural gas solutions.

*The Equipment Maintenance & Fleet Services Division is testing and evaluating several electric vehicles for fleet applicability. We recently had three transit bus manufacturers here with their electric bus: New Flyer, BYD and Proterra. We tested each one for a week for drivability, charging requirements and operational efficiencies. We will also continue to purchase all-electric Nissan Leafs and explore inclusion of other plug-in (partial electric) vehicles into the fleet, as is practical.*

2. Work with a consultant on software program development to integrate Bus Operator daily work schedules with payroll records. An RFP for this project is anticipated to be issued in February 2017.

*As a small transit agency, the Culver CityBus Transit Operations Division has found that consulting firms traditionally performing such services are not as willing develop the software program on a smaller scale. The project is being deferred at this time.*

3. 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 June 2018.

*The project has gone through the Request for Proposal (RFP) process to solicit a contractor to design and construct the SmartBus Project. The City Council awarded the contract to Clever Devices LLC On August 22, 2016, and the contract is anticipated to be executed in February 2016. The project started in January 2017 in anticipation of the contract execution.*

*In June 2016, the City has gone through a public outreach process on the relocation of 35 bus stops (from before the intersection to after the intersection) to maximize the benefits of the Bus Signal Priority System. Staff conducted three community meetings to received inputs and answer questions from the public, and the City Council approved the relocation of bus stops on August 22, 2016. Subsequently, staff from Public Works and Transportation Departments have been working with a contractor to relocate the bus stops and the work is anticipated to start in January/February 2017.*

*The City also issued an RFP for the on-street/intersection portion of the Bus Signal Priority Project in September 2016. The RFP is going through the final evaluation/negotiation stage and staff anticipates to bring this item to the City Council for contract award in February or March 2017.*

4. Review the Comprehensive System Analysis and determine potential service changes, with a mid-year analysis projected.

*Staff has reviewed the Comprehensive System Analysis and is working with the project consultant to finalize recommended future service changes. The mid-year ridership analysis looking at impacts of Expo Line to Culver CityBus system ridership was conducted.*



# TRANSPORTATION

## RESP. MGR.: ART IDA

5. Evaluate by mid-year the possibility of fare increases.

*A mid-year evaluation of our projected ongoing operational costs and revenue sources has resulted in the decision not to increase bus fares at this time.*

6. Implement the Bus Stop Furniture Project. The project is anticipated to complete by June 30, 2017.

*The project has gone through the RFP process to solicit a contractor to procure and install the bus stop furniture. The City Council awarded the contract to West Valley Investment, Inc. on September 12, 2016. Staff executed the contract on December 2016 and started the project in January 2017. The project is on-track to complete by June 30, 2017.*

7. By October 2016, evaluate the feasibility of implementing demand response transit service.

*Staff has researched various first and last mile mobility options and technologies as part of the feasibility evaluation for implementing a demand response transit service. Examples of mobility options/technologies examined include Uber/LYFT, products that offer dynamic routing and automatic computer dispatch for flexible transit service, on-demand flexible transit service using Tesla vehicles, and fixed-route pilot transit service using autonomous buses. Staff will continue to investigate these options to determine whether a pilot program will be feasible in the City.*

8. Increase the Department marketing footprint via an expanded Public Relations program, and create opportunities to strengthen strategic public and private stakeholder partnerships. Plans will include educational programs, general market outreach, social media development, incentive programs and recruitment. Event planning and marketing will include the City Of Culver City Centennial Celebration and the Culver CityBus 90<sup>th</sup> Anniversary. Implementation targets include review and status updates in October, January and April.

*Our marketing outreach has included an expanded program with CCUSD, with a total of 10 cobranded field trips and events occurring as of mid-year. A dynamic transit video project was completed which will be released to the public to increase education and awareness of transit programs. Additional marketing and public relations activities include the following: created a program with new CC mobile tap unit for seniors and students; completed bus wrap and TAP card and participated in parade for CC 100 celebration; expanded outreach and rideshare fairs to include job opportunities information; participated in four job fairs; updated web content to include easy access to timely information on splash page; brought Santa on the bus for Holiday PR campaign.*



# TRANSPORTATION

RESP. MGR.: ART IDA

## 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

- 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.



# TRANSPORTATION

## RESP. MGR.: ART IDA

### 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.

## **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*
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*
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*





# TRANSPORTATION

## RESP. MGR.: ART IDA

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*
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, 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*
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*
7. 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*
8. 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*
9. 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*
10. 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*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2016-17 WORK PLANS

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- Facilities Assessment Study: In 2006, the Public Works Department utilized a consultant to conduct a citywide facilities assessment/condition study on City-owned facilities. The study focused on building exterior, interior, roofing, electrical, HVAC, and plumbing. The study also included a 10-year forecasted cost estimate for replacement of major components at each facility; some of which has been addressed through past Capital Improvement Projects. The existing Assessment Report is a critical tool when planning and evaluating capital improvement projects for the City's various facilities. The existing 2006 report is 10 years old and requires updating at a cost of \$90K. Staff will be looking into conducting a new RFP to have a new facilities assessment/condition study/asset management plan prepared as an update to the previous one. *Status: RFP will be scheduled for release in the 2<sup>nd</sup> Quarter of FY 17/18 with an award of contract in the 4<sup>th</sup> Quarter of FY 17/18.*
- Energy Efficiency: Retrofit the Ince Parking Structure facility lighting to reduce the use of electricity at a cost of \$265K. The project is funded primarily by a loan from SCE through their on-bill financing program that is paid back through cost savings generated by the project. Continually seek grants and evaluate opportunities to further reduce electrical consumption. *Status: Completion of project by the end of the 4<sup>th</sup> Quarter of FY 16/17.*
- Energy Cost: The City pays a premium for the use of electricity during peak demand periods. This project would evaluate the effectiveness of installing battery storage systems at various City facilities and if recommended, purchase or lease the systems for use during peak demand periods to reduce the City's cost of electricity. Continually seek grants and evaluate opportunities to further reduce electrical cost. *Status: The study will be completed by the end of the 3<sup>rd</sup> Quarter of FY 16/17.*
- Solar Study: Now that the City has completed energy efficiency upgrades at its five largest facilities, release a RFP to enter into an agreement with an engineering firm to determine the technical and financial feasibility of implementing rooftop and parking facility photovoltaic energy generation systems at various City facilities. *Status: The study will be completed by the end of the 3<sup>rd</sup> Quarter of FY 16/17.*
- Water Conservation: Implement the drought-tolerant landscaping plans developed for City Hall by releasing a notice inviting bids to secure a landscape contractor to modify the irrigation system and to purchase and plant the various species. *Status: An ad-hoc subcommittee will be formed to coordinate with the City's Centennial Committee to raise funds to include a landscaping tribute to the City's 100<sup>th</sup> anniversary. This work plan will be carried forward into FY 17/18.*
- Preparation of a Sustainable City Plan and implementation of a Green Business Certification Program: Public Works will work in conjunction with Community Development and Community Services and Parks and Recreation Departments to assist the City Manager's Office with preparing the plan. Release of a RFP to hire a consultant(s) to prepare a City Sustainability Plan (including preparation of a Climate Action Plan with a Greenhouse Gas Emissions Inventory) and implement a Green Business Certification Program will occur in the 1<sup>st</sup> Quarter of FY 16/17. *Status: Sustainability Plan will be included as an element within the City's General Plan Update. The Green Business Certification Program will commence in the 3<sup>rd</sup> Quarter of FY 16/17 for a one-year trial period.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- 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 2<sup>nd</sup> Quarter FY16/17, the RFP for Culver Boulevard Median Regional Infiltration Project is projected to be released in 4<sup>th</sup> Quarter FY16/17.*
- 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 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: the start of Cycle 3 was delayed in the 2<sup>nd</sup> Quarter, but will commence in the 3<sup>rd</sup> Quarter of FY16/17. Staff completed work with SMBRC's staff regarding the Clean Bay Program and highlighting businesses that were certified in FY15/16.*
- Storm Water Funding: Work with the Finance Department, City Attorney and City Manager to explore funding options appropriate to fund storm water mandates. Complete ongoing storm water funding strategy discussions and if determined to be appropriate, initiate proceedings required to secure funding required to complete projects and programs identified in the Enhanced Watershed Management Programs (EWMP) and Coordinated Integrated Monitoring Plans (CIMPs). *Status: The ballot Measure CW, passed in 2<sup>nd</sup> Quarter FY16/17. It will generate approximately \$2.2 million/year.*
- 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: Shortage of staff, postponed to FY17/18.*
- Sewer System Regulatory Compliance: Implement the findings of the audit of the City's wastewater program conducted by the State 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: SOPs will commence 4<sup>th</sup> Quarter FY16/17. Training has been completed. Compliance reporting will continue as the year progresses.*
- Industrial General NPDES Permit Compliance: Implement 85<sup>th</sup> 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 was received and executed in 2<sup>nd</sup> Quarter FY16/17 for \$606,000. Advertisement of construction bids is anticipated in 3<sup>rd</sup> Quarter FY16/17.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- 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 4<sup>th</sup> Quarter FY16/17 due to collaboration between staff and City of LA's analysis of green streets/EWMP data.*
- Washington Boulevard Infiltration Project: Implement 85<sup>th</sup> percentile storm storage and infiltration system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. *Collaboration with Costco, ongoing FY 16/17. Management of grant from LA County Regional Park and Open Space, ongoing FY 16/17. Staff to release RFP for design in 1<sup>st</sup> Quarter FY 16/17. Status: Costco agreement executed 3<sup>rd</sup> Quarter FY16/17. Grant management is ongoing. Staff released RFP in 2<sup>nd</sup> Quarter FY16/17 for design. Award of contract will occur in 3<sup>rd</sup> Quarter FY16/17. Design of project will commence by 4<sup>th</sup> Quarter FY16/17.*
- Culver Boulevard Median Infiltration Project: Implement 85<sup>th</sup> percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek watershed EWMP. *Submitted Proposition 84 grant application and will submit Proposition 1 Grant (4<sup>th</sup> Quarter FY 15/16). Staff to release RFP for design in 1<sup>st</sup> Quarter FY 16/17. Collaboration with City of LA, ongoing FY 16/17. Status: Proposition 84 grant agreement will be executed 3<sup>rd</sup>/4<sup>th</sup> Quarter FY16/17 for \$3,300,000. Proposition 1 grant was not approved for funding. RFP for design will be released 4<sup>th</sup> Quarter FY16/17. Collaboration with City of LA ongoing FY16/17.*
- 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: RFP for design to be released 3<sup>rd</sup> Quarter FY16/17. Staff is requesting Letters of Commitment from stakeholders (Inglewood, City and County of LA). Staff working with City of LA regarding EIR public outreach, to be completed 3<sup>rd</sup> Quarter FY16/17.*
- 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 runoff. *Status: Baldwin Hills Conservancy – Proposition 1 grant agreement was executed 2<sup>nd</sup> Quarter FY16/17 for \$606,000. Design to be completed 4<sup>th</sup> Quarter FY16/17 by Blue Ocean. Construction bid advertisement release postponed to FY17/18.*
- 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: Redesign of Baldwin/Farragut rain gardens will be completed 3<sup>rd</sup> Quarter FY16/17. Maintenance of Ballona Creek gardens and retrofitted catch basins are completed on a monthly basis.*
- Standard Operating Procedures: Hire a consultant to assist staff in developing standard operating procedure for refuse collection and welding operations. *Status: Consultant completed phase one SOP. Staff needs to update SOP in 4<sup>th</sup> quarter FY 16/17. Second phase will begin in FY 17/18.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

- Billing Audit: Hire a consultant to conduct a comprehensive audit of the Environmental Programs and Operation Division's Route Account Management System to reconcile customer refuse service level with services billed. Audit completion is anticipated in 4<sup>th</sup> Quarter FY 16/17. *Status: RFP to hire consultant was issued and received in 2<sup>nd</sup> Quarter FY 16/17. Consultant to begin 3<sup>rd</sup> quarter FY 16/17 with completion anticipated 4<sup>th</sup> quarter FY16/17.*
- Marketing Piece: Create a marketing piece that highlights the environmental programs offered by the City. The piece could be used to educate the community about recycling, collection event dates, storm water best practices, and sustainable living. *Status: Numerous marketing pieces were developed in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter of FY 16/17 including, Park Your Tree, Paper Shred Event, Organics Waste Recycling Programs for Businesses and Polystyrene Ordinance. Additional marketing pieces for polystyrene ban, including a video, will be produced in 3<sup>rd</sup> and 4<sup>th</sup> quarter of FY 16/17. A performing troupe will be hired to educate elementary school children about storm water during 4<sup>th</sup> quarter FY 16/17 and for 2<sup>nd</sup> and 3<sup>rd</sup> quarters FY 17/18. Recollect/MyWaste app will be linked on the City webpage to allow residents and visitors to learn of city environmental events for the calendar year, answer questions concerning recycling including what can be recycled and where it can be recycled, and to provide information as to all acceptable waste streams and which container to place materials.*
- Organic Recycling Program: Continue to promote the City's organic recycling program to the business community. *Status: At the start of 1st quarter FY 16/17, 70 restaurants were subject to the AB 1826 requirements to implement an organics waste recycling program. As of the 3<sup>rd</sup> quarter FY 16/17, 34 restaurants have an organic waste recycling program. Staff will continue to add businesses monthly to the organics waste recycling program to meet the phase one requirements of AB 1826. All 70 restaurants will have an organics waste recycling program by end of FY 16/17.*
- Bike Share Feasibility Study and Comparison Report: Hire a consulting firm to evaluate the feasibility of implementation a Bike Share system in Culver City. Feasibility Study will include community need, readiness, cost estimations, site locations and funding options. The feasibility study will be used to prepare a report and provide options to the City Council for moving forward with the bike share strategy deemed most appropriate. *Status: The bike share consultant began work in September 2016 and will finish a draft of the study by the beginning of the 3<sup>rd</sup> Quarter of FY 16/17. The BPAC is scheduled make a recommendation to the City Council at the beginning of the 3<sup>rd</sup> Quarter of FY 16/17.*
- Update of Bicycle and Pedestrian Master Plan (BPMP): Hire a consulting firm to conduct an assessment of existing conditions, engage the community to collect feedback and update the BPMP document for adoption by the City Council. *Status: City staff will rescope the BPMP update to fit within previous budget allocation. The BPMP update will take up to 18 months to complete once a consultant is hired.*
- Bike Facilities on Washington Boulevard between the Expo Station and Downtown: Working with the retained consultant, the Public Works Department will develop conceptual ideas and conduct public outreach for input and feedback. The final study will outline recommendations to safe bike facilities on Washington Boulevard between the Expo Station and downtown Culver City. *Status: The consultant has identified a preferred alternative that was presented at a public workshop on January 7<sup>th</sup>, 2017. The BPAC has made a recommendation that will be carried forward to the City Council following completion of additional stakeholder meetings and input.*





# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2016-17 WORK PLANS (CONTINUED)

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- 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. *Status: The project is scheduled before the California Transportation Commission at their March 2017 meetings, for allocation of funds to perform project engineering. Design will be completed in the 4th Quarter of FY 16/17. Construction is expected to begin in the 1st Quarter of FY 17/18.*
- Seek Grant Funding for Active Transportation Project: Secure funding through the Caltrans Active Transportation Program (ATP) Cycle III for bicycle and pedestrian improvements. *Status: Preliminary engineering and community outreach were not completed in time to file an application for ATP Cycle III. Preliminary engineering is underway, and community outreach will occur after the preliminary engineering analysis has been completed. Staff projects submitting an application for ATP Cycle IV.*





# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## 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

- 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. *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. *Staff to develop plans by 3rd quarter FY 17/18 and finalize by 4<sup>th</sup> quarter FY 17/18.*
- Bicycle & Pedestrian Project Development: Funding to 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 Three, Objectives 1e and h. *Staff to develop concepts by 3rd quarter FY 17/18 and finalize for City Council consideration by 4<sup>th</sup> 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. *Begin implementation by 2nd quarter FY 17/18 and finalize by 4<sup>th</sup> quarter FY 17/18.*
- 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 Three, Objective 1e. *Hire consultant by 1st quarter FY 17/18 and finalize plans by 4<sup>th</sup> quarter FY 17/18.*
- 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. *Issue RFP by 1<sup>st</sup> quarter FY 17/18 and hire consultant by 2nd<sup>h</sup> quarter FY 17/18.*



# 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 implements Council Strategic Goal Three, Objectives 1a and b. *Research and procure counters by 2nd quarter FY 17/18 and install and begin using by 3rd quarter FY 17/18.*
- 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). *Ongoing in FY 17/18 with expected completion in FY 18/19. This addresses Objective 1g.*
- 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 18/17. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2017-18 WORK PLANS

- Capital Improvement Program: Implement the City's Capital Improvement Program. *Ongoing FY 17/18 Status: Major projects to begin construction in FY 17/18 with an estimated cost of \$22 million. Major projects include: Carson Park Street Lighting Upgrade, City-wide ATCS Implementation, Ballona Elementary School ATP, Traffic Signal Left Turn Phasing (12 intersections), Bankfield Sewer Pump Station, Sewer Pipeline Diversion Project, and Higuera Bridge Replacement Project.*
- 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. *Status: Project to begin construction in FY 17/18.*
- 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. Completed 4<sup>th</sup> quarter FY 17/18. To insure participation, waste characterizations/inspections will begin in 2<sup>nd</sup> quarter FY 17/18 with the addition of new Environmental Compliance Inspector position.*
- Organics Recycling Program Residential: Implement food waste and compostable paper products recycling program for single family residents. *Staff will begin marketing a single family residential food waste/organics recycling program in first quarter FY 17/18. Throughout the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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. *Staff will research and analyze the newest alternative technologies for processing organic materials during 1<sup>st</sup> and 2<sup>nd</sup> quarter of FY 17/18. Staff will enter into contract for alternative processing of organics materials during 3<sup>rd</sup> quarter FY 17/18.*
- Polystyrene Ban: Develop outreach and education materials for retail/food establishments advising of the polystyrene ban ordinance and inspect establishments to determine compliance. *Staff will develop outreach materials and conduct public meetings with businesses to advise of the requirements of the polystyrene ban ordinance during the 1<sup>st</sup> quarter of FY 17/18. New Environmental Compliance Inspector position will begin inspections of establishments during 2<sup>nd</sup> quarter FY 17/18 to determine compliance and continue with education of the ban. Staff will enforce ordinance during 3<sup>rd</sup> and 4<sup>th</sup> quarters of FY 17/18.*
- Container Replacement Program: develop a replacement schedule for waste, recycling, organics and public litter containers. *Staff will audit condition of existing waste, recycling and organics containers both commercial and residential during 1<sup>st</sup> and 2<sup>nd</sup> quarter of FY 17/18. Staff will develop replacement schedule in 2<sup>nd</sup> quarter FY 17/18. Staff will issue and receive bids for container purchases during 3<sup>rd</sup> quarter of FY 17/18. Staff will begin container replacements during 4<sup>th</sup> quarter FY 17/18.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- 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. *Staff will develop and issue a RFP during 2<sup>nd</sup> 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.*
- 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. *Staff will develop a waste management plan for all special events permitted citywide during 1<sup>st</sup> quarter FY 17/18. Staff will implement the special events waste management plan during 3<sup>rd</sup> quarter FY 17/18.*
- 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. *Award design contract of the Culver Boulevard Median Regional Infiltration Project by 2nd Quarter FY 17/18. Continue implementation of CIMPs throughout FY 17/18.*
- Storm Water 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). *Staff will enter into contract with performing artist to educate elementary school children about storm water pollution. Presentations will occur during 2<sup>nd</sup> and 3<sup>rd</sup> quarters of FY 17/18. Outreach materials will be updated during 2<sup>nd</sup> quarter FY 17/18. Restaurants and eateries will be inspected for compliance with the Clean Bay Restaurant Program in 3<sup>rd</sup> quarter FY 17/18 with the assistance of new Environmental Compliance Inspector position.*
- 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. *Staff to develop by 2<sup>nd</sup> Quarter FY17/18 and completed by 4<sup>th</sup> Quarter FY17/18.*
- Sewer System Regulatory Compliance: Implement the findings of the audit of the City's wastewater program conducted by the State 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. *Staff will develop Standard Operating Procedures by 4<sup>th</sup> Quarter FY17-18. Annual training will take place in 2<sup>nd</sup> Quarter FY17/18. Compliance reporting will take place throughout the fiscal year.*
- Industrial General NPDES Permit Compliance: Implement 85<sup>th</sup> percentile storm storage and diversion system at the Culver City Transfer Station to divert the initial flush storm water discharges from the site to the sewer system. *Construction of storage and diversion tanks to be completed by 2<sup>nd</sup> Quarter FY17/18.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- Washington Boulevard Infiltration Project: Implement 85<sup>th</sup> percentile storm storage and diversion system along Washington Boulevard from Walnut Avenue to Redwood Avenue to comply with Marina del Rey watershed EWMP. *Design of project to be completed by 4<sup>th</sup> Quarter FY17/18. Management of grant from LA County Regional Park and Open Space, ongoing FY17/18.*
- Culver Boulevard Median Infiltration Project: Implement 85<sup>th</sup> percentile storm storage, retention, and infiltration system along Culver Boulevard from Sepulveda Boulevard to Elenda Street to comply with Ballona Creek Watershed EWMP. *Design of project to be completed by 4<sup>th</sup> Quarter FY17/18. Staff will continue to find supplemental funding via grants and private/public 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 TSO. *CEQA/EIR to be completed 1<sup>st</sup> Quarter FY17/18. Staff will submit project for Proposition 1 Grant funding in 3<sup>rd</sup> Quarter FY17/18. Design will be completed by 4<sup>th</sup> Quarter FY17/18.*
- 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 runoff. *Rain Garden design to be completed by 2<sup>nd</sup> Quarter FY17/18 and construction to be completed by 3<sup>rd</sup> Quarter FY17/18.*
- Disaster Debris Management Plan: Develop a disaster debris management plan to conduct debris removal operations with the priorities of saving lives, preserving the health and safety of the responders and the public, and protecting property and the environment. *Staff will begin drafting a disaster debris management plan in 1<sup>st</sup> quarter FY 17/18 with anticipated completion of the plan at the end of 3<sup>rd</sup> quarter FY 17/18.*
- 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. *Develop Green Streets Masterplan by 2<sup>nd</sup> quarter FY 17/18. Conceptual plans and on-site geotechnical investigation for top 10 Green Streets projects to be implemented by 4<sup>th</sup> quarter FY 17/18.*
- 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. *Baldwin/Farragut rain garden rehabilitation to be completed by 1<sup>st</sup> Quarter FY17/18. Maintenance of the Ballona Creek gardens and all retrofitted catch basins with screens will be cleaned on a monthly basis during the wet season and once during the dry season.*
- 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. *Complete design and financing plan by 3<sup>rd</sup> Quarter FY 17/18.*





# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- 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. *Complete installation by 2<sup>nd</sup> Quarter FY 17/18.*
- Green Business Certification Program: Funding to continue “Sustainable Business Certification Program” with Community Partners for a second year. Estimated cost: \$60,000 *On-going program for FY 17/18.*
- 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 *Complete design by end of 3<sup>rd</sup> Quarter FY 17/18.*
- 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. *Staff to develop plans by 3rd quarter FY 17/18 and finalize by 4<sup>th</sup> quarter FY 17/18.*
- 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. *Staff to develop concepts by 3rd quarter FY 17/18 and finalize for City Council consideration by 4<sup>th</sup> quarter FY 17/18.*
- Bike Share Implementation: Implement Bike Share System selected by City Council. Begin implementation during 1<sup>st</sup> Quarter FY 17/18. This addresses Council Strategic Goal 3,e,f,. *Begin implementation by 2nd quarter FY 17/18 and finalize by 4<sup>th</sup> quarter FY 17/18.*
- 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. *Hire consultant by 1st quarter FY 17/18 and finalize plans by 4<sup>th</sup> quarter FY 17/18.*
- 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,. *Issue RFP by 1<sup>st</sup> quarter FY 17/18 and hire consultant by 2nd<sup>h</sup> quarter FY 17/18.*



# PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

## FISCAL YEAR 2017-18 WORK PLANS (CONTINUED)

- 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. *Research and procure counters by 2nd quarter FY 17/18 and install and begin using by 3rd quarter FY 17/18.*
- Tree City USA Application: Apply for Tree City USA Designation for Culver City. *Staff will research and identify criteria necessary to qualify for application and bring before Sustainability Subcommittee for discussion in 3<sup>rd</sup> Quarter FY16/17.*
- 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. *Implementation of speed reductions at qualifying locations will be pursued during the 1<sup>st</sup> Quarter in FY 17/18.*
- 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 100<sup>th</sup> year anniversary. *Finalize plans and develop construction documents by 1<sup>st</sup> Quarter 17/18. Post bid and commence construction in 2<sup>nd</sup> Quarter. Completion by 4<sup>th</sup> Quarter 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. *Ongoing in FY 17/18 in conjunction with development of the General Plan.*
- 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). *Ongoing in FY 17/18 with expected completion in FY 18/19. This addresses Objective 1g.*
- 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 18/17. Action Plan is expected to take 18 months to complete. This addresses Objective 1j.*
- 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. *Submit recommendation to City Council by 2<sup>nd</sup> quarter FY 17/18.*
- 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. *Submit recommendations to City Council by 2<sup>nd</sup> quarter FY 17/18.*
- Implement automated permit program for Preferential Parking District permits and coordinate database with the CCPD's automatic license plate recognition program for enforcement. *Complete by 3<sup>rd</sup> quarter FY 17/18.*





# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2016-17 WORK PLANS

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### CITY CLERK

- Should the City Council determine to adopt the proposed resolutions calling a Special Municipal Election on November 8, 2016, coordinate such election with the Los Angeles County Registrar/Recorder-County Clerk's Office.

*Status – Complete. The City Clerk's Office successfully coordinated the Special Municipal Election on November 8, 2016 which included four City ballot measures.*

- Continue working with all City Departments to conclude the City-wide implementation of the GRANICUS agenda processing and government transparency system and continue coordination of its continued use and constant upgrade throughout the City.

*Status – Complete and Ongoing. The City Clerk's Office has concluded Granicus implementation and continues to provide individual and group training on use of the system.*

- Begin planning for Phase II of the City-wide document management, retention, and destruction program - replacement of SIRE's electronic document management functions.

*Status – In Progress. In coordination with Finance and Information Technology, a Request for Proposal was released to solicit for vendors in January 2017. Responses are being reviewed and interviews will be scheduled in April 2017. A City-wide records retention and destruction schedule is being developed. The draft schedule will be brought to City Council for approval prior to the beginning of fiscal year 2017-18.*

- Continue the process for the Assistant City Manager/City Clerk and the Senior Management Analyst/Deputy City Clerk to achieve the designation of Certified Municipal Clerk (CMC).

*Status – Ongoing. The Deputy City Clerk has completed numerous educational workshops in support of receiving the designation of Certified Municipal Clerk (CMC). It is anticipated that the Deputy City Clerk will receive this designation by December 2017.*

- Complete the process for the Assistant City Manager/City Clerk and one additional staff member in the City Clerk's Office to become Notaries Public.

*Status – Complete. The Deputy City Clerk has become a certified Notary Public. One additional staff member will receive become a Notary Public next fiscal year.*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Update City Council Policies and Administrative Procedures.

*Status: In progress. This project has changed to “City Council Policies – Comprehensive Update.” 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. Thus far in Fiscal Year 16-17, the following City Council Policies have been reviewed (and amended as needed): 2201, 3001, 3003, 5001, 5002, 2010-01, 2014-CP001, 2014-CP002, 2014-CP003 and 2014-CP004. Several additional Policies are tentatively scheduled for consideration for April 11, 2017. It is the Council Subcommittee’s goal that this project be completed by April, 2018, during the fourth quarter of Fiscal Year 17-18.*

## CULTURAL AFFAIRS

- With the input of the Cultural Affairs Commission, examine the subject of historic preservation. Continue to support the implementation of the Art in Public Places and Historic Preservation Programs as associated with the development process; support collections management of permanent artworks throughout the City; and support the Performing Arts Grant Program administered by the Parks, Recreation, and Community Services Department and funded in part by the Cultural Trust Fund.

*Status – Ongoing. Cultural Affairs staff is currently involved in nearly two dozen development projects, pertaining to either the Art in Public Places and/or Historic Preservation Programs. With the new part-time hire of an experienced art collections manager at the end of November, the long-term vision of creating a fulcrum of information for the ever-growing Art in Public Places Program has begun.*

- Facilitate an update of the City’s Historic Preservation Program, beginning with revisions to the Municipal Code.

*Status – Ongoing. Cultural Affairs, with input from the City Attorney’s office, is drafting a process outline and timeline to allow 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 pertain to historic preservation.*



# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

- Facilitate the completion of a report on the Creative Economy in Culver City.

*Status – Near Completion. The Los Angeles County Economic Development Corporation (LAEDC) completed their report in the fall of last year using primarily Quarterly Census of Employment and Wages (QCEW) data sets and incorporating information from various internal City sources. A second team that includes a graphic designer and writer was hired in the fall to complete interviews of individuals representing businesses and non-profits comprising Culver City's Creative Economy. The final graphic treatment is being applied to the report, which will be presented to the Cultural Affairs Commission and City Council in March and April of this year.*

## **HUMAN RESOURCES AND RISK MANAGEMENT**

### **Administrative Policies and Procedures**

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

*Status: Ongoing. Part of a working group consisting of Information Technology, the City Attorney and City Manager Offices to draft a Social Media policy and procedure. In coordination with the Police Department, developed an Administrative Appeal Procedure in accordance with the Police Officer Bill of Rights (POBR). Existing Administrative Policies will be reviewed and updated at the conclusion of the City Council Policies – Comprehensive Update project.*

### **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 is underway. It is anticipated that the system will be up and running by June 2017.*

### **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. Throughout the year, HR staff is consistently coaching, counseling and advising departments and employees on a variety of issues pertaining to employee/labor relations issues, workers compensation matters, benefits administration, workforce planning, etc.*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## Contract Negotiations

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

*Status: Negotiation discussions are anticipated to begin in March 2017.*

## Employee Wellness Program

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

*Status: Completed and ongoing. This fiscal year the Wellness Program has provided City employees with 20 wellness activity classes (Yoga and Zumba), 2 lunch and learn workshops emphasizing healthy eating and nutrition. The Wellness Program also offered various online challenges throughout the year.*

## 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 16 Culver City High School students that applied to be a part of the program this year. Session 1 was concluded on December 12, 2016 and Session 2 will start on April 10, 2017.*

## 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.

*Status: In development. Each department has been provided with employee data that reflects potential turnover. The next steps will be to meet individually with each department to identify special needs and then develop a city-wide approach.*

## Training and Development

- Continue to provide mandatory and discretionary training opportunities to City employees that will enhance professional and personal development.

*Status: Ongoing*



# ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

## FISCAL YEAR 2017-18 WORK PLANS

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### 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**

## 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.

#### **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.

#### **Municipal Election**

- Prepare for April 2018 municipal election.

#### **Passport Services**

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

#### **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

#### **Records Retention and Destruction Schedule**

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

#### **Training and Development**

- Continue the process for the Deputy City Clerk to achieve the designation of Certified Municipal Clerk (CMC).
- Provide training and support for additional staff to become Notary Public.



# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

## **CULTURAL AFFAIRS**

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

- Continue to provide support and guidance for development projects that have public art and preservation requirements. Oversee the temporary removal and/or relocation of artwork as needed.
- Develop an Art in Public Places process and flow chart for developers.

**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 specifications, plaque disposition, maintenance/condition reports, covenants, etc, and updated condition inspections of artworks on private property development.

**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.

**Cultural Venue Enhancement Project – Veterans Memorial Auditorium**

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

**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.

**Facilitate the completion of a report on the creative Economy in Culver City**

- Complete and present the Creative Economy report.

**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.





# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

## **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.

## **Artist Laureate Program**

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

## **HUMAN RESOURCES AND RISK MANAGEMENT**

### **Administrative Policies and Procedures**

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

### **Applicant Tracking System**

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

### **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.

### **Contract Negotiations**

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

### **Employee Wellness Program**

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

### **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



# ADMINISTRATIVE SERVICES

**RESP. MGR.: SERENA WRIGHT-BLACK**

## **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.

## **Student Work Program**

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



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

## FISCAL YEAR 2016-17 WORK PLANS

- Consistent with City Council direction, lead the City's efforts to manage the relationship between the City/Successor Agency and the State of California (including the State Department of Finance and the State Controller's Office) related to the implementation of 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.

*03/01/17 STATUS – ONGOING: The State Department of Finance approved the Long Range Property Management Plan on March 18, 2014. This approval has allowed the City to proceed with the disposition of former Culver City Redevelopment Agency's (former CCRA) assets. These efforts are ongoing.*

- Working with the City Council's Ad-Hoc Parking and Traffic Subcommittee, continue efforts to address parking and traffic issues throughout the City, especially in the downtown area.

*03/01/17 STATUS - ONGOING: The Subcommittee met on July 11, 2016 and discussed the City's current parking permit standards and one day/multi-day event waivers in permit parking districts. It is anticipated that the Subcommittee will meet again in April 2017.*

- Continue efforts to evaluate and improve administrative processes throughout the City, including the completion and presentation to the City Council of recommendations related to the evaluation of the City's development review process currently underway.

*03/01/17 STATUS – ONGOING: The City Completed a Management Study of the Development Services Process in April 2016. Implementation of the study's recommendations are ongoing and will increase efficiency and improve customer service in the area of development services.*

- Coordinate efforts with the Public Works and Transportation Departments to further implement the use of alternative modes of transportation.

*03/01/17 STATUS – ONGOING: The Public Works Department serves as the facilitator of the Bicycle and Pedestrian Advisory Committee (BPAC). On January 7, 2017, Public Works staff held a Public Workshop for the "Expo to Downtown Bicycle Connector Project." Public Works staff will discuss options for a Bike Share program with the BPAC at its next meeting on March 16, 2017 and anticipates a recommendation from the BPAC to the City Council coming forward in April. The Transportation Department is researching the role and function of autonomous vehicles in municipal transportation systems.*

- Coordinate efforts of various City Departments to move forward with the former CCRA projects at Washington/National and Parcel B, among others. Moving forward from the dissolution of the former CCRA, explore ways the City can encourage appropriate private development in the areas near the Culver City METRO Exposition Line Light Rail Station and the Hayden Tract.

*03/01/17 Status – ONGOING: In order to help the City plan for private development within the Transit Oriented Development (TOD) District that harmonizes with existing uses and the adjacent residential neighborhoods, the City Council selected a consultant to prepare a TOD visioning study on December 12, 2016. The visioning study will also identify ways to improve traffic circulation and encourage alternative modes of transportation within the TOD District. In the TOD District, the Platform mixed-use development was completed in March*



# CITY MANAGER

RESP. MGR.: JOHN NACHBAR

2016, and Access Culver City, was completed in April 2016. The Metro Expo Station parking lot at Washington/National closed on February 14, 2017, in order to facilitate the construction of the Washington/National TOD project, anticipated to begin in April 2017. There are currently several other high profile projects in the TOD working through the entitlements process. In Downtown, construction on Parcel B is anticipated to begin in April 2017. The City Manager implemented a weekly interdepartmental meeting to coordinate development review of major projects in February 2017. The City Manager's office has kept the public informed through social media, email blasts, website updates, and press releases about the status of major development projects as they proceed.

- In light of the dissolution of the former CCRA, assist the City Council and staff in efforts to explore creative methods to build affordable housing.

*03/01/17 Status – ONGOING: The City Council hosted a Community Conversation on Affordable Housing and Related Issues on January 28, 2017, engaging the community and generating ideas for solutions to combat homelessness and a lack of affordable and workforce housing, which the City Council will pursue during Fiscal Year 2017-18. City staff joined a regional working group sponsored by the Westside Cities Council of Governments in February 2017 in order to seek regional partnerships on homelessness. The Council voted to endorse Measure H, the County Plan to Prevent and Combat Homelessness on February 13, 2017. The Culver City Unified School District/City Council Liaison Committee discussed provision of affordable housing to teachers and school district employees on January 13, 2017, and plans to continue to seek creative opportunities to provide housing to those groups.*

- With the input of the Cultural Affairs Commission, examine the subject of historic preservation. Continue to support the implementation of the Art in Public Places and Historic Preservation Programs as associated with the development process; support collections management of permanent artworks throughout the City; and support the Performing Arts Grant Program administered by the Parks, Recreation, and Community Services Department and funded in part by the Cultural Trust Fund.

*03/01/17 Status - ONGOING: Cultural Affairs staff is currently involved in nearly two dozen development projects, pertaining to either the Art in Public Places and/or Historic Preservation Programs. With the new part-time hire of an experienced art collections manager at the end of November, the long-term vision of creating a fulcrum of information for the ever-growing Art in Public Places Program has begun. The 2017 application was the first fully online application for the Performing Arts Grant program. Twenty music, dance and theatre organizations were awarded grants, and nine organizations proposed Centennial themes. Staff is working closely with the organizations on their promotional campaigns.*

- Facilitate an update of the City's Historic Preservation Program, beginning with revisions to the Municipal Code.

*03/01/17 Status - ONGOING: Cultural Affairs, with input from the City Attorney's office, is drafting a process outline and timeline to allow 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 pertain to historic preservation.*



# CITY MANAGER

## RESP. MGR.: JOHN NACHBAR

- Facilitate the completion of a report on the Creative Economy in Culver City.

*03/01/17 Status - NEAR COMPLETION. The Los Angeles County Economic Development Corporation (LAEDC) completed their report in the fall of last year using primarily Quarterly Census of Employment and Wages (QCEW) data sets and incorporating information from various internal City sources. A second team that includes a graphic designer and writer was hired in the fall to complete interviews of individuals representing businesses and non-profits comprising Culver City's Creative Economy. The final graphic treatment is being applied to the report, which will be presented to the Cultural Affairs Commission and the City Council in March and April of this year.*

- Pursuant to the direction of the City Council, lead efforts to establish a municipal fiber optic network to the City's business community.

*03/01/17 Status - 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. The City Manager's office continues to work with IT staff, Mox and other stakeholders to move this project forward. Construction of the fiber optic network backbone began on August 22, 2016, and is anticipated to be completed by August 2017. The process for selection and construction of City and customer funded laterals was approved by the City Council on November 14, 2016. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.*

- Facilitate the timely completion of work plan items Citywide.

*03/01/17 Status - ONGOING: The City Council conducted a Strategic Planning session during the first two quarters of the Fiscal Year. The resulting adopted Strategic Plan for 2016-2021, adopted by the City Council on November 14, 2016, will supplement the efforts for Citywide Departmental Work Plans beginning in Fiscal Year 2017-18. The City Council's strategic planning efforts represent a policy and organizational management activity that sets priorities; focuses energy and resources; enhances operations; ensures that City staff and stakeholders are working toward established goals; establishes agreement around intended outcomes/results; and measures the organization's direction to respond to Culver City's changing environment. It provides the context to connect identified objectives with the budget process, the Capital Improvement Plan, General Plan Update, and City Council policy concerns. The Strategic Plan emphasizes the importance of civic engagement through Task Force participation and Community Meetings.*

*The City Council has identified the following six goals in the City's Strategic Plan:*

- 1. Increase Civic Engagement*
- 2. Enhance the Restoration and Utilization of Ballona Creek*
- 3. Improve Transportation Circulation and Reduce Traffic Congestion*
- 4. Promote Workforce Diversity and Development*
- 5. Identify New Revenue Sources to Maintain Financial Stability*
- 6. Enhance Culver City's Reputation as a City of Kindness*



# CITY MANAGER

## RESP. MGR.: JOHN NACHBAR

- Continue and further improve efforts to evaluate and identify grant funding opportunities throughout the City.

*03/01/17 Status - ONGOING: Staff members from various City departments have been meeting regularly to discuss grant-funding opportunities; advance interdepartmental collaboration; and evaluate and streamline grant procedures. City departments are managing nearly \$43.7 Million in active grants.*

- Engage the services of a professional public relations firm in an on-call capacity in the case such services become necessary during the fiscal year (in the case of an emergency or crisis).

*03/01/17 Status - ONGOING: On January 23, 2017, the City Council approved entering into an Agreement with a consulting firm to provide professional public relations services through June 30, 2017. The consultant's scope of work includes services that will support the City in emergency and crisis communications as needed.*

- Retain a communications consultant to assist in assessing and improving the City's overall communications strategy.

*03/01/17 Status - ONGOING: Since February 2, 2017, the consultant has held meetings with City staff on a regular basis. The consultant has been working with City staff to develop a 12-month communications calendar and has assisted in the refinement of the City's email notification system lists. The consultant will advance the City's efforts in creating press releases, news items for the City website, social media posts, staff training, and will help strengthen the City's relationships with local media outlets.*

- (Joint Project with the City Attorney's Office) Utilizing the recently City Council approved California Public Utilities Commission regulated franchise as a guide, conclude the update of the City's oil pipeline franchise renewals.

*03/01/17 Status - ONGOING: A renewal of the franchise agreement with Torrance Valley Pipeline Company is currently in negotiation and is pending the completion of an audit of the existing franchise agreement. The City Manager's Office is in the process of documenting all existing oil pipelines within City boundaries and verifying the status of the franchise agreement for each pipeline. Staff has also reviewed comparable oil pipeline franchise agreements from other cities in order to ensure best practices for public safety are in any agreement.*

- Continue coordinating efforts with the Culver City Centennial Celebration Committee to implement Centennial-related events.

*03/01/17 Status - ONGOING: Staff has regularly attended the monthly Culver City Centennial Celebration Committee (CCCCC) meetings. Staff has conducted regular interdepartmental meetings for such Centennial related events as the Centennial Parade and Opening Ceremonies held on September 24, 2016, and the Screenland 5K, held on February 26, 2017. Other Centennial related efforts currently underway include Centennial-related performing arts related events. The Centennial Celebration activities will conclude on September 20, 2017.*





# CITY MANAGER

## RESP. MGR.: JOHN NACHBAR

- Coordinate efforts with the Community Development Department to implement the City Council adopted Economic Development Implementation Plan.

*03/01/17 Status – ONGOING: Staff has worked to make city processes more business friendly by continuing to implement the recommendations related to the recent evaluation of the City's development review process. Staff has also worked closely with CDD to support the Downtown Business Association and other business districts and ensure timely communication from the City about issues important to Culver City's businesses. Marketing of the City during the Fiscal Year has focused on the City's Centennial Celebration, and staff has played a key role coordinating interdepartmentally on Centennial events such as the Screenland 5K. The West Los Angeles City College / City Council Liaison Committee met for the first time on November 1, 2016. One of its main goals is to identify the workforce needs of City businesses and facilitate partnerships between educational institutions and the business community to satisfy market demands, which was the topic of discussion at its December 5, 2016 meeting. Working with the Ad-Hoc Parking and Traffic Subcommittee on improving parking, coordinating efforts with the Public Works and Transportation Departments to further implement the use of alternative modes of transportation, and establishing a municipal fiber-optic network are all ways in which the City Manager's office has worked to retain and attract desirable businesses and promote an innovative business environment. The fiber project has also positioned the City to take advantage of economic trends and remain a leader of innovation in the Southern California region. Finally, City Council selected a consultant for the TOD Visioning Study on December 12, 2016, which will use land use planning to enhance job growth and continued economic health in the City.*

- Prepare for negotiations with the Culver City Employees' Association and Culver City Management Group.

*03/01/17 Status – ONGOING: Negotiation discussions are anticipated to begin in March 2017.*

- (Joint Project with the City Attorney's Office and other City Departments) Conduct a comprehensive update on the CCMC provisions, purchasing policies, RFB, RFP and RFQ documents, bid protest procedures, and insurance and indemnity issues relating to City contracting and purchasing. (Anticipate bringing CCMC amendments to City Council during second quarter of Fiscal Year 2016/2017.)

*03/01/17 Status – ONGOING: The Finance Department and the City Attorney's Office are working on this effort with various City Departments.*

## STRATEGIC PLAN INITIATIVES

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### 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 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.



# 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.
- Establish a baseline measurement of the number of volunteers and volunteer hours and periodically reassess participation.
- Promote existing programs to increase resident and employee volunteer participation in nonprofit organization activities and boards.
- Work with Culver City's service clubs to establish a coordinated marketing campaign for membership.

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

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

## ***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.
- Use the Mayor and City Council Members in their official roles to discuss kindness with community groups and City staff.
- 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.



# CITY MANAGER

**RESP. MGR.: JOHN NACHBAR**

Objective 2: Implement a Kindness Strategy within City Government

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

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

- Identify stakeholders, businesses, schools, and organizations to meet with to promote kindness principles.
- Establish a Citizen Task Force to receive and promote acts of kindness.
- Obtain letters of agreement from participating entities.

## FISCAL YEAR 2017-18 WORK PLANS

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



# CITY MANAGER

## RESP. MGR.: JOHN NACHBAR

- 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*
- 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*
- 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*
- 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*
- 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*
- 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*
- (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*
- 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*



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

## FISCAL YEAR 2016-17 WORK PLANS

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### ADMINISTRATION DIVISION

- Implementation of Matrix Development Process Review  
*On-going*
- Reorganize Planning Division: Advance Planning and Current Planning:
  - General Plan Update – *Advance Planning*
  - Comprehensive review of mobility issues (transit, bike, car sharing, TDM and pedestrian mobility design guidelines in new developments). Zoning and Municipal Code updates to address mobility and livability – *Advance Planning*
  - Special commercial revitalization project area plans – *Current Planning*
  - Preparation of Multifamily Guidelines – *Current Planning*
  - Mobility program consistency among adopted city plans – *Advance Planning*
  - Implementation of SB375 programming to guide land use, housing, transportation, compact development and reduced GHG – *Advance Planning and Current Planning*
- Completion of Job Recruitments – Planning, Enforcement Services, Building, Administration. Revise job specifications and complete recruitments.  
*Completed*
- Develop new Department guidelines, brochures, and publications for Building Safety, Economic Development, Enforcement Services, Housing, and Planning. Implement customer friendly business center kiosk for the divisions.  
*On-going*
- Grant Funding Research – Research and pursue grant funds related to Community Development programs and projects.  
*On-going*

### ECONOMIC DEVELOPMENT DIVISION

#### ***Downtown Improvements***

Continue implementation of former RDA projects in the downtown including:

- Parcel B – Finalize Reciprocal Easement agreement. Coordinate project implementation.  
*In Process*
- Public Parking Parcel B – Finalize required agreements and coordinate project implementation. Prepare final design and construction drawings and commence construction.  
*In Process*



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Town Plaza Expansion – Complete construction drawing to expand downtown open space connection to Parcel B and existing Town Plaza.  
*In Process*
- Town Plaza and Town Plaza Expansion – Draft outdoor vending guidelines.  
*On-going*
- Jazz Bakery – Complete DDA negotiations and proceed with project entitlements.  
*On-going*
- Walker Parking Study – Implement recommendations.  
*In Process*

### ***West Washington and Sepulveda Boulevards***

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

### ***Washington National Transit Oriented Development (TOD)***

- Relocate Venice Boulevard businesses.  
*In Process*
- Finalize project construction documents and initiate construction.  
*In Process*

### ***Transit Oriented Development District – In Process***

- Continue implementation of Washington National Streetscape Plan.
- Administration of way finding sign grant, design and installation





# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

## ***Fox Hills – On Going***

- Complete outreach to area residents and businesses regarding rebranding.
- Prepare land use study with area stakeholders.
- Create Area “Main Street”
- Install wayfinding signs and area identification signs.
- Reconfigure area parking.
- Prepare promotional and branding program with strategies.
- Recruit new businesses to the area.

## ***Hayden Tract Parking***

Implement parking improvement strategies in the Hayden Track:

- Rail Spur Parking – Complete parking lot construction and convey City parcel.  
*Completed*

## ***Successor Agency Administration – Completed***

- Amend Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City.
- Transfer ownership of remaining parking facilities to the City.

## ***Business Resource Center – On Going***

- Continue to assist new and expanding businesses with business/construction permit assistance and by providing information to facilitate successful business operations. Provide new business locations for business attraction and expansion and offer permit requirement information and assistance.

## ***Interactive Development Map – On Going***

- Continue to update map with new information as required as information and promotion tool.
- Identify “Opportunity” sites for development.

## ***City Profile - Completed***

- Prepare 2016-2017 City Profile update as information and promotion tool.



# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

## *Business Districts – On Going*

- Continue facilitating business district promotional programs.

## *Economic Development Plan and Studies – On Going*

- Continue Implementation of Comprehensive Economic Development Plan:
  - Continue Plan implementation.
  - Conducted Economic Development Cluster meetings (car dealerships, hotels, retail and technology).
  - Implement fiber optic business plan.
  - Conduct Economic Development Major Stakeholder outreach.
  - East/Arts District overlay/study
  - Arts District connectivity study
  - Business resource/Economic Development marketing design
  - Culver Village and Arts District landscape maintenance.
  - Ivy Substation deferred maintenance.

## *Community Development Block Grant – On Going*

- Oversee program for City and develop project list for CDBG consideration.

## *Parking Management On going*

- Oversee parking program for City to include space rentals in parking structures, maintenance and operation in existing and future public parking lots, capital program and funding.
- Install new parking control equipment and security cameras in downtown parking structures.
- Secure parking management services via an RFP process.
- Prepare an Asset Management Plan for downtown parking structures.
- Assist Downtown Business Association with creation of an employee rideshare program.
- Rehabilitate 3727 Robertson Boulevard parking lot.



# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

## *Media Park / Food Kiosk /Park Activation – On-going*

- Pursue a concession operator and implement coffee concession to activate park.
- Perform landscape and fencing improvements.
- Special events programming.

## *Housing Division – On Going*

- Continue to provide excellent customer service
- Continue to Investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects
- Conduct required HQS Inspection per HUD and CRL rules/regulations
- Continue administration of the RAP Program serving 37 households
- Continue administration of the Section 8 Program serving 210 households
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households
- Apply for the HUD FSS Coordinator Grant
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract
- Continue 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
- 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.
- Continue MAP Loan Monitoring.
- Continue to staff the Committee on Homelessness
- Work in collaboration with the Committee on Homelessness to coordinate the 2017 Homeless Count
- Continue to staff the Landlord Tenant Mediation Board
- Coordinate all request for mediation through the LTMB
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Coordinate the community dialogue on affordable housing
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan
- Conduct SEMAP review and submit to HA and HUD for approval
- Coordinate with the Finance Department the annual single audit
- Oversee Harris Property Management contract for Jackson Avenue Apartments
- Participate in the challenge against the DOF regarding AB 471(Housing Entity Administrative Cost Allowance)
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity
- Collaborate with Habitat for Humanity to coordinate the Globe/Habitat Speaker Bureau to bring awareness about Habitat and the Globe project to the community

### Additional Tasks: *On Going*

- Opening the Section 8 Waiting List for new applications
- Los Angeles County Homeless Initiative
- Host a joint meeting of the City Council, Committee on Homeless and Landlord Tenant Mediation Board
- Develop eLOCCSS Security guidelines for HUD
- Apply for the Helen Putnam Award for the Tilden Terrace Project

### ENFORCEMENT SERVICES DIVISION - *On going*

- Ongoing Enforcement: Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Year 2014 - 569 Requests for service; Year 2015 - 838 Requests for service.
- Smoking Ban in Multi-Unit Housing: Oversee the implementation of the "No Smoking" in multiunit housing regulations.
- Enforcement process: Receive and respond to questions and complaints, conduct inspections, enforcement action.
- Request a temporary contract Code Enforcement Officer to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation.



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Urban Runoff Stormwater Regulations: Assist Public works with enforcement of enhanced Urban Runoff Stormwater Regulations, work with Contractor hired by Public Works.
- Water Conservation: Provide enhanced enforcement of Water Conservation regulations.
- Parkway Landscaping: Provide enforcement assistance for Parkway landscaping standards.
- 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.
- Pole and Roof Signs Survey: Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs.
- 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.
- Amnesty Program: Continue to oversee the enforcement and case review of the Amnesty program.
- Special Event Process: Work with other Divisions on development of Special Event permitting process.

## 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.
- On-going implementation and discretionary case processing associated with the Washington/National Transit Area development projects.
- 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.
- 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 Consultant study for design recommendation for Large Single Family homes.



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Initiate Research for Comprehensive General Plan Update.
- Initiate staff annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Implementation of the Accela permitting software.
- Washington National TOD Study.

### Zoning and General Plan Amendments & Special Studies

<u>Parking Amendments &amp; Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
1. City Wide Automated Parking	17.320.025	4 <sup>th</sup> Quarter 15/16	
2. Bicycle Parking	17.320.045	2 <sup>nd</sup> Quarter 16/17	

<u>Signs - Commercial Area Improvements:</u>		<u>Quarter</u>	<u>Completed / Carried over</u>
1. Window Signs	17.330.025.N & 17.330.020.b Table 305	2 <sup>nd</sup> Quarter 16/17	
2. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2 <sup>nd</sup> Quarter 16/17	
3. Temporary Banners	17.330.025.K Table 3-6A	2 <sup>nd</sup> Quarter 16/17	

### Definitions of Planning and

<u>Zoning Terms &amp; Special Studies</u>	<u>Code Section</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
1. Nonconforming Provisions	17.700.005	1 <sup>st</sup> Quarter 16/17	
2. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4 <sup>th</sup> Quarter 15/16	
3. Multifamily Design Guidelines	Clarksdale	TBD	
4. Multifamily Design Guidelines	DNA	TBD	
5. Mansionization Study	R1 Development Standards		x
6. Mansionization Consultant Study		1 <sup>st</sup> Quarter 16/17	
7. Affordable Housing Options – City Council		March 2016	
8. Massage Businesses (current moratorium)	17.400	2 <sup>nd</sup> Quarter 16/17	
9. Medical Marijuana Regulations	17.400	1 <sup>st</sup> Quarter 16/17	
10. Short term Rentals (Air BnB)	17.400	1 <sup>st</sup> Quarter 16/17	

<u>Ancillary Structures</u>	<u>Quarter</u>	<u>Completed / Carried over</u>
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2017-18

PROPOSED BUDGET

# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

1. Portable Sheds	17.400.100.3.C.i	4 <sup>th</sup> Quarter 15/16
2. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4 <sup>th</sup> Quarter 15/16
3. Administrative Decisions on Fence Height	17.300.025.1	4 <sup>th</sup> Quarter 15/16
4. Front Yard Trellis Structures >36"	17.300.020.E Table 3-1	4 <sup>th</sup> Quarter 15/16

### Outdoor Dining Quarter Completed / Carried over

1. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4 <sup>th</sup> Quarter 15/16
2. Outdoor Dining Smoking Areas	17.400.070	4 <sup>th</sup> Quarter 15/16

### Residential / Commercial /

### Industrial Development Standards Quarter Completed / Carried over

1. Minimum Lot Area for R-2, - Codify	17.210.020 Table 2-3	4 <sup>th</sup> Quarter 15/16
2. Exception to Building Height	17.300.025	4 <sup>th</sup> Quarter 15/16
3. Distance Between Structures on a Lot	17.210.020 Table 2-3	4 <sup>th</sup> Quarter 15/16
4. Schools in Industrial Zones	17.230.015	4 <sup>th</sup> Quarter 15/16
5. Retail Smoking Establishments	17.220.015	4 <sup>th</sup> Quarter 15/16

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

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

<u>Projects</u>	<u>Status</u>
1. 700 Corporate Pointe Office Building SPR	Plan Check
2. 3837 Bentley 3-unit Condo SPR/TPM	Construction
3. Sony Jimmy Stewart Office Building CR	Construction
4. 11197 Washington Car Wash CUP	Plan Check
5. Wende Museum Comprehensive Plan	Plan Check
6. Extended Stay Hotel SRR/HE	Hold
7. Lenawee Assisted Living/SFD PD and CP	Under Review
8. Washington/Inglewood Mixed Use SPR	Plan Check
9. 12608 Washington Bl Outdoor Dining AUP	Under Review
10. 4545 Sepulveda Harbor Freight SPR	Plan Check
11. Costco Expansion SPR	Plan Check/Const.
12. Culver Christian School CUP	PPR
13. Culver Studios CP Amendment	Approved
14. Baldwin Mixed Use SPR	PPR
15. WANA (Lowe) Comprehensive Plan	Council
16. 4025 Grandview Multi Family SPR	Plan Check
17. 4241 Duquesne 3 unit Condo SPR/TTM	Under Review
18. 8777 Washington Blvd (Surfas)TOD CP	PPR
19. 11469 Jefferson Hotel SPR	PPR
20. 10000 Washington Sony Picture Plaza SPR/M	PPR
21. Washington/Centinela Market Hall SPR	PPR



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

22. Jazz Bakery SPR	Pending
23. Tilden 5 unit Condo SPR/TTM	PPR
24. Bentley 3 unit Condo ASPR/TPM	Under Review
25. 9735 Washington Blvd Office/Retail SPR	Pending
26. 9919 Jefferson Office Building SPR	PPR
27. Venice/Sepulveda Car Wash CUP	Plan Check
28. Globe Housing Comprehensive Plan	Under Review
29. 13112-14 Wash. Blvd Mixed Use ASPR	PPR
30. 11213 Garfield Ave. Accessory D/U AUP	Pending
31. 11469 Jefferson Blvd. Hotel	Pending
32. ECF Property Mixed Use	Pending
33. Robertson Fedex Property Mixed Use	Pending
34. 3434 Wesley Mixed Use	PPR
35. 8888 Washington (Miller) Creative Office	PPR
36. 13114 Washington Blvd Small Mixed Use ASPR	PPR
37. 10826 Venice Bella Vista Outdoor Dining AUP	Under Review
38. 3515 Eastham Automated Parking	Under Review
39. 11441 Jefferson Blvd. OSH ASPR	PPR
40. 4234 Sawtelle Blvd 3-unit Condo	PPR
41. 3961 Tilden Ave 5-unit Condo	PPR
42. 4051-55 Jackson Ave 9 unit Condo	PPR
43. 11281 Washington Place Mixed Use DOBI	PPR
44. 4034 LaSalle 4-unit Condo	PPR
45. 4180 Duquesne 4-unit Condo	PPR
46. 4138 Wade St. Large Family Daycare AUP	Under Review

## BUILDING DIVISION

The Division will continue plan check, inspection, dissemination of code information and building code enforcement activities for all properties within the City. It will monitor active plan checks, due dates and inspection schedules, assist the Planning, Enforcement Services, Economic Development and Housing Divisions and coordinate major new construction projects on an interdepartmental basis.

- Implementation of the Accela permitting software.



# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

## FISCAL YEAR 2017-18 WORK PLANS

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### ADMINISTRATION DIVISION

#### I. Matrix Study Development Process Review

- Implement Development Services “Permit Center”
- Complete development services Accela report module with IT and commence using it for weekly, monthly and annual permit and project status reports
- Complete Permit Tech reclassifications for interdivision and interdepartment permit tech responsibilities
- Prepare Development Services guidelines brochures with Fire and Public Works Departments
- Complete Advance Planning Division recruitments

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

- Draft RFP for City Council consideration with interdepartmental involvement
- Incorporate City Council Strategic Plan Goals Two and Three in General Plan Update RFP (See City Council Strategic Plan below)
- Complete Advance Planning space improvements for Advance Planning staff.

#### III. City Council Strategic Plan

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

- Commence research and implementation study 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
- 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.



# COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

- 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

## 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 to prepare citywide traffic model for to estimate total ADT for citywide traffic to reduce ADT growth as part of General Plan Update
- Work with Public Works Department and Transportation Departments on enhanced TDM programs as part of General Plan Update and 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, if the cost savings are allocated to TAP cards offered to a percentage of commercial building tenants and 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.

## VI. Administration (Other)

- Coordinate and implement Transit Oriented Development (TOD) District Visioning Study
- Complete Department job recruitments – Planning, Enforcement Services, Building, and Administration.



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Continue research and application for grant funding related to Community Development Department programs and projects.

### ECONOMIC DEVELOPMENT DIVISION

#### *Downtown Improvements*

Continue implementation of former RDA projects in the downtown including:

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

#### *West Washington and Sepulveda Boulevards*

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



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

### *Washington National Transit Oriented Development (TOD)*

- Complete Implementation Agreement conformance review, complete all conditions precedent, complete negotiations, execution and implementation of MTA Perpetual Easement Agreement between Lowe, City/SA and MTA, complete land sale, relocate Venice Boulevard businesses, relocate Expo parking upon construction,
- Finalize project construction documents and initiate construction.
- Complete Perpetual Easement and Option Agreement
- Complete Venice Boulevard businesses relocations

### *Transit Oriented Development District*

- Continue implementation of Washington National Streetscape Plan.
- Administration of way finding sign grant, design and installation

### *Reimagine Fox Hills*

- Complete Reimagine Fox Hills outreach to area residents and businesses
- 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.

### *Hayden Tract*

- Rail Spur Parking – Complete parking lot construction and convey City parcel.
- Work with Hayden Tract Spur Property Owners Association (HTPOA) on area improvements
- Identify Pop-Up retail/restaurant opportunities and necessary code amendments

### *Successor Agency*

- Continue final implementation of Long Range Property Management Plan pursuant to SB 107 in order to transfer ownership of remaining parking facilities to the City.
- Administer MOU with DBA for downtown maintenance.
- Administer Downtown Business Improvement District.
- Administer farmers' market.
- Manage pressure washing services for City Hall.
- Property management services for remaining Successor Agency properties.





# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

- Transfer ownership of remaining parking facilities to the City.

## ***Business Resource Center & City Promotion***

- Continue to 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 expansion and offer permit requirement information and assistance.
- Interactive Development Map - On-going map update with new information as required
- Identify "Opportunity" sites for development.
- Prepare 2016-2017 City Profile update as information and promotion tool

## ***Business Districts***

- Continue facilitating business district formation and promotional programs.
- Continue Culver Village and Arts District landscape maintenance improvements.

## ***Economic Development Plan and Studies***

- Continue Implementation of Comprehensive Economic Development Plan:
- Conducted Economic Development Cluster and stakeholder meetings (car dealerships, hotels, retail and technology).
- Implement fiber optic business plan.
- Conduct East/Arts District overlay/study, Arts District connectivity study, marketing

## ***Community Development Block Grant***

- Oversee program for City and develop project list for CDBG Committee consideration.

## ***Parking Management***

- Oversee parking program including monthly space rentals maintenance and operation in public parking lots, capital program and funding.
- Install new parking control equipment and security cameras in downtown parking structures.
- Implement the Asset Management Plan for downtown parking structures.
- Assist Downtown Business Association with creation of an employee rideshare program.

## ***Media Park Activation***

- Pursue a concession operator and implement coffee concession to activate park.



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Perform landscape and fencing improvements.
- Special events programming.

### HOUSING DIVISION

- Implement new affordable housing programs.
- Continue to provide customer service.
- Continue to investigate short and long-term funding sources for the continuation of Housing Division administration, programs and projects.
- Conduct required HQS Inspection per HUD and CRL rules/regulations.
- Continue administration of the RAP Program serving 37 households.
- Continue administration of the Section 8 Program serving 210 households.
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households (\$65,000 HUD grant).
- Apply for the HUD FSS Coordinator Grant.
- Oversee the administration of the Upward Bound House Homeless Outreach and Case Management Contract - \$130,000.
- Continue 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.
- 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.
- Continue MAP Loan Monitoring.
- Continue to staff the Committee on Homelessness and Landlord Tenant Mediation Board
- Work in collaboration with the Committee on Homelessness on 2016 Homeless Count.
- Continue to oversee the closure of the mobile home park and assure all relocation benefits are paid.
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan and implement new HUD Guidelines on Bed Bug Abatement.



# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

- Conduct SEMAP review and submit to HA and HUD for approval.
- Coordinate with the Finance Department the annual single audit.
- Oversee property management contract for Jackson Avenue apartments.
- Identify funding options for Housing Division administration through creation of the Affordable Housing Incentives Program.
- Participate in the challenge against the DOF regarding AB 471.
- Transfer ownership of the Globe site and complete the development of 10 townhome units with Habitat for Humanity.
- Oversee and implement the Strategy to Assist the Homeless During El Nino
- Develop a file retention and destruction program
- Oversee the construction of the Globe Project and the selection of home buyers.
- Host an Owner Outreach Brunch to solicit property owners to participate in the Section 8 and Homeless Programs
- Develop a Rapid Re-Housing Program as part of the Los Angeles County Homeless Initiative
- Develop a Homeless and Section 8 \$5,000 minor rehab grant program
- Develop a Vacancy Loss and Damage Claim Program
- Re-introduce the Neighbor Preservation Program for life safety repairs
- Develop a move-in assistance/rent catch-up program

## 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.
- Short Term Rentals: Assist with establishing regulations for Short Term Rentals. Establish enforcement procedures dependent upon Ordinance adoption.
- 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.
- Marijuana Regulations: Assist with establishing regulations for Marijuana businesses. Establish enforcement procedures dependent upon Ordinance adoption.



# 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.
- **Smoking Ban in Multi-Unit Housing:** Oversee the implementation of the “No Smoking” in multiunit housing regulations.
- **Enforcement process:** Receive and respond to questions and complaints, conduct inspections, enforcement action.
- **Request a temporary contract Code Enforcement Officer** to assist with inspections and enforcement action including Urban Runoff Stormwater regulations, and Water Conservation.
- **Urban Runoff Stormwater Regulations:** Assist Public works with enforcement of enhanced regulations and work with Contractor hired by Public Works.
- **Water Conservation:** Provide enhanced enforcement of Water Conservation regulations.
- **Parkway Landscaping:** Provide enforcement assistance for Parkway landscaping standards.
- **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.
- **Pole and Roof Signs Survey:** Conduct survey of existing Pole and Roof signs to be used to establish legal non-conforming status of signs.
- **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.
- **Amnesty Program:** Continue to oversee the enforcement and case review of the Amnesty program.
- **Special Event Process:** Work with other Divisions on development of Special Event permitting process.

### ADVANCE PLANNING DIVISION

- Complete RFP process for General Plan Update and select consulting firm(s)
- Commence General Plan Update and prepare detailed work plan:
  - 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).
- f) 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

### 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 and participate in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.
- 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
- Assist other City Departments in preparation of Environmental Review documents
- Process zoning code text amendments
- Conduct Large Single Family Homes Study
- Conduct on-going annual training and professional development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law
- Implement Accela permit software for Planning Division and commence permit reporting



# COMMUNITY DEVELOPMENT

**RESP. MGR.: SOL BLUMENFELD**

## Zoning and General Plan Amendments & Special Studies

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

<b>Signs - Commercial Area Improvements:</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
3. Window Signs	17.330.025.N & 17.330.020.b Table 305	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17
4. Non-conforming Signs	17.330.045.A 1 conflicts with (a) and C1	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17
5. Temporary Banners	17.330.025.K Table 3-6A	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17

## Definitions of Planning and

<b>Zoning Terms &amp; Special Studies</b>	<b>Code Section</b>	<b>Quarter</b>	<b>Completed / Carried over</b>
6. Nonconforming Provisions	17.700.005	1 <sup>st</sup> Quarter 16/17	4 <sup>th</sup> Quarter 16/17
7. Lofts / Mezzanines/Basement/ Floor Area	17.700.005	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 17/18
8. Multifamily Design Guidelines	Clarksdale	TBD	4 <sup>th</sup> Quarter 17/18
9. Multifamily Design Guidelines	DNA	TBD	4 <sup>th</sup> Quarter 17/18
10. Mansionization Study	R1 Development Standards		X
11. Mansionization Consultant Study		1 <sup>st</sup> Quarter 16/17	1 <sup>st</sup> Quarter 17/18
12. Affordable Housing Options – City Council		March 2016	2 <sup>nd</sup> Quarter 17/18
13. Massage Businesses (current moratorium)	17.400	2 <sup>nd</sup> Quarter 16/17	4 <sup>th</sup> Quarter 17/18
14. Marijuana Regulations	17.400	1 <sup>st</sup> Quarter 16/17	2 <sup>nd</sup> Quarter 17/18
15. Short term Rentals (Air BnB)	17.400	1 <sup>st</sup> Quarter 16/17	2 <sup>nd</sup> Quarter 17/18
16. Hillside Development Study and Text Amendment			
17. Update Zoning Map		1 <sup>st</sup> Quarter 2017	

<b>Ancillary Structures</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
18. Portable Sheds	17.400.100.3.C.i	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17
19. Temporary Storage Containers	17.400.115 and 17.520.015.A.4	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17





# COMMUNITY DEVELOPMENT

## RESP. MGR.: SOL BLUMENFELD

20. Administrative Decisions on Fence Height	17.300.025.1	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17
21. Front Yard Trellis Structures >36"	17.300.020.E Table 3-1	4 <sup>th</sup> Quarter 15/16	4 <sup>th</sup> Quarter 16/17

<b>Outdoor Dining</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
22. Outdoor Dining in Industrial Zones	17.230.015 Table 2-8	4 <sup>th</sup> Quarter 15/16	1 <sup>st</sup> Quarter 17/18
23. Outdoor Dining Smoking Areas	17.400.070	4 <sup>th</sup> Quarter 15/16	1 <sup>st</sup> Quarter 17/18

<b>Residential / Commercial / Industrial Development Standards</b>		<b>Quarter</b>	<b>Completed / Carried over</b>
24. Minimum Lot Area for R-2, - Codify			
	17.210.020 Table 2-3	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
25. Exception to Building Height	17.300.025	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
26. Distance Between Structures on a Lot	17.210.020 Table 2-3	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
27. Schools in Industrial Zones	17.230.015	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18
28. Retail Smoking Establishments	17.220.015	4 <sup>th</sup> Quarter 15/16	2 <sup>nd</sup> Quarter 17/18

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

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

### **Special Projects**

- Consultant Study for Development Standards and Design Guidelines for R1 Neighborhoods
- Short Term Rentals Research
- Taco Bell Noise Study
- Website Update
- Hillside Development Standards

### **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
- Develop Accela Project reporting module
- Complete Damage to Adjacent Property Code Amendment
- Complete RFP Soft Story Citywide Property Survey



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: DAN HERNANDEZ

## FISCAL YEAR 2016-17 WORK PLANS

### ADMINISTRATION

- Continue to research, and when feasible, apply for any potential grant funding for program or capital projects.

*In October 2016, staff applied for 276,638.80 from the FY 2016-2017 Los Angeles County – Proposition A Maintenance and Servicing Excess Funds Program. The City was awarded \$195,030.35. On February 3, 2017, the City Council accepted the funds and approved budget amendments to appropriate \$187,000 of the funding for Veterans Memorial Park 5 – 12 Playground equipment replacement and \$8,030.35 to partially fund the Fiscal Year 2016-2017 Haynes Custodial Contract for the Culver City Senior Center; in October 2016, staff applied for \$20,000 from the FY 2017-2018 California Department of Parks and Recreation – Habitat Conservation Fund Program for the Culver City Park Interpretive Nature Trail Rehabilitation. It is anticipated the grant awards will be announced in May 2017.*

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

*March/April 2016 collected survey show an average 97% customer satisfaction rating across the department.*

### SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION

- Aquatics: Develop a comprehensive Water Safety Presentation Plan, to include 4 age appropriate presentation. The target audience is preschool, elementary school, middle school and high school age children and their families.

**Completed:** *The Aquatics staff started their Water Safety Presentations in May 2016, coinciding with May being National Water Safety Month. The 15-to-30 minute presentations ran through June and were well received. Pool Managers presented at several local locations such as Julian Dixon Library, CCARP at El Marino Park, Linwood Elementary, Blanco Park, Lindberg Park Culver City Middle School and to Culver City High School students at the Plunge. Staff handed out age-appropriate booklets and worksheets that educated people about the importance of water safety. The hand-out packets also contained the recreation swim pool schedule, a free pass for a family of 4 for recreation swim for participants, and the summer swim lesson dates. Parents were offered lessons in basic infant CPR as well as information on water safety dangers to look for at home.*

- Disability & Social Services: Creation of a Disabled Recreation Program guide for parents and guardians wanting to involve their children and teens in specialized and/or inclusive activities.

**Completed:** *After in-depth research, it was determined that there is an abundance of information available to Culver City families on this topic and creation of a separate program guide would be redundant. Staff is available to consult with patrons and continue to offer many resources in person, by e-mail and by telephone.*



# PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: DAN HERNANDEZ

- Senior Nutrition: Research and establish a cooperative partnership agreement with a college and/or organization to provide “free of charge” series of presentations to adolescents. The goal is to create and provide adolescents with wellness programs promoting healthful eating and physical activity for the fiscal year 2016-2017.

***Completed:** Staff has identified Pepperdine University’s Dietician Program as a partner and has scheduled interns to provide nutritional material handouts and be available for questions at the Senior and Teen Centers on March 1, 2017. Staff has also identified Providence Health & Services of Southern California to conduct a presentation for campers at the Teen Center on March 29, 2017. Staff continues to research other colleges and organizations while vetting the liability insurance language section of the agreement so it meets the City and organization requirements.*

- Senior Programming: Review current programming and use of space to ensure efficiency and adjust schedule to make room for additional programs. This will include an exploration to determine the feasibility of offering 8:00 a.m. classes and some early weekends.

***Completed:** Senior Programming Staff was able to add four new 8:00AM classes that have been well attended. Additionally, adjustments were made to the daily programming schedule to allow six new programs, for a total of 10 new classes.*

- Veterans Memorial Building: Continue efforts to fundraise, purchase and install new theatrical lighting equipment and new projection equipment.

***In progress:** Theatrical stage lighting renovation started mid-February and is estimated to be completed by April. Staff is working to obtain donated digital projectors and a film screen for the Auditorium. Being in January of 2017, multiple vendors have been working collaboratively with PRCS staff and Public Works staff to install new emergency lighting and signage and hardware throughout the facility. A new power panel has been installed in the rear of the stage, stage rigging and an emergency lighting system has been repaired and updated, stage curtains have been sent for cleaning and a new fire curtain system is partially completed. This does not include any sound or projection equipment upgrades.*

- Volunteering: Research available online and software volunteer databases and recruitment/recordkeeping systems and make recommendation for best available option.

***Completed:** Staff identified 5 potential online software systems. The information has been shared with the IT Department, which will make a recommendation. Funding will be requested in FY 17-18.*

## RECREATION DIVISION

- Culver City After School Program (CCARP): Increase the participant’s physical fitness in an effort to fight obesity and to promote a healthy active lifestyle by implementing the Lorena’s Links Golf program activities.



# PARKS, RECREATION & COMMUNITY SERVICES

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**Completed:** CCARP added golf training recreation into the student daily schedule of recreation activities. El Marino CCARP implemented Zumba Wednesday classes. Middle School CCARP implemented a new fitness club which meets weekly.

Students are provided a daily healthy afternoon snack in accordance with the 2016 Dairy Council's healthy snack recommendations. Students are also provided at least 60 minutes every day to participate in recreation activities and play.

- Camp Program: Provide community cultural walking field trips to local parks, events, theaters and museums in the Culver City area.

**Completed:** Campers were provided with culturally stimulating field trips to local Culver City community events and sites. Summer Camp included walking field trips to local parks and to the Culver City Farmer's Market and local creameries. Spring Camp included walking field trips to Carlson Park and the Historical Culver Hotel Plaza.

- Teen Center: Research possible partnerships within the Culver City community to offer variety of specialty activities for Teen Center members.

**Completed:** Collaborated with the Culver-Palms YMCA to offer the Model United Nations (MUN) program to Middle School students and the Culver City Chamber of Commerce Women's Group and Tower Insurance offered donations to the Teen Center Computer Lab.

- Parks & Playgrounds: Expand scheduled drop in programs to include activities at Veterans Memorial and Syd Kronenthal Parks at least 3 days a week. Those programs at sites currently running drop-in programs, including Culver West Alexander, Fox Hills and Lindberg Parks, will be enhanced, if feasible.

**In progress:** Syd Kronenthal Park is likely to have the best result yet of its year-round program. Staff offers the public basketball clinics 3 times a week. At Veterans Park we have a high volume of field rentals and court usage by the public and offer carom billiards and board games for park users to enjoy.

**Completed:** At Culver West Alexander Park, staff implemented a reading club and a book check-out program. Saturday mornings average 5-10 young people attending with their parents.

Fox Hills Park – User numbers have increased with regard to board games and carom days by utilizing the playground-adjacent tables for play. Staff continues to look into space options to add another day of paddle tennis as well as other sport alternatives.

Lindberg Park – Staff currently offer seasonal sports, games, and arts and crafts. Staff continues to look for other activities to offer to the general public.

- Sports Programs: Explore the development of a viable contracted youth basketball league to meet during the summer "off season" without impacting existing City or CCUSD programs.



# PARKS, RECREATION & COMMUNITY SERVICES

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*Currently contracting with Youth Sports Education (YSE) to offer youth basketball activities. A shortened 4-week session was offered for summer 2016 with basketball on Sundays from 11:00 a.m.-5:00 p.m. at the Culver City Middle School. For summer 2017 the plan is to offer the program for 8-weeks.*

- Recreation Classes: Continue to improve program marketing and develop new class offerings based on customer interest obtained through quarterly surveys and expanded use of social media sites (Facebook and Twitter), as well as researching latest trends and popular activities in neighboring recreation centers.

*Recreation Facebook page is being utilized regularly for quarterly announcements of session registration dates for both resident and non-resident customers, announcements for special events and Musical Theatre performances, and introducing new Recreation Classes.*

*Summer 2016: Introduced YSE Youth Basketball Clinic at Culver City Middle School and new Skate Camp at Syd Kronenthal Park thru The Skateside. Also introduced new two video game coding camps thru Code to the Future at Culver West-Alexander Park and Dance Now children's dance classes. However, enrollment was too low to continue offering these programs.*

*Fall 2016: Introduced Starters introductory skateboarding class thru The Skateside at Culver City Skate Park and new Afterschool Sports Program thru YSE at Culver City Middle School.*

*Winter 2017: Introduced Winter Skate Camp thru The Skateside at Culver City Skate Park and youth Golf and Tennis classes thru TGA at Culver West-Alexander Park. Also introduced tennis lessons at Fox Hills Park thru Ted Salter.*

*Customer surveys are due in April 2017.*

- 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 Park.

*Fiesta La Ballona 2016 total revenue was \$122,693, which was an increase of over \$8,000 from 2015 total revenue of \$114,669. Space was maximized throughout the event, including an expanded vendor layout that grouped non-food vendors into clusters of four booths which allowed each vendor to have a corner booth for better visibility. Three more food trucks were added to the ball diamond for a total of nine trucks, plus a "catty wagon" truck near the entertainment tent for Adopt & Shop kitten adoptions. On the Fiesta marketing side, the Committee organized a Fiesta Commemorative t-shirt design contest with the Culver City High School AVPA students. The Committee selected a winner and the City produced 100 t-shirts to sell at Fiesta. A total of 16 shirts were sold.*

## PARKS DIVISION

- As soon as funding is identified, continue upgrades at all outdated playgrounds for safety issues and ADA compliance, per the Certified Playground Safety Audits, for the following projects (in priority order): (1) Blair Hills 2-12; (2) Lindberg 2-5 and 5-12; (3) Tellefson 2-5 and 5-12; and, (4) El Marino 2 to 5 ages.





# PARKS, RECREATION & COMMUNITY SERVICES

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*Syd Kronenthal age 5- 12 playground project was completed in April 2015. The Sys Kronenthal age 2 – 5 playground was completed in October 2016. The Syd Kronenthal Park swings for ages 5 – 12 begin installation in February/March 2017; Blair Hills 2 – 12 is in the design stage; Veterans Park KBoom ages 5 – 12 is in the design stage; Lindberg 2-5 and 5-12, Tellefson 2-5 and 5-12, and El Marino 2-5 remain unfunded.*

- Senior Center Courtyard Renovation (PF007). The project is fully funded by the Mrs. Gladys L. Paetzold Bequest and 419 Funds. It is anticipated that the project will be completed during Fiscal Year 2016/2017.

***In Progress:** Project was approved by the City Council to go out to bid in March 2017. Construction is projected to start in June or July 2017. Construction is projected to be completed by October 2017.*

- Studio Estates Landscaping. The project is fully funded by Landscape Maintenance District Number 1. It is anticipated that the project will be completed, and the plants will be in the plant warranty period by the end of Fiscal Year 2016/2017.

***Completed:** \$25,000 was put into the assessment for a one-time landscape and irrigation system upgrade. The Studio Estates Paseo Common Area landscape project was completed in July 2016.*

- Irrigation Audits for the Upgrade of Irrigation Systems (PZ612). There is a proposed request for \$50,000 in 420 funds to hire a consultant to do the necessary irrigation audits, so that the City-wide upgrade of irrigation systems can be completed. Areas to be included in the irrigation audits are medians, parks and City facilities, as funding allows. This project is necessary for the City to become compliant with AB 1881, the Water Model Ordinance.

*City staff conducted and completed Irrigation Audits at City Hall, Studio Estates, Expo Line National Medians and Media Park. With only two full-time irrigation employees to maintain the entire City's irrigation system additional water audits were unable to be conducted or completed.*

*Staff has also recently conducted audits of Veterans and Syd Kronenthal Parks, with the aid of an Irrigation Consultant. Staff is in the process of working with the consultant to finalize the data collected.*

- Upgrade of Irrigation Systems (PZ612). Carryover 419 and 420 Funds will be used to begin the upgrade of irrigations systems once the irrigation audits have been done. This project is necessary for the City to become compliant with AB 1881, the Water Model Ordinance.

*Parks Division staff continues to work with the IT Department and Calsense to upgrade the current Calsense central control system to a digitized system format. This will enable City staff to remotely control, operate and program the entire City with radios and cell phones to monitor and control waste in emergency or storm events in compliance with the AB-1881 State Model Water Efficiency Landscape Ordinance.*

- Culver City / Park to Playa – Ballona Creek Connection Project (Park to Playa Trail Segment 7; PZ551 - Interpretive Nature Trail). This project is fully funded by Baldwin Hills Conservancy Proposition 84 Funds (423 Funds) and 420 Funds. It is anticipated that the project will be completed by March 31, 2017.





# PARKS, RECREATION & COMMUNITY SERVICES

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*Parks Division Staff is partnering with Public Works Engineering Division staff and an Engineering Consultant on the design, construction and construction management of the trail. The project will be projected for December 2017 or January 2018.*

## 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**

Initiatives:

a. Post a Nonprofit and Service Club Directory on the City’s website.

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f. Create Culver City “Big Sunday” event.

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

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#### **Goal Indicators**

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☐ Numbers of volunteers and number of volunteer hours worked.

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### ***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**

Initiatives:

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d. Make improvements to Ballona Creek’s right-of-way landscaping.

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f. Implement the Plan, including the Capital Improvement Project (CIP) budget.

g. Incorporate projects that are funded by Measure CW and that represent best practices to address urban runoff.



# PARKS, RECREATION & COMMUNITY SERVICES

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- h. Research an “Adopt the Creek” program to generate funding for the maintenance of Ballona Creek.
- i. Coordinate/partner with non-profit and private sector to implement and fund projects.
- j. Identify ongoing sources of Operation and Maintenance funding.

## **Objective 2: Make Ballona Creek a Recreational Attraction**

### Initiatives:

- a. Identify and determine the feasibility of potential Ballona Creek recreational improvements.
- b. Include Ballona Creek recreation improvements in the Culver City Recreational Master Plan and prepare cost estimates.
- c. Add a Recreational Element to the General Plan Update.
- d. Implement the Plan, including the Capital Improvement Project (CIP) budget.
- e. Research the feasibility for other amenities along Ballona Creek including lighting and a dog path.

### Goal Indicators

- - ☐ Plan developed to enhance the Ballona Creek bicycle and pedestrian path.
    - City Council authorization to expend funds for legal, jurisdictional, and financial analysis.
    - Preliminary plan for entry access and landscaping design.
    - List of recreational amenities, such as lighting and a dog path.
    - Cost estimates for improvements.
- - ☐ Implementation of projects and programs identified in the Enhanced Watershed Management Programs for the Ballona Creek Watershed.
  - ☐ Number of sponsors participating in the “Adopt the Creek” program.

## ***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.*

## **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.



# PARKS, RECREATION & COMMUNITY SERVICES

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## 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.

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## FISCAL YEAR 2017-18 WORK PLANS

### ADMINISTRATION

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

### 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.
- 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.
- 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.
- 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.
- 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.

### RECREATION DIVISION

- Culver City After School Program (CCARP): Provide creative fun/hands-on activities to introduce Science, Technology, Engineering and Math (STEM) concepts to the participants.
- Camp Program: Evaluate new 10-week specialty summer camps run by staff at Lindberg Park.



# PARKS, RECREATION & COMMUNITY SERVICES

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- 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.
- 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.
- 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.
- 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.
- 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.

## PARKS

- Complete upgrades and ADA compliance of playground equipment at Blair Hills Park and Veterans Memorial Park.
- Continue to ensure compliance with AB 1881 (Water Model Ordinance). *Cross-referenced with Strategic Plan Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*
- Continue to conduct water audits at every City facility, park and parkway. *Cross-referenced with Strategic Plan Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*
- Oversee drought water conservation implementation plan including turf removal, implementation of the Parkway Ordinance, and drought tolerant demonstration plantings as funding permits. *Cross-referenced with Strategic Plan Goal Two – Enhance the Restoration and Utilization of Ballona Creek.*



# CITY ATTORNEY

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## FISCAL YEAR 2016-17 WORK PLANS

- Provide legal assistance to other Departments relating to their respective Work Plans.

*Status (a/o 03/01/17): **Ongoing.***

- 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 during the last quarter of Fiscal Year 16-17.)

*Status (a/o 03/01/17): **Completed and ongoing.** The AB1234/Brown Act/Conflict of Interest Training was held on June 16, 2016. 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.*

- Oil Drilling: 1) Ordinance/Regulations (Joint project with Community Development Department.) (Anticipate completion of Draft Specific Plan and related Draft EIR by first or second quarter of Fiscal Year 16-17.); 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 03/01/17): (1) **In progress.** The Draft Specific Plan document and Draft EIR for the Specific Plan are expected to be released on March 30, 2017, during the fourth quarter of Fiscal Year 16-17. (2) Discussion of fracking regulations to be 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.).*

- Assist with update of City Council Policies and Administrative Procedures (Assist City Manager's and City Clerk's Offices.)

*Status (a/o 03/01/17): **In progress.** This project has changed to "City Council Policies – Comprehensive Update." 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. Thus far in Fiscal Year 16-17, the following City Council Policies have been reviewed (and amended as needed): 2201, 3001, 3003, 5001, 5002, 2010-01, 2014-CP001, 2014-CP002, 2014-CP003 and 2014-CP004. Several additional Policies are tentatively scheduled for consideration for April 11, 2017. It is the Council Subcommittee's goal that this project be completed by April, 2018, during the fourth quarter of Fiscal Year 17-18.*

- Monitor Medical Marijuana case law and prepare any required amendments to Culver City Municipal Code (CCMC). (While the CCMC is still in compliance, our Office will be bringing to City Council, during Fiscal Year 16-17, discussion items and potential changes to the CCMC to address components of new state law such as delivery and cultivation of medical marijuana.)



# CITY ATTORNEY

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*Status (a/o 03/01/17): **In progress.** This project has changed to "Marijuana Task Force (MTF)." The MTF was formed consisting of two members of the City Council; one member from the Planning Commission; one member from the Finance Advisory Committee; staff from the City Manager's and City Attorney's Offices; and the 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).*

- Telecommunications Ordinance and Procedures Update, Including Review of Design and Use Standards (Joint project with Public Works and Community Development Departments). (Anticipate completing procedural revisions, to modify encroachment permit process from City Council approval to administrative approval, prior to the end of Fiscal Year 15-16. If remaining organizational and other amendments to CCMC to be completed by the end of the second quarter of Fiscal Year 16-17.)

*Status (a/o 03/01/17): **In progress.** City Attorney's Office has re-directed its efforts this fiscal year, in response to 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. To address the need for expedited approval, the City Attorney's Office developed a new application form designed to expedite processing of these applications within the legally shortened time frames, which application form is now being used by Public Works. In conjunction with the Public Works Department, the City Attorney's Office is developing an ordinance which 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 16-17. Concurrently, proposed amendments to address the processing of encroachment permits (change from City Council approval to administrative approval) will be presented to the City Council.*

- Implementation of Emergency Preparedness Ordinance, including review of Disaster Preparedness Plan (Assist the Fire Department as needed.) (Submitted to State in June 2015 and pending approval.)

*Status (a/o 03/01/17): **Completed.** The City's draft Emergency Operations Plan (EOP) was approved by the State on March 11, 2016. On October 24, 2016, the Disaster Council convened, approved the EOP and recommended it to the City Council. City Council adopted the EOP on that same date.*

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

*Status (a/o 03/01/17): **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 Attorney's Office prepared Administrative Policies and Procedures, which were approved by the City Manager in January, 2017. 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.*





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- Massage Business Ordinance update. (The moratorium expires on April 11, 2017; anticipate bringing a proposed Ordinance to City Council well before that date.)

*Status (a/o 03/01/17): **Completed.** The Massage Business Ordinance update was adopted by the City Council on September 26, 2016.*

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

*Status (a/o 03/01/17): **Ongoing.** A renewal of the franchise agreement with Torrance Valley Pipeline Company is currently in negotiation and is pending the completion of an audit of the existing franchise agreement. Staff is in the process of documenting all existing oil pipelines within City boundaries and verifying the status of the franchise agreement for each pipeline. Staff has also reviewed comparable oil pipeline franchise agreements from other cities in order to ensure best practices for public safety are in any agreement. City Attorney's Office is assisting with these efforts.*

- Zoning Code Amendments—multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 16-17.)

*Status (a/o 03/01/17): **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 16-17. Thus far in Fiscal Year 16-17, amendments to development standards to address large single family residential homes, automated parking standards and restaurant parking requirements, have been completed. It is anticipated that an amendment concerning accessory dwelling units will be considered by the City Council in March 2017, during the fourth quarter of FY 16-17. Various other amendments will continue into Fiscal Year 17-18 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 to 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 03/01/17): **In progress.** The proposed amendments and additions to the Animal Services Ordinance are anticipated to be brought before the City Council on April 11, 2017, during the last quarter of Fiscal Year 16-17.*

- LAX/FAA Overflights (Our 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 03/01/17): **Ongoing.** The City Attorney's Office continues to work with the City's LAX Council Subcommittee, and the Transportation and Public Works Departments, as well as outside consultants, on transit and traffic issues pertaining to the LAX Specific Plan expansion project, the "LAMP" (Landside) development and the Northside development. Additionally, the City submitted substantial comments to the*



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*draft Southern California Metroplex Environmental Assessment (EA) and attended numerous FAA workshops and meetings in regard to the proposed flight paths, and the City Attorney's Office is managing current litigation related to the EA.*

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

*Status (a/o 03/01/17): **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 optic network backbone began on August 22, 2016, and is anticipated to be completed by August 2017. The process for selection and construction of City and customer funded laterals was approved by City Council on November 14, 2016. Negotiation and execution of the various agreements necessary to advance the business and operation of the Network is ongoing.*

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

*Status (a/o 03/01/17): **In progress.** Our Office participates 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 reviewed the MJHMP and in turn sent to FEMA on December 19, 2016 for FEMA's input. Upon OES and FEMA approval, the MJHMP will be presented to the City Council and the CCUSD Board for final approval and implementation.*

- Contracting/Purchasing Ordinance and Policies Update Working Group Project (Joint Project with City Manager's Office and other City Departments, including Finance and Public Works Departments) – 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 2016/2017.)

*Status (a/o 03/01/17): **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 second quarter of FY 17-18.*

- Update to City's Historic Preservation Program, Including Culver City Municipal Code Amendments (Joint Project with City Manager's Office).

*Status (a/o 03/01/17): **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 reasonable timeframe. With plans to*



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*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.*

- Monitoring Grant Opportunities (None available at this time. Will continue to monitor eCivis and other resources for available grant opportunities.)

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## 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.)*
- 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. *(City Attorney's Office will assist with evaluating potential regulations and preparing amendments to the CCMC as directed.)*
- If permitted, the City Council would consider a marijuana tax for placement on the ballot during the April 2018 municipal election. *(City Attorney's Office will prepare the required Impartial Analysis of the ballot measure if the Council determines to place the tax on the ballot.)*



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## 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.
- **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 during the last quarter of Fiscal Year 17-18.)
- **Oil Drilling:** (1) Ordinance/Regulations (Joint project with Community Development Department.) (Anticipate releasing to the public Draft Specific Plan and related Draft EIR on March 30, 2017, during the fourth quarter of Fiscal Year); 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:** (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)
- **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).
- **Telecommunications Ordinance and Procedures Update, Including Review of Design and Use Standards:** (Joint project with Public Works and Community Development Departments). (Anticipate bringing an ordinance to regulate new wireless antennas in the public rights-of-way to the City Council prior to the end of Fiscal Year 16-17)
- **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.)
- **Pipeline Franchise Renewals:** Assist with Pipeline Franchise renewals (Assist City Manager's Office.)



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- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code (Assist Community Development Department.) (Amendments will be considered throughout Fiscal Year 17-18.)
- **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.)
- **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.)
- **Municipal Fiber Network Project:** (Assist Information Technology Department with Project as needed.)
- **Multi Jurisdiction Hazard Mitigation Plan:** (Assist Public Works Department as needed.)
- **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.)
- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Joint Project with the Administrative Services Department – Cultural Affairs Division).
- **Grant Opportunities:** Monitoring grant opportunities (None available at this time. Will continue to monitor eCivis and other resources for available grant opportunities.)