

**FISCAL YEAR 2023-2024  
WORK PLANS FOR CITY DEPARTMENTS  
Status Updates**

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# POLICE DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### Department Mission

The Culver City Police Department is committed to enhancing our community’s quality of life through progressive policing, timely response, and public partnerships.

### DEPARTMENT VALUES

- ◆ Professionalism: The men and women of our organization maintain a level of professionalism worthy of the trust bestowed upon us and striving to serve as the model in the law enforcement profession through accountability, transparency, and best practices.
- ◆ Progressive Policing: Whether it be investigative techniques, technology, policy, or programs we strive to be at the forefront of law enforcement as a profession.
- ◆ Partnerships: Public partnerships and building trust with our community is at the foundation of everything we do, and we strive each day to foster and preserve the trust and relationship between our Department and the community we serve.

### Department Description

The Police Department is comprised of the following bureaus: the Office of the Chief of Police, the Patrol Bureau, the Special Operations Bureau, and the Administration Bureau. The Police Department is responsible for responding to calls for service, providing highly visible patrols, conducting criminal investigations, traffic enforcement and investigations, emergency preparedness, and community outreach. The Department strives to enhance public safety through community centered policing, the deterrence/prevention of crime, the apprehension of offenders, and the education of the public in self-protective measures to minimize victimization.

**FISCAL YEAR 2023/2024 WORK PLAN**

<b>GOAL</b>	<b>OBJECTIVE</b>	<b>ACTION STEPS</b>	<b>REQUIRED RESOURCES</b>	<b>EST. COMPLETION</b>	<b>SUCCESS INDICATORS</b>
Employee Wellness	Increase wellness resources and access to those resources	Continue to provide mental, physical and emotional fitness programs and informational resources	Existing Staff	Ongoing	Improve staff retention rate  Reduce absenteeism
	Retain and Develop staff	Continue to engage staff in open dialogue to discuss improving the effectiveness and efficiency of the Department's leadership and overall work product			

*Status: In 2022 the Department procured a wellness application that employees can add to their smartphone. The software is focused on employee wellness and provides anonymous resources for employees to utilize (i.e. financial advice, nutrition, fitness, mental health). In 2023, updated features have been installed within the app including workout regimens.*

*The Department's Peer Support Unit continues to host bi-monthly training courses for personnel to educate them about a variety of wellness resources (Stress mgmt., financial wellness, nutrition, alcohol, meditation). Utilizing grant funds, the Department purchased fitness equipment to ensure overall employee health.*

*The Department will continue to examine potential programs or equipment that can be purchased with existing grant funds that will help improve staff retention and improve the availability of existing wellness resources.*

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Employee Recruitment	Hire a diverse workforce for all positions	Develop a Recruitment Team/Plan	Existing Staff	Ongoing	Increased and diversified applicant pool
	Implement a permanent on-going Police Officer recruitment process	Expand outreach efforts for all vacant positions  Continue to work with the Human Resources Department to continually recruit for Department positions			Fewer Police Department vacancies

*Status: The Culver City Police Department continues to hire a diverse group of employees. The police department has worked in conjunction with Human Resources to effectively run a variety of recruitments for both officers and professional staff employees.*

*Since March 2023 we have hired a total of 3 female and 6 male Officers. Demographics: (2 White, 1 Black, 2 Middle Eastern, 4 Hispanic (1 DACA))*

- 9 police officers/ police recruits.
- 2 records technicians
- 2 animal services officers
- 3 community services officers
- 1 red light technician
- 1 jailer
- 1 forensic and property supervisor
- 2 management analysts (Public Information and Crime analyst)

*The police department has created a recruitment team who actively seeks out qualified candidates to join the department. The team is comprised of 19 employees, ranging from sworn officers and civilian staff and is led by a Lieutenant. The team has gone out to meet members of our community, local schools, career fairs, and other events. The recruitment team, along with our personnel and training unit, and human resources, have joined forces to continue our recruitment efforts. Police officer recruitments have remained open for candidates to apply, and we are testing more frequently. As a result of these efforts most of our vacant positions have been filled.*

*In '22-'23 We had 7 Officer Openings*

In '23-'24 We have 1 Officer Opening

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Alternative Apprehension Technologies and Equipment	Less lethal technologies and equipment  Implement a city wide Automated License Plate Reader (ALPR) Program	Research pursuit mitigation technology  Work with vendor and public works to install and implement program	Additional Funding for technologies and equipment  Existing funds and city staff	December 2023	Identify and evaluate technologies  Implementation completed

*Status: Beginning in October of 2023, The Culver City Police Department implemented a new Automatic License Plate Recognition (ALPR) system, which has represented a significant advancement in technological capabilities for law enforcement and crime prevention. This system, consists of high-speed cameras and sophisticated software, are designed to automatically capture, and analyze license plate data from passing vehicles. 52 ALPR cameras have been deployed at 27 intersections throughout the city.*

*The primary purpose of this ALPR system is to enhance the efficiency and effectiveness of our Department and improve public safety. The cameras have aided in various critical police activities such as locating stolen vehicles, as well as vehicles used in crimes that have occurred throughout the Los Angeles region. Additionally, ALPR cameras serve as a vital tool in ongoing criminal investigations and have been used by CCPD to identify numerous vehicles associated with crimes that have occurred in the city.*

*Since the installation of ALPR cameras, CCPD officers have located 54 stolen vehicles entering the city, which has resulted in 51 arrests. In many of these arrests, contraband such as firearms, drugs, stolen property, and identity theft material have been recovered. Additionally, CCPD officers have located 19 vehicles that were used in a variety of felony crimes such as armed robbery, carjacking, burglary, and catalytic convertor thefts. Lastly, ALPR cameras have assisted CCPD Detectives in investigating and solving 10 crimes, in which suspects responsible for violent crimes such as robbery, commercial and vehicular burglary, grand theft auto, and recovery of 4 illegally possessed firearms.*

*Since its implementation, the new ALPR system in Culver City has been a significant step forward in law enforcement technology and has proven to be an effective tool utilized by CCPD to prevent, deter, and solve crime.*

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Update, Enhance and Expand the Department's Information Technology	Improve Information Technology Stability and Sustainability	Enhance Mobile Audio Video, Network Security Infrastructure  Enhance Wi-Fi Network  Continue Hardware Equipment Replacement  Upgrade the Body Worn Camera Program and Storage Capacity	Additional Funding for contractual services, Hardware and Software	December 2024	Project Completed

*Status: MAV/BWC: The current in-car (MAV) and body-worn camera (BWC) system has reached end-of-life, and are no longer manufactured. With the availability and procurement constraints, the Department has elected to explore other MAV/BWC solutions. Staff has identified three well-established MAV/BWC companies; Axon, Motorola, and i-Pro. At the beginning of the fiscal year, the three companies were contacted, and they had agreed to provide the Department demo units to fully test their solutions. Staff has completed assessing the Axon and Motorola solutions and is preparing to start testing the i-Pro system.*

*Enhance Network Security and Infrastructure: On November 9, 2023, a cybersecurity solution was procured to further enhance protection, detection, and mitigation of cyber incidents. The project is anticipated to be completed by the end of June 2024.*

*Enhance Wi-Fi Network: The Information Technology-Public Safety Division has identified four locations to further enhance Wi-Fi coverage. One location in particular will provide an improved Wi-Fi signal for the Bicycle Registration Program.*

*Continue Hardware Equipment Replacement: The Hardware Equipment Replacement Project is ongoing. The Information Technology-Public Safety Division continues to replace legacy systems and devices.*

# FIRE DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### CITY STRATEGIC PLAN INITIATIVE

#### Enhance Homeless Services

- Work with the Housing and Human Services Department to improve the City's outreach to unhoused community members.

**Status:** The Fire Department continues to work with the Housing and Human Services Department to improve the City's outreach to unhoused community members.

### DEPARTMENTAL INITIATIVES

#### Office of the Chief

- Obtain the Assistance to Firefighters Grant to fund the purchase of EMS training aids.

**Status:** The grant was applied for and awarded.

- Complete the Commission on Fire Accreditation International (CFAI) 2023 Annual Compliance Report.

**Status:** The annual compliance report was submitted and approved.

- Develop the documents required by the Commission on Fire Accreditation International (CFAI) for re-accreditation. The documents include the Self-Assessment Manual, the Community Risk Assessment/Standards of Cover, and the Department Strategic Plan.

**Status:** All documents required for re-accreditation were submitted on 2/28/2024.

#### Suppression

- Provide training for all Fire Department members to ensure continuity of care when working with the City's new Mobile Crisis Intervention team.

**Status:** The training with the mobile crisis team has been completed.

- Provide multi-jurisdictional swift water training with the Los Angeles Fire Department.

**Status:** The multi-jurisdictional swift water training was completed in January 2024.

- Provide Major Incident Management Simulator Training for all captains and battalion chiefs through the Regional Training Group's Green Cell Division.

**Status:** The simulator training was completed for all three shifts in November 2023.

### **Emergency Medical Services**

- Train with Culver City lifeguards and pool staff on the use of Automated External Defibrillators (AEDs) and Cardiopulmonary Resuscitation (CPR), as well as provide guidance to staff on actions they can take prior to Fire Department arrival to help provide patients with the best outcomes.

**Status:** This training will take place Spring 2024 and will include instruction on the use of the new AED equipment.

- Provide Cardiopulmonary Resuscitation (CPR) training to the public with the goal of training 500 people in hands only CPR.

**Status:** The goal of training 500 people has been met.

- Send two firefighters to paramedic training.

**Status:** Two firefighters were sent to paramedic school and will graduate on 4/16/2024.

### **Emergency Preparedness**

- Complete the update to the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services.

**Status:** The Emergency Operations Plan will be completed and submitted before June 2024.

- Research, purchase and store a cache of disaster supplies in Fire District 3 (Fox Hills).

**Status:** This purchase has been completed and supplies are being stored at Fire Station 3.



## Community Risk Reduction

- Conduct an annual sidewalk Cardiopulmonary Resuscitation (CPR) event for Culver City High School students.

**Status:** Community Risk Reduction is coordinating with school staff on a date for this event.

- Enhance public safety along the Ballona Creek bike path by reviewing and updating the Department's response plan.

**Status:** Community Risk Reduction is working with the Army Corp of Engineers, LA County Public Works, and the City of Los Angeles to create an accepted plan for all parties.

- Digitize all hydrant maintenance records in the Department's records management system.

**Status:** Hydrant maintenance records have been digitized through the First Due records management system.

## Telecommunications

- Upgrade the Public Safety Conventional repeater equipment. Existing repeaters are over 15 years old and no longer supported.

**Status:** Telecom is in the process of coordinating this upgrade with ICI Systems.

- Coordinate with Interagency Communications Interoperability (ICI) System's management to source environmental monitoring and security camera equipment for Culver City's radio tower site building.

**Status:** This will be delayed due to lack of available standardized components from the selected vendor.

# PLANNING AND DEVELOPMENT DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### ADMINISTRATION DIVISION

- Prepare department budget, administer department contracts, manage workflow and financial administration for four Divisions.

**Status:** Ongoing management of department budget and contracts.

- Continue working with the IT Department on electronic digitization of department files.

**Status:** Ongoing progression of digitizing Building Safety Division records and commence project in the Current Planning Division next fiscal year.

- Work with the IT Department on implementation of AB2234 (State Assembly Bill requirement to streamline review of building permits, including online permits and electronic plan review), technology upgrade for the Building Safety and Current Planning Divisions.

**Status:** Ongoing. Hardware upgrade completed in the Building Safety and Current Planning Divisions.

- Continue collaboration with the Building Safety Division on implementation of online payments, expand online permitting, area improvements.

**Status:** Ongoing. Part of implementation of AB2234.

- Continue collaboration with the Building Safety Division on implementation of Soft Story Seismic Ordinance Phase III including issuing public notice and order to comply, coordinate landlord appeals and tenant relocation with Housing and Homeless Services (HHS) as necessary for retrofit work.

**Status:** Notices mailed to property owners in Priority 1 and 2 Areas during October 2023 and March 2024. Community information meetings were conducted and can be accessed on the Building Safety Division webpage. An application with FEMA for the Hazard Mitigation Grant Program (HMGP), which could potentially provide additional funding, will be submitted by June 2024.

- Continue implementation of Phase II Reach Code amendment to potentially mandate building electrification within the City.

**Status:** Ongoing. Reach Codes will be advanced during the next Building Code adoption cycle.

- Collaborate and assist Divisions with special projects or studies, including the City-wide Fee Study update.

**Status:** Ongoing. Working with the Building Safety Division, Current Planning Division, and Finance Department on the City-wide Fee Study.

- Provide development project updates via City website and social media. Update the Department and Division webpages as necessary.

**Status:** Ongoing updates to Department webpages as necessary.

- Continue coordination with City Clerk on Agendas, public outreach, and record retention.

**Status:** Ongoing weekly meetings with the City Clerk for agenda reports, updates on progress of digital records in the Building Safety Division.

- Continue to assess and improve departmental processes and procedures.

**Status:** Ongoing.

### **ADVANCE PLANNING DIVISION**

- Adopt General Plan Update (GPU) – Complete the General Plan Update and required CEQA analysis. General Plan Update will be reviewed for adoption by Planning Commission and City Council.

**Status:** Ongoing. Public Draft General Plan was released September 2023, with five outreach meetings and two public meetings. The Draft EIR is under development and scheduled for release in March 2024.

- GPU Grant Funding – Utilize Local Early Action Planning grant to complete the Sepulveda Corridor Affordable Housing Feasibility Study. Seek new grant funding opportunities to implement the General Plan.

**Status:** Completed and ongoing. Final reimbursement and project close out have been submitted for the Sepulveda Corridor Affordable Housing Feasibility Study, which was used to inform the General Plan land use strategy. New grants were applied for and awarded for the Fox Hills Specific Plan, however awarding

of funds was put on hold and may be cancelled due to state budget restrictions.

- State Planning Law Compliance – Ensure the City complies with the latest state planning and housing related laws

**Status:** Completed and ongoing. Staff consulted with the City Attorney’s Office and worked with consultants to develop regulations and studies to comply with state planning laws.

- Mobility Coordination – Continue coordinating with the Public Works and Transportation Departments on mobility initiatives. Relevant projects include developing a Transportation Demand Management (TDM) ordinance, implementing the Short Range Mobility Plan, monitoring and updating the Travel Demand Forecast Model (TDFM), and other projects as needed.

**Status:** Ongoing. Advance Planning Staff continues to coordinate with Public Works and Transportation Departments regarding future planning initiatives, including the forthcoming Fox Hills and Hayden Tract Specific Plans.

- Ballona Creek Revitalization (BCR) – Continue to collaborate with the Office of Economic Development Department to support the Public Works Department in the Greening the Greenway project and other initiatives that arise related to revitalizing the creek.

**Status:** Ongoing. Consulted with the Public Works and Office of Economic Development Departments in preparing the Draft General Plan goals, policies, and implementation actions related to Ballona Creek.

- Government Coordination – Continue to meet with other government agencies to coordinate on issues related to the City. Agencies include: Housing and Community Development (HCD), Office of Planning and Research (OPR), Southern California Association of Governments (SCAG), Westside Cities Council of Governments (WSCCOG), Los Angeles City/County, and other regional and local governments.

**Status:** Ongoing. Participated in all WSCCOG meetings. Participated in briefing meetings for City Council members.

- General Plan and Housing Element Annual Progress Reports – Prepare reports for approval by City Council and submit to the state by April 1st every year.

**Status:** Completed and ongoing. Submitted adopted 2022 Housing Element and General Plan Annual Progress Reports to HCD and OPR.

- Zoning Code Update – Update the City’s Zoning Code to implement the General Plan. Updates include developing new zones with adequate height to allow higher residential densities, updating land use tables to include modern uses (ghost kitchens, EV charging stations), updating supportive and special needs housing regulations to comply with state housing law, and preparing an affordable housing ordinance.

**Status:** Ongoing. Prepared Zoning Code Framework and presented at City Council and Planning Commission meetings.

- Implement the Housing Element – Carry out the implementation measures in the adopted Housing Element, including: apply for the HCD Pro-Housing Designation, study affordable housing tools to consider for adoption, study removing height limit, and monitoring the Adequate Sites Inventory as development occurs to ensure we are meeting our Regional Housing Needs Allocation (RHNA).

**Status:** Ongoing. Updated Adequate Sites Inventory and investigated processes for building height modifications.

- General Plan Implementation – After the General Plan is adopted, carry out implementation actions. Priority actions include establishing regulations to guide development in the special study areas, such as the Hayden Tract and Fox Hills neighborhoods.

**Status:** Ongoing. Began preliminary work. A state grant was awarded (and subsequently put on hold) for development of the Fox Hills Specific Plan. RFPs are being prepared to retain consultants for these specific plans.

- Noise Study – Establish noise thresholds for CEQA.

**Status:** Not Started. Work on this item has been put on hold pending the General Plan adoption and prioritization of future projects.

## **BUILDING SAFETY DIVISION**

Continue to provide the core services of the Building Safety Division:

- Process permit applications.
- Issue construction permits.
- Coordinate interdivisional workflow and routing of plans to various City Divisions.
- Conduct plan reviews for building code and municipal code compliance.
- Perform inspections for building code and municipal code compliance.
- Facilitate with processing business licenses.
- Provide property record reports to real estate transactions.

- Provide documents for Public Records Requests.
- Assist the Current Planning Division on discretionary project reviews.
- Collect fees associated with building permits such as school fee, sewer facility fees, in-lieu Parkland fee, Art in Public Places fee, Development impact fee, etc.

**Status:** Ongoing. Building Safety processed 2,150 permit applications, issued 2,100 permits, coordinated 1,750 submittals, conducted 1,750 plan reviews, performed 6000 inspections, assisted with 300 business licenses, provided 200 property records reports, assisted with 125 Public Records Requests, and assisted with 2100 customers at the public counter.

- Continue to collaborate with the IT Department on the expansion of Accela online permitting and inspection capabilities.

**Status:** Ongoing. Continue working with the IT Department on Accela Citizen Access (ACA – public access to online services). Online permitting processes are in the development and testing phase.

- Continue to collaborate with the IT Department on the testing and implementation of an electronic plan check software.

**Status:** Ongoing. Electronic plan check software selected and is being integrated with ACA.

- Continue to enhance information on the Building Safety webpage such as sample applications and permits for residential projects.

**Status:** Sample applications and permits are added to the webpage.

- Implementation of the Virtual Permit Center:

- Creation of a centralized Virtual Permit Center (VPC), for the building permitting process encompassing electronic permit application submittals, electronic plan check, electronic workflow, electronic permitting, virtual appointments, and ACA. ACA will include inter-departmental application processes for selected types of permits to simplify and coordinate permitting among various Divisions and Departments in development services to improve customer services.

**Status:** Ongoing. Electronic plan check software selected and is being integrated with ACA. Processes are in the development and testing phase. Equipment upgrade is complete.

- The VPC may be augmented with an in-person point of interaction such as a kiosk or public computer workstation to query records and process information.

**Status:** A workstation has been added to the low public counter.

- Refine and implement Permit Tech rotation training schedule.

**Status:** Ongoing. Schedule will be refined and implemented next year.

- Continue adoption and implementation of Phase II (Electrification) “Reach” Building Code Amendment to establish more energy efficient City Building standards.

**Status:** Reach Codes will be advanced during the next Building Code adoption cycle.

- Continue implementation of Soft, Weak, Open-Front (SWOF) Ordinance for mandatory Soft Story Seismic Retrofit Program.

**Status:** Mail notices sent out to property owners in Priority 1 and Priority 2 Areas, Community Meetings held in October 2023 and March 2024. Applying for FEMA’s HMGP grant.

- Construction coordination for 11141 Washington Assisted Living Facility, Apple/Crossing, 11111 Jefferson (Culver Oasis), and 8511 Warner.

**Status:** Projects are at varying stages. 11141 Washington Assisted Living Facility nearing completion and Apple/Crossing starting construction.

- Continue FTE Staff Recruitments – 2 Building Inspectors and Permit Tech II.

**Status:** Recruitment for 3 Building Inspectors is underway and the Permit Tech II position has been filled.

- Continue digitization of building records.

**Status:** 61,041 permit documents containing 533,372 images are scanned. 57,000 large scale plan documents and 13,000 associated standard letter sheets are scanned. Actively scanning 18,000 large scale plan documents and continue to package final documents for scanning.

- Continue to collaborate with the Finance Department on the City-wide Fee Study Update.

**Status:** Ongoing. Building Safety Division is working with the Finance Department as part of a City-wide Fee Study

- Work with Current Planning Division on the development of an ADU Handbook

**Status:** The ADU Handbook is available on the City’s webpage.

- Recruitment: Soft Story Seismic Program Limited Full-time staffing: 1 additional Plan Check Engineer, 1 additional Building Inspector.

**Status:** Plan Check Engineer position filled and Building Inspector recruitment is open.

- Expedited Solar Permitting, explore CALapp grant and SolarAPP+.

**Status:** Awarded a CALapp grant and studying software integration and development.

### **CURRENT PLANNING DIVISION**

- Provide core Division work including providing general information, preparing property reports, zoning confirmation letters, application and project reviews for licenses and permits, plan checks, public notices, and discretionary permits. Process zoning code text amendments and conditions of approval updates as needed. Review proposed development projects and environmental documents in adjacent jurisdictions for potential impacts to Culver City. Participate in regional/sub regional planning efforts with Southern California Association of Government (SCAG), County of Los Angeles, and Westside Cities activities. Assist in preparation of Environmental Review documents, and studies as needed interdepartmentally and regionally. Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.

**Status:** On track to complete annual projections:

- Assisted 864 in-person/customer visits at the public counter
- 199 property reports were completed
- Prepared: 22 zoning confirmation letters, 13 covenants, 2 zoning clearance letters, 44 address assignments, 6 Temporary Use Permits (TUPs), 1 lot line adjustment and 1 historic preservation certificate
- Reviewed 463 applications for business licenses, special events, sign, and fence permits.
- Conducted 741 Building and Engineering plan checks
- Managed 58 Discretionary Permits consisting of, but not limited to: Master Sign Programs, Use Permits, Site Plan Reviews, Subdivisions, Zone Changes, General Plan Amendments, Planned Developments, Comprehensive Plans, and associated Preliminary Plan Reviews, Public Notices and Environmental Analysis
- Zone Text Amendment clean-up was completed February 2023



- Zoning Code Amendment to comply with direction from the California Department of Housing and Community Development on Accessory Dwelling Units was completed in October 2023.
- Continue staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

**Status:** Ongoing as opportunities are identified. Current Planning staff attended the California APA Conference in October 2023, and attended the UCLA Annual Planning and Land Use Conference in January 2024

- Provide publicly accessible and user friendly information online for public use to look up zoning information, development requirements, information on current projects, improved information on application requirements and filling out forms and submitting online applications. Enhanced reporting and use of Accela permitting software for application submittal and tracking. Transition to electronic plan review, inspections, and virtual appointments.

**Status:** In collaboration with IT, all PDFs are being reformatted to comply with accessible regulations. In addition, applications are being formatted for online submittal (ACA). Fence, Sign, Temporary Use Permit, Temporary Sign, Address Assignment, Outdoor Dining (on private property) AUP application, and the Preliminary Project Review (PPR) applications are available for electronic submittal. Ongoing collaboration with GIS staff to update Zoning maps-with the goal of being accessible by the public. Ongoing collaboration with the IT Department to improve the planning webpage and improve case tracking using the Accela permitting software including identifying and preparing for plan review software integration.

- Department wide Fee Update

**Status:** Ongoing. The Current Planning Division is working with the Finance Department as part of a City-wide Fee Study.

- Traffic Demand Management (TDM) – The Current Planning Division is participating in the development of a Citywide Transportation Demand Management (TDM) Plan Request for Proposal (RFP) to update the existing TDM Ordinance.

**Status:** The Current Planning Division participated in the RFP process to select the firm that is researching TDM measures and potential implementation as part of a TDM Ordinance. The Transportation Department is the lead in the effort. Current Planning staff continues to support Transportation staff in their effort by providing information, feedback, and attending meetings.

- Support prioritized City-wide Mobility Initiatives with Transportation and Public Works Departments as outlined in Short Range Mobility Plan.

**Status:** The Current Planning Division continues to support this effort by initiating and guiding private development to support the efforts through the new development process and project design.

- Implementation of Oil Well Ordinance and Inglewood Oil Field settlement.

**Status:** The Current Planning Division staff attended meetings and actively participated in the settlement agreement. Staff is the primary contact for the ongoing verification process with state agencies on well closures. Staff continues to work in collaboration with the City Attorney's Office and the City's technical consultants on implementing the ordinance.

- Instituted as On-Call Consulting lists through an RFP process.

**Status:** Completed an RFP process to select the firms available for contracting with the City on various projects. Individual contracts will be executed as needed.

- Accessory Dwelling Unit (ADU) Prototype Plans and ADU Handbook

**Status:** The Current Planning Division engaged a consultant and worked with them on the production of an ADU Handbook and nine pre-approved ADU plans (three layouts in three architectural styles) to facilitate the construction of ADUs. These tools are available on the City's website.

- Text Amendments:

1. Municipal Code Chapter 15.10 Subdivisions (Condominium and Townhome Subdivision)

**Status:** This effort will be part of a larger Municipal Code Amendment in which Chapter 15.10 Subdivisions of Title 15: Land Use is amended. The RFP was released last year and a consultant was selected. The work began in Summer of 2023. It is anticipated that this work may take approximately 12-18 months to complete.

2. Affordable Housing Incentive Program/Overlay

**Status:** In progress. Efforts began last year but need to be informed by, and thus follow closely, the Zoning Code update.

3. Conform Code Requirements to State Law

**Status:** Ongoing. Scheduled activities to commence are a Comprehensive Zoning Code Update to implement the Housing Element and anticipated Land Use Element and an Amendment to the Subdivision Chapter of the Municipal

Code.

4. Complete Mixed Use Residential Streamlining (including residential and mixed-use design standards)

**Status:** In progress. This has been determined to be part of a larger effort that will include Residential Objective Design Standards for Multi-Family and Mixed-use Development. Efforts began last year, but need to be informed by, and thus follow closely, the Zoning Code update.

5. Parkland In-Lieu Fee Study

**Status:** The Current Planning Division is working with the Finance Department, and it was determined it will be part of the larger Fee study.

6. Sign Code Update: Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. In collaboration with City Attorney's Office.

**Status:** In progress. The Current Planning Division selected a consultant in late 2023 and work has commenced. The City Attorney's Office will review the draft ordinance to ensure compliance with all state and federal legislation.

7. Off-site Sign Code Amendments: Exploration of off-site signage/advertising regulations, digital kiosks, and related policy impacts and recommendations. In collaboration with the Office of Economic Development Department and the City Attorney's Office.

**Status:** In progress. The Current Planning Division participated in the RFP process led by the Office of Economic Development Department and continues to support them by providing information, feedback, and attending meetings.

8. Number Permit Extensions Allowed (Chapter 17.595)

**Status:** Deemed not frequent enough to necessitate a change; removed from work plan.

# PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

## GOALS FOR FISCAL YEAR 2023/2024

### Continue to Maintain an Effective Workforce

1. The short-term (1 year) objective is
  - a) Continue providing staff with the tangible and intangible skill sets and resources needed to be successful and effective on the job.
2. The action steps are
  - a) The Department's Pipeline to Progress Series offers mandatory trainings in leadership, customer service, community engagement, management, conflict resolution, cultural competence, mental health, and program design. These trainings offer specific opportunities for part-time staff to build connections and train with other part-time staff and full-time staff to learn from the experiences from their colleagues.
  - b) Standardize the ongoing opportunities for patrons to provide feedback on staff performance, programs, and park facilities by creating a specific workflow and action plan for receiving and communicating feedback. The feedback will be evaluated by the Division and Department Heads for review and consideration, which is currently happening on a monthly or quarterly basis by management.
  - c) With new staff currently in the works to be on-boarded, staff will continue to analyze the department's work balance and restructure if necessary. Staff may be reassigned to different program areas. Prior to the reassignment, staff will be trained and provided with all the tools needed to be successful in their new role. The restructure will allow for an effective workflow.
3. The human and financial resources necessary to accomplish these action steps will be
  - a) Existing staff will be reassigned to different program areas. Additional trainers will be necessary to accomplish these action steps.
4. The timeframe for the action steps is July 2023 through June 2024.
5. The indicator for success will be improvements in staff performance as measured by both formal and informal evaluations made by patrons and supervisory staff. The department plans to continue to collaborate with other departments on shared areas of concerns to build relationships, strengthen our communication, and improve staff's interpersonal skills.

## FISCAL YEAR 2023/2024 WORK PLANS

- **Parks and Recreation Facilities Master Plan:** Hire a consultant to work with the community and staff in producing an update to, and extension of, the 2009 Parks and Recreation Master Plan. The Master Plan will comply with, and conform to, State of California Planning Law for the purpose of being incorporated as the “Parks and Recreation Element” of the City of Culver City’s General Plan. It will include an evaluation of the condition of the City’s parks and recreation facilities and the priority of each need in relation to the others. Extensive community outreach will be done. Based on this feedback, a 20-year vision for the future of Parks and Recreation will be created. It is anticipated that the Master Plan will be reviewed annually with major revisions and updates undertaken every five years or as the community’s socio-economic conditions would so dictate.

**Status:** A consultant has been hired and a kickoff meeting took place on February 7, 2024, with Parks, Recreation and Community Services staff. Site visits for each of the parks with the consultant took place on March 4 and March 5, 2024. This work plan has been incorporated into the 2024-2025 work plans with an anticipated completion date of March 2025.

- **CityRide (Senior Mobility) Services (collaboration with Transportation):** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Community Services Division of the Parks, Recreation and Community Services Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and reached out to other transit programs. Staff will use this feedback and input to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, and educations of our residents in the use of alternative mobility services. The tentative goal is that by FY 24-25 there will be a soft rollout of adapted services, depending on staffing and vehicles available in the coming months and years. Core Services of the reimagined Senior Mobility Services Program would be: 1) medical appointments 2) field trips (ex: weekly pickup on Tuesday at 2 PM to go to grocery store) 3) Senior on demand door-to-door service.

**Status:** This work plan was placed on hiatus due to staff changes in Transportation. It has been incorporated in the 2024-2025 work plans in order to be completed.

- **Community Outreach, Marketing, and Recruitment:** Due to part-time staffing shortages in the FY 2022/2023, staff will continue to focus on community outreach, marketing, and recruitment. Staff will develop a plan that provides awareness of all PRCS programs and special events to the community at large. The plan will

include internal and external marketing strategies and effective community outreach methods. Working with HR, staff will continue to pursue best recruitment practices focusing on part-time positions, such as lifeguards and recreation leaders.

**Status:** This is an ongoing work plan for the Parks, Recreation and Community Services Department.

- **Community Engagement through Volunteerism:** To create more opportunities for patrons to be truly engaged in their community, PRCS will expand the volunteer program. This more extensive program will allow patrons to assist with special events, recreation programming, and cultural activities. College and high school students will be able to complete their internships/volunteer hours in the PRCS volunteer program.

**Status:** This is an ongoing work plan for the Parks, Recreation and Community Services Department.

- **Parks and Facilities Rental Procedures:** Utilizing the information from the Park Allocation Work Plan from FY 22-23, PRCS will ensure the Parks and Facilities rental procedures are streamlined and up to date. Staff will research best practices in the industry and begin revamping the rentals process, including modifying the PRCS parks and facilities rental webpage, updating and removing procedures, scheduling staff trainings, and creating new forms and evaluations on patrons' experiences. The goal is to make the rentals process more transparent and efficient by employing faster and simpler working methods.

**Status:** Updated Field Allocations and Rental Procedures for both Veterans Memorial Complex and the Plunge have been drafted and reviewed by staff. These procedures and guidelines are set to go to the Parks, Recreation and Community Services Commission in April and to City Council afterwards.

- **AB-1881 Model Water Efficient Landscape Ordinance (MWELo):** The Parks Division will continue upgrading citywide irrigation systems to ensure AB-1881 compliance. Staff will work with an irrigation consultant to review and evaluate the department's current system and partner with the departments of Public Works and Planning to ensure MWELo annual report is completed. Working with the IT Department and Calsense, staff plans to upgrade the Calsense Central Controllers throughout the City.

**Status:** Basic maintenance has taken place throughout the current fiscal year. This work plan has been incorporated into the 2024-2025 work plans in order to secure funding for a consultant.

- **Bleacher Replacement Schedule:** PRCS staff will develop an evaluation tool for bleachers in the park system including a repair and replacement schedule. This

tool will offer a comprehensive approach to how the Parks Division views its resources and the impact they have in the community.

**Status:** The Parks, Recreation and Community Services Department is on track to have the schedule completed by the end of the fiscal year.

- **Adult Sports Program:** PRCS Staff will build a foundation for the future implementation of an in-house Adult Sports Program. This foundation will include general rules and regulations, fee analysis including a survey for surrounding cities, equity and inclusion plan, analysis of staffing needs, and an operating budget. Areas which the department may consider evaluating include recruitment of officials and scorekeepers, code of conducts, coaching workshops, and team manager meetings. After implementing the foundation, the Adult Sports Program test program is tentatively scheduled to take place during the fiscal year 2024-2025.

**Status:** This work plan has been rethought by Parks, Recreation and Community Services management and a redefined work plan focused on a pilot program for youth sports has been incorporated into the 2024-2025 work plans.

- **Parks Maintenance staff tools:** Parks Maintenance will purchase electronic tablets with cell service to help staff be more efficient in the field. These tablets will be able to take pictures and staff will be able to upload them immediately to the work order system. They will be useful in tracking graffiti, work orders, staff time spent on projects, etc.

**Status:** This work plan was cancelled due to complication with network service for the tablets.

# CITY ATTORNEY

## FISCAL YEAR 2023/2024 WORK PLANS

- **General Legal Assistance:** Provide legal assistance and advice to City Council, Commissions, Boards and Committees and all City Departments on a wide variety of topics/issues; provide legal assistance to other Departments relating to their respective Work Plans, including preparation/review of related ordinances, resolutions, agreements and other documents; and provide legal assistance, advice and review of records in response to Public Records Act requests.

**Status (a/o 03/01/2024): Ongoing.** The City Attorney's Office continues to provide legal assistance and advice to City Council, Commissions, Boards and Committees and all City Departments on a wide variety of topics/issues. Our Office also continues to prepare and/or review a wide variety of legal documents, including ordinances, resolutions, agreements and other documents relating to a multitude of projects, topics and issues. A significant amount of time is also spent assisting the City Clerk's Office and all departments with the processing of public records requests. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Litigation and Claims:** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City. In conjunction with the Housing and Human Services Department – Enforcement Services Division, and the Planning and Development Department, proactively enforce the CCMC through civil litigation or other remedies.

**Status (a/o 03/01/2024): Ongoing.** The City Attorney's Office continues to review, process and provide a disposition of each claim that is filed with the City and manages all pending litigation. In addition, the Office assists Departments with responding to subpoenas in third-party litigation matters. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **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 in June 2023, during the last quarter of FY 22-23. It is anticipated our Office will be conducting additional training for staff related to the Public Records Act and the Brown Act, as well as a claims and litigation training with Department liaisons.

**Status (a/o 03/01/2024): Completed and ongoing.** The AB1234/Brown Act/Conflict of Interest Training was held virtually on June 29, 2023. This training is conducted annually in June of each year, and as needed, after new appointments are made to the various City commissions, boards and committees. The next training will be held in June 2024. It is also anticipated that our Office will conduct claims and litigation training with Department liaisons during the last quarter of FY 23-24. Additional training will be held as needed. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]



- **Oil Drilling:** (1) Implementation of the Amortization Program for the IOF; (2) Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD) and related study groups, including Health Working Group (HWG), Health Assessment Steering Committee, County Health Assessment Advisory Panel (CHAAP) and review related to proposed Amendments to the CSD; (3) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; (4) Los Angeles County & City of Los Angeles collaborative partnership for the Just Transition Task Force (JTTF) addressing transition away from urban oil drilling; and (5) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e. fracking, air and water quality, health, setbacks, etc.). (Joint project with Planning and Development Department.) [2018 Strategic Plan Reference: Goal: Transform Inglewood Oil Field; Objective: Create a vision for future use of the Inglewood Oil Field; Initiative: Conduct Amortization Study.]

**Status** (a/o 03/01/2024): **(1A) Completed.** On October 25, 2021, the City Council adopted the Oil Termination Ordinance to resolve nonconforming oil and gas uses throughout the City and require their removal within a five-year time period; **(1B) Completed.** On December 7, 2023, the City and Sentinel Peak Resources executed a Settlement Agreement, which addresses the Ordinance as applied to Sentinel, serves as the Termination Program and Schedule for the City IOF and requires the plugging and abandonment of all oil and gas wells and termination of all oil and gas operations, including remediation and restoration of oil use premises, within the City by 2029; **(1C) In progress.** Monitor and oversee implementation of the Settlement Agreement including coordination with Sentinel Peak to ensure compliance and as needed related to protocols with entities that will be responsible for regulating the termination activities (i.e., California Geologic Energy Management Division "CalGEM"); **(2) Ongoing.** Regular attendance at CAP meetings for the Baldwin Hills CSD and ongoing review of compliance reports and oil field activity within the CSD. Participation with the CAP Health Working Group (HWG), the CHAAP and tracking of the County's Baldwin Hills Community Health Assessment Study, and monitoring, review and comment of the County's CSD Amendment process initiated Spring 2023; **(3) Ongoing.** Regular attendance and participation with Phase 2 of the Los Angeles City/County JTTF; **(4) Ongoing.** Regular coordination with the CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2026; and **(5) Ongoing.** Staff continues to monitor and, when applicable, comment on and participate in workshops/meetings relating to, federal, state and local agency regulations regarding to oil drilling operations (i.e., fracking, air and water quality, health, setbacks, etc.).

- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY 23-24. (Joint Project with City Manager's Office and City Clerk's Office.)

**Status** (a/o 03/01/2024): **Partially completed and ongoing.** Staff from the City Manager's Office, City Clerk's Office 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. Several policies (approximately 24) involving various subject matters have been reviewed and revised to date, four of which

were completed thus far in FY 23-24. Subcommittee and staff will continue to review Policies throughout FY 23-24 and 24-25.

- **Telecommunications Applications Processing:** Assist the Public Works Department and Planning and Development Department – Current Planning Division with the processing of wireless antenna applications in a manner that complies with the related federal time limitations. Monitor state and federal telecommunications law and regulations.

**Status (a/o 03/01/2024): Ongoing.** Continue to assist the Public Works Department and the Planning and Development Department – Current Planning Division with the processing of wireless antenna applications in a manner that complies with the related federal time limitations for these applications. City Attorney’s Office also continues to monitor federal and state telecommunications laws and regulations. [Note: With the City Manager’s/Finance Department’s change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:** Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department, City Manager’s Office and City Clerk’s Office.)

**Status (a/o 03/01/2024): Partially completed and ongoing.** A Working Group, consisting of staff from the City Manager’s Office, IT Department, City Clerk’s Office and City Attorney’s Office working to prepare Administrative Policies and Procedures for an employee use of social media policy. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities to inform staff’s update of the City’s current policies. Given recent trends in use of artificial intelligence (AI), the Team is also reviewing what other cities are doing to determine whether an AI policy will be recommended as well. Due to other City Council-directed priorities, these two items have been delayed and it is now estimated these projects will be completed during 4th quarter of FY 23-24 or 1st quarter of FY 24-25.

- **Pipeline Franchise Renewals:** Review and update the City’s three remaining oil pipeline franchises, using the Torrance Valley franchise agreement (updated in FY 21-22) as a template. (Assist City Manager’s Office.)

**Status (a/o 03/01/2024): Ongoing.** The City completed the new franchise agreement with Torrance Valley Pipeline on June 28, 2021. The City Attorney’s Office will continue to assist the City Manager’s Office with revisions to the remaining three oil pipeline agreements to be in alignment with the provisions of the Torrance Valley Pipeline agreement. [Note: With the City Manager’s/Finance Department’s change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code, including efforts to streamline review smaller scale residential projects. Review Zoning Code for

needed amendments to conform to State Law. Amendments will be considered throughout FY 23-24. (Assist Planning and Development Department.)

**Status** (a/o 03/01/2024): **Ongoing.** Working in partnership with the Planning and Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during FY 13-14 and has continued through FY 23-24. Thus far in FY 23-24, staff has brought forward amendments to the ADU ordinance and revisions to the R1 zoning standards. Additional amendments will continue in FY 24-25, including, but not limited to, the Sign Code update (discussed in a separate work plan). [Note: With the City Manager's/Finance Department's change to the current Work Plan process, the as-needed zoning code updates, which are considered to be day-to-day operations, will not be included in the FY 24-25 Work Plans and going forward.]

- **General Plan Update:** The City Attorney's Office will continue to assist the Planning and Development Department – Advance Planning Division in reviewing and revising the draft General Plan Elements .

**Status** (a/o 03/01/2024): **In progress.** Thus far in FY 23-24, the City Attorney's Office has provided legal assistance to the Advance Planning Division regarding the General Plan Elements, the Comprehensive Zoning Code Update and the Draft EIR. This work will continue in FY 24-25 leading up to the proposed certification of the EIR and adoption of the General Plan and Zoning Code Updates in the fall of 2024. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **LAX/FAA Overflights and FAA Regulations:** The City Attorney's Office will continue to advise and assist the LAX/FAA Ad Hoc Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, which are ongoing, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Our Office will also work with the Subcommittee as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). The City Attorney's Office will continue to monitor the FAA's progress as it conducts its court-mandated environmental study related to the changes to three flight paths that were the subject of the lawsuit filed by Los Angeles in 2019 and joined by Culver City. Our Office will also continue to assist where necessary with the Subcommittee's work through national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts.

**Status** (a/o 03/01/2024): **In progress and ongoing.** The City Attorney's Office will continue to assist the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, monitoring the LAX Specific Plan expansion project and submitting comments on the various documents released to the public for review and comment; monitor new and proposed development adjacent to LAX, and the proposed transit facility. Our Office will also work with the City Manager's Office as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). We are also commenting on, and monitoring the response to, the FAA revisions to its Civil Aviation Noise Policy. In the absence of a federal lobbyist, our Office assists where necessary with the City's work through

national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts. A decision was rendered by the Ninth Circuit in the City's litigation against the FAA related to the implementation of changes to three flight paths that impact the City, without required environmental review under the National Environmental Policy Act as well as other Federal statutes. The litigation was commenced by the City of Los Angeles in June 2019, and Culver City intervened in July 2019. The Court ruled in favor of Los Angeles and Culver City, and ordered the FAA to conduct the appropriate environmental study of the changes to the three flight paths. On February 20, 2024, in response to the Court's order, the FAA released the final environmental review and categorical exclusion/record of decision document for amendments to various arrival routes at LAX, which is currently under review by the City Attorney's Office, the City Manager's Office and the City's litigation counsel.

- **Municipal Fiber Network:** Assist Information Technology Department as needed.

**Status** (a/o 03/01/2024): **Ongoing.** The City has continued to work with Onward to identify and market to new customers. Onward has increased their customer base and the City also received subscriber revenue from the contractual revenue-share partnership. To date, the City and Onward has completed and is in progress on laterals between the fiber backbone and individual customers. Onward has provisioned and begun providing internet service to City facilities, including the City's Wellness Village, resulting in cost savings to the City. Onward and the City are currently exploring provisioning wi-fi service to City Parks in a cost-effective manner. The City and Onward are also currently exploring new business models to reduce the cost of customer onboarding. City Attorney legal services will continue to be provided, as needed, for drafting and reviewing agreements related to lateral development (property easements and building access agreements), and customer license/service agreements authorizing the use of the network. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Ting Internet's Citywide Fiber Network Project:** Assist the City Manager's Office and the Information Technology and Public Works Departments with the Project as needed.

**Status** (a/o 03/01/2024): **Ongoing.** Ting has completed its Culver City network buildout except for the neighborhood of Blair Hills and Hetzler Road, due to right-of-way access issues with the State of California that are still being resolved. The City and Ting continue to work together on the planning and provisioning of a free public Wi-Fi location at Culver City Park. City Attorney legal services will continue to be provided, as needed, for drafting and reviewing various agreements. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Contracting/Purchasing Ordinance, Policies and Administration Update:** A working group, consisting of Finance, the City Attorney's Office and multiple other Departments, to conduct a comprehensive update of the City's contracting/purchasing ordinance, policies and administration, including evaluation of a contract management system.

**Status** (a/o 03/01/2024): **Partially completed and carryover.** The Working Group identified additional amendments to CCMC provisions that it planned to present in FY 23-24. Due to other City Council-directed priorities, this work has been delayed. Once proposed

amendments are presented to and approved by Council, the project will continue with the procurement template updates for Phase Two into FY 24-25. During the current fiscal year, the Team has conducted a comprehensive review of the City's contract preparation/administration process and purchased a new contract management system (Cobblestone), which is in the implementation phase with an expected completion date prior to the end of FY 23-24.

- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Assist the Office of Economic & Cultural Development – Cultural Affairs Division).

**Status** (a/o 03/01/2024): City Attorney's Office will work with Cultural Affairs Staff to prepare proposed updates to the Historic Preservation Program. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Implementation of CCMC and Bylaws Amendments Relating to LTMB:** Implementation of amendments to the CCMC and LTMB Bylaws regarding LTMB role and new notice provisions for landlords and greater outreach to the public regarding availability of mediation services. (Joint Project with the Community Development Department – Housing Division.)

**Status** (a/o 03/01/2024): **Carryover.** Housing staff and the City Attorney's Office were in the process of taking steps to implement the CCMC and Bylaws amendments adopted in 2019. Due to resources being diverted to the (1) implementation of the Rent Control and Tenant Protections Program, (2) emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, and (3) other City Council-directed priorities since 2022, this work plan has been delayed. In addition, The LTMB has begun discussing expanding the scope of its mediation services and will likely be presenting a recommendation to City Council in FY 24-25. It is anticipated that work, including greater outreach to the public regarding mediation services, will continue and be completed during FY 24-25. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Housing Ordinances and Programs:** Landlord Tenant Mediation Board - Implementation of CCMC Chapter 15.09; interpretation and implementation of the housing statues (SB2, SB35, SB 330, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit); interpretation and implementation of Rent Control and Tenant Protection Ordinances; and interpretation and implementation of SB91. (Assist the Housing and Human Services Department – Housing Division) [2018 Strategic Plan Reference: Goal: Enhance Housing and Homeless Services; Objectives: Decrease homelessness and increase options for affordable housing; Initiatives: Increase transitional housing for homeless families and work with private developers to increase affordable housing.]
- **Status** (a/o 03/01/2024): **In progress and ongoing.** Staff has commenced work on one or more of these projects and the City Attorney's Office is assisting as needed. Thus far

during FY 23-24, the City Attorney's Office has assisted the Housing Division with continued implementation of Rent Control and Tenant Protection Ordinances (see also individual work plan related to this item); continued assistance with the Landlord Tenant Mediation Board (see also other work plans related to LTMB); legal review of the Project Homekey Interim and Permanent Supportive Housing project program guidelines; preparation of license and operations agreements for the lead operator/service provider for Project Homekey; legal review of the implementation of the Safe Camping program guidelines and license and operations agreements and with the lead service provider; review and development of long-term leasing agreements with local motels to implement the temporary housing motel program; review of program participant temporary housing motel program participation agreement; and assistance with implementation of local incentives to enhance affordable housing activities. [Notes: (1) Some of these items have been included in different work plans for FY 24-25; (2) With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan, except as otherwise provided, is considered to be day-to-day operations and will not be included in the FY 24-25 Work Plans and going forward.]

- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Planning and Development Department/Current Planning Division.)

**Status** (a/o 03/01/2024): **Carryover.** Due to other City Council-directed priorities, this project has been delayed. Current Planning hired a consultant in FY 23-24, and it is anticipated that updates will be brought to the City Council in FY 24-25.

- **Sidewalk Vending Regulations:** A proposed Ordinance was introduced to the City Council for a first reading at the City Council meeting of February 13, 2023. Staff is planning to conduct education and outreach prior to bringing the proposed ordinance back for adoption. The City Attorney's Office will also work with the Finance Department to prepare application materials.

**Status** (a/o 03/01/2024): **Completed.** The sidewalk vending ordinance was adopted on October 23 2023. The fees and insurance requirements were established by resolution on January 22, 2024.

- **Micro Kitchens:** Continue to monitor potential amendments to state law, as well as the status of the County of Los Angeles Public Health program, as the County conducts outreach and determines whether to permit residential micro kitchens in Los Angeles County. Potentially assist staff with adopting CCMC amendments should the need arise.

**Status** (a/o 03/01/2024): **Monitoring.** Our Office has participated in multiple calls with Los Angeles County Public Health, and the County continued to conduct outreach to cities to determine whether to allow residential micro kitchens in Los Angeles County. The County staff stated they intend to take the matter to the Board of Supervisors in the first quarter of FY 24-25. City staff and the City Attorney's Office will continue to monitor this matter. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Equity Projects:** Continue to advise and assist the City Council Equity Ad Hoc Subcommittee, Human Resources Department, and the City Manager's Office with equity initiatives in the City, including the implementation of the Racial and Equity Action Plan (REAP), and continue to advise the Equity and Human Relations Advisory Committee (EHRAC).

**Status** (a/o 03/01/2024): **Ongoing.** The City Attorney's Office continues to advise the EHRAC at its meetings, and advise and coordinate with City staff as the EHRAC implements its programs in FY 23-24 and FY 24-25 based on its approved work plan. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Department to revise and update various Civil Service Rules.

**Status** (a/o 03/01/2024): **In progress.** In 2019, an Ad Hoc Subcommittee was appointed by the Civil Service Commission to work on updating certain rules. In FY 23-24, the City Attorney's Office has continued to assist City staff and the current Ad Hoc Subcommittee with work on Rule revisions. This project will continue into FY 24-25. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office will continue to work with the City Manager's Office and Finance Department to implement the ordinance and City regulations, including any legal issues that arise during the application and selection processes for storefront retail establishments, permit applications and renewals for the non-retail businesses, and any enforcement issues that may arise.

**Status** (a/o 03/01/2024): **Ongoing.** The City Attorney's Office has been assisting City staff with legal issues as they arise during the implementation of the ordinance, the application and permit processing, as well as the permit renewal process. The City currently has seven permitted cannabis businesses: one storefront retail cannabis business, three home-delivery businesses, one home-delivery/distribution business, and two manufacturing businesses. Two storefront cannabis businesses remain in the permit application process. Their progress has been slowed by reasons unrelated to the City. The City expects to re-open the non-storefront permit application process for remaining permit slots in mid-2024. During the fiscal year, the City evaluated and ultimately reduced to 0% the cannabis business tax for cannabis distribution companies. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Short-Term Rental Ordinance:** Assist the City Manager's Office and Planning and Development Department with the development of a comprehensive ordinance permitting and regulating short term residential rentals. If approved by the City Council, work with the City Manager's Office and Planning and Development to develop the application process and forms, and a permit review and monitoring program. If needed, assist with the issuance of an RFP for a consultant to assist with permitting, monitoring and enforcement.

**Status (a/o 03/01/2024): Ongoing and carryover.** Continue to assist the City Manager's Office, as needed, with monitoring the collection of transient occupancy taxes (TOT) from hosting platforms. The City continues to collect TOT through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent Rent Control and Tenant Protection Program, which went into effect in October 2020. Subsequently, this project was delayed due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well as other City Council-directed priorities since 2022. Staff met with the City Council Ad Hoc Short-Term Rental Subcommittee in September, 2021, to review the project status and policy direction that was given by the City Council in February 2019. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Rent Control and Tenant Protection Program:** Assist the Housing and Human Services Department – Rent Stabilization & Tenant Protections Division with the implementation and operation of the City's permanent Rent Control and Tenant Protection Program, including the continuing development of guidelines, procedures and forms. [2018 Strategic Plan Reference: Goal: Enhance Housing and Homeless Services; Objectives: Decrease homelessness and increase options for affordable housing.]

**Status (a/o 03/01/2024): Partially completed and ongoing.** The Permanent Rent Control and Tenant Protections Program was adopted by City Council in September 2020 and went into effect in October 2020. During FY 23-24, staff continued with the implementation of the Program and additional guidelines and forms have been completed or are in progress. The City Attorney's Office has assisted the Housing Division with inquiries from landlords and tenants regarding interpretation and enforcement of the regulations, as well as the processing of landlord rent adjustment applications and tenant petitions regarding reductions to housing services. The Rent Control and Tenant Protections webpage has been updated and improved and additional communications, including mailers, brochures, flowcharts, a video, and social media, have been completed or are in progress. Development of additional guidelines and forms are ongoing. It is anticipated that Housing staff will bring forward an update to the City Council in the last quarter of FY 23-24 or in FY 24-25. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **City Manager's Working Group on Homelessness:** The City Attorney's Office will continue to participate in this Working Group led by the City Manager's Office, consisting of staff from the Housing and Human Services, Public Works, Police and Fire Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness.

**Status (a/o 03/01/2024): Ongoing.** The City Attorney's Office continues to advise staff on developing issues pertaining to unhoused persons living in Culver City. This item is ongoing and will be carried over to FY 23-24. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]



- **Park Regulations Update:** Assist the Parks, Recreation and Community Services Department with updates to CCMC Chapter 9.10, Parks, Public Buildings and Property.

**Status** (a/o 03/01/2024): **In progress.** Several amendments to Chapter 9.10 have been reviewed by the PRCS Commission and recommended to the City Council. The Equity and Human Relations Commission reviewed some of the revisions pertaining to use of restroom and similar facilities at the February 28, 2024 meeting, and the completed amendments will be brought to the City Council at the March 11, 2024 meeting. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Evaluation/Dissolution of Committee on Permits and Licenses:** Working group of the Finance Department and the City Manager's and City Attorney's Office evaluated the role and utility of the Committee on Permits and Licenses (COPL) and reviewed the existing interdepartmental workflow to increase overall efficiency. The City Council determined to dissolve the COPL, based on staff's review and evaluation, and the working group will prepare related CCMC amendments for City Council's consideration.

**Status** (a/o 03/01/2024): **In progress.** At its October 24, 2022 meeting, the City Council determined to pursue dissolution of the Committee on Permits and Licenses (COPL), directed staff to draft an ordinance amending relevant provisions of the Culver City Municipal Code (CCMC), and authorized COPL approvals, revocations and other actions to continue to be processed administratively during the interim period. Staff in in the process of evaluating the CCMC to identify necessary code amendments. This is a significant and time-consuming project to ensure an accurate reflection of the City's current permit processes, as well as internal consistency within the CCMC. Staff anticipates returning to City Council with a proposed Ordinance during FY 24-25.

- **AB 917 Ordinance/Video Surveillance Enforcement of Parking Violations in Mobility Lanes:** Once funding is secured by the Transportation Department, assist and advise the Transportation Department and Police Department on a pilot program to place cameras on buses to enforce parking regulations at bus stops, bus-only lanes, and bicycle lanes.

**Status** (a/o 03/01/2024): **Carryover.** The Transportation Department successfully completed a 90-day Proof-of-Concept program in November 2023, providing valuable insights into the feasibility and effectiveness of the proposed surveillance system. Building upon the insights gained from the 90-day Proof-of-Concept program completed in November 2023, the Transportation and Police Departments, in coordination with the City Attorney's Office, are actively engaged in refining the pilot program for optimal implementation. Due to budgetary considerations, there has been a temporary hold on the implementation phase. The Transportation Department is diligently working to secure the necessary funding to resume and successfully execute the program. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **LTMB Recommendation to Expand Scope of Mediation Services** (Assist the Housing and Human Services Department – Housing Division).

**Status** (a/o 03/01/2024): The LTMB commenced discussions regarding expansion of the scope of its mediation services and will likely be presenting a recommendation to City Council in FY 24-25. It is anticipated that work, including greater outreach to the public regarding mediation services, will continue and be completed during FY 24-25. [Note: With the City Manager's/Finance Department's change to the current Work Plan process, this Work Plan (considered to be day-to-day operations) will not be included in the FY 24-25 Work Plans and going forward.]

- **Project Homekey** (Assist the Housing and Human Services Department – Housing Division).

**Status** (a/o 03/01/2024): **Completed with ongoing operational needs.** In FY 23-24 the City Attorney's Office drafted license agreements and operations agreements for the Project Homekey sites. In addition, the City Attorney's Office and Housing and Human Services (HHS) staff developed City policies for City staff and the site operator's use. [Note: For FY 24-25, this Work Plan has been incorporated into the separate Local Emergency on Homelessness Work Plan.]

- **Safe Camping** (Assist the Housing and Human Services Department – Housing Division).

**Status** (a/o 03/01/2024): **Completed with ongoing operational needs.** FY 23-24 the City Attorney's Office drafted operation agreements and various additional contracts to support the Wellness Village. In addition, the City Attorney's Office and HHS staff developed City policies for City staff and the site operator's use. [Note: For FY 24-25, this Work Plan has been incorporated into the separate Local Emergency on Homelessness Work Plan.]

- **Temporary Housing Motel Program** (Assist the Housing and Human Services Department – Housing Division).

**Status** (a/o 03/01/2024): **Completed with ongoing operational needs.** In FY 23-24 the City Attorney's Office negotiated and drafted occupancy agreements for the long-term motel sites. In addition, the City Attorney's Office and HHS staff developed City policies for City staff and the Motel operator's use. [Note: For FY 24-25, this Work Plan has been incorporated into the separate Local Emergency on Homelessness Work Plan.]

- **Camping Prohibited in Public Places Ordinance** Work with the City Manager's Office, Public Works Department and Enforcement Services Division regarding implementation of the Ordinance.

**Status** (a/o 03/01/2024): **Completed with ongoing implementation needs.** Support Public Works Department, Enforcement Services Division, and Housing and Human Services Department in preparing for site cleanings. Legal review of pending cases involving camping ordinances. [Note: For FY 24-25, this Work Plan has been incorporated into the separate Local Emergency on Homelessness Work Plan.]

- **Local Emergency on Homelessness** During the pendency of the Local Emergency on Homelessness proclaimed on January 3, 2023 and ratified by the City Council on January 9, 2023, the City Attorney's Office will assist the City Manager in his capacity as the Director of Emergency Services and advise the City Manager's Office and City staff on legal matters pertaining to the implementation of the local emergency.

**Status** (a/o 03/01/2024): **Ongoing.** Since the proclamation of the Local Emergency, the City has achieved the following: (1) implemented the Safe Sleep Program to serve up to 40 unhoused neighbors in 20 tents (suites); (2) implemented the Motel Master Leasing Program which will provide 64 motel rooms for temporary interim housing and includes three daily meals; (3) fast-tracked the hiring of staff for the Mobile Crisis Intervention Unit and acquisition of a van for the Unit; (4) completed the two Project Homekey facilities; and (5) conducted 53 Care and Service Days that provide cleaning and debris removal as well as outreach services to locations throughout the City where the unhoused congregate. The City Attorney's Office has assisted, and will continue to assist, City departments with all aspects of addressing the local emergency, as described in other Work Plan items listed above.

- **Meeting Procedures, Guidelines and CCMC Updates**, including decorum, rules of order, and public participation (Joint project with the City Clerk's Office)

**Status** (a/o 03/01/2024): **In progress.** The City Attorney's and City Clerk's Offices anticipate bringing an agenda item to City Council for discussion and direction in early 4th quarter of FY 23-24

# PUBLIC WORKS DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### DEPARTMENT MISSION

It is the Public Works Department’s mission to use professionalism, dedication, and teamwork to provide quality services for efficient and effective design, construction, and maintenance of Culver City’s facilities and infrastructure; oversee the City’s mobility program in the areas of active transportation, traffic, and parking; deliver refuse and sewage removal services; and manage the City’s environmental programs for sustainability, energy efficiency, recycling and waste reduction, and water quality in order to enrich the quality of life for the community.

### DEPARTMENT DESCRIPTION

The Public Works Department is responsible for providing engineering services to the public and other Culver City departments; managing capital improvement projects throughout the City; overseeing the City’s traffic and active transportation programs; providing maintenance and repair for the City’s fixed assets, which include buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting, and other components of the infrastructure, and coordinating graffiti removal, street sweeping and tree trimming services for the City. The Department manages two separate enterprise operations that are responsible for refuse collection and disposal and sewer collection and disposal. Additionally, the Public Works Department also manages the City’s environmental programs relating to sustainability, energy efficiency, recycling and waste reduction, and water quality. The Public Works Department manages and coordinates its activities through the following divisions: Administration, Engineering, Mobility & Traffic Engineering, Maintenance Operations, and Environmental Programs & Operations (EPO).

## FISCAL YEAR 2023/2024 – WORK PLANS

### DIVISION: ADMINISTRATION

- Continue performance measure metric tracking for all Public Works Department divisions.  
**Status:** In progress.
- Continue Certified Sustainable Business Certification Program.  
**Status:** Program on track to certify approximately one dozen new and renewing businesses in 2024.

- Complete Multi-Jurisdictional Hazard Mitigation Plan (#PO012) preparation and submit for City Council and CCUSD Board approvals in FY 23-24.

**Status:** Final draft of Plan submitted to the Governor's Office of Emergency Services who responded with questions and comments. A revised Plan addressing feedback completed and resubmitted Q3. FEMA review of revised draft expected to take 4-12 weeks. Presentation of Plan for adoption by the CCUSD Board and the City Council expected Q4.

- Complete construction of Jackson Ave Pedestrian Walkway Renovation Project (#PS014) in FY23-24, which will demolish all the existing improvements and rebuild the pedestrian walkway between Jackson Ave and Farragut Dr.

**Status:** Competitive bidding process in Q2 and repeated in early Q3. City Council approved award of contract and construction will commence Q3 with expected completion Q4. Project now includes a competitive public art component and Cultural Affairs Division issued RFQ in Q3.

### **DIVISION: ENGINEERING**

- Complete street paving of Sepulveda Blvd from Venice Blvd to southerly city limits. Completion expected in Q4 FY 23-24.

**Status:** Project is on hold in coordination with planning for potential new mobility lanes.

- Complete final design of Bristol and Fox Hills Sewer Pump Station Diversion Project to the new Bankfield Sewer Pump Station by Q4 FY 22-23 and begin construction in Q3 FY 23-24.

**Status:** Fox Hills Sewer Pump Station Diversion to go to bid in Q4. Bristol Sewer Pump Station diversion requires obtaining easements from two property owners prior to project bidding. Easement documents in progress.

- Design and upgrade of the Hayden Sewer Pump Station, moving the electrical components of the station from below ground to a new above ground building. Completion expected in Q4 FY 23-24

**Status:** RFP for project design released without respondents and to be released again FY 24-25 Q1.

- Issue RFP for a multiyear contract for ongoing integration, operation, and maintenance of City's sewer supervisory control and data acquisition (SCADA) system.

**Status:** RFP released. One respondent currently under evaluation.

- Complete preliminary engineering to determine feasibility of diverting six Culver City properties on Hetzler Rd and Tompkins Way to the public sewer system.

**Status:** Preliminary engineering completed Q3. Public Works to discuss project feasibility with City Manager.

- Complete the design and begin construction on the Ballona Creek Bike Path and Landscape Improvement Project from National Blvd to Duquesne Ave. (\$1.9 million of the \$2.8 million project total is funded by Baldwin Hills Conservancy.) Completion expected FY 23-24.

**Status:** Design plans submitted to Army Corps of Engineers and Los Angeles County Department of Public Works and review is expected to take one year. Construction expected to begin FY 25-26.

- Complete Citywide Sidewalk Survey. Completion expected in Q1 FY 23-24.
- Complete video of sewer mains and conditions assessments for sections that have not been lined with CIPP (cured-in-place liner). Completion expected in Q3 FY 23-24.

**Status:** Public Works is seeking a student intern to conduct survey.

**Status:** Request for Bids will be posted Q4. Video will begin FY 24-25 Q1.

- Design and upgrade the City's streetlight system to parallel circuitry with a \$17 million grant received through State Assembly Bill Number 179.

**Status:** Staff is working with the State to release the granted funds so design phase can begin. Additional funding will be required for construction.

- Apply for Regional, State, and Federal grant funding, especially through the \$1.2 trillion Infrastructure Investment and Jobs Act, for improvements to the City's infrastructure, with the assistance of City Council approved grant writing consultant.

**Status:** Ongoing

- Improve unpaved alleys as directed by City Council.

**Status:** Council referred topic to the Mobility, Traffic, and Parking Subcommittee. Presentations made to Subcommittee in Q1 and Q2. Presentation to City Council with recommendation from Subcommittee scheduled for Q3.

- Manage multiple Capital Improvement Projects (CIP) and for other City departments.

**Status:** Ongoing.

- Continue to provide conditions of approval on development projects as requested by Planning and Development Department.

**Status:** Ongoing.

- Review private development plans that include grading and work in the public right of way.

Status Update: Ongoing.

- Inspect utility work in the public right of way.

**Status:** Ongoing.

- Review and issue Wireless Telecommunications Facilities permits (5G).  
**Status:** Ongoing.
- Review and issue permits for Outdoor Dining and Parklets in the street.  
**Status:** Ongoing.

### **DIVISION: MOBILITY & TRAFFIC ENGINEERING**

- Apply for grant funding to continue design and construction of bicycle and pedestrian improvement projects identified in the City's Bicycle and Pedestrian Action Plan (BPAP).  
**Status:** Three Metro ATP grant applications and one State HSIP application in progress for various projects.
- Apply for grant funding to continue design and construction of safety projects contained in the City's Local Road Safety Plan (LRSP).  
**Status:** Three Metro ATP grant applications and one State HSIP application in progress for various projects.
- Reapply for funding for the Fox Hills Master Plan, covering land use and transportation. The transportation system analysis would include parking supply and management to meet shortage in the residential areas of the neighborhood.  
**Status:** Three Metro ATP grant applications in progress for this project.
- Complete design of the Overland-Playa Pedestrian and Bicycle Improvements Project. Apply for grants to secure funding for construction.  
**Status:** Three Metro ATP grant applications in progress for this project.
- Pursue funding of emergency vehicle preemption sensors and traffic signal upgrades citywide.  
**Status:** Will request funding in FY 2024-25 CIP budget.
- Complete Signalized Intersection Safety Improvements, Unsignalized Intersections Safety Improvement, and Overland HFST Safety Improvement HSIP funded projects.  
**Status:** All three projects 60% complete.
- Pursue funding for upgrade of traffic signal interconnectivity citywide from copper to fiber optic and install battery back-up systems for all traffic signals citywide.  
**Status:** First round of design in progress. Will request funding in FY 24-25 CIP budget for first round of construction.
- Review and update the 2004 Neighborhood Traffic Management Project to reduce project timeline, introduce quick-delivery countermeasures to reduce cut-through traffic and excessive speeding, and reduce implementation costs.  
**Status:** In progress.

- Perform citywide sign retroreflectivity study to implement a citywide web-based sign database to inventory all signs in the City and track their maintenance and retro-reflectivity compliance. Perform on-street parking and curb markings inventory. Provide an interactive citywide GIS map and database.

**Status:** In progress.

- Begin traffic studies for phase two of the Rancho Higuera Neighborhood Traffic Management Project to explore possible redesign of signalized intersections at Higuera St/Hayden Ave-Hayden Pl and Higuera St-Robertson Blvd/Washington Blvd to address cut-through traffic.

**Status:** In progress.

- Pursue grant funding for construction of the Fox Hills neighborhood bikeway network and the Fox Hills Neighborhood Traffic Management Program traffic calming countermeasures.

**Status:** Three Metro ATP grant applications in progress for this project.

- Implement the Safe Routes to School improvement plans at all public-school neighborhoods, including painting, signage, traffic control measures, and curb ramps.

**Status:** Construction completed Q3.

- Complete project design of “Bicycle Boulevard” improvements on Farragut Dr between Duquesne Ave and Overland Ave as outlined in the BPAP and pursue funding for construction.

**Status:** In progress.

- Perform data driven analysis of traffic safety to begin targeted implementation of safety improvements.

**Status:** In progress.

- Coordinate with Transportation Department and LA Metro on planning for a coordinated bike share program and continue research on temporary alternatives.

**Status:** In progress.

- Complete construction of traffic signal modification at Matteson Ave and Sawtelle Blvd.

**Status:** Awaiting Caltrans permit as of Q3.

- Seek funds to design and construct permanent intersection improvements at the Kelmore Ave/Ranch Rd/Overland Ave intersection.

**Status:** In progress.

- Install approximately 500 new parking meters at locations citywide.

**Status:** In progress.



- Perform on-street parking rate study. Revise on-street parking rates to match City policies and goals.  
**Status:** Presented in Q3 to both Finance Advisory Committee and Mobility, Traffic and Parking Subcommittee. Presentation ordinance to City Council planned for Q4.
- Install video detection cameras at 20 additional intersections in order to manage vehicular, bike, and pedestrian detection and collect turning movement counts.  
**Status:** Installed at 8 locations as of Q3.
- Support Finance Department to adopt new citywide fee schedule.  
**Status:** In progress.
- Support other Public Works divisions and other City CIP projects.  
**Status:** Ongoing.
- Implement online permitting and request-platform for public ease of use and provide the City with reporting metrics.  
**Status:** Implemented three online permits for public permitting and for City employees.
- Support Ballona Creek Bike Path extension project as directed by City Council.  
**Status:** In progress.
- Support Main St improvements as directed by City Council.  
**Status:** Final testing and project completion Q3.
- Support Transportation Department on Move Culver City improvements as directed by City Council.  
**Status:** Ongoing.
- Support Economic Development on Melvil St improvements as directed by City Council.  
**Status:** Improvements to Melvil St cancelled by City Council.

#### **DIVISION: ENVIRONMENTAL PROGRAMS & OPERATIONS (EPO)**

- Continue monitoring Industrial General Permit (IGP) compliance and reporting for the Transfer Station and Transportation Facility.  
**Status:** Continuing to monitor stormwater discharges and work with consultant and the Regional Board to address exceedances of zinc, likely from the Transfer Station roof. Transportation Department now conducts oversight of their facility.
- Update and renew the LA County Public Health Department permit for the Transfer Station. Amend the Transfer and Recycling Station Transfer Processing Report as part of the process. This permit is renewed once every five years.

**Status:** Permit renewed through 2028.

- Continue partnership with SoCal Recycling and CalRecycle on mobile beverage container CRV pilot program. Expand program by offering services on Sundays at the Jefferson Blvd location.

**Status:** Program ongoing. Collected approximately 150 tons of aluminum, glass, and plastic through January 2024. Program expanded to include Sundays.

- Update plans for Transfer Station Addition to improve Americans with Disabilities Act (ADA) compliance and make room for expanded staff.

**Status:** Consultant contract to conduct a condition assessment of the Transfer Station awarded Q3.

- Enter MOA with Ballona Creek Watershed Group agencies for cost-sharing of Ballona Creek Dry Weather projects.

**Status:** Cost sharing MOA fully executed Q3.

- Enter new MOA for Ballona Creek Watershed Management Group (WMP) and Marina Del Rey Watershed Management Group (WMP).

**Status:** Ballona Creek WMP MOA approved by City Council Q1. Marina Del Rey WMP MOA in progress and to be brought to City Council FY 24-25 Q4.

- Represent the City on the Central Santa Monica Bay Watershed Area Steering Committee.

**Status:** Staff continues to participate as municipal voting member of steering committee.

- Represent the City on the Santa Monica Subbasin Groundwater Sustainability Agency.

**Status:** Staff continues to participate as member of agency board.

- Represent Public Works and the Environmental Programs & Operations at the quarterly Sustainability Subcommittee meetings.

**Status:** Staff continues to attend and participate in subcommittee meetings.

- Enroll an additional 700 commercial/multi-family accounts into organics program for SB1383 compliance.

**Status:** 213 accounts enrolled in organics program between July 2023 – January 2024.

- Enroll an additional 363 accounts into recycling program for SB1383 compliance.

**Status:** 198 accounts enrolled in recycling program between July 2023 – January 2024.

- Complete design and apply for Measure W Regional funding for Syd Kronenthal Park Stormwater Project and investigate other funding sources.

**Status:** Concept design has been updated in response to LA County concerns regarding project elements on county-owned property. Public outreach and design to begin in FY 24-25. Environmental review contract awarded by Council in Q1.

- Inspect all 41 Tier 2 edible food generators per SB1383 jurisdictional compliance regulations, including Generator Types (e.g. restaurant >/250 seats, hotel with onsite food facility and >/200 rooms).

**Status:** Completed.

- Update Disaster Debris Master Plan and host full scale desktop exercise with all necessary shareholders. Include new best practices in emergency management and ensure that all personnel who would be involved in disaster management are included in desktop exercise.

**Status:** Delayed. Completed expected FY 24-25.

- Plan and present educational workshops on SB1383 jurisdictional compliance, waste reduction ordinances (phase 3 on-premises reusable), and backyard composting. Educational outreach to be geared towards businesses, restaurants, and residents.

**Status:** Outreach events for Chamber of Commerce and multi-family properties held Q3. Grow2Zero Sustainable Gardening event held Q1.

- Investigate feasibility of micro-composting hubs in City Parks, in coordination with PRCS Department.

**Status:** Ongoing. Staff received a CalRecycle SB 1383 grant Q3 to partially fund micro-composting efforts. Implementing community organics hub at CRV site Q4.

- Continue implementing City's Stormwater Master Plan, including large CIPs and smaller green infrastructure such as rain gardens.

**Status:** Ongoing. Landscape maintenance contract for existing rain gardens awarded by Council Q3. Private developments now conditioned to complete Low Impact Development features and apply public right of way stormwater best management practices. Completed 75% design for green street projects in eight locations for Citywide Stormwater Implementation Project Phase I.

- Continue coordination with local non-profit environmental groups to assist with messaging. Engage volunteers to augment City staff in distributing educational outreach materials to businesses.

**Status:** Staff continues to participate in meetings with Ballona Creek Renaissance, Culver City Unified School District, West LA College and in Baldwin Hills & Urban Watersheds Conservancy stakeholder meetings. Alpha Kappa Alpha (AKA) Alpha Gamma Omega Chapter partnered for EnviroFest and e-waste events. The 2nd annual EnviroFest will occur Q4.

- Continue to coordinate quarterly collection events for the safe and sustainable disposal of e-waste, shredding, and hazardous waste. Will host a minimum of five events in conjunction with LA County and Homeboy Electronics Recycling.

**Status:** Will complete a total of 6 events in FY 23-24 (1 event remaining in Q4).

- Develop a Hazardous Material Procedure for City Departments.

**Status:** Completed.

- Evaluate establishing a stormwater “in-lieu” development fee for projects above a certain threshold that cannot incorporate stormwater sustainability and to instead pay into a stormwater fund used to build stormwater projects.

**Status:** Ongoing through FY 24-25.

- Compile a list and inspect projects constructed under the City’s Low Impact Development Ordinance and identify the best management practices installed as required every 2 years.

**Status:** Pending update to City’s fee schedule to fund inspection.

- Increase daily volume of waste at Transfer Station up to permitted limit through agreements with third parties and other surrounding agencies.

**Status:** Negotiations ongoing to accept waste from City of Los Angeles. Transfer Station continues to accept recycling from Santa Monica.

#### **DIVISION: MAINTENANCE OPERATIONS**

- Coordinate with Police Department to decrease the number of parking meters requiring service.

**Status:** Completed

- Implement a new work order system (MaintStar) in order to increase efficiency in tracking and record-keeping of all work orders received by the Maintenance Operations Division, leading to reduced response times and an increase in preventative maintenance. Requires an increase in staffing.

**Status:** Delayed

- Initiate a new graffiti abatement program called Graffiti Free Fridays in which all Maintenance Operations crews take one hour out of their day on Fridays and abate graffiti at multiple locations throughout the City.

**Status:** Delayed

- Increase sidewalk replacement by 50%. Requires an increase in staffing and materials allocation.

**Status:** Delayed

- Increase the percentage of school crosswalks repainted annually from 50% to 100%. Requires an increase in staffing.

**Status:** Delayed

- Increase the percentage of potholes filled throughout the City annually. Requires an increase in staffing.

**Status:** Delayed

- Decrease graffiti abatement response time. Requires an increase in staffing.

**Status:** Delayed

# HOUSING AND HUMAN SERVICES DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

Strategic Plan 2018-2023, Goal 4 – Enhance Housing and Homeless Services

### DEPARTMENT ADMINISTRATION

- Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.

#### **Status** -Ongoing

- In collaboration with the City Manager's Office and the Transportation Department, submitted a joint application between the City and Community Corporation of Santa Monica (Community Corp) under the Affordable Housing and Sustainable Communities (AHSC) Notice of Funding Availability (NOFA) in an amount up to \$35 million for capital and programming funds and up to \$15 million for City Bicycle, Pedestrian and Transit Infrastructure for the Jubilo Village affordable housing project. The application was not funded as an application will be re-submitted in March 2024.
- Currently reviewing entering into a Memorandum of Understanding (MOU) with the Los Angeles Department of Child and Family Services (DCFS) for the US Department of Housing and Urban Development (HUD) Foster Youth Initiative (FYI) housing voucher program for emancipated foster youth.
- Awarded from the Family Self Sufficiency (FSS) Coordinator Grant from the US Department of Housing and Urban Development (HUD) successfully awarded \$67,000 for case management and supportive services to help Section 8 Housing Choice Voucher Program (HCVP) achieve economic independence.
- The Permanent Local Housing Allocation Program (PLHA) provides funding to local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. Funding award amounts are formulated, and each jurisdiction has a prescribed funding amount. The funding amount earmarked for Culver City is \$207,991. This is a reimbursable grant, and there is no matching requirement. PLHA Year 3 grant funds must be expended by December 31, 2025.

- Continue the annual single audit with Finance Department.

**Status:** Currently in progress

- Continue file retention and destruction program.

**Status:** Ongoing

- Continue staffing the Committee on Homelessness (COH).

**Status:** Ongoing

- Continue staffing the Landlord Tenant Mediation Board (LTMB).

**Status:** Ongoing

- Coordinate all requests for mediation through the LTMB.

**Status:** Ongoing – One mediation request to date

- Investigate expansion of scope of the LTMB.

**Status:** Ongoing

- Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09

**Status:** Ongoing

- Continue Community Outreach and Education Campaign to better inform public about mediation services including a Decision Tree to help guide when mediation is appropriate.

**Status:** The City has retained two public relations and communication firms (RALLY and Tripepi Smith) to assist with community communication and engagement surrounding homeless services including Project Homekey and Wellness Village (Safe Sleep), the Landlord Tenant Mediation Board, Rent Control and Tenant Protections, and the Mobile Crisis Team (MCT). Various promotional documents have been prepared and distributed to the public to foster greater awareness including updating information on the City website, mailers, flyers, and invitation to open houses for PHK, Wellness Village and MCT. In addition, the City's Public Information Officer has created information videos about Wellness Village, PHK, the 2024 Homeless Count, and MCT Van and Launch.

- Continue joint administration of SB2 grant funding with Advance Planning.

**Status:** This program is closed out and the final reimbursement request was submitted to HCD.

## **HUMAN SERVICES AND CRISIS INTERVENTION DIVISION**

Homeless Programming will be reorganized under the Human Services and Crisis Intervention Division

- Activation of Mobile Crisis Intervention Team -The initial phase of the Mobile Crisis Intervention Team will take approximately 18 months separated into three different steps- hiring and program development, training, and initial deployment:
  1. Hiring/Development (6 months) - During this period, staff will develop standard operating procedures and training programs, and will procure equipment and supplies. Staff will also develop a communications program to be implemented at the time of initial deployment.
  2. Training will include intensive and thorough training in the areas of suicide and crisis prevention, first aid, CPR, radio dispatch and operations, and field training.
  3. Initial Deployment and Evaluation (6 months) - After the end of the training period, initial deployment will begin and take place. During this period processes, procedures, and outcomes will be implemented on a regular schedule, and tracked evaluated through a set of metrics. Staff will engage with the public, both to publicize the availability of the program and to receive feedback. Based on the evaluation and feedback, next steps for the growth or modification of the program will be developed and presented to the City Council.

**Status:** All members of the Mobile Crisis Team (MCT) were hired by October 2023. The MCT has been semi-deployed since mid- October 2023. The MCT has undergone 12 weeks of specialized training. During the semi-deployment period, the MCT assisted in placing 14 unhoused neighbors in interim housing through the Motel Master Leasing Program and Wellness Village. The MCT has made 103 contacts with Individuals - Providing housing and mental health referrals, and wellness products such as socks, clothing, snacks, and water. The MCT assisted CCFD and CCPD in saving the life of an unhoused neighbor due to overdose. The MCT organized and hosted a Wellness Fair to commence their full launch scheduled for March 04, 2023. The Wellness Fair was well received with over 20+ participating vendors and a large attendance by the public. The Wellness Fair also received widespread positive media coverage.



- Continue Implementation of Project Homekey Interim and Permanent Supportive Housing

**Status:** The City was awarded \$26.6 million under the HCD Homekey Round 2 for the production of 73 units of interim and permanent supportive housing for the chronically unhoused. The interim housing units are located at 3868 Sepulveda (formerly Deano's Motel). The permanent supportive housing units are located at 3900 Sepulveda (formerly Sunburst Motel). Certificates of Occupancy (CO) were issued to both sites in November 2023. Enrollment of residents began December 2023. Project Homekey is currently at 50% capacity. There are currently 36 residents occupying the project with full occupancy of 90%-95% by March 2024.

- Continue Implementation of Safe Sleeping Programming

**Status:** Culver City opened its first safe sleeping programming, Wellness Village, at a City owned parking lot in August 2023. Safe sleep programming aims to reduce loss of life, eliminate encampments, and provide greater access to resources for unhoused neighbors in Culver City. The safe sleep programming is the first of its kind for Culver City. It features 20 transitional tents referred to as suites with around the clock staffing and supportive services – including three meals a day, restrooms, showers, garbage and recycling collection, access to laundry services, health care and additional support. The Wellness Village can support up to 40 residents at the site to allow couples to remain together. Pets are also allowed on site. Wellness Village is operated by Urban Alchemy (UA), a nonprofit with a mission to transform traumatized urban spaces through supportive and compassionate care. Since its opening, 40 unhoused neighbors have participated in the program. There are currently 13 persons at the site. A total of 20 Wellness Village guests have transitioned to Project Homekey and one guest has transitioned to Veteran's Housing.

- Continue Motel Master Leasing Program/Motel Food/Nutrition Program

**Status:** Through the Motel Master Leasing program, the City provides 62 units of interim housing for unhoused community members. There are currently 42 participants in the program. Since January 2023, 52 persons participated in the program that provides 24/7 security, embedded supportive services for de-escalation and crisis intervention and 3 daily meals from Everytable. Ten motel program participants have transitioned to Project Homekey.

- Homeless Outreach Request

**Status:** Through a contract with Saint Joseph Center (SJC), the City provides homeless outreach, data collection, service referral, and emergency motel voucher. Homeless outreach was expanded to include evenings until 10pm and

Saturdays. Since July 2023 the following number of unhoused were served: Total # of unhoused newly enrolled: 120 / Total # of unhoused engaged: 52 / Total # unhoused referred to supportive services: 150 / Total # persons placed in permanent housing: 31.

City staff have received and responded to 590 outreach requests via email, telephone and direct contact.

- Complete feasibility study, funding option and present findings to Council for the production homeless and affordable housing resources at the Virginia Lot and up to 12 at the Venice Lot.

**Status:** Ongoing

- Implement the local Homeless Management Information System (HMIS) to identify, track and maintain a database on unhoused residents.

**Status:** Ongoing

- Continue implementation and message campaign for public outreach about unhoused community.

**Status:** Ongoing. The City has retained two public relations and communication firms (RALLY and Tripepi Smith) to assist with community communication and engagement surrounding homeless services including Project Homekey and Wellness Village (Safe Sleep), the Landlord Tenant Mediation Board, Rent Control and Tenant Protections, and the Mobile Crisis Team (MCT). Various promotional documents have been prepared and distributed to the public to foster greater awareness including updating information on the City website, mailers, flyers, and invitation to open houses for PHK, Wellness Village and MCT. In addition, the City's Public Information Officer, has created information videos about Wellness Village, PHK, the 2024 Homeless Count, and MCT Van and Launch.

- Work with City Manager's Office to implement Safe Parking Program

**Status:** Staff is working with Public Works and Parks, Recreation and Community Services to identify a viable location. Staff is also investigating service models for the scope of services for the program.

- Continue Upward Bound House Homeless Outreach and Case Management Contract Implementation.

**Status:** Upward Bound House (UBH) Family Shelter provides 18 beds of emergency housing for unhoused children and their families. Through a contract with UBH, the city provides case management and supportive services to

unhoused children and their families as well as homeless children attending the Culver City Unified School District (CCUSD). July 1, 2023, to January 31, 2024, the following have been served:

Total # of Persons Served: 69
Total # of Families Served: 26
Total # of Children Served: 39
Total # of Persons Placed in Permanent Housing: 26
Total # of Families Placed in Permanent Housing: 9
Total # of Children Placed in Permanent Housing: 17
Total # of Children Served from CCUSD: 7

- Explore funding options for Homeless Outreach contract services through contract service with the Saint Joseph Center (SJC).

**Status:** HHS staff will seek to investigate alternative outreach options and possibly release a Request for Proposals (RFP).

- Investigate and implement strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.

**Status:** Ongoing

- Continue LA County Homeless Incentive Program (HIP) (including holding fee/signing bonus, vacancy loss, security deposit, and damage claims) to attract landlord participation.

**Status:** Pending additional funding from the LA County HIP

- Continue work with Committee on Homelessness (COH) to coordinate the 2024 Homeless Count.

**Status:** Ongoing

## **ENFORCEMENT SERVICES DIVISION**

- Continue ongoing programs including enforcement of regulations for Leaf Blowers, Cannabis, Massage, and Amnesty, etc.

- **General Enforcement Complaints** – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service.

**Status:** Year 2023 – 1146 Requests  
Year 2022 – 901 Requests

- **Leaf Blower Regulations** – Continue permitting process for gardeners who use leaf blowers. Continue educational processes to inform permit holders of changes which took effect November, 2022. Continue Enforcement of these regulations.

**Status:** Ongoing. Year 2023 - 51 Leaf Blower permits issued  
Year 2022 - 40 Leaf Blower permits issued.

- **Cannabis Regulations** – Continue assisting with permitting process and inspections for Cannabis businesses.

**Status:** Inspections conducted as needed for businesses. Continued Enforcement of unlawful Cannabis businesses.

- **Massage Establishments** – Continue to work with other city departments for inspection and enforcement of permit requirements for massage establishments.

**Status:** Ongoing

- **Unhoused Services** – Continue working in collaboration with the City Manager, City Attorney, Housing Division, St. Joseph’s Center, Police Department, Fire Department, Public Works, and Parks Departments to address the needs of the unhoused community as relates to public property.

**Status:** Ongoing - Year 2023 - 85 Requests, 70 locations- 52 Tuesday Outreach Service Days

- **Amnesty Program** – Continue to oversee the enforcement and case review of the Amnesty Program.

**Status:** 222 properties under Amnesty. Actively working with several property owners on resolution of existing cases.

- **Park Patrol** - Continue to provide patrol officers for the Parks, Recreation and Community Services Department.

**Status:** Ongoing

- Continue ongoing general enforcement and assistance for interdepartmental and interdivisional collaboration with Public Works, Current Planning, Building Safety, Housing, Finance and Parks, Recreation & Community Services, Police and Fire, City Attorney and City Manager's office.

**Status:** Ongoing

- Implement Safety Plan for Code Enforcement Officers per State Law SB 296.

**Status:** In Progress

- Hire additional staff for Enforcement Services and Park Patrol.

**Status:** Pending approval

## **HOUSING AND RENT CONTROL DIVISION**

### **Rent Control/Tenant Protections Ordinance**

- Continue implementation of the Rent Control and Tenant Protections Ordinances

**Status:** Since July 1, 2023, the Rent Control and Tenant Protections Program has received and responded to 828 telephone calls, 76 walk-ins, and 1,630 emails related to the various provisions of the Rent Control and Tenant Protections Ordinances. There have been three Tenant Petitions for Noncompliance, one Capital Improvement Application, and no Rent Adjustment Applications filed. Nine Tenant Buyout Agreements have been received for a total of \$176,412.25 in Buyout Amounts offered and accepted by tenants. A total of 329 eviction notices have been sent to the Housing and Human Services Department, as required by the Tenant Protections Ordinance. We have also received 7 Replacement Unit Determination applications

- Continue Public Outreach and Communications

**Status:** The City has retained the public relations and communication firm Tripepi Smith to assist with community communication and engagement surrounding Rent Control and Tenant Protections. Various promotional documents have been prepared and distributed to the public to foster greater awareness including updating information on the City website and mailers to tenants and property owners. There has been one press release sent, with two pending releases and several social media posts to draw attention to the protections extended under the Program to continue to aid in our outreach and compliance efforts related to the registry requirements under the Rent Control and Tenant Protections Ordinances.

- Continue Rent Registration Fee- Monitor rent registration rates and fees collected.

**Status:** There are 6,032 registered units and \$1,026,384.50 has been collected in rent registration fees and penalties.

- Continue Providing Legal Services

**Status:** The City has contracted with Bet Tzedek to provide Fair Housing counseling services. Bet Tzedek provides legal services for Culver City residents under the Ordinances. Bet Tzedek also provided legal services for Culver City residents under the Statewide Eviction Moratorium before its expiration. Staff have made 29 referrals to Bet Tzedek for legal services. Bet Tzedek has served 47 clients and hosted 35 legal clinics.

- Continue Rent Control and Tenant Protections Program Contracts

**Status:** Monitoring Contract monitoring is ongoing. Invoices and progress of scope of work are monitored monthly. It is anticipated that the Program's needs will remain in line with this year's contracts. The Program will continue to need the assistance of: BAE Urban Economics, Inc. in application analyses, research, policy implementation and guidance; Bet Tzedek providing free legal services to affected tenants on landlord and tenant matters that cannot be addressed by staff; and a new hearing officer will be brought on to oversee incoming appeals; Tripepi Smith & Associates continuing to assist in the outreach efforts to further compliance with the ordinance requirements; and HdL Software, LLC continuing to operate the rent registry. Each of the contracts are for one year and will require renewal in the 24/25 fiscal year.

Contract status is below:

CONTRACT	CONTRACT TOTAL	AMOUNT BILLED TO DATE
BAE URBAN ECONOMICS, INC.	\$63,195	\$29,452.95
BET TZEDEK	\$148,736	\$86,762.62
HEARING OFFICER	\$10,000	\$0*
TRIEPEI SMITH & ASSOCIATES	\$32,610	\$2,795.00**
HdL SOFTWARE, LLC	\$110,000	\$2,080.67

\* HEARINGS ARE ONLY HELD WHEN AN APPLICATION FOR RENT ADJUSTMENT, PETITION FOR NONCOMPLIANCE, OR CAPITAL IMPROVEMENT PASS-THROUGH DECISION IS APPEALED. TO DATE, WE HAVE NOT RECEIVED ANY APPEALS REQUIRING THE SERVICES OF THE HEARING OFFICER.

\*\* TRIEPEI SMITH & ASSOCIATES' CONTRACT INCLUDES \$18,290 IN FUNDS THAT WILL BE DIRECTLY PAID BY THE CITY FOR VIDEO, PRINT, AND MAILING FEES.

### Low- and Moderate-Income Housing Asset Fund

- Continue administration of RAP Program serving 16 households.

**Status:** Rental Assistance Program (RAP) size has reduced to 11 participating households. This program is scheduled to sunset over the next 5-10 years. The average monthly Housing Assistance Payment (HAP) is \$16,267 (\$194,204 annually).

- Continue all affordable housing (504 units) covenant monitoring.

**Status:** Ongoing- covenant monitoring commences January each calendar year.

- Continue administration Mortgage Assistance Program (MAP) Loan Monitoring.

**Status:** Ongoing -Currently 12 outstanding loans total \$495,740

- Continue monitoring Metropolitan Property Management contract for 9 units at Jackson Avenue Apartments.

**Status:** Ongoing

- Finalize rehabilitation of Jackson Avenue Apartments including installation of new roof and new kitchen and bathroom countertops and cabinets.

**Status:** Work projected to start last quarter of fiscal year.

- Finalize rehabilitation of Braddock/Lafayette Group Home to address termite damage.

**Status:** Work projected to start last quarter of fiscal year.

- Continue Neighborhood Preservation Program Rehabilitation grant (minor code compliance rehabilitation) program.

**Status:** Ongoing

- Continue Section 8 Landlord Incentive Program administration.

**Status:** Ongoing

- Continue implementation of Neighborhood Preservation Program Senior and Disabled grants for life safety repairs.

**Status:** Ongoing

- Inclusionary Housing Mixed Use and monitoring of all income and affordable rent restricted units.

**Status:** Ongoing

- Continue implementation of Linkage fee to fund affordable housing.

**Status:** Ongoing in collaboration with Planning and Development/Building Safety

### **Section 8 Housing Choice Voucher Program (HCVP)**

- Continue administration of the Section 8 Program serving 210 households.

**Status:** Ongoing

- Conduct required Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.

**Status:** Ongoing



- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.

**Status:** Ongoing- Currently 11 participants and one graduation in 2023. FSS Resource Fair and Open House scheduled for May 2024.

- Apply for the HUD FSS Coordinator Grant

**Status:** The City was awarded \$67,000 for 2023

- Prepare and submit for HUD approval the Section 8 Annual Year Plan.

**Status:** Annual Plan due April each calendar year.

- Conduct SEMAP review and submit to HA and HUD for approval.

**Status:** SEMAP conducted in August each calendar year.

# FINANCE DEPARTMENT

## FISCAL YEAR 2023-2024 WORK PLANS

### STRATEGIC PLAN INITIATIVES – LONG-TERM FINANCIAL STABILITY

#### Citywide User Fees and Development Impact Fees

- Complete Citywide User Fee Study and bring to City Council for adoption. Prepare outreach materials and website updates to implement new fees. Begin a process of updating the Master Fee Schedule annually in conjunction with the budget.

**Status:** Ongoing. Departments have been working with Finance and consultant to finalize fees. Council study session on fee schedule will be held in May and the public hearing will be held in June.

- Prepare annual reports on Development Impact Fees which detail revenue generated and eligible expenditures of these funds.

**Status:** Annual reports were prepared and posted on the City’s website on a new page dedicated to development impact fees.

#### Business License Tax Rate and Classifications Update

- In the November 2022 election, voters approved Measure BL updating the City’s business license tax rates and classifications. The updated rates become effective on April 1, 2022 for new applicants. The new rates and classifications will be effective for existing businesses during the renewal period for calendar year 2024. Finance staff and the City Manager’s Office will continue to coordinate the implementation of Measure BL with the City’s business tax consultant, HdL.

**Status:** Finance staff and HdL collaborated on the roll out of the new tax rates and classifications. Multiple communications were sent by mail and email to all businesses starting in July 2023. The online portal and the renewal forms were reformatted to help streamline the annual renewal process.

#### Dissolution of Committee on Permits and Licenses

- A working group of staff from the Finance Department and the City Manager’s and City Attorney’s Offices evaluated the role and utility of the Committee on Permits and Licenses (COPL) and reviewed the existing interdepartmental workflow to increase overall efficiency. Based on staff’s review and evaluation, the City Council

directed staff to take steps to dissolve the COPL. The working group will prepare related CCMC amendments for City Council's consideration.

**Status:** In progress. At its October 24, 2022 meeting, the City Council determined to pursue dissolution of the Committee on Permits and Licenses (COPL), directed staff to draft an ordinance amending relevant provisions of the Culver City Municipal Code (CCMC), and authorized COPL approvals, revocations and other actions to continue to be processed administratively during the interim period. Staff is in the process of evaluating the CCMC to identify necessary code amendments. This is a significant and time-consuming project to ensure an accurate reflection of the City's current permit processes, as well as internal consistency within the CCMC. Staff anticipates returning to City Council with a proposed Ordinance in Fiscal Year 2024-2025.

### **Continued Review of Revenue Generation Strategies**

- Work with City Manager's Office and support City Council and the Finance Advisory Committee to monitor revenue sources to maintain fiscal stability and to mitigate for known expenditure increases in coming years for pension obligation costs.

**Status:** Ongoing. Finance staff in consultation with various outside consultants monitors all City revenue streams including sales tax, business license tax, property tax, and utility users tax.

### **Contracting/Purchasing Ordinance, Policies and Administration Update**

- A working group, consisting of staff from Finance, the City Attorney's Office and other Departments, to conduct a comprehensive update of the City's contracting/purchasing ordinance, policies and administration, including evaluation of a contract management system.

**Status:** Partially completed and carryover. The Working Group had identified additional amendments to CCMC provisions that it planned to present in Fiscal Year 2023-2024. Due to other priorities, this work has been delayed. Once proposed amendments are presented to and approved by Council, the project will continue with procurement template updates for Phase Two into Fiscal Year 2024-2025. During the current fiscal year, the Team has conducted a comprehensive review of the City's contract preparation/administration process and purchased a new contract management system (Cobblestone), which is in the implementation phase with an expected completion date prior to the end of Fiscal Year 2023-2024. Cobblestone user training is expected to occur during the first quarter of Fiscal Year 2024-2025. Finance staff will ensure that all necessary contract information is also populated in Munis.

## **DEPARTMENTAL INITIATIVES**

### **Budget Program Updates**

- Ongoing training and system updates (as needed) of the Central Budget Entry Program (CBE) to assist City Departments and Divisions with developing their annual budget submittals, along with streamlining review capabilities during the fiscal year. Staff will continue to explore the enhancement capability of CBE in Fiscal Year 2023-2024.

**Status:** Ongoing. Finance staff continues to update and train City staff as necessary.

- Work with City Departments and Divisions in maintaining and updating material to meet requirements for the Government Finance Officers Association (GFOA) award program.

**Status:** Ongoing. The City has successfully received the GFOA Excellence in Budgeting Award for over 30 sequential years. The Finance staff, along with the City Manager and other Departments, continue the commitment to this achievement. As new requirements and guidelines are added by GFOA, they are incorporated into the budget document for compliance.

### **Improved Financial Systems and Reporting**

- Transition all City departments and divisions to the City's centralized time and attendance Software Program: A working group of staff from Finance, the City's Manager's Office, and IT to assist City Departments and Divisions, along with consultants, to transition employees to Executime, the City's time and attendance software, which is fully integrated with the City's financial enterprise resource planning (ERP) software. Currently, City Departments and Divisions use multiple timekeeping systems. This will enable the City to address the operational risks posed by the outdated timekeeping system, avoid integration-related issues and streamline review of employee timesheets and payroll information.

**Status:** Staff from Finance, Information Technology and Human Resources have been in continued discussions regarding the City's current timekeeping software program. An RFP is scheduled to be released in March seeking proposals for a new timekeeping software. The current timekeeping software program has become extremely burdensome and requires more and more staff time to update and review. Frequent upgrades to the program have proved troublesome as they change or 'break' previous processes. It has been determined the City would be better served with a new timekeeping software program.

- Continued implementation of system enhancements to further reduce paper processes and improve overall City efficiencies which will include deployment/upgrades to modules within the City's financial ERP) software.

**Status:** The Finance Department continues to find ways to improve internal operations and reduce paper processes. Finance staff successfully completed a comprehensive software update to the City's Enterprise Resource Planning (ERP) system with key upgrades to increase efficiency. The Finance Department also upgraded the City's timekeeping software and successfully transitioned all Departments into the City's electronic timekeeping system with the exception of some personnel in Transportation and Fire.

- Conduct comprehensive review of the City's Capital Improvements Projects Budget: Finance will hire qualified consultants to conduct comprehensive review of all City Capital Improvement Project budgets.

**Status:** Ongoing. A consultant has been identified to assist the Department with an analysis of Capital Improvement Project budgets. Additionally, a new budgeting software is being implemented that will aid in the long-range planning and tracking of CIPs.

- Enhanced Finance Documents: Update Finance Department webpages to improve the public's access to services and information. Develop Budget in Brief document to provide a simple overview of the City's budget.

**Status:** Ongoing. Initial redesign of Finance Department webpages has been done to simplify access to information. The Department received a GFOA award for its first ever Popular Annual Financial Report (PAFR), which provides an easy-to-read synopsis of the City's annual financials. A Budget in Brief document has been developed and will become part of future budget materials.

# HUMAN RESOURCES DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### HUMAN RESOURCES

- **Improve Service Delivery Model**

- Proactively manage the City's liabilities by strengthening proficiencies of critical functions with the addition of the following new positions in Human Resources:
  - City Safety Manager
  - Management Analyst

**Status:** Ongoing. The Management Analyst position has been filled and has been effective in streamlining the budget and administration processes for consistency and continuity.

- Achieve efficiencies that are industry-prevalent by implementing an online onboarding system by end of fiscal year to allow candidates to complete specific onboarding tasks prior to the first day of employment. This innovation will save hundreds of hours of staff time used to complete onboarding on a bi-weekly basis.

**Status:** Complete. This project launched in the early 2024 calendar year.

- Continue to review processes and policies for streamlining and to improve the employees' experience by leveraging the City's technology and HRIS platform.

**Status:** Ongoing. This is ongoing and the department has made progress and efficiencies in collaboration with Finance and Information Technology with the launch of paperless online health insurance open enrollment in the 2023 calendar year. Development of ongoing dependent data reporting to expand employees' (and dependents) access to improved provider networks. In addition, both the Human Resources and Equity Initiatives websites have been refaced and launched to make information easier to locate for the public and for employees.

- Conversion of employee and department paper forms to become fully electronic with data collection capability to measure and track responses for compliancy.

**Status:** Ongoing. Human Resources has streamlined several processes via electronic forms (i.e., flexible spending, 457 Plan deferred compensation, outside employment, etc.) and information collection (employee dependent data for benefits eligibility and administration to reduce paper and create efficiencies.

- Redesign and implement by phases, a comprehensive Employee Wellness Program to include and communicate multi-faceted tools and resources.

**Status:** Ongoing. Human Resources has completed several employee wellness initiatives to promote and enhance employee wellness with engagement challenges and opportunities and a 2023 Wellness Fair for City employees.

- For improved benefits administration and employee experience, consolidate third party administrator services for FSA, COBRA, and Direct Pay under one vendor.

**Status:** Complete. Human Resources has successfully consolidated these services to one third party administrator.

- Reconfiguration of the physical Human Resources office in City Hall to streamline spaces to include Risk Management staff.

**Status:** Complete. Human Resources has successfully reconfigured the office space with new cubicles.

- **Core Human Resources Functions**

- Human Resources is finalizing the selection process for a vendor to assist the City with a compensation and classification study to analyze the City's position in the market as it relates to salary and benefits for long-term recruitment and retention goals and programs.

- **Status:** Ongoing. Human Resources is now engaged with the selected vendor in the classification and compensation study. We anticipate completion prior to the end of the calendar year.

- **Administrative Policies and Memorandums**

- Review, revise, and/or develop relevant Administrative Policies in collaboration with the City Attorney's Office and appropriate stakeholders.

**Status:** Ongoing. Human Resources is currently engaged in reviewing and revising multiple policies and developing new policies in accordance with federal and state law. In the current calendar year, a new Leave of Absence form, process, and explanation of new vs. current state and federal protected leave laws has been released in early 2024.

- **Equity Initiatives, Advisory Committee and Support**

- Conduct a Historical Context Study in preparation for the relaunch of the Racial Equity Action Plan (REAP).

**Status:** Complete. Results of the Historical Context Study will be presented to City Council March 18, 2024.

- In accordance with City's Racial Equity Action Plan (REAP), an updated Equal Employment Opportunity (EEO) Plan is in progress for release by December 31, 2023.

**Status:** Ongoing. The development of the City EEO Plan is currently in progress. There was a delay due to a change in vendor.

- Invest in diversity, equity, and inclusion (DEI) training for elected and appointed officials, and city staff.

**Status:** Ongoing. Training was completed for elected and appointed officials in 2023. This is an ongoing initiative.

- Continue to provide staff support for the Equity and Human Relations Advisory Committee (EHRAC) and the newly formed Adhoc Equity subcommittee; review and actively engage in viable partnerships such as United Against Hate, Government Alliance on Race and Equity (GARE), County of Los Angeles Human Relations Commission and related initiatives adopted by City Council in the Local Action Plan.

**Status:** Ongoing.

- **Labor Relations**

- Formally begin labor negotiations of the miscellaneous employees' MOU collective bargaining agreements set to expire June 30, 2023.

**Status:** Complete.

- Continue to engage with labor groups in relation to revisions to the Civil Service Rules and alternatives to the Civil Service Commission.

**Status:** Ongoing.

- **Succession Planning**

- Develop internal training, job shadowing and knowledge transfer program to address potential workforce gap.

**Status:** Ongoing.

- Review and implement levels within classifications.

**Status:** Ongoing.

- Reevaluate leave of absence programs and benefits menu to attract a more age-diverse workforce.

**Status:** Ongoing.



- **Training Program**

- Develop a comprehensive citywide training program to address skills gap and provide professional development to prepare for promotional opportunities.

**Status:** Ongoing.

## **RISK MANAGEMENT**

- **Management of Insurance Requirements, Certificates and Endorsements**

- Implement and monitor a citywide Certificate of Insurance Program; develop insurance requirements/limits based on contract types and provide tools that will guide contract liaison in developing contract terms; review contract language, etc.

**Status:** Ongoing. Certificate of Insurance program has been selected and implementation is currently in process.

- Protect the City's assets and promote sustainable management of the City's resources through effective risk management and long-term planning.

**Status:** Ongoing. Developing partnerships with departments to ensure understanding of assets and insurance coverage.

- **Workers' Compensation**

- Continue to ensure timely reporting of workers' compensation claims to the third-party administrator: compiling facts, data, completing mandated forms, accident reports, and coordinating investigations; provide training and engage injured workers.

**Status:** Ongoing. Training is being provided to management and coordinators to ensure understanding of program and claim process.

- Implement a Return-to-Work Program and create a Temporary Modified duty Agreement to be utilized by departments.

**Status:** Ongoing. The Temporary Modified Duty Agreement was implemented in calendar year 2023. The City also entered into a new contractual agreement with an innovative and customer service driven industrial healthcare provider.

- Oversight and partnership with the current claims administrator to ensure the programs claim management, administration of benefits, and litigation meet the City's expectations.

**Status:** Ongoing. We have partnered with the City's new administrator to triage claims and identify strategies for proper claim management and resolution of litigated claims.

- Complete Request for Proposal (RFP) for best-in-class administrators who can deliver resources and innovative tools that meets the City's requirements.

**Status:** Complete. RFP process was completed, a new administrator was selected, and implementation process completed.

- Conduct Quarterly Analysis of existing claims managed by Risk Management to identify areas of progress and/or need of improvement.

**Status:** Ongoing. Quarterly meeting will initiate in March and will be scheduled throughout the year to meet with the City's new administrator and department leaders to discuss status of open claims.

- **Safety**

- Recruit and onboard a Citywide Safety Officer to manage and implement Citywide safety initiatives, including the facilitation of Occupational Medical Management; Loss Control and Safety Assessments; OSHA Compliance; Monitor Safety Performance of City Departments; Coordinate DOT random Drug and Alcohol Program; Creation of relevant Safety-related policies and procedures; Coordinates evacuation drills; Coordination of Annual Facility Inspections; Monitoring of Safety compliance.

**Status:** On Hold. Safety position is on hold pending resources.

- Expand Departmental Employee Safety Recognition Incentive Programs

**Status:** On Hold. Program on hold pending resources for a Safety position.

- Evaluate the City's safety program for opportunities to enhance the program and create an organization of safety awareness.

**Status:** On Hold. Program on hold pending resources for a Safety position.

# INFORMATION TECHNOLOGY DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### IT STRATEGIC DIRECTION AND POLICY

- Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations. In collaboration with the PRCS Department prioritize the deployment of Wi-Fi to city parks and install Wi-Fi at the Public Services building.

**Status:** Ongoing. In January 2024, City Council approved an agreement with Onward (City's Municipal Fiber Network Operator) to obtain internet communication services to support public Wi-Fi. This agreement will also include network infrastructure that will facilitate deploying wireless connectivity to city parks. This project is expected to be completed next fiscal year.

- Continue to support and implement technology enhancements for online services and remote workforce. Support process automation by making additional public services accessible online. Continue to convert paper and PDF forms and applications so they can be submitted online. Build automated workflow around internal processes for efficiently and tracking.

**Status:** Ongoing. In coordination with the Human Resources Department, successfully launched paperless online health insurance open enrollment in October 2023. The websites for Human Resources and Equity Initiatives were redesigned and launched to make information easier to locate for members of the public and employees.

### TECHNOLOGY SUPPORT

- Support Finance Department with updates to the City's financial system, assisting the vendor Tyler with software installation and configurations. IT will review technical specifications, evaluate system needs, and maintain the server environment's security and backups.

**Status:** Ongoing. Provided technical support in coordination with the Finance Department for a major upgrade of the Tyler Munis software. This effort including

transitioning the environment to upgraded virtual hardware and resulted in the decommission of three end-of-life servers.

- Continue collaboration with the Transportation Department and implement recommended strategies from the Transportation Technology Roadmap to improve daily operations and enhance its overall customer experience. Key projects include transition from a legacy public safety radio system to a more resilient and cost effective VOIP/radio hybrid system that will include and benefit multiple City departments.

**Status:** Ongoing. Technical staff continue to provide support for Transportation technology enhancements.

- Continue City Council and Other Commission, Board, and Committee (CBC) meeting support by working with the City Clerk’s Office to keep abreast and implement the latest virtual and hybrid meeting methodologies, adapting them as needed to ensure the city is using solutions that maximize public participation and transparency.

**Status:** Ongoing. In coordination with the City Clerk’s Office, staff continues to provide routine training, advice and support to Council and CBC’s, protocols and training related to virtual meeting processes allow CBCs to provide virtual meeting options for the public.

- Support Planning & Development Department:
  - Evaluate areas of day-to-day business needs to provide technology solutions and training
  - Collaborate with P&D staff on data development and analysis that supports updates to Zoning, Land Use, General Plan, and Parcel and Address records and provides additional transparency to the public with online dashboards

**Status:** Ongoing. Staff continues to provide support as needed.

## TECHNOLOGY ENHANCEMENT & REPLACEMENTS

- Ongoing support of the City’s permit management system, Accela, for the upcoming fiscal year includes:
  - Completion of migrating to Accela Software as a Service (SaaS) for online permitting and payments
  - Online improvements and enhancements to permit operations that complies with Permits Streamlining legislation AB2234

- Integration of enterprise electronic document review
- Evaluation of an upgrade for mobile device users, migrating from Accela Inspector to Accela Mobile

**Status:** Ongoing. Completed the migration of the permitting software platform from on-premise to a vendor hosted cloud solution. This upgrade laid the foundation for the implementation of additional permitting enhancements. In coordination with the Planning and Development Department initiated review and selection of electronic plan review software. A vendor was selected, and the project was initiated in late 2023. This project will also facilitate the expansion of online permitting.

- Implement staff on- and off-boarding (as well as change management) solutions to improve coordination between all City departments. An IT team established as the Employee Processing Task Force will continue collaboration with Finance Department and Human Resources Department to improve these processes, build measures of quality assurance and automation, as well as evaluate opportunities to connect systems and services of each Department. The goal of integrating with existing systems where possible is expected to reduce manual data entry while also improving efficiency and communication.

**Status:** Ongoing. Due to limited staff resources, this project was placed on hold. IT staff has continued to coordinate with the Human Resources Department to identify and implement efficiencies specific to on-boarding and off-boarding of employees.

- Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings. Evaluate and identify technology that facilitates a seamless working environment for staff when remote and/or onsite. This may include recommendations for virtual workstations, enhanced virtual private networking, and other solutions that provide a secure and accessible platform for city staff.

**Status:** Ongoing. Initiated research and preliminary testing of technology that will enhance virtual private networking. By utilizing secured laptops remote users can access network resources with one device (using a laptop while working remotely and while onsite). This would also eliminate the need for having a laptop and a desktop resulting in long-term hardware savings.

- Ongoing enhancements to the City's IT service management to improve automation workflow, expand further asset management capture, more effectively correlate users to equipment for improved employee off-boarding processes, and simplify IT related requests as cases.

**Status:** Complete. Implemented a new equipment management process. Assets are tracked and managed in the service desk asset system. Also began routine laptop inventory updates which includes interval software updates where appropriate.

- Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. Complete the implementation of a WORM-compliant records center and automated workflow. Analyze implementation of automated electronic document retention policies.

**Status:** Ongoing. In collaboration with the City Clerk's Office, software vendor Gimmel has been selected that will facilitate EDMS automated retention. This includes functionality for file locking with audit trails and automated document retention in accordance with the City's retention policies. The software provides staff with search and retrieval of immutable copies. GIMMAL allows for an electronic retention plan to be applied to records in the city. Staff has started the process of selecting records to test in the system. The Gimmel retention program will start in 24-25 and will include training of staff and implementation of the full program.

- Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media.

**Status:** Partially completed and ongoing. A Working Group, consisting of staff from the City Manager's Office, IT Department, City Clerk's Office and City Attorney's Office working to prepare Administrative Policies and Procedures for an employee use of social media policy. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities to inform staff's update of the City's current policies. Given recent trends in use of artificial intelligence (AI), the Team is also reviewing what other cities are doing to determine whether an AI policy will be recommended as well. Due to other City Council-directed priorities, the full completion of this Work Plan has been delayed and it is now estimated these projects will be completed during 4th quarter of FY 23-24 or 1st quarter of FY 24-25.

- Complete an equipment analysis for the Council Chambers audio-visual (AV) components that are approaching end-of-life and upgrade as necessary. Analyze opportunities to enhance the AV experience for Council and Commission meetings that are held in the Chambers in collaboration with the City Clerk's office.

**Status:** Ongoing. This effort was delayed due to staff resource limitations. However, staff has continued to work with the audio-visual contractor to troubleshoot and repair hardware components as required. IT staff will continue working in collaboration with the City Clerk's Office to draft a request for proposal to identify a vendor to assist with the evaluation, design, and replacement of hardware. Staff will also evaluate software to enhance public meeting agenda management and workflows. This effort will continue into fiscal year 24-25.

- Upgrade Geographical Information Systems (GIS) website mapping applications Property Information Search and SIMS (Sewer Infrastructure Management System) for expanded functionality of searching, analyzing, and generating reports from GIS data.

**Status:** Ongoing. The GIS project team is now fully staffed as of August 2023. Staff has quickly come up to speed and has researched and developed new processes to facilitate updates for the property information search database.

- Continued development toward deploying Employee Portal on SharePoint that will synthesize information gathered between IT and HR to provide staff with a one-stop location for handling common employee needs.

**Status:** On Hold. Due to staff resource limitations, this effort was placed on hold.

- Update contracting/purchasing ordinance, policies, and administration. A working group, consisting of IT, Finance, the City Attorney's Office and multiple other Departments, to conduct a comprehensive update of the City's contracting/purchasing ordinance, policies and administration, including evaluation of a contract management system.

**Status:** Ongoing. During the current fiscal year, the Team has conducted a comprehensive review of the City's contract preparation/administration process and purchased a new contract management system (Cobblestone), which is in the implementation phase with expected completion date prior to the end of FY 23-24. Cobblestone user training is expected to occur during the first quarter of FY 24-25.

- In coordination with the Human Resources Department implement and monitor a citywide Certificate of Insurance Program; develop insurance requirements/limits based on contract types and provide tools that will guide contract liaison in developing contract terms.

**Status:** Ongoing. The Certificate of Insurance program has been selected and implementation is currently in process.

## NETWORK INFRASTRUCTURE ENHANCEMENTS

- Work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses and multi-family residences. Maximize the efficiency and utilization of the network by working with the City's operator, Onward, to expand the customer base and provide ISP services to small businesses and multi-family residences.

**Status:** Ongoing. The city has continued to work with Onward to identify and market to new customers. Onward has increased their customer base and the city also received subscriber revenue from the contractual revenue-share partnership. To date, the City and Onward has completed and is in progress on laterals between the fiber backbone and individual customers. Onward has provisioned and begun providing internet service to City facilities, including the City's wellness village, resulting in cost savings to the City. Onward and the City are currently exploring provisioning wi-fi service to City Parks in a cost-effective manner. The City and Onward are also currently exploring new business models to reduce the cost of customer onboarding.

- In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public Wi-Fi location.

**Status:** Ongoing. Ting has completed its Culver City network buildout except for the neighborhood of Blair Hills and Hetzler Road, due to right-of-way access issues with the State of California that are still being resolved. The City and Ting continue to work together on the planning and provisioning of a free public Wi-Fi location at Culver City Park.

- Continue replacement of Network environment infrastructure that is at end-of-life to support best industry practices and security controls.

**Status:** Ongoing. Staff continues to monitor the hardware inventory approaching end-of-life and plans appropriate updates and/or replacements.

## **PUBLIC SAFETY DIVISION**

- Continue Rewiring Police Department's network cables. The Police Department's network cabling was installed over twenty years ago and digital usage has increased dramatically over the years. The current cabling is inadequate and there is failing network wiring in certain parts of the building which highlights the need to replace the network cables. The new cabling will meet and exceed the department's need for the foreseeable future and will help provide resiliency to the department's network.

**Status:** Complete. The rewiring of the Police Department's network cables was completed at the end of July 2023.

- In collaboration with the Police Department to replace an end-of-life storage system that houses confidential/critical data, and the Department's centralized virtual machines repository.



**Status:** Ongoing. The replacement storage system was procured in September 2023 and is anticipated to be in production by the end of June 2024.

- Work with the Police Department in identifying and replacing an aging in-car video and body worn camera system.

**Status:** Ongoing. The current in-car (MAV) and body-worn camera (BWC) system has reached end-of-life, and are no longer manufactured. With the availability and procurement constraints, the Police Department has elected to explore other MAV/BWC solutions. Staff has identified three well-established MAV/BWC companies: Axon, Motorola, and i-Pro. At the beginning of the fiscal year, the three companies were contacted, and they had agreed to provide demo units to fully test their solutions. Staff has completed assessing the Axon and Motorola solutions and is preparing to start testing the i-Pro system.

- Enhance network security, network infrastructure, and Wi-Fi capabilities within the Police Department.

**Status:** Ongoing. On November 9, 2023, a cybersecurity solution was procured to further enhance protection, detection, and mitigation of cyber incidents. The project is anticipated to be completed by the end of June 2024. The Information Technology-Public Safety Division has identified four locations to further enhance Wi-Fi coverage. One location in particular will provide an improved Wi-Fi signal for the Bicycle Registration Program.

# TRANSPORTATION DEPARTMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### FY19-2023 CULVER CITY STRATEGIC GOAL: ENHANCE MOBILITY AND TRANSPORTATION

#### MOBILITY PLANNING AND MANAGEMENT

- **Citywide and Regional Mobility Planning and Coordination:** The Department will continue to coordinate with Public Works and Planning and Development Departments on citywide and regional mobility planning implementation and funding. This includes working with Los Angeles Metro and the City of Los Angeles in preparing for the mobility services and infrastructure needed for the 2028 Olympics and beyond. The Department also works closely with the Westside Cities Council of Governments and SCAG on regional transportation initiatives and studies.

**Status:** The Department continues to coordinate with Public Works, Planning and Development Department, and regional agencies on citywide and regional mobility planning implementation and funding. The work includes the MOVE Culver City Project, Overland and Fox Hills Bike and Pedestrian Projects, and Culver and Robertson multimodal projects. This also includes cross-departmental cooperation for the Round 8 AHSC grant application for the Jubilo Village affordable housing project and working with Los Angeles Metro, the City of Los Angeles, and the Westside Cities Council of Governments in preparing for the mobility services and infrastructure needed for the 2028 Olympics and beyond.

- **Prioritized City-wide Mobility Initiatives:** The Transportation Department will continue to coordinate and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments as outlined in the adopted Short Range Mobility Plan. This five-year strategic plan provides the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.

**Status:** The Transportation Department continues to coordinate and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments as outlined in the adopted Short Range Mobility Plan. Planning and design work continues with the project consultant for future phases of MOVE Culver City, the Transportation Department anticipates awarding the contract for the Comprehensive Mobility Services Plan in FY24, and staff continue to work with LA Metro to bring Metro Bikeshare to Culver City, among other priority City-wide mobility initiatives in progress.

- **General Plan Update:** The Transportation Department will continue to support Planning and Development Department on the General Plan Update.

**Status:** The Transportation Department has been working closely with the Planning and Development Department on the development of the draft Mobility Element and other elements of the General Plan Update. A Public Draft Plan is now available and the City anticipates City Council adoption hearings for the General Plan Update beginning in July 2024. The Transportation Department will continue to support the Planning and Development Department in the adoption process, as needed.

- **Transportation Research and Innovation:** The Transportation Department will continue to research and bring the best and cutting-edge transportation practices to innovate City’s mobility initiatives.

**Status:** The Transportation Department continues to research and bring the best and cutting-edge transportation practices to innovate City’s mobility initiatives. This includes the weekly Transportation Innovations newsletter that keeps staff informed about new and developing trends in transportation, best practices in mobility, and updates from partner agencies.

- **Comprehensive Mobility Service Plan (CMSP):** To maintain and enhance Culver City’s thriving community through mobility, the Transportation Department will work to create a CMSP that includes a comprehensive analysis of its mobility services and programs, assessing the travel demands and patterns within Culver City and the surrounding CityBus service area, evaluating City and regional connections and growth, establishing ridership profiles and ridership forecasts, and recommending mobility service improvements to respond the needs of the community in the service area. The CMSP will align and integrate with the Short-Range Mobility Plan, the Transportation Demand Management Study, and the Culver City General Plan 2040 to establish a complete package of mobility plans and benchmarks. This work is funded through the Federal Transportation Administration (FTA) Route Planning Restoration grant program. Culver City was one of only 50 transit agencies nationwide (one of only two in the Los Angeles County) to receive this competitive grant.

**Status:** The Transportation Department has conducted a Request for Proposal to procure a consultant to assist this effort and is seeking City Council approval to award a contract for this work at the March 18<sup>th</sup>, 2024, City Council meeting. This project is expected to kick-off in April 2024 and continue through November 2025.

- **Transportation Demand Management (TDM):** To maximize the efficiency of City’s transportation system and support City’s growth through mobility, the Transportation Department will complete the Citywide TDM Study and lead the implementation of a new TDM ordinance in a joint initiative with Community

Development and Public Works Department. The effort will include creating a new TDM program, establishing staffing to manage the program, and developing an education and outreach program to foster mobility mode shifts. The program will incorporate innovative mobility management strategies to help achieve the City's mobility goals of improving circulation and addressing traffic congestion. The project will research TDM best practices and engage with developers, employers, and other stakeholders through the public outreach process. The project will also recommend a practical and comprehensive TDM Plan, update relevant City policies and provide a roadmap for implementing other TDM-related recommendations. The department will also continue to work with employers in the City to educate and provide the information and resources to promote the use of mobility alternatives.

**Status:** In progress. The Transportation Department has been working with the project consultant and other departments to conduct the TDM Study.

- **Regional and National Legislation Monitoring and Influence:** Transportation will continue to monitor the state and federal legislative platforms working with regional partners like LA Metro Government Relations, intergovernmental workgroups like Los Angeles Municipal Operators Association, and direct influence working with the City Manager's Office. All efforts will be to increase financial resources for transit as well as policy objectives concurrent with the work outlined in this document.

**Status:** The Transportation Department continues to monitor the state and federal legislative platforms working with regional partners like LA Metro Government Relations, intergovernmental workgroups like Los Angeles Municipal Operators Association, and direct influence working with the City Manager's Office. These efforts continue to identify financial resources for mobility and public transportation as well as support policy objectives concurrent with the work outlined in this document.

## MOBILITY SERVICES

- **CityBus:** The Transportation Department will continue to monitor, evaluate, and improve its CityBus service through service changes as well as the upcoming CMSP. The department will continue to work to bring up the operator staffing level and returning the service level to 100% pre-pandemic level of service. The department will also explore a transit ambassador program to enhance customer experience and provide a welcoming and visible presence to customers as they navigate the system.

**Status:** The Transportation Department continues to monitor, evaluate, and improve its CityBus service through service changes as well as the upcoming CMSP. The Department anticipates an increase to 95% of pre-pandemic CityBus service in the May 2024 and a return to 100% pre-pandemic levels of service in

September 2024. The Department has been working on and will release the RFP for a transit ambassador program pilot in FY2024.

- **CityRide (Senior Mobility) Services:** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Senior Services division of the Parks & Recreation Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and will use the feedback and input garnered from these sessions to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, supplemental taxi services, and education of our residents in the use of alternative mobility services. The upcoming CMSP will evaluate and recommend improvement to this service.

**Status:** In the short term, Transit Operations will be digitizing the Dial-A-Ride program to improve backend business operations and reduce staff resources spent manually collecting and tabulating data. As part of the upcoming Comprehensive Mobility Services Plan (CMSP), Dial-A-Ride service will be evaluated for improvement and may eventually be integrated with an on-demand Microtransit program.

- **CityRide (Circulator) Service:** The Transportation Department will continue to monitor, improve and evaluate the Downtown Circulator (1C1) and School Circulator (5C1 and 5C2) to serve the ridership needs of the community. Both programs are considered pilots and have established goals for success. Staff will consider revenue options (such as standard fare collection, establishing a fee for private use of the mobility lane, etc.), alternative vehicles (such as smaller vehicles with higher frequency, autonomous vehicles etc.), and service delivery (such as on-demand, flexible feeder service etc.)

**Status:** The Transportation Department has continued to monitor these programs and has made improvements. Fare collection on the Downtown Circulator (1C1) began in January 2024. The Department is also seeking to procure new vehicles for this service which are anticipated to have fewer maintenance issues. These new vehicles should improve service reliability and improve the customer experience while on board.

- **CityRide (Jefferson Circulator) Service:** The Transportation Department will explore a new Jefferson Circulator service that will turn Jefferson corridor into a high-quality transit corridor to support City's growth and sustainability and mobility goals. This service will connect major transportation nodes including Westfield Culver City Transit Center, Metro E Line La Cienega Station, and major commercial and residential areas along Jefferson Blvd. This service aligns with the GPU's overarching goals and policies of leveraging transit to balance and

mitigate the Vehicle Miles Travelled (VMT) impacts of developments along this corridor; provides the service that will create the transportation paradigm shift and attract people to use transit and active transportation; and supports the need for future mobility lane and bus rapid transit service on this corridor.

**Status:** In April 2023, Culver City won a \$3,247,000 TIRCP grant to purchase 5 electric minibuses for this new transit service. Staff have applied for another competitive grant in FY24 to fund operating costs expected for this service expansion. The Department will work with the City Manager's Office and Economic Development Department to identify and secure funding to operate this service.

- **Fare Equity Initiatives:** Staff will continue to work with LA Metro Fareless Service initiative. Council has authorized a pilot program (GoPass) with CCUSD. Year three of the program will end June 30, 2023. Staff is communicating with LA Metro and the Culver City Unified School District about the future of the program. Additional discussions around implementation of a low-income pass benefit have been deferred in light of a major fare change by LA Metro introducing a system of fare capping. It is likely municipal operators like Culver City will be invited to participate which would have implications for any pass offerings developed by Culver City. Staff will present the possibility of fare capping or low-income passes to council for determination in Fiscal Year 2024.

**Status:** LA Metro is in the process of renewing year four of program. If approved, year four will end June 30, 2025. The Transportation Department has been a part of ongoing LA Metro Fare Capping discussions. The Department is monitoring and evaluating the industry handling of Fare Capping. Fare Equity and Analysis are a part of the upcoming Comprehensive Mobility Service Plan (CMSP) process, which will incorporate LA Metro and peer cities' discussions and implementation. Once evaluated, appropriate scenarios can be incorporated into the overall transit service operations and financial plan.

- **CityRide (Microtransit) Service:** The Department is partnering with LA Metro to implement Microtransit service pilot to leverage regional platform, branding, and Microtransit technology. The partnership will reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. The department will implement the first pilot service in the Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. Staff will also procure and prepare the vehicles for this service. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services. Staff will explore implementing a second pilot in the Westfield Culver City/Culver Pointe area and consider upgrading the dial-a-

ride paratransit service and/or replacing the late-night, less productive Culver CityBus fixed-route service with Microtransit.

**Status:** The Transportation Department plans to release an RFP in FY24 for a Microtransit pilot program in Culver City, which may entail integration with LA Metro’s Metro Micro service. As part of the Comprehensive Mobility Services Plan (CMSP), the vision and goals will be developed for innovative mobility services including Microtransit, and the Microtransit pilot will be evaluated.

- **CityShare (Micromobility) Services:** Staff will continue to manage the City’s Micromobility Program (which currently includes private dockless e-scooter and electric-bike share). Staff will also collaborate with Public Works Department and LA Metro to establish an equity-based bikeshare service as part of the City’s micromobility program. The details of this equity-based bike share program is pending LA Metro’s future bikeshare study to redesign the bikeshare program. The city intends to join Metro Bikeshare in FY2024.

**Status:** Ongoing. Staff continue to monitor the micromobility program and respond to public feedback. The shared micromobility program serves an average of 7,000 riders per month in FY2024. Transportation Department staff participated in Metro’s procurement of a new Metro Bike Share operator and are working closely with Metro to negotiate a Memorandum of Understanding to bring Metro Bike Share to Culver City. Staff also applied for a competitive grant to fund the expansion of the bikeshare system.

- **CityShare (RideShare) Services:** Staff will monitor and evaluate the new Program. This program aims to manage City employees’ transportation demands and reduce single-occupancy vehicle trips through creative and robust program measures. The goal is to eventually wrap this program into City’s future TDM program to showcase as a model program. Staff anticipates completing the pilot evaluation and recommend a permanent program in FY2024.

**Status:** Ongoing. Rideshare program staff continue to pay out incentives and reimbursements. So far in FY2024, the Rideshare program has rewarded employees for taking more than 6,000 work trips by sustainable modes.

## IMPROVING TRANSPORTATION INFRASTRUCTURE

- **MOVE Culver City:** The project intends to provide mobility choices to the community and create the mobility paradigm shift through street transformation, expanded mobility services, enhanced access to mobility services, and better mobility user experience. The Downtown corridor tactical mobility lane on Culver and Washington Boulevards was launched in November 2021, with a minimum of a one-year assessment of performance. The Transportation and Public Works Departments have been working with the project consultant team to evaluate the performance of the mobility lanes on the improvement of mobility alternatives, while minimizing the impact on personal vehicular traffic. The Transportation

Department will complete the evaluation and return to the City Council with results of the evaluation and recommendations on next steps in late FY2023. Pending City Council direction, staff will: work on the next phase of the Downtown corridor project; commence the preliminary planning and designing concepts for the second tactical mobility lane (Sepulveda Boulevard or Jefferson Boulevard); and create a pilot permit program for private shuttle use of mobility lanes. The Department will continue looking at funding options and securing monies for improvements.

**Status:** Staff have completed design and secured a construction contractor for the Modified Downtown Corridor Pilot Project, and construction work is on hold pending the resolution of a litigation related to the Project. In December 2023, the City secured a consultant for the community engagement and evaluation works for the overall project as well as the planning and design work for the future phases of MOVE Culver City along the Sepulveda Boulevard and Jefferson Boulevard corridors. That effort is also on hold due to the lawsuit and is expected to recommence in FY2025.

- **Expand Battery Electric CityBus Fleet:** Staff will continue to monitor and evaluate the performance of the BEB fleet and develop procedures to improve operator performance, route performance, maximize battery life, charge management, and electricity management. This effort is in coordination with the update on the Facility Electrification Plan (in progress).

**Status:** Staff continues to monitor and evaluate the performance of the Culver CityBus Battery Electric Bus (BEB) fleet. The four BEBs in Culver City's existing fleet are underutilized due to the operational range being much shorter than anticipated. As a result, the routes on which the buses can operate are limited. However, staff continues to work with the City's electrification partners including the bus and charging system manufacturers, as well as a host of software companies that provide key metrics related to charge and electricity management, to maximize fleet efficiency. These ongoing efforts, along with technological advancements throughout the automotive industry, will lead to future improvements that will help Culver CityBus achieve a 100% zero emission fleet by 2040.

- **Transportation Zero Emission Master Plan:** Transportation staff is in the process of updating the Long-Term Facility Electrification Plan adopted by Council in September 2021. Staff is currently working with the Center for Technology and the Environment to return to City Council in efforts to reaffirm plan's timeline and approach to electrification or modify the existing project phasing to reduce upfront financial pressure on the Transportation Fund's limited capital resources. Additionally, it is increasingly clear that facility and space to manage a fleet of alternative vehicles will need further consideration. Staff has begun initial conversations related to facility expansion or locating a secondary site for fueling zero-emission buses. Assessment of facility requirements in consideration of



current and future service is essential and will be incorporated in the evaluation. All work will be reported to council in an update to Zero Emission Master Plan.

**Status:** There have been changes to the City's bus and infrastructure procurement schedule due to COVID delays, supply chain delays, and challenges related to complexity of the project. The requirements of the Innovative Clean Transit regulation have also changed, which now requires that agencies include their cutaway fleet in their transition plan. While the ICT Plan was initially due to CARB by June 30, 2023. However, due to the early adoption of 4 electric buses, Culver City received a one-year extension by CARB for delivering the revised ICT Plan. This extension allows staff time to evaluate available approaches and strategize funding and acquisition to address a number of issues including the lack of available yard space both for zero-emission propulsion and charging infrastructure and for the additional buses (to contend with the lower operating range), planning for future service increases, resiliency and redundancy plans including but not limited to availability of battery backup, climate change, microgrid feasibility, vehicle-to-grid opportunities, and onsite battery storage, and a long-term funding strategy. The revised plan will be finalized and presented to Council in the coming months.

- **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops and furniture, establish a new mobility stop guidelines to support buses and alternative mobility options, and to expand our security and real-time information efforts for all bus stops within the system, with a target of serving 2/3 of our customer base. In FY 2024, we will continue our efforts in all these areas. Staff will also identify funding to enhance and create mobility stops throughout the city based on the future mobility stop guidelines.

Staff will continue to implement improvements at the Culver City Transit Center, including enhanced security lighting, security video surveillance, public wi-fi, ticket (TAP) vending machine, and digital information display. Other improvements will be designed and implemented in future fiscal year as part of the mobility stop effort.

**Status:** through the upcoming Comprehensive Mobility Services Plan, staff will establish a new mobility stop guidelines to support buses and alternative mobility options and recommend locations for future implementation. Due to low staff resource, improvements at the Culver City Transit Center and the update of bus stop furniture will be done in future fiscal year.

- **Technology Infrastructure Enhancements:** In Fiscal Year 2024 staff will continue its collaboration with the Information Technology department and implement recommended strategies from the Transportation Technology Roadmap to improve Transportation Department's daily operations and enhance the overall customer experience. The Technology roadmap includes a five-year program to meet the goals of Transportation's investments in technology. The key

projects in FY2024 include transition from a legacy and expensive public safety radio system to a cheaper and more resilient VOIP/radio hybrid system that will include and benefit users from the Transportation, Public Works, and Park and Recreation departments; technology improvements at major mobility hub such as the Westfield-Culver City Transit Center to include public Wi-Fi, real-time information displays for arrival times of buses, video surveillance for improved safety, and a ticket vending machine (TVM) to make riding Culver CityBus easier and more accessible; and, building out an enterprise business intelligence platform using Microsoft Power BI to better utilize and operationalize the vast amounts of data generated from various Transportation related systems and developing additional cloud infrastructure and improving communication between systems for enhanced data visualization, processing, and monitoring for performance measures.

**Status:** Staff has made considerable progress in its creation and use of a new business intelligence platform using Microsoft Power BI. Data source identification and initial reports are underway, with cloud infrastructure development following closely behind. This platform will continue to improve staff's ability to utilize transportation data for better decision-making. In January 2024, our business intelligence platform for transit data was a national finalist at the Transportation Research Board's 6th Annual Transit Data Challenge. The Department will be upgrading the radio system into the City's LMR platform by August 2024. This upgrade will provide clearer communication, improved coverage, and enhanced safety for both riders and employees.

- **Video Surveillance Enforcement Pilot Program:** Staff will continue to identify the funding and, once funding is secured, work with City Attorney's Office and Police Department to implement a pilot program to install and use cameras on buses to enforce parking violations at bus stops and in bus-only lanes. This program will help to increase the reliability of public transit and keeping riders safe by discouraging vehicles from parking at bus stops, providing a safe boarding area for passengers as they embark and disembark from buses. The implementation of this bus lane violation technology will also support dedicated bus lane projects in the city and the greater Los Angeles area. The findings from this pilot program will support Staff's effort to influence the expansion of the legislation to cover moving violation in bus lane as well as bike lane violations.

**Status:** The Department implemented a successful 90-day proof-of concept pilot program to collect data and provide valuable insights on parking violations at bus stops and in bus-only lanes using cameras on buses. The Department is planning for the implementation of a permanent video surveillance enforcement program in a phased approach.

- **CityFleet Electric Vehicle Pilots:** The Transportation Department remains committed to the electrification of the City's entire vehicle fleet. The department will continue to work with each City department to introduce at least one electric

vehicle into their fleet. The Transportation Department started incorporating one-to-one EV sedan replacements with the Fire Department, Community Development, and Public Works. The market supply-demand production schedules have delayed the actual delivery of vehicles.

**Status:** While production schedules have continued to delay vehicle deliveries, staff placed a record number of electric vehicle orders in FY 2023-24. Additionally, the City awarded a contract to Energetics, an energy sustainability consulting firm, to perform an audit of the fleet's replacement schedule and the various facilities where fleet vehicles are parked to develop a multi-year fleet electrification plan. Energetics will deliver City Fleet Facility Electrification Assessments and an Implementation Plan that will outline the necessary next steps to ensure that the electrification of the City's fleet is achieved in the most financially and operationally efficient ways possible.

- **City and Public Battery Electric Charging Infrastructure:** In support of its effort to expand zero emission vehicles within the city, the Transportation Department staff will collaborate with Public Works Department on installation of Battery Electric Charging Infrastructure. The City will enter into a five-year agreement with Carbon Solutions to explore the technical and financial feasibility of installing Electric Vehicle Charging Stations (EVCS) for public use at various City-owned facilities and curbside in the public right-of-way and, where feasible, install, own, operate and maintain the EVCS at Carbon Solutions expense. The partnership will explore expansion of the City's existing network of Level 2 charging stations where dwell time warrants their installation (such as in employee parking areas) and 300 kW or faster DCFC stations at City-owned facilities within one mile of the Interstate 10 and 405 corridors, and curbside near large employers and mixed use/multi-family dwellings where employers, landlords, or homeowners' associations will not install them on-site themselves.

**Status:** In progress. PW has been negotiating the five-year agreement with Carbon Solutions.

## **FY19-2023 CULVER CITY STRATEGIC GOAL: ENSURE LONG-TERM FINANCIAL STABILITY**

- **Ten-Year Financial Projections and Funding:** Transportation forecasts growth in costs in Fiscal Year 2024. However, the negative externalities facing the financial condition of transit are nationwide and more acute in localities without sales' tax subsidies like Los Angeles. In efforts to manage the current environment, staff will continue to build on the increased technical capacity of its financial modeling in Fiscal Year 2024. The current ten-year projection is prioritized to meet the operational goals of 100% scheduled service and recruiting operators. These goals facilitate the service metrics of passenger trips and vehicle revenue miles, which will drive allocations for local subsidies in Fiscal Year 2025. Staff is forward

planning its financial strategy within the context of wage increases across the department given its comparative position among municipal bus operators. Staff is also developing contingency plans to offset possible long-term declines in revenues from local subsidies through the use of federal formula grants for capital maintenance. Additionally, department staff maintain active leadership roles in regional entities which influence the direction funding allocations and advocate for transit resources. Several efforts to communicate what is being termed the “transit fiscal cliff” are underway and seek to gain additional operating support from the state and federal government.

Transportation’s 2024 financial imperative is to invest in providing 100% of scheduled fixed-route service to avoid reduced allocations from local subsidies in Fiscal Year 2025.

**Status:** The Department has been working diligently on various strategies to maintain its long-term financial stability to effectively deliver essential services to both the City and the community. One key initiative is the development of a Strategic Grant Funding Plan that aims to strategically position the department for optimal financial health, secure vital grant funds for critical areas such as capital, infrastructure, and service needs in alignment with the projected service levels outlines in the forthcoming Comprehensive Mobility Service Plan (CMSP) and the 2045 General Plan Mobility Element. This work will continue in FY25, with implementation for future years.

- **Equipment Replacement Fund (ERF):** Transportation Department staff will continue working on implementing the results of its vehicle utilization and electrification analysis, with a goal of enhancing and automating the funding needs for the ERF as was begun in Fiscal Year 2023. Staff has begun expansion of its use of capital asset management software to include whole life costing and is assessing the total cost of each fleet asset over its lifecycle to inform future year funding requests. Continuation of the goal to have an automated forecasting of fleet capital needs and associated expenditures to replace existing manual process will also continue in Fiscal Year 2024.

**Status:** Transportation Department staff was able to deploy the department’s new capital asset management software in Fiscal Year 2024 and continues to make necessary enhancements to ensure that the software functions as designed. While additional updates and data reconciliation is required to achieve staff’s goal of including whole life costing and automated forecasting, significant improvements have been made throughout the last year. Staff will continue to improve the software’s functionality and work with the Finance Department to ensure the Fund is well positioned to meet the City’s needs.

- **Grant Management:** Staff will continue to actively manage its grants portfolio and increase collaboration with the Finance Department. Transportation will expand the role of a new accountant staff position to assist in the reconciliation and audit

preparation for planned 2024 audits. Transportation will assist in any efforts to implement grants management efforts citywide.

**Status:** Ongoing. The Department has worked with the new accountant staff to assist in the reconciliation and audit preparation and will continue to actively manage its grants portfolio.

## DEPARTMENTAL INITIATIVES

- **Workforce Management & Business Process Improvements:** Transportation Department staff will continue with the implementation of the Scheduling and Workforce Management software, MAIOR. The software is integrated with the existing CleverCAD system that provides fixed-route scheduling and run-cutting tasks. Staff will continue collaborating with the Finance and Human Resources department to modernize timekeeping and records system to align with city, state, and federal regulations. Efforts to track costs associated to facilities asset management will continue using work order management software (Mainstar) capturing costs associated with the maintenance of facilities, management of projects, and efforts to forecast capital equipment replacement.

**Status:** The Transportation Department is making progress implementing the new scheduling and workforce management MAIOR software. The software is being expanded to include time keeping capabilities and is on track to go live in August 2024. This new software will optimize payroll processes, scheduling, improve communication, and ultimately enhance our ability to deliver efficient transportation services.

- **Transportation Asset Management Master Plan:** Staff will be incorporating the findings of the Transportation Facility Condition Assessment and the Long-Term Electrification Transition Plan that were both completed during FY 2021-2022 into the Transportation Asset Management Plan. The plan will include a ten-year forecast of capital improvements required to maintain our assets in a state of good repair. This Plan will guide immediate and short-term capital improvement projects for all assets and outline software enhancements used to manage the operations, maintenance and replacements as required.

**Status:** Transportation Department staff successfully incorporated the findings of the Transportation Facility Condition Assessment into the Transportation Asset Management Plan. The ten-year forecast of capital improvements required to maintain department assets in a state of good repair was used to guide FY 2023 and FY 2024 CIP budgets and will be used again for the development of the Transportation Department's FY 2025 budget. Staff will continue efforts to expand the Transportation Asset Management Plan to include efforts related to Culver CityBus's transition to a zero-emission fleet as well as software enhancements in the coming fiscal year.

# CITY MANAGER'S OFFICE

## FISCAL YEAR 2023/2024 WORK PLANS

- Local Emergency on Homelessness: The City Manager, in his capacity as the Director of Emergency Services, will direct all City departments to implement the City's response to the Local Emergency on Homelessness proclaimed on January 3, 2023, and ratified by the City Council on January 9, 2023. This includes coordinating weekly outreach and service days, implementing the City's safe-camping site, completing and beginning operations at the Project Homekey interim and permanent supportive housing project and working with Housing and Human Services Department on collecting and presenting key performance metrics, communications to educate the community about the City's efforts around homelessness, and policies and procedures related to homelessness. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*

**Status:** ONGOING – The Housing and Human Services Department has successfully launched its safe-camping site (Wellness Village), Motel Master Leasing program, and Project Homekey, in addition to coordinating with homeless outreach services providers and Care & Service Days. In coordination with City departments and contract vendors, the City Manager's Office is developing performance measures to monitor progress and efficacy of homeless service programs.

- Work with the Housing and Human Services Department to launch the City's mobile crisis intervention program. It is anticipated that the initial phase of the Mobile Crisis Intervention Team will take approximately 18 months: hiring/development (6 months), training (6 months), and initial deployment and evaluation (6 months). The hiring process began in February 2023, so it is anticipated that training and initial deployment will both begin in FY 23/24. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*

**Status:** COMPLETED – On February 27, 2024, the Housing and Human Services Department formally launched the Mobile Crisis Team (MCT) by hosting a one-day Wellness Fair at City Hall. The MCT will be conducting routine response to individuals experiencing acute mental health crises, in addition to providing outreach and services to the City's unhoused population.

- Exploration of care gaps that exist within Culver City community. Research additional innovative services providers of healthcare that work outside traditional models.

**Status:** ONGOING – The City has contracted with Healthcare In Action (HIA) to facilitate healthcare for older adults and other vulnerable individuals who are

experiencing homelessness. HIA is anticipated to begin services in Q4 FY 2024 and will be embedded in the City's existing homeless service outreach model.

- Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*

**Status:** ONGOING – The City Manager's Office has hired a full-time Communications Manager to facilitate broad public engagement, including the upscaling of City communication modalities, format, and content with the goal of connecting the Culver City community. Recent enhancements to the City's public information function include expanded video-based content, City Council meeting summaries, more comprehensive coverage of community events on social media platforms and the City's website, assisting City departments with their communication goals, and highlighting City staff for their public service.

- Engage with various City departments on legislative advocacy. Work with the City Attorney's office on updates to the Culver City Municipal Code, policies and procedures, which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*

**Status:** ONGOING – The City Manager's Office continues to partner with stakeholders, state and federal agencies, and elected officials to ensure that the City's policy objectives are adequately addressed through legislative efforts and inter-governmental cooperation. Staff is currently participating in the CA-37 Congressional Council and will continue to take part in this effort. As the City's liaison to the offices of our elected officials, staff will continue to be kept abreast of federal programs that will support the City's efforts on a wide range of programs and projects.

Staff continues to work on the implementation of the City's Sidewalk Vending Ordinance, which was adopted by the City Council on January 22, 2024. Additionally, at its October 24, 2022, meeting, the City Council determined to pursue dissolution of the Committee on Permits and Licenses (COPL), directed staff to draft an ordinance amending relevant provisions of the Culver City Municipal Code (CCMC), and authorized COPL approvals, revocations, and other actions to continue to be processed administratively during the interim period. Staff is in the process of evaluating the CCMC to identify necessary code amendments. This is a significant and time-consuming project to ensure an accurate reflection of the City's current permit processes, as well as internal consistency within the CCMC. Staff anticipates returning to City Council with a proposed Ordinance during the first or second quarter of FY 24/25.

- Work with the City Council Ad-Hoc 2028 Olympics subcommittee to plan for cultural, economic development and capital improvement activities, as directed by the

City Council, that will prepare to showcase Culver City during this important event.  
*2018 Strategic Plan Reference: N/A*

**Status:** ONGOING – In July 2023, the Subcommittee held a community meeting where it solicited public input on issues related to the 2028 Summer Olympics. Policy ideas for which there were significant public interest are being delegated to the relevant City committees, boards and commissions for follow-up. The City continues to prepare for the 2028 Olympics. The Office of Economic and Cultural Development will identify strategies and opportunities to leverage Culver City's unique geographic location, amenities, and services as a destination for international visitors and Olympic game patrons. OECD will convene a gathering in Spring 2024 to discuss the City's approach to celebrating the arts during the Olympics.

- Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses and multi-family residences. Maximize the efficiency and utilization of the network by working with the City's operator, Onward, to expand the customer base and provide ISP services to small businesses and multi-family residences. *2018 Strategic Plan Reference: N/A*
- **Status:** ONGOING –The City has continued to work with Onward to identify and market to new customers. To date, the City and Onward has completed and is in progress on laterals between the fiber backbone and individual customers. Onward has provisioned and begun providing internet service to City facilities, including the City's wellness village, resulting in cost savings to the City. Onward and the City are currently exploring provisioning wi-fi service to City Parks in a cost-effective manner. The City and Onward are also currently exploring new business models to reduce the cost of customer onboarding. To meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*
- In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*

**Status:** ONGOING –Ting has completed its Culver City network buildout except for the neighborhood of Blair Hills and Hetzler Road, due to right-of-way access issues with the State of California that are still being resolved. The City and Ting



continue to work together on the planning and provisioning of a free public Wi-Fi location at Culver City Park.

- Work with the City Attorney's Office to update three remaining oil pipeline franchise agreements, out of the City's five oil pipeline franchises, using the Torrance Valley franchise agreement (which was completed in FY21) as a template. *2018 Strategic Plan Reference: N/A*

**Status:** ONGOING – The City completed the new Franchise Agreement with Torrance Valley Pipeline on June 28, 2021. The City Manager's Office continues to work with the City Attorney's Office on revising the remaining three oil pipeline agreements to be in alignment with the provisions of the Torrance Valley Pipeline agreement.

- Work with the Finance Department to complete the permitting process for the two storefront cannabis businesses who are currently in the application process. Re-open the non-storefront permit application process for the remaining permit slots. Work with Finance to develop auditing and annual inspection procedures for eight existing businesses. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

**Status:** ONGOING— The City currently has seven permitted cannabis businesses: one storefront retail cannabis business, three home-delivery businesses, one home-delivery/distribution business, and two manufacturing businesses. Two storefront cannabis businesses remain in the permit application process. Their progress has been slowed by reasons unrelated to the City. The City expects to re-open the non-storefront permit application process for remaining permit slots in mid-2024. During the fiscal year, the City evaluated and ultimately reduced to 0% the cannabis business tax for cannabis distribution companies.

- Work with the City Attorney's Office and Finance Department to develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

**Status:** ONGOING – The City continues to collect TOT through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent Rent Control and Tenant Protection Program, which went into effect in October 2020. Subsequently, this project was delayed due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well as other City Council-directed priorities since 2022. Staff met with

the City Council Ad Hoc Short-Term Rental Subcommittee in September 2021, to review the project status and policy direction that was given by the City Council in February 2019.

- Collaborate with the Culver City Unified School District and West Los Angeles Community College (WLAC) on projects and initiatives of shared interest. Actively participate in CC-CCUSD Liaison Committee and CC-WLAC Liaison Committee meetings and provide support to WLAC to engage the community. *2018 Strategic Plan Reference: N/A*

**Status:** ONGOING – The CC-WLAC Liaison Committee met once in November 2023 and discussed collaborations on field space, the 2028 Olympics, workforce development, climate change, and affordable housing on campus. In February 2024, the City provided WLAC with a letter of support for a proposal to build on-campus housing. The CC-CCUSD Liaison Committee met in July 2023 and discussed homelessness, school resources officers, the joint use agreement, and student support services. The Committee also met again in February 2024 and discussed homelessness, use of cannabis tax revenue as a funding source for youth prevention, safe routes to school, and the CCUSD Cares program.

- Work with the City Council Policies Ad Hoc Subcommittee, City Clerk, and City Attorney's Office to complete a comprehensive review of all City Council Policies and finalize a new policy manual. *2018 Strategic Plan Reference: N/A*

**Status:** ONGOING – The City Manager's Office is currently working with the City Attorney's Office, City Clerk's Office, and Information Technology Department on policies related to: Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department, City Attorney's Office and City Clerk's Office.)

- Engage an internal auditing firm to conduct a City-wide internal controls review. The project is estimated to begin early in FY 2023/2024 and is expected to be completed before the close of the fiscal year. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

**Status:** DEFERRED – Due to staffing changes and internal reorganization, this item has been deferred. The City Manager's Office will continue to work the Finance Department as lead on internal audit functions, in addition to identifying opportunities for Citywide and department specific internal performance and process improvements.

- Update policies and procedures on a regular basis as recommended by Moss Adams. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

**Status:** ONGOING – Staff continues to review the City's existing financial policies and procedures to develop recommended updates. The Finance Department and the City Attorney's Office completed the review of the City's administrative Travel & Expense Reimbursements Policy. The new proposed administrative Travel & Expense Reimbursements Policy will soon be presented to the Policy Committee for review. Staff is also finalizing revisions to the Employee Training, Education and Tuition Reimbursement Program and associated policy. The Internal Audit Division has been relocated to the Finance Department and will regularly report to the City Manager.

- Continue to implement the remaining Moss Adams internal control recommendations, including recommendations that require software changes or implementation of new software modules. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

**Status:** ONGOING – The Finance Department successfully completed a comprehensive software update to the City's Enterprise Resource Planning (ERP) system. The ERP upgrades included key security features to enhance the system security and controls. The Finance Department also upgraded the City's timekeeping software and successfully transitioned all Departments into an electronic timecard system with the exception of some personnel in Transportation and Fire. The City purchased new software programs to assist with contract development and contract management as well as the tracking of certificates of insurance. Staff is currently working to implement these new software programs.

# CITY CLERK'S OFFICE

## FISCAL YEAR 2023/2024 WORK PLANS

### CORE FUNCTION

Continue to administer core City Clerk's Office functions such as providing access to public records, managing public inquiries and relationships, arranging for ceremonial and official functions, ensuring proper record-keeping of legislative actions and other documents, acting as compliance officer for state and local statutes and providing excellent customer service.

### **Legislative and Advisory Body Support**

- City Council Meetings and Other Commissions, Boards and Committees (CBC) Body Support – Continue to work with the IT Department to implement and document hybrid meeting attendance models. Hybrid meetings allow remote and in-person participation at City Council meetings by the public.

**Status** (a/o 03/01/2024): Ongoing. Routine training, advice, and support to Council and CBC's, protocols and training related to virtual meeting processes allow CBC's to provide virtual meeting options for the public.

- Complete an equipment analysis for the Mike Balkman Council Chambers' audio-visual (AV) components that are approaching end-of-life and upgrade as necessary. Analyze opportunities to enhance the AV experience for Council and Commission meetings that are held in the Chambers (Joint Project with IT Department.)

**Status** (a/o 03/01/2024): Ongoing. This effort was delayed due to staff resource limitations. However, staff has continued to work with the audio-visual contractor to troubleshoot and repair hardware components as required. IT staff will continue working in collaboration with the City Clerk's Office to draft a request for proposal to identify a vendor to assist with the evaluation, design and replacement of hardware. Staff will also evaluate software to enhance public meeting agenda management and workflows. This effort will continue into fiscal year 24-25.

- Review current agenda management software program options and modify as needed.

**Status** (a/o 03/01/2024): Completed. Review of programs other than Granicus do not provide a more stable environment for agenda preparation and management. Will revisit in 2026.

- City Council and Other Commission, Board, and Committee (CBC) Meeting Support – Continue to work with the IT Department to keep abreast and implement

the latest virtual and hybrid meeting methodologies, adapting them as needed to ensure the City is using solutions that maximize public participation and transparency.

**Status** (a/o 03/01/2024): Ongoing. The City Clerk's Office provides oversight to CBC bodies regarding Brown Act compliance, meeting procedures, minutes, recordings, and troubleshooting programs, as needed.

- Ongoing review of agenda format and related meeting documents and processes.

**Status** (a/o 03/01/2024): Complete for 2023/24. Agenda language has been updated to reflect current meeting processes and provided as part of the agenda itself, as well as how to attend a meeting and request to speak online.

- City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY 23-24 (Joint Project with City Attorney's Office)

**Status** (a/o 03/01/2024): Partially completed and ongoing. Staff from the City Manager's Office, City Clerk's Office, 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. Several policies (approximately 24) involving various subject matters have been reviewed and revised to date, four of which were completed thus far in FY 23-24. Subcommittee and staff will continue to review Policies throughout FY 23-24 and 24-25.

- Update Meeting Procedures, Guidelines, and the CCMC, including decorum, rules of order, and public participation (Joint Project with the City Attorney's Office)

**Status** (a/o 03/01/2024): Partially completed and ongoing.

- Provide and track mandated trainings for elected and appointed officials and City employees, inclusive of best meeting practices and Brown Act Compliance.

**Status** (a/o 03/01/2024): Ongoing. Annual AB 1234 trainings occur for elected and appointed officials.

Oversee the annual CBC recruitment and appointment process and continue to increase awareness of the year-round recruitment ability, as well as to attract youth to participation opportunities.

**Status** (a/o 03/01/2024): Ongoing. This fiscal year, an interim recruitment was held for several vacancies. The annual recruitment for FY 24-25 will occur between April and June 2024 and will include a search for members for the newly formed MLK Jr. Committee, all of whom will fill positions by July 1, 2024.

### **Document Management System (*Joint Project with IT Department*)**

- Continue development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to

various official city documents. In development for FY 2023-24 implementation is the completion of a WORM-compliant records center and automated workflow. Analyze implementation of automated electronic document retention policies.

**Status** (a/o 03/01/2024): Ongoing. In collaboration with the IT Department, software vendor Gimmal has been selected that will facilitate EDMS automated retention. This includes functionality for file locking with audit trails and automated document retention in accordance with the City's retention policies. The software provides staff with search and retrieval of immutable copies. Gimmal allows for an electronic retention plan to be applied to records in the City. Staff has started the process of selecting records to test in the system. The Gimmal retention program will start in 24-25 and will include training of staff and implementation of the full program.

### Record Accessibility

- Implement and update public-facing online portal for searchable City records and documents.

**Status** (a/o 03/01/2024): *The Next Request public facing Public Records Request (PRR) portal is fully operational. Accessibility of records is in process.*

- Review and update City Clerk webpages to ensure ease of access.

**Status** (a/o 03/01/2024): Ongoing.

- Implement new software to convert microfiche and microfilm records into electronic documents and provide training to staff.

**Status** (a/o 03/01/2024): *In process. Implemented and training complete. Conversion of records is ongoing as needed currently.*

- Implement SECURE G2G Portal, an Orange County Program that allows Culver City to record its own documents with Los Angeles County, such as Easements, Notices, Covenants, Conditions and Restrictions (CC&R's), etc. to further ensure accurate and complete records on file at the City that are accessible to the public.

**Status** (a/o 03/01/2024): *In process. Estimated implementation date is September 2024. Additionally, recorded documents will be linked to the public records.*

### Records Retention and Destruction Schedule

- Continue to provide oversight and direction on the process for citywide records retention and destruction.

**Status** (a/o 03/01/2024): Ongoing program. Implementation of electronic records management program Gimmal expected to be completed by July 2024 and training of departmental staff to be completed by end of 2024.

- Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures

relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department and City Manager's Office.)

**Status** (a/o 03/01/2024): Partially completed and ongoing. A Working Group, consisting of staff from the City Manager's Office, IT Department, City Clerk's Office and City Attorney's Office working to prepare Administrative Policies and Procedures for an employee use of social media policy. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities to inform staff's update of the City's current policies. Given recent trends in use of artificial intelligence (AI), the Team is also reviewing what other cities are doing to determine whether an AI policy will be recommended as well. Due to other City Council-directed priorities, the full completion of this Work Plan has been delayed and it is now estimated these projects will be completed during 4th quarter of FY 23-24 or 1st quarter of FY 24-25.

### **Public Records Act – Electronic Request/Processing System**

- Continue processing of public records requests through the program NextRequest and update the public-facing portal with searchable records and documents.

**Status** (a/o 03/01/2024): Ongoing program.

### **Municipal Elections**

- Prepare for the November 5, 2024, General Municipal Election, to be consolidated with Los Angeles County, for election of three Council Members and any future ballot measures (if applicable). The election is expected to be called at a City Council Meeting in July 2024. Los Angeles County is scheduled to finalize and certify the results in time for approval and declaration at the December 9, 2024, City Council Meeting.

**Status** (a/o 03/01/2024): The March 5, 2024 election included the Patacchia Room as an 11-day vote center, which is expected to be replicated for the November election. Prior to end of FY23-24, City Clerk will have updated the website with current election information, inclusive of an updated brochure, and will have completed potential candidate materials to be distributed during the official nomination period (July 15 - Aug 9, 2024.)

- Continue outreach to citizens and Culver City youth about the importance of voting.

**Status** (a/o 03/01/2024): Plans for an informational video will be finalized for release during the election season.

### **Electronic Filing System for FPPC Forms**

- Continue training of new Council and CBC members on use of Electronic FPPC Form filing system. Track and archive entered records.

**Status** (a/o 03/01/2024): Ongoing.

### **Succession Planning**

- Provide training, job shadowing and knowledge transfer within City Clerk's Office for future continuity within the office.

**Status** (a/o 03/01/2024): Deputy City Clerk is now in place and recruitment for an additional City clerk Specialist has begun.

### **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, the Political Reform Act, conflict of interest code regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held in June 2023, during the last quarter of FY 22-23. It is anticipated our Office will be conducting additional Brown Act and Public Records Act training and a claims and litigation training with Department liaisons.

**Status** (a/o 03/01/2024): Next Request Public Records Training has been completed, AB1234 Training will be completed in June 2024 for elected and appointed officials.



# ECONOMIC DEVELOPMENT

## FISCAL YEAR 2023/2024 WORK PLANS

### CORE FUNCTION

Strategically implement projects and programming to facilitate business attraction, long-term reinvestment, and economic vitality in Culver City.

#### **Project and Programs**

- Assist Housing and Human Services Department with project management and construction of Project Homekey motel conversion and Safe Camping projects at City-owned sites. Supervise City’s construction management consultant, review site work and related change orders and facilitate meetings between general contractor, architect, construction management and City departments.

**Status:** Supervised project construction completion to include new electrical transformer, switchgear, boiler, landscaping, roofing, plumbing, fencing, fiber/telecom and plumbing, mechanical and HVAC systems. Oversaw construction budget, change order processing, and contractor/vendor payments. Coordinated Notice of Completion and project closeout of \$13 million project in November 2023.

- Manage and finalize remaining agreements related to the development and operations of the Culver Steps/Town Plaza to include the First Amendment of the Reciprocal Easement Agreement (REA), Operation & Maintenance Agreement and related schedules, Partial Delegation of Operations & Agreement Maintenance and Assignment of Parking Services Management Agreement, and the First Amendment to Shared Use and Access Easement Agreement.

**Status:** In progress. Finalizing negotiations relative to indemnification provisions of REA and reviewing Operation & Maintenance and Shared Use and Access Budgets provided by operator in February 2024.

- Facilitate the development of a Transit Community Facilities District along Jefferson Boulevard, in conjunction with Transportation and adjacent property owners/developers, to create a public circulator service between the Metro La Cienega Station and the Culver City Transit Center.

**Status:** Program paused due to market conditions and lack of property owner interest.

- Facilitate outreach between West Los Angeles College and adjacent neighborhood associations related to construction activities at 10100 Jefferson Boulevard.

**Status:** Outreach meeting scheduled for March 2024.

- Assist in reinitiating construction of Culver City Market Hall and manage related agreements to ensure project compliance with DDA schedule of performance.

**Status:** Working with Regency Centers to amend Disposition and Development Agreement (DDA), and related construction/parking agreements, relative to modified project scope. Anticipate City Council consideration of DDA amendment in Spring 2024. Project construction anticipated in late 2024/early 2025 pending County and State approvals of modified DDA.

- Coordinate with Public Works for construction of the AIP Phase IV Median Project, comprising of seven new landscaped medians between Beethoven Street and Glencoe Avenue along West Washington Boulevard.

**Status:** In progress. Joint construction BID issued in Summer 2023 in association with Public Work's West Washington Stormwater Project. Bid responses received exceeded budget capacity. Revising construction drawings for stormwater portion of project to reduce overall cost. Project is anticipated to be re-bid in Summer/Fall 2024.

- Produce and assist with City-sponsored/community events, administer related agreements as required, including the production and approval for an annual calendar for the Culver Steps, Town Plaza Expansion, and Ivy Station. Events include, but not limited to, Downtown Tree Lighting, Screenland 5K, Taste of the Nation, Juneteenth, Artwalk and Roll, Car Show, July 4<sup>th</sup> Fireworks, Fiesta La Ballona, Asian World Film Festival, and Love Local events.

**Status:** Ongoing. Developed joint annual calendar for the Culver Steps, Town Plaza, and Ivy Station. Serve as liaison for City community events, including the Christmas Tree Lighting, Juneteenth, Taste of the Nation, Asian World Film Festival, Screenland 5k, Shakespeare in the Park, Artwalk and Roll and Love Local events. Produced six concerts for new Summer Sunset Music Series in Downtown Culver City in July/August 2023.

- Streamline and digitize the special events permitting process and produce new public-facing materials explaining the process and requirements.

**Status:** In progress. Working with Finance, City Attorney, and Information Technology to advise on modified permit process.

- Participate in planning for the 2028 Olympic Games and create connections with large employers and hospitality industry to encourage tourism. Work with Council

subcommittee to conduct community outreach and assist with special programming and events as required.

**Status:** Ongoing. Community meeting convened in July 2023 to solicit public input on issues related to the 2028 Summer Olympics to include infrastructure, cultural arts, public policy, and mobility. Continue to identify strategies and opportunities to leverage Culver City's unique geographic location, amenities, and services as a destination for international visitors and Olympic game patrons. Coordinating a Spring 2024 meeting with relevant City Committees, Boards, and other organizations to progress planning efforts.

- Manage Economic Vitality Task Force (EVTF) efforts with a focus on mid- and long-term economic vitality strategies and policies in conjunction with the General Plan Update and the Economic Development Implementation Plan (EIDP). Continue to convene task force to maintain connections with businesses, not-for-profits, associations, and residents to understand real-time economic issues impacting our community.

**Status:** Convened two EVTF General Session Meetings with representatives from real estate, entertainment, retail/restaurant, not-for-profit, hospitality and health services sectors. Next meeting anticipated for May 2024.

- Produce educational workshops in collaboration with the Culver City Chamber of Commerce, Los Angeles Economic Development Corporation (LAEDC), AJCC Worksource Center and Small Business Development Centers (SBDC) to provide relevant resources to business community.

**Status:** Produced a workshop with SBDC in Fall 2023 relevant to social media and marketing strategies for small businesses. Working with AJCC Worksource Center to present a workshop in Spring 2024 to promote/encourage business awareness of local work force incentives.

- Implement Memorandum of Understanding (MOU) with Chamber of Commerce and explore workforce development opportunities to encourage local business recruitment.

**Status:** Ongoing. MOU approved. Working with Chamber and AJCC Worksource Center to present workshop focused on work force incentives in Spring 2024.

- Continue working with West Los Angeles College to create and strengthen workforce development opportunities between the College and City businesses. Coordinate with the City's Workforce Development Subcommittee to explore other potential partnerships.

**Status:** Ongoing. Conducted meetings with West Los Angeles representatives to identify opportunities to connect businesses with existing and emerging career programs offered.

- Complete capital improvements on the Ivy Substation to include exterior masonry and roof replacement in coordination with Public Works.

**Status:** Completed plans in Fall 2023. Bid release paused due to external investigative work required for clerestory framing. Submitting findings to City of Los Angeles and anticipating bid release in Spring/Summer 2024 assuming no additional planning documentation required.

- Monitor DDA schedule of performance for approved and ongoing construction projects and provide permit assistance and technical support as necessary to include 9814 Washington Boulevard and 3725 Robertson Boulevard.

**Status:** Ongoing. 3725 Roberston Boulevard (Ikon West) construction ongoing and completion in alignment with existing Schedule of Performance. 9814 Washington Boulevard (Rethink) construction planning in progress. Schedule of Performance has been extended due to issues with modular construction approach, and utility/transformer coordination. Anticipated construction initiation estimated for early 2025.

- Progress Media Park Revitalization project and work with the City of Los Angeles to gain design approval and grant funding to implement improvement plan.

**Status:** Design process paused pending coordination with the Parks Master Plan process.

- Continue Choose Culver City - Buy Local program to raise awareness of local businesses and encourage consumers to shop, dine and obtain services locally and reduce leakage to neighboring communities. Produce Love Local events in commercial corridors throughout the City.

**Status:** Ongoing. Love Local Banners installed in December 2023. Love Local events scheduled for Spring 2024 in coordination with Helms Bakery/Culver City Arts District, Westfield, and Downtown Culver City.

- Coordinate tenant buildout of The Culver Steps and Ivy Station, including facilitating communication with the internal staff, tenant, and the property owners.

**Status:** Ongoing. Reviewed/commented on design drawings for Laurel Grill and working with Culver Steps adjacent property owners to attract tenants for vacant spaces.

- Provide business outreach and assistance to Transportation Department relative to Move Culver City Project for implementation and analysis.

**Status:** Ongoing. Assistance provided as requested.

- Manage Code Enforcement actions and/or research other opportunities to activate vacant/disinvested storefronts and properties with art.

**Status:** In progress. Working with Cultural Affairs to finalize program guidelines and launch storefront art program in Summer 2024.

- Work with the Cultural Affairs Committee Subcommittee and Cultural Affairs staff to create a plan for future Creative Economy activities and networking events.

**Status:** Ongoing. Exploring opportunities for networking event in Summer 2024.

- Support Ballona Creek Revitalization (BCR) efforts. Coordinate related outreach with Public Works and Advance Planning Division.

**Status:** Ongoing. Assistance provided as requested.

## Ongoing

- Manage Business Resource Center and business hotline to guide new and local businesses in navigating the permitting and approvals processes. Facilitate technical assistance to small businesses through partnerships with regional and state resources.

**Status:** Ongoing. Provide guidance on permitting, site feasibility, business license questions and assistance programs. Respond to dedicated email, online requests, and business hotline.

- Oversee parking operations at City facilities and implement necessary annual and capital improvements to ensure parking experience is user friendly and promotes a clean and pleasant aesthetic.

**Status:** Ongoing. City's parking operator completed numerous maintenance tasks related to landscape, painting, power washing and window cleaning among others. Currently progressing surface lot enhancements and parking structure facility assessment report to identify necessary improvements over the life cycle of the structures.

- Promote new construction, businesses and other programming via social media platforms and produce annual City Profile and attraction/welcome resources.

**Status:** Ongoing. Collaborated with City's new Communications and Public Information Manager to produced six Small Business/Love Local spotlights in Winter 2023/2024. Currently developing revised resources to for new business start-up in Culver City.

- Administer the Community Development Block Grant (CDBG) program in coordination with other City departments to facilitate approved projects and programs.

**Status:** Ongoing. Approved, programmed, and administered the City's 2023/2024 funding allocation.

- Manage lease, parking agreements and Disposition and Development Agreements and monitor schedule of performance and review annual reports for Successor Agency including:
  - K-ZO/Sushi Brothers
  - Kirk Douglas Theatre
  - Sony Pictures Entertainment
  - Westfield
  - Ivy Substation

**Status:** Ongoing. Progressed lease transfer for former K-ZO space in Ince Parking Structure; working with Center Theatre Group on security and programming efforts at Kirk Douglas Theater; Coordinating roof repair and park maintenance with The Actors' Gang at the Ivy Substation; Collaborating with Westfield on new tenants and forthcoming Love Local event.

- Oversee weekly Farmers' Market operations and coordinate monthly meetings to assess on-going performance.

**Status:** Ongoing. Conduct monthly meetings to track market operations and revenues. Amended agreement in Fall 2023 to adjust budget and incentive payments for market operator. Collaborating with Communications and Public Information Manager to produce social media spotlight in May 2024.

- Administer Downtown Business Improvement District (BID) and assist with annual renewal and program implementation, including funds disbursement, permit assistance in accordance with Management Agreement. Conduct monthly district inspections and support and promote district events.

**Status:** Ongoing. Amended MOU in Fall 2024 to allow for closure of Main Street in conjunction with permitted events. Currently coordinating expansion of tree lighting program along Culver Boulevard to Madison Avenue.

- Administer Culver City Arts District BID (CCAD) to assist with annual renewal and implementation, including funds disbursement and permit assistance in accordance with Management Agreement. Support and promote district events and annual Artwalk.

- **Status:** Ongoing. Coordinating with CCAD to progress maintenance and improvement efforts throughout the district.

- Assess interest with Washington West Business District business owners to pursue creation of a BID.

**Status:** In progress.

- Administer West Washington assessment districts (No. 1, 2, 3) related to median improvements and maintain landscaping and lighting.

**Status:** Ongoing. Working with Parks, Recreation and Community Services and Public Works for repair/replanting of existing medians at Washington Boulevard and Zanja Street associated with Assessment District #1.

- Continue relationships with surrounding city partners to understand economic and regional trends.

**Status:** Ongoing. Coordinated/attended two meetings with Economic Development Departments of West Hollywood, Santa Monica and Beverly Hills to discuss City assistance, attraction and work force programs.

# CULTURAL AFFAIRS

## FISCAL YEAR 2023/2024 WORK PLANS

- 1. Continue core division functions, including support of the Cultural Affairs Commission (CAC) and its various subcommittees in implementing Cultural Affairs programs and projects.**

Status: Ongoing. The CAC meets monthly with staff support. Recent CAC agenda items included: consideration and input on multiple new public art projects; recommendations for the 2024 Performing Arts Grant Program awards; review of Artist Laureate Katy Krantz's activities; presentations regarding facilities; review of draft General Plan Update, review activities of Culver City Arts Foundation; and recommendations of updates for the Art in Public Places Ordinance. The CAC has nine subcommittees, four of which have been very active: Public Art, 2024 Performing Arts Grant Program, Culver City Arts Foundation Liaison and Artist Laureate. Of these, the Public Art Subcommittee is a standing subcommittee that requires noticing and minutes in accordance with the Brown Act.

In 2023, CAC reviewed two reports, prepared by staff, of Commission-specific activities and accomplishment plus upcoming plans and agenda items. These reports were transmitted to City Council.

Staff regularly attends City Clerk trainings and meetings regarding legislative compliance, Council Chambers operations, Brown Act regulations, agenda preparation, and noticing requirements.

- 2. Continue to assist and coordinate with other City departments/divisions on programs and projects that require specialized cultural knowledge.**

Status: Ongoing. Staff assisted in preparation of AB1600 Development Impact Fee Report in accordance with the Mitigation Fee Act (Finance and City Attorney's Office). This included providing detailed historical financial data of completed projects funded by developer impact fees. Staff coordinated with Finance Department and with City Attorney to identify and prepare budgets for current and future capital projects to be funded by developer impact fees.

Other examples of coordination include Summer Sunset Music Series (Economic Development), Town Plaza Use Policies (Economic Development and City Attorney's Office), public art/historic preservation components as relate to new development and remodeling projects (Current Planning, Building & Safety), revising City permit system for historically-designated properties and permanent public art locations (Current



Planning, Building & Safety) and coordinating with other City divisions on Creative Economy and Economic Vitality efforts.

- 3. Continue to implement the Art in Public Places Program (APPP), including commission of new artworks, development of new cultural facilities, completion of major restorations and ongoing maintenance. Review and recommend revisions to Culver City Municipal Code Chapter 15.06 pertaining to the Art in Public Places Program.**

Status: Ongoing.

New Development and New Permanent Artworks in Progress:

- 12300 Washington Blvd.: proposal for permanent art installation by Jorge Campos/PixelArt that was denied for not meeting the requirement. Staff consulted with building ownership and art consultant to fulfill their APPP obligation.
- 4520 Sepulveda Blvd.: deaccession of After Market Wheel by Paul Tzanetopoulos. Staff identified a permanent artwork that was removed and destroyed. Based upon a review of the original installation plan, and coordination with the building owners, compensatory payment was received.
- 10301-10395 Jefferson Blvd.: approval of concept for permanent art installation by Yoskay Yamamoto.
- Green Open Space at Washington/National Blvds.: Concept for A Frame for a Tree by LA based artist Charles Gaines and recommendation to City Council; ongoing progress on Phase I of large-scale art project, including planning, promotion, and artist selection. Negotiation and finalization of contracts with artist and specialists to commence Phase 2, including design development, geotechnical reports, arborist report, surveying, architect, and engineering.
- The Culver Steps and The Culver Studios: Ongoing review and coordination of approved concept by Marc Fornes/THEVERYMANY in fulfillment of the percent for art requirement by Hackman Capital Partners. Tracking offsite fabrication and preparation for installation in 2024.
- Continue to assist with approved concept by the Haas Brothers for a project at Shaefer Street and National Blvd. (Redcar).
- Assistance with the Wende Museum's planning and construction of a new cultural facility, Glorya Kaufman Creative Community Center

Staff has begun preparations and coordination for the following additional projects Bastion Development Corporation, REthink Development, 11111 Jefferson Blvd., 3550 Hayden Blvd.

Staff is continuously coordinating with Current Planning on new permit applications that trigger the APPP requirement. Staff is continually managing the payment of in-lieu fees for projects that select that option for meeting the APPP requirements.

Farragut Passageway (new project, not included in original work plans for FY 23-24)

Based on a request from the Public Works Department, Cultural Affairs is managing the selection, commission, and installation of a new public art component at the "Farragut Connector," the passageway connecting Jasmine Avenue to Jackson Avenue. This multi-year project began December 2023 with an invitation to professional visual artists or artist teams to submit credentials for a two-stage competitive process. Staff will coordinate all aspects of the application, assessment panel, and artist coordination. \$75,000 from the Cultural Trust Fund has been committed for this project. Fabrication and installation are anticipated to begin in 2025.

Tree of Life at Carlson Park

This City-owned artwork was recently repaired and restored in consultation with the artist's family. In order to maintain it for the future, and to protect the public that uses the park, staff is managing the design, fabrication, and installation of a new railing on the raised platform. Staff is also coordinating with Public Works for new landscaping and ongoing maintenance.

Almost Invisible Boxes

Staff is managing the refreshing and re-wrapping of many of the utility boxes in downtown. The original artist, Joshua Callahan, has been hired to create and install replacements for 19 boxes of various shapes and sizes. The new contract has been completed in 2023 and work on the photographic murals is expected to begin in Spring 2024.

Temporary Artwork

Culver Current, a digital temporary artwork created and installed at City Hall in 2019 by Nate Mohler, continues to operate in the courtyard at night. A new digital show has been created and will launch in Spring 2024.

Katy Krantz's "Dear Culver City..." a temporary earthenware installation, will be installed at City Hall in 2024. Exhibition dates opens April 15 and ends June 10, 2024; opening reception is scheduled for Tuesday, April 16, from 4pm to 6:30pm.

Artwork Collections Management

Staff managed, or assisted with, the following projects related to existing artworks in the collection. Staff oversees the work and manages contracts with multiple contractors that specialize in art maintenance and restoration.

- Completed relocation of permanent artwork, Studio Pass by Jim Heimann, to a new site at The Culver Studios by Hackman Capital Partners.
- Completed restoration and relocation of permanent artwork at 8620 Hayden Place, KING KONG GONE by Jim Heimann.

- Completed restoration of artwork at intersection of Robertson and Washington Blvd. (Light Wave by Laddie John Dill) Culver City Honda/Toyota.
- Consultation with Turning Point School regarding two artworks in need of maintenance, and installation of plaques.
- Ongoing assistance for the restoration and movement of three permanent artworks within the Westfield Culver City mall.

Routine maintenance of the following City-owned artworks.

- Moving Pictures, seven zoetropes cleaned and repaired, including replacement of lost tiles.
- Path of Life, annual cleaning completed.
- Homage to Ballona Creek, cleaning and repairs completed.
- The Lion's Fountain, annual cleaning completed.
- Film Strip USA, annual draining, and cleaning (ongoing)
- La Ballona, annual draining and cleaning (ongoing)
- Hanging Garden, annual cleaning (ongoing)
- Truth or Fiction, repair (ongoing)

#### Art in Public Places Ordinance

Updating the CCMC regarding the Art in Public Places Program has been ongoing with detailed review by Cultural Affairs staff, Commissioners, and City Attorney staff. Staff has discussed specific sections of the ordinance with CAC Subcommittees and presented a draft of updates to the full CAC. Research is ongoing regarding the history of the ordinance, current City priorities, use of the funds, alignment with the current cultural programming needs of the community, similar visual and performing arts programs in other municipalities, and potential risks associated with ordinance changes. Recommendations by the CAC, final edits to the ordinance, review by the City Attorney's Office, and approval by the CAC is ongoing. CAC's recommendation will ultimately be sent for approval to the City Council.

- 4. Continue to implement the Historic Preservation Program in conjunction with new development projects. Continue review of Historic Preservation Program, including designation plaques, and recommend updates as appropriate.**

Status: Ongoing. Staff continues to identify and advise on development projects involving historical resources to conform with the City's Historic Preservation Program and CEQA. Staff regularly coordinates with Current Planning staff and developers, provides specialized knowledge, and references to other experts. Current projects include Scenic Arts Building at Sony Studios, The Culver Studios, 9814 Washington Blvd. (REthink Development), American Legion Building and Helms Bakery Complex. Work involves coordinating and monitoring improvements in conformance with the US Secretary of the Interior's Standards for Rehabilitation.

Updates to the CCMC pertaining to the Historic Preservation Program are ongoing. After CAC review and approval, staff anticipates returning to Council in FY 24-25 with recommendations for an overall ordinance update.

Staff regularly responds to inquiries from the Current Planning Department and the public regarding historic preservation of buildings, signage, architectural features, and referrals to experts.

**5. Continue to implement and promote the Performing Arts Grant Program and focus on recruiting new and culturally diverse applicants and increasing the engagement with audiences. Continue to identify and facilitate where feasible (e.g., through the Art in Public Places Program) new performance venues.**

Status: Ongoing. During 2023, Staff administered contracts and promoted performances on behalf of 28 grant recipients. Based on evaluation reports collected from the grant recipients, over 8,000 people attended PAG performances.

Staff continually monitors contract compliance, advises grantees regarding venues, coordinates scheduling, assists grantees with permits, oversees promotion, and provide ongoing City support, referrals, and information.

Grants for the 2024 season have been awarded to 30 performing arts organizations for in-person music, theatre, and dance events from January to December. Vendor set-up, contracting, and program promotion is ongoing.

Grant funding from the LA County Department of Arts and Culture was used to hire a part-time Cultural Affairs intern from Santa Monica College. Staff coordinated recruitment and hiring with the Human Resources Department. Staff prepared and supervised intern projects and learning objectives from August 2023 through February 2024.

Music in the Chambers (new project, not included in original work plans for FY 23-24)

Staff is investigating options and opportunities for public performances in the Council Chambers. Technology Artists has met with staff to discuss the venue potential and has prepared a pricing quote for lighting gear, technicians, equipment, and controls. Staff is researching the past programming in the space, expenses, staffing needs, and audience requirements.

**6. Continue the Artist Laureate Program including new public programming and activities.**

Status: Ongoing. Artist Laureate Katy Krantz proposed, and launched public outreach, for a participatory community art project, "Dear Culver City..." Staff assisted Katy Krantz with organizing and promoting a variety of in-person events where community members

learn basic ceramics techniques, create a piece of art for the project, and contribute words for a poetry collaboration. Staff is organizing a sculptural installation at City Hall that will showcase the works by Ms. Krantz and the community. An opening celebration will take place in April 2024 and the exhibition will remain on display for 4-6 weeks. In June 2023 and January 2024 Ms. Krantz provided the CAC with a summary report of activities.

Temporary Mural by Katy Krantz at 11029 Washington Blvd. (new project, not included in original work plans for FY 23-24)

Katy Krantz was motivated by the City's purchase of a former gun store, and by requests from the community to celebrate the event, with the creation of a large-scale temporary mural. In November/December 2023, Ms. Krantz and staff prepared a proposal, budget, and project timeline for CAC recommendation and City Council approval. With assistance from other artists, and contributions from Culver Arts, Ms. Krantz began the mural installation in January 2024. The painting work is ongoing, and the design includes input from neighboring businesses and residents. Cultural Affairs is providing administrative, financial, and logistical support for the project.

- 7. Continue to improve outreach, visibility, and promotional efforts (e.g., adding photos and artworks data to prominent publicly accessible database; initiating professional photography of public art, architectural elements, performing arts, and other city events; encouraging public participation in Artist Laureate activities; and promoting Cultural Affairs programs).**

Status: Ongoing.

- Downtown Cultural Tours Booklet – Staff published a Third Edition of the “red book” containing two walking tours, with the addition of two new artworks in downtown, updates to existing text and photos, and other timely edits. 3000 printed copies of the book have been delivered and a new digital version is available on the City website. Staff distributes the book to the public at multiple locations including City Hall, City facilities, City events, hotels, and other tourist destinations. The Culver City Historical Society is sharing the books with their visitors and participants. Staff also began drafting text, and collecting photos, for a potential third walking tour to incorporate eastern sections of Culver City.
- Otocast Mobile Phone App - Revisions to the mobile app were made in conjunction with the revised Downtown Cultural Tours booklet.
- Culver City Neighbors Magazine – Four articles were published, written by the Cultural Affairs staff. Additional articles featuring Artist Laureate activities and highlighting city arts activities were published with input from Cultural Affairs.
- Public Events – Cultural Affairs materials are distributed at events such as Fiesta La Ballona, Art Walk & Roll Festival, and those sponsored by Culver City Arts Foundation.

- City Website News and GovDelivery Bulletins - Cultural Affairs staff update and add promotional information on the City website weekly. Staff send frequent email bulletins to subscribers about City-sponsored performing arts and visual art events. The public is regularly informed about cultural activities, is invited to participate in cultural experiences, is encouraged to visit public art, and is encouraged to attend local music, theatre and dance events.
- Public Art Archive - In partnership with Western States Arts Federation (WESTAF), staff is managing a database of artworks. This site provides a collections management tool for artworks under the purview of the APPP, and simultaneously increases public awareness of Culver City's art collection in the online Public Art Archive, the only database featuring public art throughout the US.

**8. Explore cultural connections regarding plans for the 2028 Olympics and commence planning efforts.**

Status: Ongoing. The CAC formed an Ad Hoc 2028 Olympics Subcommittee focusing on cultural planning efforts for the Olympics. Staff participated in meetings with the City Council Subcommittee and staff attended events organized by City of Los Angeles Department of Cultural Affairs and Los Angeles County Department of Arts and Culture in preparation for the arts components of the Olympics and Paralympics. In July 2023, staff assisted with planning a public event acknowledging the 5-years countdown to the opening of the Olympic and Paralympic Games in Los Angeles. Staff and CAC attended the event and gathered feedback from the community regarding planning of arts festivals and cultural events.

**9. Continue to partner with Community Development Department on the cultural and preservation elements of the General Plan Update. Incorporate goals identified in the creative economy engagement process and continue planning/coordinating future networking events.**

Status: Ongoing. Staff worked with Advance Planning staff and the GPU consultants on completing tasks related to the General Plan Update as they relate to Arts, Culture, and the Creative Economy (Element 3) and Historic Preservation (Element 10). Staff reviewed and revised multiple sections of the draft plan including implementation actions, timeframe, goals, maps, photos, goals, and policy framework. CAC Subcommittee and Cultural Affairs staff are working with Economic Development staff to plan and implement Creative Economy activities and networking events. Planning for the installation of temporary art in empty storefronts and businesses is ongoing.

**10. Continue partnership with Culver City Arts Foundation on programs and projects, and to raise additional funds and promote awareness of the City's cultural programming.**

Status: Ongoing. Culver Arts made a \$10,000 donation in support the Artist Laureate Program and actively participated in the recruitment and selection process. Culver Arts Board members provide ongoing support and promotion of Artist Laureate activities and the Cultural Affairs Commission. Culver Arts reports regularly on their activities at the CAC meetings. Staff is working with Culver Arts Board members and the CAC on drafting a revised MOU.

**11. Develop a new Community Cultural Plan for Cultural Affairs that aligns with the Cultural Element of the General Plan Update and includes a Public Art Master Plan.**

Status: On hold and ongoing. This project will be carried over into the FY 2024-2025 workplan and will commence once the GPU is near completion. Research has begun to identify comparable plans in other cities and to identify a consultant for this project.

**12. Review CCMC language pertaining to the Cultural Affairs Commission's powers and duties to ensure that it reflects the work of the CAC.**

Status: COMPLETED. Per request of CAC, staff coordinated with the City Attorney's Office and the City Clerk to revise the CAC's powers and duties and to reinstate prior language. The recommended language was presented to City Council and was approved in October 2023.