

THESE MINUTES ARE NOT OFFICIAL  
UNTIL APPROVED BY THE CITY COUNCIL,  
CULVER CITY HOUSING AUTHORITY BOARD  
CULVER CITY PARKING AUTHORITY BOARD AND  
SUCCESSOR AGENCY TO THE CULVER CITY  
REDEVELOPMENT AGENCY BOARD

SPECIAL MEETING OF THE  
CITY COUNCIL, CULVER CITY  
HOUSING AUTHORITY BOARD  
CULVER CITY PARKING AUTHORITY BOARD  
AND SUCCESSOR AGENCY TO THE CULVER CITY  
REDEVELOPMENT AGENCY BOARD  
CULVER CITY, CALIFORNIA

March 6, 2017  
4:00 p.m.

**Call to Order & Roll Call**

Mayor Clarke called the meeting of the City Council, Culver City Housing Authority Board, Culver City Parking Authority Board and Successor Agency to the Culver City Redevelopment Agency Board to order at 4:00 p.m. in the Mike Balkman Chambers at City Hall.

Present: Jim B. Clarke, Mayor  
Jeffrey Cooper, Vice Mayor  
Göran Eriksson, Council Member  
Meghan Sahli-Wells, Council Member  
Thomas Small, Council Member

Note: The City Council also sits as Members of the Governing Board(s) convened as part of the meeting.

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**Invocation/Pledge of Allegiance**

The Pledge of Allegiance was led by Elizabeth Voncannon.

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**Community Announcements by City Council Members/ Information Items from Staff**

Jeremy Green, City Clerk, encouraged everyone to vote in the election on March 7 and she indicated that ballots could be dropped off provisionally at City Hall.

Council Member Sahli-Wells reported that she and Council Member Small had completed a two-day course in the USC Executive Program noting that she would distribute information any interested Council Members.

Council Member Small discussed the two-day program for elected officials noting that he and Council Member Sahli-Wells were fortunate to receive scholarships to attend.

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**Joint Public Comment - Items Not on the Agenda**

Mayor Clarke invited public comment.

No cards were received and no speakers came forward.

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**Receipt and Filing of Correspondence**

None.

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**Order of the Agenda**

No changes were made.

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## Action Items

### Item A-1

**CC - Four-Fifths Vote Requirement - (1) Receive Presentation on Mid-Year Budget Monitoring Report and General Fund Financial Forecast, (2) Receipt and Filing of the Fiscal Year 2016/2017 Mid-Year Budget Monitoring Report, (3) Provide Notification to Public Inviting Comment and Input for the Upcoming Proposed Budget for Fiscal Year 2017/2018, (4) Approval of Proposed Blanket Purchase Order Amendments and (5) Approval of Proposed Budget Amendments**

Mayor Clarke apologized to the Finance Director due to being unable to get to his presentation at the meeting of February 27 but he felt it more appropriate to hear the item at the beginning of the work plan discussion.

Jeff Muir, Chief Financial Officer, provided a brief overview of the 2016-2017 mid-year outlook and how the financial forecast is looking based on significant actions taken by CalPERS in December that have changed the forecast dramatically from last year.

Discussion ensued between staff and Council Members regarding clarification on CalPERS rate increases; decreased earnings on investments; money contributed toward retirement; confidence intervals by the actuary; past estimates by CalPERS on the performance of their funds; the reluctance of pension funds to accept the declining return on investments; Culver City's use of their own actuary; the position of other cities; addressing problems as soon as possible; pressure from other cities to have the courts change the ability to renegotiate pension benefits with existing employees; Measure Y; establishing an irrevocable trust; rate stabilizations; whether cities can beat CalPERS investment returns; maintaining control of the funds; social investments; potential actions; increased cost share by employees; the actions of other cities to meet additional obligations; proactive actions taken by the City; demographics; economic health of the community; political culture; consideration of further revenue measures; the timing of presenting elimination of the sunset of Measure Y to voters; effective presentation of the message to the public; animated social media messages; adding an examination of different alternatives and

scenarios to the work plan; the potential for a future recession; subcommittee exploration of the issue; use of the Finance Advisory Committee; concern with causing the public alarm; Measure CW; agreement that 2018 is a good target date; direction to staff to proceed with the same type of approach used with Measure CW; the importance of public vetting; consideration of other financial tools; addressing growth and employee personnel costs; City Council subcommittee consideration; the collective bargaining process; public outreach; additional capital investment; allocation of bonus revenue; capital investment needs; potential new revenue for the City; economic development; the sales tax consultant; targeting businesses; and sales tax generators.

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Item A-2

**CC:HA:PA:SA (1) Presentation and Consideration of Current and Proposed Work Plans for City Departments, and (2) (If Desired) Direction to the City Manager as Deemed Appropriate**

Mayor Clarke discussed changes to the work plan process over the years; improving the process; adding ongoing or continuing tasks in the work plan to the normal routine of the department; whether ongoing or continuing tasks should be included in the work plan; staffing and budget restrictions; the belief that adding new initiatives would diminish existing tasks; focusing on differences in the next fiscal year; additional needs; keeping a record of ongoing continuing events without including them in the work plan; items that are pushed over to the next year; priority input from the City Council; breaking projects into multi-year segments with a list of segments to be completed each year; identifying milestones during the year; strategic planning goals; enhancing goals with new initiatives; the shared nature of the work plan; and whether there should be a City Council work plan to indicate what Council Members intend to contribute to the completion of strategic goals.

Scott Bixby, Police Chief, noted that the majority of the things the Police Department does are ongoing efforts; he provided a status, update and review of the current fiscal year work plan and an overview of the proposed work plan

for fiscal year 2017-2018; he highlighted how the work plan would integrate with the City Council's strategic plan; and he introduced Lieutenant Manuel Sid from the Partnership in Policing Team.

Manuel Sid, Partnership in Policing, discussed goals and objectives of the team and he introduced team members.

Scott Bixby, Police Chief, continued his presentation on the proposed 2017-2018 Work Plan.

Jeannine Plute, Police Department Management Analyst, discussed Police Department grants.

Discussion ensued between staff and Council Members regarding support for the Mental Health Team; support for continued efforts toward communication and transparency; congratulations to the Explorers for coming in first in the Honor Guard; continued work toward implementation of body cameras; the Centennial badges; continued promotion of Nixle; work with Tripepi Smith; social media; effective dialogue; the upcoming meeting with residents on immigration scheduled for March 15; Government Alliance on Race and Equity training; red-light cameras; signage for new installations; the 30-day grace period; information on the website indicating the locations of red-light cameras; crime reduction activities for next year; changes to behaviors; coordination with the Fire Department for intersection accident rate statistics; improvements to streets and intersections; increased bicycle activity; the Partnerships in Policing Team; City Council assistance with staffing issues; diversity; embracing and integrating technology; increasing efficiency with the same or less resources; communication; Neighborhood Associations; establishing direct lines of contact; email communication; the Next Door website; connecting residents, businesses and the Police Department; allowing departments an opportunity to speak at City Council meetings to provide updates; continued implementation of goals; the Crime Impact Team; increased visibility at the mall; Code Enforcement; the Vision Zero Concept; enforcement issues; involvement of Public Works; congestion; tracking traffic collision data; the primary collision factor; problematic intersections; the goal of preventing death and serious injuries; the Mobility and Visioning Process; body cameras; statistics; bike patrols; staffing; expanding recruitment outreach;

identifying qualified candidates; and the Kindness Toolkit for Law Enforcement.

Jeremy Green, City Clerk, indicated that the motion for item A-1 had not been done and the City Council returned to consideration of item A-1.

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Item A-1  
(Continued)

**CC - Four-Fifths Vote Requirement - (1) Receive Presentation on Mid-Year Budget Monitoring Report and General Fund Financial Forecast, (2) Receipt and Filing of the Fiscal Year 2016/2017 Mid-Year Budget Monitoring Report, (3) Provide Notification to Public Inviting Comment and Input for the Upcoming Proposed Budget for Fiscal Year 2017/2018, (4) Approval of Proposed Blanket Purchase Order Amendments and (5) Approval of Proposed Budget Amendments**

MOVED BY VICE MAYOR COOPER, SECONDED BY COUNCIL MEMBER SAHLI-WELLS AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL:

1. RECEIVE A PRESENTATION ON THE MID-YEAR BUDGET MONITORING REPORT AND GENERAL FUND FINANCIAL FORECAST; AND
2. RECEIVE AND FILE THE FISCAL 2016/2017 MID-YEAR REPORT AS PROVIDED IN ATTACHMENT 1; AND
3. PROVIDE NOTIFICATION TO THE PUBLIC INVITING COMMENT AND INPUT FOR THE UPCOMING PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND
4. APPROVE THE BLANKET PURCHASE ORDER SUMMARY AMENDMENTS AS PROPOSED IN ATTACHMENT 3; AND
5. APPROVE THE BUDGET AMENDMENTS AS PROPOSED IN ATTACHMENT 2.

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Item A-2  
(Continued)

**CC:HA:PA:SA (1) Presentation and Consideration of Current and Proposed Work Plans for City Departments, and (2) (If Desired) Direction to the City Manager as Deemed Appropriate**

David White, Fire Chief, provided a status report of the 2016-2017 work plan for the Fire Department, introduced Fire Department staff, and he discussed objectives for the next year.

Discussion ensued between staff and Council Members regarding clarification on unit response; the Visioning Project in the Transit District; changes to 5150 services at Southern California Hospital Emergency Services; changes to emergency services rides; Smart 911; potential cyberattacks; statistics to identify issues in specific areas of town; record management; fire extinguisher maintenance; Community Emergency Response Training (CERT); comparisons between the Culver City Fire Department and Los Angeles County; whether additional resources are available; diversity; the lack of women in the department; the testing process; creating a Fire Fighter Explorer Program; enhancing public trust; solving problems; national averages for female firefighters; reasonable capital expenditure for technology; integrating technology; social media; telling the story of the work done; the number of people signed up for emergency alerts; repairs to the training tower; the Smoke Detectors to Seniors Program; volunteers; the ambulance program; employee turnover; CPR Training for high school students; new projects being built and increased population; increased activity in the City; significant increases to call volume over the past 5 years; the Affordable Health Care Act; recognition of the work of Christine Parra; new items for the next year; whether other programs would be eliminated to make room for the new items; the consistent number of work plans; one-year goals; enhancing the technical rescue program; multi-year goals; enhancing the student worker program; paid interns; use of drones in emergency incidents; leave-behind information; alerting people to the availability of Nixle; renovations to the Higuera Street Bridge; access points to Ballona Creek; and conducting an assessment of Creek crossings.

Michele Williams, Information Technology Director, presented the 2016-2017 work program review for Information Technology and Technical Services, and she highlighted proposed Work Programs and Strategic Plan Initiatives for 2017-2018.

Discussion ensued between staff and Council Members regarding integrating the website for the mobility visioning process; the consultant; the survey; improving outreach through social media; enhanced wifi; centralization of IT functions in the City; residential connection to the fiber network; the Fiber to the Home Initiative; changing technology; establishing a signed code of conduct for City email; the shared Culver City Unified School District webpage; e-discovery; municipal fiber providers; data from dash cams and body cameras; the new City website; department liaison responsibility for content; easy identification of City boundaries; delays to the fiber construction schedule; company inquiries; outreach; cities that provide free internet service: the automated license plate reader system; tracking website activity; popular pages; highlighting topical items on the website; cyber security; addressing social media rumors; and highlighting kind and charitable activities in the City.

Jeff Muir, Chief Financial Officer, noted the recurring nature of most of the Finance Department workload; provided highlights of the 2016-2017 Finance Department work plan; and discussed 2017-2018 Strategic Plan Initiatives and Departmental Initiatives.

Discussion ensued between staff and Council Members regarding a request to add investigation of alternatives to prevent the City from going into default; the timeframe for finishing Redevelopment Agency business; surplus assets; quantifying capital improvement needs; the success of Measure CW; educating the City Council; the importance of forecasts; budget messages; technological enhancements; open.gov; the importance of transparency for those that want to see it; areas in the City that receive the greatest Federal support; public safety grants; transportation and Section 8 housing; debt financing; assets that have a long term benefit; urgent needs vs. wants; the upcoming assessment of public facilities; and setting priorities.



Discussion ensued between staff and Council Members regarding the 2016-2017 work plan for the City Manager's Office and the proposed work plan for 2017-2018; developing a plan and funding mechanism for restructuring and reorienting the offices of City Hall; Ballona Creek and the work of Public Works and Community Development; Tripepi Smith and outreach; examining organizational practices; the importance of Facebook and Next Door; increased demands for communication; additional work necessary to meet the demands; earlier public engagement in the process; development of a drone policy; regional coordination; the Westside Council of Governments; policies of area cities; privacy issues; state legislation in the works; including a contingency fund; unanticipated costs; City Manager authority up to \$30,000; legislation and legislative advocacy; contract cities and the Independent Cities Association; tracking and managing the use of consultants; caution regarding adding staff; contract employees; greater use of part-time employees; oversight of strategic goals; interdepartmental goals; leasing space to outside organizations in City Hall; making space available to everyone; having a public agency that deals with housing in the space; mutually beneficial arrangements; reorganization in the City Manager's Office; affordable housing; the General Plan; Southern California Association of Governments; grant opportunities specific to the General Plan Update; education; and the General Plan as a forum.

Serena Wright Black, Administrative Services Director, discussed the status of the Administrative Services work plans for fiscal year 2016-2017 and presented an overview of the proposed work plans for 2017-2018.

Christine Byers, Cultural Affairs Coordinator, introduced and provided background on new staff member, Louise Coffey-Webb; discussed permanent public art; maintenance; collections management; and condition inspections.

Susan Obrow, Special Events Coordinator, provided an overview of the Cultural Venue Enhancement Project and the Performing Arts Grants Program.

Discussion ensued between staff and Council Members regarding the social media policy of the City; passport services; creating a guide to public art pieces in the City; the Employee Wellness program; Granicus; agendas; public records requests; the City email policy; new

employee orientation training; developing a standard signature on employee emails; social media policy for employees; the Employee Recognition Luncheon on May 18; the student worker program; appreciation to Ms. Wright Black for her leadership of the department; appreciation for new employee Louise Coffey-Webb; the Historic Preservation Ordinance; integration with the General Plan update; the Creative Economy Report; the Economic Development subcommittee; the Artist Laureate Program; upgrades to Veterans Auditorium; congratulations to the new City Clerk; a report of wind rattling the doors in Veterans Auditorium during the symphony concert; labor negotiations; changes to the structure of the Cultural Affairs Foundation; incorporating technology into the recruitment program; streamlining processes; marketing jobs; and expanding targeted outreach for candidates.

Carol Schwab, City Attorney, provided a status report on the City Attorney's Office work plan for fiscal year 2016-2017 and she presented an overview of the proposed work plan for fiscal year 2017-2018.

Discussion ensued between staff and Council Members regarding updating the municipal code, RFP ordinances, charitable solicitation, and sign regulations; proactive ways to reduce costs under claims management; appreciation for the work of staff, for moving forward with the oil drilling ordinance, and for Melanie Doran Traxler; the pipeline franchise; facility locations; communication with emergency services; identification of pipelines in the City; renegotiating the franchises; insurance; protecting residents and infrastructure; the status of massage businesses in the City; compliance; Code Enforcement; hoarders; operation of improper businesses; licensing issues; social media for Council Members; Historic Preservation; policy considerations; email handling; FAA overflights; lobbying and advocacy strategies; fund allocation; unexpected litigation and lawsuits; multi-year issues; timing and coordination with other departments; items that can be delayed; and agenda oversight.

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**Public Comment - Items Not on the Agenda**

Mayor Clarke invited public comment.

No cards were received and no speakers came forward.

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**Items from Council Members**

Vice Mayor Cooper thanked the City Attorney for preparing a statement that he read at a meeting in El Segundo on March 2, 2017.

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**Adjournment**

There being no further business, at 10:53 p.m., the City Council, Culver City Housing Authority Board, Culver City Parking Authority Board and Successor Agency to the Culver City Redevelopment Agency Board adjourned to Tuesday, March 7, 2017 at 4:00 p.m.

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Jeremy Green  
CITY CLERK of Culver City, California  
EX-OFFICIO CLERK of the City Council and DEPUTY SECRETARY  
of the Successor Agency to the Culver City Redevelopment  
Agency Board, Culver City Parking Authority Board and  
Culver City Housing Authority Board  
Culver City, California

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JIM B. CLARKE  
MAYOR of Culver City, California and CHAIR of the Successor  
Agency to the Culver City Redevelopment Agency Board,  
Culver City Parking Authority Board, and Culver City  
Housing Authority Board