

**FISCAL YEAR 2025-2026
WORK PLANS FOR CITY DEPARTMENTS
Proposed Work Plan Priorities**

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Police

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Employee Wellness, Retention and Professional Development.

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services, Ensure Long-Term Financial Stability

Resources Needed: Grants funds

Collaborating Departments: Human Resources

Work Plan Priority:

Hire a diverse workforce for all positions by expanding outreach efforts.

Primary Strategic Goal Addressed: Promote Diversity, Equity, and Inclusion

Ancillary Strategic Goals Incorporated: Promote Public Safety

Resources Needed:

Collaborating Departments: Human Resources

Work Plan Priority:

Improve information technology stability and sustainability.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Promote Public Safety; Ensure Long-Term Financial Stability

Resources Needed: Funding for contract services, hardware and software

Collaborating Departments: Information Technology

Work Plan Priority:

Expand community based problem solving and crime prevention efforts.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated: Promote Public Safety, Provide High Quality Public Services

Resources Needed: Funding for equipment, supplies and outreach materials

Collaborating Departments: City Manager's Office and Parks, Recreation & Community Services

Work Plan Priority:

Assess Department workload and resource allocation to improve efficiency and effectiveness.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Ensure Long-Term Financial Stability

Resources Needed: Funding for staff, technology, equipment and/or contract services

Collaborating Departments: Citywide

Police
Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Emergency Preparedness

Primary Strategic Goal Addressed:

Ancillary Strategic Goals Incorporated:

Resources Needed:

Collaborating Departments:

Promote Public Safety

Provide High Quality Public Services

Funding for staff, equipment, supplies, technology and training

Citywide

Fire

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Create a more robust Recovery Plan by creating an Emergency Operations Plan Annex.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Promote Public Safety

Resources Needed: Staff Time

Collaborating Departments:

Work Plan Priority:

Explore the feasibility of participating in the UCLA Mobile Stroke Unit program by providing a dedicated paramedic to support its operation.

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Resources Needed: Hire one additional Firefighter/Paramedic. All costs would be covered by Measure B Grant Funding.

Collaborating Departments:

Work Plan Priority:

Establish a Fire Explorer program.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated: Promote Public Safety

Resources Needed: \$25,000 ongoing

Collaborating Departments:

Work Plan Priority:

Review our SOP's and programs as they relate to our Very High Fire Hazard Areas.

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services.

Resources Needed: Staff Time

Collaborating Departments:

Housing & Human Services

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Continuation of Project Homekey

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Increase Community Engagement; Promote Diversity, Equity and Inclusion; Provide High Quality Public Services

Resources Needed: Contract Services

Collaborating Departments: Public Works, Information Technology, Parks, Recreation & Community Services, Police, Fire, Finance, and City Attorney

Work Plan Priority:

Continuation of Wellness Village/Safe Sleep

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Increase Community Engagement; Promote Diversity, Equity and Inclusion; Provide High Quality Public Services

Resources Needed: Contract Services

Collaborating Departments: Public Works, Information Technology, Parks, Recreation & Community Services, Police, Fire, Finance, and City Attorney

Work Plan Priority:

Continuation of Motel Master Leasing/Motel Nutrition Program

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Increase Community Engagement; Promote Diversity, Equity and Inclusion; Provide High Quality Public Services.

Resources Needed: Contract Services

Collaborating Departments: Public Works, Police, Fire, City Attorney, and Finance

Work Plan Priority:

Continuation of Mobile Crisis Team (MCT)

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Improve Housing and Homeless Services; Increase Community Engagement; Promote Diversity, Equity and Inclusion; Provide High Quality Staff Time

Resources Needed:

Collaborating Departments: Police, Fire, City Manager's Office, Information Technology, City Attorney, and Finance

Housing & Human Services

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Enhancement of Homeless Outreach Services

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Promote Public Safety, Increase Community Engagement, Promote Diversity, Equity and Inclusion, and Provide High Quality Public Services.

Resources Needed: Contract services

Collaborating Departments: Police, Fire, City Manager's Office, Information Technology, Parks, Recreation & Community Services, City Attorney, and Finance

Work Plan Priority:

Implementation of Safe Parking Program

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Increase Community Engagement; Promote Diversity, Equity and Inclusion; Provide High Quality Public Services

Resources Needed: Contract Services

Collaborating Departments: Parks, Recreation & Community Services, City Manager's Office, Police, Fire, Public Works, Finance, and City Attorney

Work Plan Priority:

Enforcement Services Division - Continue ongoing citywide response and enforcement of general enforcement complaints. Respond to complaints and violations observed and Requests for Service. Leaf Blower Regulations – Continue annual permitting process for gardeners who use leaf blowers. Continue educational processes to inform permit holders of changes which took effect November 2022. Cannabis Regulations – Continue assisting with permitting process and inspections for Cannabis businesses. Massage Establishments – Continue to work with other city departments for inspection and enforcement of permit requirements for massage establishments. Unhoused Services – Continue working in collaboration with Outreach and Service Team to address the needs of the unhoused community as relates to public property. Amnesty Program – Continue to oversee the enforcement and case review of the Amnesty Program. Park Patrol - Continue to provide patrol officers for the Parks, Recreation and Community Services Department. Continue Interdepartmental and interdivisional collaboration - Assist Public Works with enforcement of streets and sidewalk encroachments, sustainability, illicit discharges to storm drains, water waste, outdoor dining regulations, parkway landscaping, and solid waste services. Assist Housing Division, Current Planning, and Building Safety Division with Code Enforcement and Housing Programs (e.g. tenant/landlord issues and substandard housing, concerns related to the unhoused population; zoning/land use enforcement, and unpermitted construction related to unpermitted construction, garage conversions, signs, outdoor dining, cannabis, fences, hedges and walls, outdoor lighting, vacant buildings, and demolition work.)

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action; Increase Community Engagement; Improve Housing and Homeless Services

Resources Needed:

Collaborating Departments: Parks, Recreation & Community Services, Police, Fire, and City Attorney

Housing & Human Services

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Enhancement of Code Enforcement/Park Patrol (Limited Term Employees): Staff Recruitments - Hire Code Enforcement Analyst (vacant position). Hire additional Contract Code Enforcement Officers and Park Patrol Officer. Additional staff is needed to contend with the additional expectations placed on the Division. Enforcement has fallen on this Division for several newly adopted ordinances such as the prohibition on camping in public spaces, sidewalk vending, sustainability regulations as well as increased requests for tenant protections and substandard housing investigations add to the current overburdened workload.

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action; Increase Community Engagement; Improve Housing and Homeless Services

Resources Needed: Staff Time

Collaborating Departments: Parks, Recreation & Community Services, Police, Fire, and City Attorney

Work Plan Priority:

Continue implementation of the Rent Control and Tenant Protections Ordinances including contract administration and monitoring, dissemination of information related to housing and tenant rights, petition for noncompliance and rental adjustment analyses, rental registration/fees collection and enforcement, establishing program guidelines and procedures, community outreach, and monitoring and enforcement of program provisions. It is anticipated that the Program's needs will remain in line with this year's contracts, with the exception of the implementation of the clean up ordinance requirements and potential consideration of a fee related to Replacement Unit Determination Applications – with Council's approval. The Program will continue to need the assistance of the following: 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; a new hearing officer to oversee appeals will be brought on; Tripepi Smith & Associates continuing to assist in the outreach efforts to further compliance with the ordinance requirements; and HdL Software, LLC will continue to operate the rent registry. Each of the contracts are for five years and are renewed through the 28/29 fiscal year.

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Promote Public Safety; Increase Community Engagement; Improve Housing and Homeless Services

Resources Needed:

Collaborating Departments: Parks, Recreation & Community Services, Police, Fire, and City Attorney

Work Plan Priority:

Homeless Dashboard 1.0 – Housing and Human Services staff assisted in the creation of a website homeless stats dashboard. Dashboard 1.0 went live on the City's website on August 26, 2024.

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Promote Public Safety; Increase Community Engagement

Resources Needed:

Collaborating Departments: Parks, Recreation & Community Services, Police, Fire, and City Attorney

Housing & Human Services

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

2025 Homeless Count – Annual participation to streamline data collection to increase housing options for those who are unhoused within Culver City. On February 20, 2025, representatives from the Los Angeles Homeless Services Authority, Culver City Housing and Human Services Department, Culver City Manager's Office, Culver City Police Department, Culver City Fire Department, Culver City St. Joseph Center Outreach Team, and the Culver City Advisory Committee on Housing and Homelessness, met for the annual enumeration. The homeless count data, in conjunction with other records, aids in better understanding the state of homelessness within Culver City and LA County. While our homeless count results are important, it is just one data point that we consider as we make policy decisions on how to address homelessness in our community. To maintain data consistency and credibility, the Advisory Committee on Housing and Homelessness is exploring the option of conducting multiple internal Homeless Counts in a year.

Primary Strategic Goal Addressed:

Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated:

Promote Public Safety; Increase Community Engagement

Resources Needed:

Collaborating Departments:

Parks, Recreation & Community Services, Police, Fire, and City Attorney

Work Plan Priority:

Continue Advisory Committee on Housing and Homelessness 2025. To increase temporary shelter, affordable, and permanent supportive housing across the city by continuing to support Housing staff and provide recommendations to City Council regarding the programs. Continue to provide input to City Council around legislation, policies, and land use regulations that increase affordable and supportive housing, primarily exploration of revenue that will assist in addressing housing and homeless issues within the parameters of Culver City. Update of the 2018 Culver City's Plan to Prevent and Combat Homelessness. HHS has secured \$65K in grant monies through the Local Solutions Grant through the Westside Cities of Councils of Government to support this effort. Issue an RFP by February 2025 to seek a qualified vendor to update plan. Vendor will start work in March 2025. Seek additional grant funding sources through Measure H and Measure A to create more affordable housing for our unhoused neighbors. Some of the Measure H funding sources that have already been identified are the Innovation Grant and Local Solutions Grant through the Westside Cities of Councils of Government, and the Los Angeles County CEO Homeless Initiative Grants to support interim our Project Homekey Interim Housing site.

Primary Strategic Goal Addressed:

Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated:

Promote Public Safety; Increase Community Engagement

Resources Needed:

Collaborating Departments:

Parks, Recreation & Community Services, Police, Fire, and City Attorney

Housing & Human Services

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Housing Services - Continue general Housing and Administrative programs which includes Section 8 Housing Choice Voucher Program, Covenant Monitoring, Rental Assistance Program (RAP), Landlord Tenant Mediation Board, Fair Housing and Legal Services, Housing Quality Standard (HQS) Inspections, Family Self Sufficiency Program (FSS, Affordable Housing Production, Landlord Tenant and Mediation Board (LTMB)

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Promote Public Safety; Increase Community Engagement

Resources Needed:

Collaborating Departments: Parks, Recreation & Community Services, Police, Fire, and City Attorney

Parks, Recreation & Community Services

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

AB- 1881 Model Water Efficient Landscape Ordinance (MWELo) aims to promote water conservation in landscaping practices throughout California. Staff will finalize a detailed plan and timeline for compliance based on the findings and recommendations outlined in the MWELo consultant's report. The plan will include community engagement and an education component for stakeholders. Once the plan is finalized, staff will begin a multi-year process to ensure 100% compliance.

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action
Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure and Community Spaces
Resources Needed:
Collaborating Departments: Public Works, Finance, and City Attorney

Work Plan Priority:

Staff plans to transition the Youth Sports Pilot Program into a comprehensive Youth Sports Program, expanding its reach to better serve the community. This newly developed program will include structured leagues, skill-building clinics and recreational tournaments available throughout the year and will focus on youth sports not widely offered in Culver City. This program prioritizes community over competition and will focus on skill-development, social connections and good sportsmanship.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated: Promote Diversity, Equity, and Inclusion
Resources Needed: Budget enhancement
Collaborating Departments:

Work Plan Priority:

For Tellfeson Park, staff will prioritize community engagement as it prepares design and construction projects based on the recommendations found in the 2025 Parks Plan. This will include organizing educational workshops, creating surveys and hosting public meetings with stakeholders. The goal is to give the public multiple opportunities to share feedback as the 2025 Park Plan's recommendations are developed for the park.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Increase Community Engagement
Resources Needed:
Collaborating Departments:

Work Plan Priority:

Complete an in-depth financial analysis and assessment of youth and adult Enrichment Classes that are provided through contracts with independent instructors. Some of the areas of analysis will include, but not be limited to, average participation for the class, revenue received, and availability of the class through other organizations in surrounding areas. Through this analysis, staff will create a plan for increasing participation, adding new classes, and removing classes that are underperforming.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability, Increase Community Engagement
Resources Needed:
Collaborating Departments:

Parks, Recreation & Community Services

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Staff will complete an in-depth financial assessment of the rental opportunities at the Veterans Memorial Complex the Senior Center, Teen Center, and Veterans Memorial Building. Through the assessment and various methods for customer feedback, staff will focus on creating plans to increase revenue, update marketing strategies, filling vacant rentable time slots, and creating stronger customer relationships to create repeat renters.

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Resources Needed:

Collaborating Departments:

Work Plan Priority:

The City's Age Friendly Action Plan is tentatively scheduled to be finalized by 2025. In January 2026, city staff led by PRCS will implement the action plan which will include addressing community needs based on priorities, and scheduling staff meetings with various departments to ensure that the city continues to provide high quality programs and services for our residents. An implementation team with dedicated staff from city departments will work collaboratively with PRCS to implement the action plan and monitor progress.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Resources Needed:

Collaborating Departments: City Manager's Office

Work Plan Priority:

In early 2025 PRCS began an in-depth analysis on its revenue and fee structure. Through a City Council approved fee schedule and fee policy, PRCS will begin a year long analysis to track revenue through all of its programs in order to meet cost recovery and subsidy goals for each program and increase the department's financial sustainability.

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated:

Resources Needed:

Collaborating Departments: Finance

Human Resources

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Employee Development: Promote citywide training to address skill gaps and provide and encourage professional development to employees to assist with succession planning as well as upward mobility within the various City departments. Initial assessments of the City's workforce identified the following areas in terms of skills improvement: oral presentation and/or interview training; business writing; critical thinking; Microsoft 365 (i.e., Excel pivot charts, formulas, Word (document writing), PowerPoint (development of presentations) etc. Future assessments will include feedback from employees and supervisors.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability
Resources Needed: \$30,000
Collaborating Departments: Citywide

Work Plan Priority:

Employee Health & Well-Being: Prioritize employee health and well-being by offering additional resources and continuance of the annual benefits and wellness fairs. With the implementation of the new Concern Health Employee Assistance Program (EAP) and LifeBalance discount and wellness resources website, HR plans to schedule virtual and in-person informational sessions to promote the comprehensive features of the EAP Program, in addition to the resources that Concern Health offers for Supervisors and Managers. Employees continue to request for physical fitness resources, and HR is currently reviewing each of the CalPERS health plans for any physical fitness programs so that we can include them in an informational guide, in addition to re-engaging in citywide wellness challenges for individuals and teams.

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability
Ancillary Strategic Goals Incorporated:
Resources Needed: \$30,000
Collaborating Departments: Citywide

Work Plan Priority:

Modernize & Improve Operational Efficiency: Embrace a digital transformation for services offered. Digitize forms to eliminate paper processes and enhance communication and the employee experience. HR continues to pursue innovation improvements in terms of service delivery for administration, onboarding, and recruitment. For FY 25-26, HR wants to pursue citywide text messaging to ensure that employees are aware of specific deadlines in terms of open enrollment or other citywide communications and/or events in consideration of a significant portion of the workforce working in the field. Policy acknowledgement and benefits forms have already been digitized to include the collection of electronic signatures to create "file ready" documents that eliminate the need for photocopying, and HR will continue to pursue other ways to digitize services. For recruitment purposes, HR is in the process of finalizing a video interview service that will assist with reducing time to virtually interview candidates and mitigate challenges of securing external raters. Lastly, HR will refocus its efforts of further digitizing the livescan and benefits enrollment process for new hire candidates.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability; Promote Diversity, Equity, and Inclusion
Resources Needed: \$35,000
Collaborating Departments: Finance and Information Technology

Human Resources

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Focus on Eliminating Discrimination, Harassment, and Retaliation in the Workplace: Implement an online EEO complaint portal for employees to submit related complaints and also allow for the submission of anonymous complaints. With the recent hiring of a Sr. Management Analyst for investigations, HR will continue to implement and meet established timelines for response, review, action needed/taken for closure of complaints. The upcoming Supervisory Training will include a section on this topic and HR will also roll out training to the newly formed departmental contacts for Employee Relations.

Primary Strategic Goal Addressed:	Promote Diversity, Equity, and Inclusion
Ancillary Strategic Goals Incorporated:	Ensure Long-term Financial Stability
Resources Needed:	\$25,000
Collaborating Departments:	Citywide

Work Plan Priority:

Safety Awareness: Provide employees with safety trainings and awareness, while ensuring compliance with OSHA and safety regulations. With the recent hiring of the new Risk Manager, HR anticipates furthering of safety-sensitive training upon the roll out of the recent Workplace Violence Prevention Program, in light of federal and local compliance requirements applicable to the City, including the upcoming release of the City's Drug and Alcohol policy.

Primary Strategic Goal Addressed:	Ensure Long-term Financial Stability
Ancillary Strategic Goals Incorporated:	Provide High Quality Public Services
Resources Needed:	\$30,000
Collaborating Departments:	Citywide

Work Plan Priority:

To continually position the City as an Employer of Choice, HR will continue to host employee recognition events including, the annual Summer Social, health and wellness events, holiday events, and the Outstanding Performance Recognition Event that is recognized by the Civil Service Commission. The positive feedback from attendees, families of City employees and participating staff have been extremely complimentary and supportive of this effort and enhances the morale and collaboration of City employees.

Primary Strategic Goal Addressed:	Promote Diversity, Equity, and Inclusion
Ancillary Strategic Goals Incorporated:	Ensure Long-term Financial Stability
Resources Needed:	\$35,000
Collaborating Departments:	Citywide

Human Resources

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Develop and implement the Racial Equity Action Plan (REAP) to increase racial equity across all City operations. This project has two components – public facing and internal facing. The review of all the City's policies has been completed, which is a major milestone in terms of this initiative and HR is preparing for the next phase of community engagement. For further buy-in, the reference to the REAP has been given another reference name of Equity and Inclusion, as this project is broader than the focus on race. Internally, a department staffed committee has been created, and continual updates are provided to Executive staff and the Equity adhoc committee.

Primary Strategic Goal Addressed:

Promote Diversity, Equity, and Inclusion

Ancillary Strategic Goals Incorporated:

Increase Community Engagement; Improve Housing and Homeless Services

Resources Needed:

\$20,000

Collaborating Departments:

Citywide

City Attorney
Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

City Council Policies - Comprehensive Update: Work with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: City Clerk and City Manager

Work Plan Priority:

Artificial Intelligence (AI) and Social Media Policies: Update existing policies and evaluate new policies.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: Information Technology and City Manager

Work Plan Priority:

Inglewood Oil Field (IOF): (1) Implementation and Monitoring of the Settlement Agreement Regarding the Oil Termination Ordinance; and (2) Involvement in IOF-Related Matters (i.e., CAP meetings; CSD Amendment Process; CAP Health Working Group; Community Health Assessment Study; County/LA City Just Transition Task Force; CARB and SNAPS

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated: Promote Public Safety

Resources Needed: Consultant costs are typically housed in Current Planning Division budget

Collaborating Departments: Planning & Development

Work Plan Priority:

LAX/FAA Overflights and FAA Regulations: Monitor local and regional overflight concerns; monitor and submit comments on LAX projects; Monitor and submit comments on FAA programs and regulations; Manage pending FAA litigation.

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time; Outside counsel as needed

Collaborating Departments: City Manager's Office

City Attorney
Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Contracting/Purchasing Ordinance, Policies and Administration Update, Including New Contract Management System

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time; possible consultant retained by Finance

Collaborating Departments: Finance and Information Technology

Work Plan Priority:

Sign Code Update: Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200, et seq. pertaining to sign regulations

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time; outside legal counsel; consultant retained by Planning and Development

Collaborating Departments: Planning & Development

Work Plan Priority:

Digital Kiosk Program: Prepare policies and template agreement relating to digital kiosks on City property and public right-of-way.

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services; Increase Community Engagement

Resources Needed: Staff time; outside legal counsel

Collaborating Departments: Economic Development and Planning & Development

Work Plan Priority:

Minimum Wage Ordinance

Primary Strategic Goal Addressed: Promote Diversity, Equity, and Inclusion

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: City Manager's Office and Finance

Work Plan Priority:

Elections 2025-2026: Handle and manage all legal matters pertaining to potential upcoming election needs.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: City Clerk and Finance

City Attorney
Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Rent Control and Tenant Protections Update: Comprehensive review and update of Rent Control and Tenant Protections Ordinances.

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: Housing & Human Services

Work Plan Priority:

Free Speech Guidelines Update: Comprehensive review and update to City's Free Speech Guidelines (Council Policy 4008)

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time; outside legal counsel

Collaborating Departments:

Information Technology

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Enhance the city's cybersecurity posture by deploying Intrusion Detection Systems (IDS) and collaborating with the California Department of Technology's Security Operations Center (SOC) for round-the-clock monitoring. This partnership will provide continuous threat detection, rapid response to security incidents, and a proactive approach to safeguarding sensitive data and critical infrastructure from cyber threats.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Funding for log collection services

Collaborating Departments:

Work Plan Priority:

Enhance the City's data protection by implementing robust data loss prevention mechanisms and establish enterprise-wide data governance across all city departments. The threat of losing enterprise data and personally identifiable information (PII) remains a significant risk to local and state government entities, potentially resulting in substantial financial and reputational damage. By instituting data classification protocols and enforcing conditional access controls, the city can significantly mitigate these risks, ensuring sensitive information is better safeguarded and access is granted only to authorized users based on their roles and needs.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Ensure Long-Term Financial Stability

Resources Needed: Funding for professional services and staff training

Collaborating Departments: Citywide

Work Plan Priority:

Enhance city transparency by developing new data dashboards or improving existing ones across key areas such as homeless services, transportation, parks, and community development. These dashboards should provide real-time, accessible data to the public, enabling citizens to better understand government operations, track progress, and make informed decisions. By visualizing key performance metrics and providing clear insights, the city can foster greater accountability and engagement, empowering residents with valuable information about essential services and ongoing initiatives.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated: Enhance Mobility and Transportation; Improve Housing and Homelessness Services; Provide High Quality Public Services

Resources Needed: TBD

Collaborating Departments: Housing & Human Services, Transportation, and Parks, Recreation & Community Services

Information Technology

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Explore the adoption of Artificial Intelligence (AI)-driven software to support smart city initiatives, enhance staff efficiency, and foster greater community engagement. The IT Department is actively working with the City Attorney's office to establish a comprehensive AI policy and governance framework. It is critical to implement a robust AI governance structure before deploying any AI software to mitigate risks, set clear and measurable outcomes, and ensure the protection of private data. This proactive approach will help guide responsible AI usage and ensure its alignment with the city's goals for innovation and security.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	Increase Community Engagement
Resources Needed:	Funding for approved AI software or development
Collaborating Departments:	Planning & Development

Work Plan Priority:

Complete the upgrade of conference room equipment and meeting software to ensure seamless alignment with the advanced technology in the Mike Balkman Council Chambers. This will improve the functionality and efficiency of meetings, providing better audio-visual capabilities, enhanced collaboration tools, and a more user-friendly experience for both participants and attendees.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	
Resources Needed:	Funding for replacement equipment as needed
Collaborating Departments:	Citywide

Work Plan Priority:

Strengthen network resilience by implementing backup internet connectivity with near-instant failover capabilities for City Hall and its satellite buildings. This ensures continuous, uninterrupted service in the event of a network disruption, minimizing downtime and maintaining operational efficiency across critical city functions, including public safety.

Primary Strategic Goal Addressed:	Ensure Long-term Financial Stability
Ancillary Strategic Goals Incorporated:	Promote Public Safety
Resources Needed:	Funding for professional services
Collaborating Departments:	Citywide

Work Plan Priority:

Improve efficacy of City's Geographic Information Systems (GIS) by upgrading the city's ArcGIS Enterprise environment meeting best practices, evaluating utilization of GIS for city departmental workflows leading to better operational efficiencies, migrating databases to cloud portal for improved collaboration and transparency, and upgrade of interactive web map applications.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	
Resources Needed:	Funding for Professional services and staff training
Collaborating Departments:	Citywide

Information Technology

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Continued collaboration and support with Transportation Department to assess needs, define requirements, and implement upgrades to the fleet management system.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	Increase Community Engagement
Resources Needed:	TBD
Collaborating Departments:	Transportation

Planning & Development

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Fox Hills and Hayden Tract Specific Plans

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated: Improve and Maintain Public Infrastructure and Community Spaces;
Promote Diversity, Equity, and Inclusion

Resources Needed:

Collaborating Departments: Transportation, Public Works, and Parks, Recreation & Community Services

Work Plan Priority:

Digitization of Records in Building Safety and Current Planning

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action

Resources Needed: Funding for additional scanning of records

Collaborating Departments: Information Technology

Work Plan Priority:

Implement the Five-Year Soft-Story Building Retrofit Ordinance

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated:

Resources Needed: Contract grant management and 25% City grant contribution

Collaborating Departments: Housing and Human Services, Information Technology, Public Works, and Fire

Work Plan Priority:

2025 California Building Standards Code Adoption

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action

Resources Needed:

Collaborating Departments: City Attorney and Fire

Work Plan Priority:

Technology Enhancements of Workstations and Public Kiosk Implementation

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action

Resources Needed: Hardware and software program

Collaborating Departments: Information Technology

Planning & Development

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Online Services: transition to online permit process and online planning/zoning/project information for the public

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Increase Community Engagement

Resources Needed: Technical support including any required upgrades

Collaborating Departments: Information Technology

Work Plan Priority:

Update Landscape Ordinance to better promote water-efficient plantings

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Resources Needed:

Collaborating Departments: Parks, Recreation & Community Services and Public Works

Work Plan Priority:

Study zoning-related constraints to encourage a variety of hotels and hospitality uses

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure and Community Spaces

Resources Needed: Funding for technical studies/financial analysis

Collaborating Departments: Economic Development

Work Plan Priority:

Develop landscape guidelines for Ballona Creek and adjacent properties

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action

Resources Needed: Funding for technical studies

Collaborating Departments: Parks, Recreation & Community Services and Public Works

Public Works

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Public Works EPO will continue to prioritize adaptively managing refuse operations, including:

- Bringing a new routing/billing system online
- Updating National Pollutant Discharge Elimination System (NPDES) local ordinance
- Updating Waste Reduction Regulations ordinance
- Implementing an improved Construction & Demolition Recycling ordinance
- Adjusting services to reflect increased requirements and costs for organic collections
- Bringing a new Rate Study before City Council to reflect cost increases
- Continuing to implement existing and investigate new grant, revenue, and funding opportunities

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action; Ensure Long Term Financial Stability

Resources Needed: A Refuse Fee Study is currently underway to reflect and capture increased costs.

Collaborating Departments: Finance and Information Technology

Work Plan Priority:

Public Works EPO and Administrative will continue to investigate and implement the newest sustainability technology and best practices and prioritize seeking grant funding and expanding sustainability programs for City residents and businesses, as well as for the City. Sustainability programs will include:

- Sustainable Business Certification Program
- SB 1383 Organics Recycling Rollout
- Community composting
- Hazardous waste, electronic waste, and shredding recycling events
- Enforcement of Waste Reduction Regulations and Zero Waste Programs
- Expansion of EV charging at City Hall
- Increasing community education through events, e-blasts, newsletter and other formats

In support of these efforts, staff will continue seeking partnerships and fostering relationships with CCUSD and West LA College for mutual support in funding, program implementation, and educational initiatives.

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated: Provide High-Quality Public Services; Increase Community Engagement

Resources Needed: Continued funding for ongoing programs and increased funding for expansion.

Collaborating Departments: Citywide

Public Works

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Public Works EPO will continue to prioritize implementation of stormwater pollution discharge programs, including:

- Constructing CIP projects to filter, divert, or re-purpose stormwater
- Monitoring discharges from the Industrial General Permitted Transfer Station
- Participating in regional groups such as Ballona Creek Watershed Management Group, Marina Del Rey Watershed Management Group, Central Santa Monica Bay Watershed Steering Committee, and Santa Monica Basin Groundwater Sustainability Agency
- Maintaining and cleaning City-owned stormwater facilities, landscaped areas, and catch basins

Primary Strategic Goal Addressed:

Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated:

Improve and Maintain Public Infrastructure and Community Spaces

Resources Needed:

Additional funding for new construction and continued funding to maintain stormwater programs as required by the City's MS4 permit.

Collaborating Departments:

Parks, Recreation & Community Services and Planning & Development

Work Plan Priority:

Public Works Engineering will prioritize seeking federal and state funding and continuing to manage the design, construction, and inspection of budgeted Capital Improvement Projects, both for the Public Works Department and other departments. CIP Project highlights include:

- Continuing street resurfacing to reduce the number of potholes
- Replacing sidewalks to reduce trip and fall claims
- Upgrading antiquated streetlight circuitry from high voltage to low voltage
- Lining sewer mains to prevent sewer spills

Primary Strategic Goal Addressed:

Improve & Maintain Public Infrastructure and Community Spaces

Ancillary Strategic Goals Incorporated:

Enhance Mobility and Transportation; Advance Environmental Sustainability and Climate Action; Promote Public Safety

Resources Needed:

General Funds, Gas Tax Funds, Measure M Funds, Measure R Funds, and Sewer Funds prioritized for these projects.

Collaborating Departments:

Citywide

Work Plan Priority:

Public Works Engineering will prioritize reviewing design plans and civil engineering drawings and providing inspection services for private development projects. An increasing number of high-density large residential projects in areas formerly zoned for commercial development are proposed. About 4,000 housing units are proposed to be entitled and building permit applications will be submitted. Engineering will prioritize the review of all.

Primary Strategic Goal Addressed:

Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Improve & Maintain Public Infrastructure and Community Spaces;
Advance Environmental Sustainability and Climate Action

Resources Needed:

Staff will request \$50,000 for a consultant plan checker to handle the large volume of housing projects. The cost would be pass-through and paid for by the developer through permit fees.

Collaborating Departments:

Planning & Development

Public Works

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Mobility & Traffic Engineering will prioritize completing design and/or beginning construction of the following projects:

- Connect Culver Boulevard Bike Lane Project - between Duquesne Ave and Elenda St
- Better Overland Bike Lane Project
- Safer Fox Hills Bike Lanes Project
- Farragut "Bicycle Boulevard" improvements between Duquesne Ave and Overland Ave

Primary Strategic Goal Addressed: Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure and Community Spaces; Promote Public Safety; Advance Environmental Sustainability and Climate Action

Resources Needed: Continued funding of existing CIP accounts and LA County local return funding prioritized for these projects.

Collaborating Departments: Transportation

Work Plan Priority:

Mobility & Traffic Engineering will prioritize completing construction of the following traffic signal and roadway improvement projects:

- Unsignalized Intersection Improvement Project
- Signalized Intersection Improvement Project
- Sawtelle/Matteson/405 Traffic Signal Modification
- Robertson Complete Streets Project
- Move Culver City – East Washington Segment
- Installation of 10 additional traffic signal battery backup systems
- Upgrade of emergency vehicle preemption system
- Design of traffic signal fiber optic improvements – corridor 2
- Permanent intersection improvements at the Kelmere Ave/Ranch Rd/Overland Ave
- Implementation of overnight rest in red operation at key traffic signals

Primary Strategic Goal Addressed: Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure and Community Spaces; Promote Public Safety; Advance Environmental Sustainability and Climate Action

Resources Needed: Continued funding of existing CIP accounts and LA County local return funding prioritized for these projects.

Collaborating Departments: Transportation, Fire, and Economic Development

Work Plan Priority:

Public Works Mobility & Traffic Engineering will prioritize performing data driven analysis of traffic safety to begin targeted implementation of safety improvements.

Primary Strategic Goal Addressed: Promote Public Safety

Ancillary Strategic Goals Incorporated: Enhance Mobility and Transportation; Improve & Maintain Public Infrastructure and Community Spaces; Advance Environmental Sustainability and Climate Action

Resources Needed: Continued funding of existing CIP accounts

Collaborating Departments: Transportation and Police

Public Works

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Public Works Administration will prioritize performing a feasibility study to determine the feasibility, cost, and the number of years the City may expect to obtain a return on its initial investment to purchase, install, and operate solar photovoltaic panels at several City-owned facilities under California's Net Energy Metering program. The City-owned facilities that will be part of the study include the Police Station, fire stations, Transfer Station, City Hall, City Yard, Transportation, Senior Center, City parks, and the Veterans Memorial Complex. The study may also consider the number and cost of attaching an array of batteries to each solar panel system. The study will determine if any grants, rebates, or other forms of incentives are available to the City to offset its initial capital outlay and/or ongoing maintenance costs. The consulting firm will also prepare a maintenance plan that includes the cost of cleaning the panels to optimize their power generation, monitoring their operation, and estimating the annual cost to implement a maintenance plan.

Currently, the City purchases 100% renewable, carbon-free electricity from the Clean Power Alliance to meet the power needs of all its facilities. This project would investigate options to go further to capture clean energy directly.

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action
Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability; Improve & Maintain Public Infrastructure and Community Spaces
Resources Needed: \$100,00 in General Funds
Collaborating Departments: Parks, Recreation & Recreation, Police, and Transportation

Work Plan Priority:

Public Works Maintenance Operations will prioritize retrofitting and making improvements to the City's street lighting circuits and infrastructure, including installing metal tamper proof electrical pull box lids along the bike path between Overland Ave and Sepulveda Blvd, in order to eliminate the theft of copper wire from the street lighting circuits citywide.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure; Promote Public Safety
Resources Needed: Additional funding during FY25-26 budget
Collaborating Departments:

Work Plan Priority:

Public Works Maintenance Operations will prioritize planting 300 new trees in 2025/2026 throughout the City. Trees have a limited lifespan, so in addition to adding new trees, trees at end of life may be replaced. The City's Urban Forest reduces the street temperature, reduces greenhouse gases in the atmosphere, provides food and shelter to birds and insects, produces oxygen, and reduces the amount of storm water runoff, among other benefits.

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action
Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure and Community Spaces
Resources Needed: Additional funding during FY25-26 budget
Collaborating Departments: Parks, Recreation, & Community Services

Transportation

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

MOVE Culver City: The MOVE Culver City project will work to create the mobility paradigm shift by developing an integrated multi-modal transportation system, improve the infrastructure and services for the alternative modes, and offer the community equitable, convenient, and sustainable mobility options. In Fiscal Year 25-26, Staff will complete the design and construction of the Downtown Eastern Corridor Extension, and will complete the design and begin construction of the Sepulveda Boulevard corridor.

Primary Strategic Goal Addressed: Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated: Improve and Maintain Public Infrastructure and Community Spaces; Provide High Quality Public Services; Increase Community Engagement

Resources Needed: Funds for planning, design, and construction. This has been predominantly grant-funded.

Collaborating Departments: City Manager's Office, Fire, Police, Finance, and Public Works

Work Plan Priority:

Workforce Development: Frontline Operations and Fleet staff play a critical role in the department's mission to serve the Community. This initiative is focused on strategies to attract, retain, and develop employees within the Transportation Department, with an emphasis on frontline staff. Some of these efforts include providing staff with training on computer software and other skills essential for career success and growth, establishing a permanent transit operations supervisor rotation program to enhance leadership development and operational experience, and implementing initiatives that foster an environment where employees see the Transportation Department as a long-term, sustainable career path. We will also identify and implement other strategies to strengthen our workforce, support career progression, enhance organizational effectiveness, and create an operational environment that promotes employee success.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Enhance Mobility and Transportation; Promote Diversity, Equity, and Inclusion

Resources Needed: Staff time; funding for external training, consultant services, and possible apprenticeships/strategy implementation

Collaborating Departments: Human Resources

Work Plan Priority:

Mobility Hubs Guidelines and Implementation Plan: Department staff seek to develop an implementation playbook of standardized design and amenity approaches for existing and new bus stops/mobility stops within Culver City. By developing mobility hub typologies and guidelines, the City will be able to better gauge, plan for, and provide critical amenities for mobility hubs across the system. The project will include some pre-planning and preliminary design work for key mobility hubs throughout the City, including the Culver City Transit Center. Project initiation in Fiscal Year 25-26 is contingent on the selection and award of the Caltrans Sustainable Communities Grant, which was submitted in January 2025 and in which selections will be awarded in Summer 2025.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces

Ancillary Strategic Goals Incorporated: Enhance Mobility and Transportation

Resources Needed: Staff time; funding for consultant services including planning and design

Collaborating Departments: Public Works and Planning & Development

Transportation

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Short Range Mobility Plan (SRMP) Update - The Short Range Mobility Plan (SRMP) is a five-year strategic blueprint focusing on improved mobility services. The current SRMP is current through Fiscal Year 25-26. The SRMP is a required component for Transit Agencies who are receiving federal and local formula funds, and provides the basis to secure funding, perform preliminary planning, and implement a project plan. In Fiscal Year 25-26, Staff will update the SRMP in response to recent developments and project implementation.

Primary Strategic Goal Addressed: Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated: Ensure Long-Term Financial Stability; Improve & Maintain Public Infrastructure and Community Spaces; Advance Environmental Sustainability and Climate Action; Provide High Quality Public Services

Resources Needed: Staff time

Collaborating Departments: Citywide

Work Plan Priority:

CityShare (Metro Bike Share): The Department will expand the CityShare program to include Bike Share, by implementing Metro Bike Share into Culver City. This initiative was deferred from Fiscal Year 24-25, as Metro is currently undergoing its procurement process for the newest regional contract.

Primary Strategic Goal Addressed: Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated: Advance Environmental Sustainability and Climate Action

Resources Needed: Funding for program implementation (partially grant-funded & allocated in Fiscal Year 24-25 budget)

Collaborating Departments:

Finance

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Review the City's Revenue Streams and Update the Financial Forecast

Primary Strategic Goal Addressed: Ensure Long-Term Financial Stability
Ancillary Strategic Goals Incorporated:
Resources Needed: Existing consultant services
Collaborating Departments: Economic Development and City Manager's Office

Work Plan Priority:

Increase Public Engagement in the Budget Process

Primary Strategic Goal Addressed: Increase Community Engagement
Ancillary Strategic Goals Incorporated: Ensure Long-Term Financial Stability
Resources Needed: Existing Software and Consultant Services
Collaborating Departments: Information Technology

Work Plan Priority:

Implement Annual User Fee Update

Primary Strategic Goal Addressed: Ensure Long-Term Financial Stability
Ancillary Strategic Goals Incorporated: Provide High Quality Public Services; Increase Community Engagement
Resources Needed: Staff time
Collaborating Departments: Citywide

Work Plan Priority:

Update and Implement Parks, Recreation & Community Services User Fees

Primary Strategic Goal Addressed: Ensure Long-Term Financial Stability
Ancillary Strategic Goals Incorporated: Provide High Quality Public Services; Increase Community Engagement
Resources Needed: Staff time
Collaborating Departments: Parks, Recreation & Community Services

Work Plan Priority:

Update the City's Purchasing Ordinance, Policies, and Administration

Primary Strategic Goal Addressed: Ensure Long-Term Financial Stability
Ancillary Strategic Goals Incorporated:
Resources Needed: Outside consultants
Collaborating Departments: City Attorney and Citywide

Finance

Fiscal Year 2025-2026 Proposed Work Plan Priorities

Work Plan Priority:

Update and Implement the City's Environmental Purchasing Policy

Primary Strategic Goal Addressed: Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: Public Works

Work Plan Priority:

Implement a New Timekeeping System for City Employees

Primary Strategic Goal Addressed: Ensure Long-Term Financial Stability

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Resources Needed: Funding for software, hardware, and implementation support services

Collaborating Departments: Information Technology and Human Resources

Work Plan Priority:

Implement a New Refuse Billing System

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Ensure Long-Term Financial Stability

Resources Needed: Staff time

Collaborating Departments: Public Works and Information Technology

Work Plan Priority:

Update and review policies and procedures to incorporate internal control recommendations that may necessitate software updates or the implementation of new software modules. Additionally, identify and address other areas within internal processes and procedures to improve service effectiveness and efficiency.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Ensure Long-Term Financial Stability

Resources Needed: Staff time

Collaborating Departments: City Manager's Office and Citywide

City Manager's Office

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Local Emergency on Homelessness: The City Manager, in his capacity as the Director of Emergency Services, will continue to 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 response includes a coordinated effort among multiple programs and service providers to address the needs of unhoused individuals in Culver City. The City's approach includes the operation of the Wellness Village Safe Sleep Site, the Motel Master Leasing Program, and Project Homekey sites, in coordination with the Housing and Human Services Department. Weekly outreach and service days continue to be a cornerstone of these efforts, ensuring consistent engagement with individuals experiencing homelessness. In addition, the Mobile Crisis Team (MCT), launched in March 2024, plays a critical role in providing rapid-response mental health interventions, de-escalation, and direct placement into housing and supportive services. The Urban Alchemy LOVE Team offers street-based engagement, conflict resolution, and assistance in connecting unhoused individuals with vital resources. Healthcare in Action provides mobile healthcare services, ensuring that unhoused individuals have access to medical care, case management, and ongoing treatment. Additional efforts will be given to monitoring and updating key performance measures (Dashboard 2.0), expanding public outreach regarding homeless services, and identifying sustainable funding sources to maintain and enhance these initiatives.

Primary Strategic Goal Addressed: Improve Housing and Homelessness Services

Ancillary Strategic Goals Incorporated:

Resources Needed:

Contract Services

Collaborating Departments:

Housing & Human Services

Work Plan Priority:

Work with the City Attorney's Office and Finance Department to develop and obtain City Council approval for a comprehensive ordinance, permitting and regulating 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 (TOT) from hosting platforms.

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated:

Resources Needed:

Contract Services

Collaborating Departments:

City Attorney and Finance

Work Plan Priority:

The City maintains eight underground storage tanks (UST) to provide fuel resources for the City's Transportation vehicles, public safety response, and general fleet services. The USTs were installed in the 1990s and are approaching their useful lifecycle. To avoid costly maintenance and regulatory requirements, the City Manager's Office will coordinate the City's effort with the Public Works, Transportation, Police, and Fire departments to design, plan, and permit the closure or removal of the existing USTs with their aboveground replacements.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces

Ancillary Strategic Goals Incorporated:

Advance Environmental Sustainability & Climate Action

Resources Needed:

Contract Services, Capital Funding

Collaborating Departments:

Public Works, Transportation, Police, and Fire

City Manager's Office

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

The City Council has created a new Standing Governance Subcommittee, subject to the Brown Act, to play a crucial role in developing recommendations and alternatives to enhance the efficiency and effectiveness of Culver City policies, programs, and services.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: TBD

Collaborating Departments: Citywide

Work Plan Priority:

The Culver City Minimum Wage Subcommittee was empaneled in 2023 to study potential local minimum wage policy alternatives. In late 2024, the City's consultant completed an analysis of various policy alternatives, which was presented to the Subcommittee in January 2025. With the anticipated recommendation of the Subcommittee, and subject to City Council direction and approval, the City Manager's Office will work with the City Attorney's Office and the Finance Department to develop a proposed Minimum Wage Ordinance and related regulatory requirements.

Primary Strategic Goal Addressed: Promote Diversity, Equity, and Inclusion

Ancillary Strategic Goals Incorporated:

Resources Needed: TBD

Collaborating Departments: City Attorney and Finance

Work Plan Priority:

The City's 2045 General Plan includes a recommendation for the City Manager's Office to develop a community survey where all community members, both residents and non-residents, are invited to share their experiences interacting with City programs, services, employees, and departments. The International City/County Management Association (ICMA), in partnership with the National Research Center at Polco, has created a suite of benchmarking surveys designed specifically for local governments. The National Community Survey (NCS) is the gold standard for collecting representative opinion data from residents, and is backed by more than 20 years of research.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Increase Community Engagement

Resources Needed: Contract Services

Collaborating Departments: Citywide

Work Plan Priority:

Develop an SMS (Short Message System) text as another tool to enhance public outreach. It will be designed to be used in specific instances to ensure impact and continued support of receiving messages from the City.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated:

Resources Needed:

Collaborating Departments: Police and Fire

City Manager's Office

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Work with the Economic Development Division to develop a new Visit Culver City webpage in order to support Culver City tourism and visitation.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	Ensure Long-term Financial Stability
Resources Needed:	Contract Services, Capital Funding
Collaborating Departments:	Economic Development

Work Plan Priority:

Determine the future use of the former Retting Gun Store and subsequent to City Council approval, begin implementation.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	Ensure Long-term Financial Stability
Resources Needed:	
Collaborating Departments:	

City Clerk
Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Charter Review: Per Article XIX, Section 1900 of the Culver City Charter, consider the need for a comprehensive review of the existing Charter.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:
Resources Needed: Staff time
Collaborating Departments: City Attorney

Work Plan Priority:

Reorganize and update the City Clerk Webpages to provide a more user friendly and accessible experience.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated: Increase Community Engagement
Resources Needed: Staff time
Collaborating Departments: Information Technology

Work Plan Priority:

Continue implementation of a Citywide Electronic Document Management System called Gimmel to match our paper records retention schedule. This program identifies and implements lifecycles for official records through the Gimmel Project. Staff has been trained on identifying records for retention and, with the assistance of IT on its use and management, the system is anticipated to be fully operational in 2026.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:
Resources Needed: Staff time
Collaborating Departments: Information Technology

Work Plan Priority:

Complete update of agenda software to allow City Council and CBC meetings to operate out of a fully cloud based experience. Implementation will include training of CBC and City Council members.

Primary Strategic Goal Addressed: Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:
Resources Needed: Staff and potential financial cost. Assessments
Collaborating Departments: Information Technology

City Clerk
Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Complete upgrades of the Mike Balkman Council Chamber furnishings as needed.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces

Ancillary Strategic Goals Incorporated:

Resources Needed: Contract Services

Collaborating Departments: City Manager's Office and Finance

Work Plan Priority:

Continue updates to City Council and CBC meeting procedures, guidelines, and the CCMC.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: City Manager's Office and City Attorney

Work Plan Priority:

Continue collaboration with the City Council Policies Ad Hoc Subcommittee, and City Attorney's Office to complete a comprehensive review of all City Council Policies and finalization of a new policy manual.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Resources Needed: Staff time

Collaborating Departments: City Manager's Office and City Attorney

Work Plan Priority:

Continue outreach and engagement of the City's youth to encourage participation in their local government.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated: Promote Diversity, Equity, and Inclusion

Resources Needed: Staff time

Collaborating Departments:

Work Plan Priority:

Prepare for potential upcoming election needs.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Resources Needed: Costs associated with Election TBD, staff

Collaborating Departments: City Manager's Office and City Attorney

Economic Development

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Produce and promote high quality events, including the Summer Music Concert Series, Jazz Series, and other activations throughout the City to support local businesses and encourage visitation. Execute events related to regional sporting events to include an Olympic event and tailgate/screening event.

Primary Strategic Goal Addressed: Increase Community Engagement

Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability

Resources Needed: TBD - sound, lighting, rental, performance and promotion services

Collaborating Departments: City Attorney, Fire, Finance, Human Services, Police, and Public Works

Work Plan Priority:

Collaborate with property owners/brokers, and BIDs to attract/retain new businesses. Provide assistance and resources to new and existing business through dedicated concierge program, educational workshops and monthly newsletter. Continue to promote new openings with ribbon cuttings and highlight small businesses through Love Local programming and spotlights.

Primary Strategic Goal Addressed: Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability

Resources Needed: TBD - event resources and promotional assets

Collaborating Departments: Finance, Planning & Development, and Public Works

Work Plan Priority:

Launch focused tourism campaign to include website, City-wide banners, and strategic promotions relative to upcoming regional events. Collaborate with hospitality cluster to coordinate cohesive messaging. Explore development of capital campaign relative to Rose Parade float submission for 2028 in advance of Olympic Games.

Primary Strategic Goal Addressed: Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated: Increase Community Engagement

Resources Needed: TBD - services/materials for installation of City-wide banners, tourism events

Collaborating Departments: City Attorney and Information Technology

Work Plan Priority:

Expand Workforce Development with local colleges/other organizations to facilitate internships and resources relative to talent retention/development. Facilitate resources/workshops to support staffing onboarding and retention.

Primary Strategic Goal Addressed: Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated: Promote Diversity, Equity and Inclusion

Resources Needed: TBD - resources related to workshop/program implementation and promotion

Collaborating Departments: City Attorney and Human Resources

Economic Development

Fiscal Year 2025-2026

Proposed Work Plan Priorities

Work Plan Priority:

Implement strategic capital improvements to enhance commercial corridors. Collaborate with adjacent property owners in West Town Plaza to assess potential improvements such as lighting, landscaping and performances. Replant/revitalize Art District Median at La Cienega and Fairfax Avenues and install new banner pole system to expand awareness of City programs/events. Oversee construction activity relative to West Washington Phase IV Medians in coordination with Public Works.

Primary Strategic Goal Addressed:	Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated:	Ensure Long-term Financial Stability
Resources Needed:	TBD
Collaborating Departments:	City Attorney, Planning & Development, Public Works, and Parks, Recreation & Community Services

Work Plan Priority:

Implement infrastructure improvements in parking facilities to enhance customer experience, maintain systems and support local businesses.

Primary Strategic Goal Addressed:	Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated:	Ensure Long-Term Financial Stability
Resources Needed:	TBD - consultant/contractor services
Collaborating Departments:	City Attorney, Finance, and Public Works

Work Plan Priority:

Facilitate Schedule of Performance of Disposition and Developer Agreements for 9814 Washington Boulevard (Rethink) and 3735 Robertson Boulevard to bring affordable housing units on-line and amend Developer Construction Contract for Culver Public Market. Oversee construction initiation for Culver Public Market and Rethink Development Projects in Fall 2025.

Primary Strategic Goal Addressed:	Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated:	Ensure Long-Term Financial Stability
Resources Needed:	TBD - Successor Agency legal guidance
Collaborating Departments:	City Attorney, Finance, and Planning & Development

Cultural Affairs

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Develop and implement Community Cultural Equity Plan in alignment with General Plan Update, Parks Master Plan, including a comprehensive plan for community engagement and feedback from members of the Creative Economy and community at large.

Primary Strategic Goal Addressed:	Promote Diversity, Equity, and Inclusion
Ancillary Strategic Goals Incorporated:	Increase Community Engagement
Resources Needed:	Independent consultant to be hired, CIP budget carry-over, No budget enhancement needed, Staff time (PZ959)
Collaborating Departments:	Parks, Recreation & Community Services, Economic Development, and Planning & Development

Work Plan Priority:

Sponsor and promote performing arts and live events. Continue support for non-profit arts organizations (Performing Arts Grants Program) and identify new opportunities that align with the strategic cultural planning process.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	Promote Diversity, Equity, and Inclusion
Resources Needed:	CIP budget carry-over, No budget enhancement needed plus anticipated SONY contribution, Staff Time (PZ959)
Collaborating Departments:	Economic Development

Work Plan Priority:

Develop, implement, and/or support variety of live music events in multiple locations, including classical music, popular concerts, and free events in city parks. Determine feasibility within municipal code performing arts percent allocations to contribute to programming expenses.

Primary Strategic Goal Addressed:	Provide High Quality Public Services
Ancillary Strategic Goals Incorporated:	Improve & Maintain Public Infrastructure and Community Spaces
Resources Needed:	To be determined based on Cultural Affairs Commission discussion and priorities, Staff time
Collaborating Departments:	Economic Development and Parks, Recreation & Community Services

Work Plan Priority:

Conduct comprehensive survey of properties in Culver City to update 1990 Historic Preservation Advisory Committee Report (HPAC) and make updates to CCMC Chapter (15.05) to align with current best practices and processes for historic designations to residential, commercial, and historic districts. Align with General Plan Update goals and objectives.

Primary Strategic Goal Addressed:	Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated:	Provide High Quality Public Services
Resources Needed:	Budget enhancement to CIP to engage historic architectural consultant to assist with survey and code revisions, Utilize carry-over funds and request additional \$50K, Staff time (PZ954)
Collaborating Departments:	Planning & Development

Cultural Affairs

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Create and implement a Rotating Art Program to activate public spaces in alignment with other departments and City long-range plans including Economic Development, newly adopted Parks Plan, and General Plan Update.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Increase Community Engagement
Resources Needed: Partial CIP budget carry-over, No budget enhancement requested, Staff time (PZ824)
Collaborating Departments: Parks, Recreation & Community Services, Economic Development, and Planning & Development

Work Plan Priority:

Expand Utility Box Wrap program to areas outside of downtown Culver City with attention to specific neighborhoods, Parks, and various sites which would benefit from increased arts activations.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Provide High Quality Public Services
Resources Needed: Partial CIP budget carry-over, No budget enhancement requested, Staff time, (PZ676)
Collaborating Departments: Parks, Recreation & Community Services, Economic Development, and Planning & Development

Work Plan Priority:

Develop and implement Commemorative Poster Series highlighting Culver City neighborhoods. Digital original artist-created designs to be added to the APPP permanent art collection and made available for use for various City marketing initiatives and/or enhancements to construction zones and other commercial corridor beautification projects.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Increase Community Engagement
Resources Needed: CIP carry-over, No budget enhancement requested, Staff time (PZ824)
Collaborating Departments: Economic Development, Transportation, Public Works, Planning & Development, and Parks, Recreation & Community Services

Work Plan Priority:

Provide programmatic recommendations and support for City-wide planning for the 2028 Olympic and Paralympic Games including coordinating with LA28 and other municipal agencies throughout Los Angeles to align Culver City's contributions to the overall Cultural Olympiad.

Primary Strategic Goal Addressed: Increase Community Engagement
Ancillary Strategic Goals Incorporated: Improve & Maintain Public Infrastructure and Community Spaces
Resources Needed: CIP budget carry-over, No budget enhancements requested, Staff time (PO013)
Collaborating Departments: Economic Development, Transportation, Public Works, and Parks, Recreation & Community Services

Cultural Affairs

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Develop and update artwork deaccessioning procedural policy for Art in Public Places Program (APPP) including a full audit of conditions and repairs needed for City's APPP existing permanent collection.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability
Resources Needed: No budget enhancements requested, Staff time
Collaborating Departments: Public Works and Parks, Recreation & Community Services

Work Plan Priority:

Manage Artist Laureate program and develop two-year work plan with City departments and various outside partners and provide administrative support throughout including continued partnership with Culver City Arts Foundation.

Primary Strategic Goal Addressed: Increase Community Engagement
Ancillary Strategic Goals Incorporated: Promote Diversity, Equity, and Inclusion
Resources Needed: CIP carry-over, No budget enhancements requested, Anticipated grant of \$10K from Culver City Arts Foundation, Staff time (PO019)
Collaborating Departments: Parks, Recreation & Community Services, City Manager's Office, Economic Development, others as determined by Artist Laureate work plan goals and objectives.

Work Plan Priority:

Oversee and assist with contracting, fabrication and installation of "A Frame for a Tree" by artist Charles Gaines at the Washington National TOD site in consultation with City departments.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Increase Community Engagement
Resources Needed: CIP carry-over, No budget enhancement requested, Staff time (PO005)
Collaborating Departments: Finance, City Manager's Office, and Public Works

Work Plan Priority:

Work with City Historian, Culver City Historical Society and various City departments to identify and replace missing or stolen plaques and historic markers and consider alternative materials and text updates to signage.

Primary Strategic Goal Addressed: Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated: Promote Diversity, Equity, and Inclusion
Resources Needed: CIP carry-over, No budget enhancement requested, Staff time (PZ676)
Collaborating Departments: Parks, Recreation & Community Services, City Manager's Office, and Public Works

Cultural Affairs

Fiscal Year 2025-2026
Proposed Work Plan Priorities

Work Plan Priority:

Assist with establishing a new MOU with the Culver City Arts Foundation to further community partnerships and fundraising collaborations.

Primary Strategic Goal Addressed:	Ensure Long-term Financial Stability
Ancillary Strategic Goals Incorporated:	Increase Community Engagement
Resources Needed:	No budget enhancement requested, Staff time
Collaborating Departments:	City Manager's Office

Work Plan Priority:

Identify and implement strategies with Cultural Affairs Commission for enhanced partnerships, programs, and communications opportunities internally with other City departments and externally with artists, CCUSD and other area schools, and other community organizations.

Primary Strategic Goal Addressed:	Increase Community Engagement
Ancillary Strategic Goals Incorporated:	Promote Diversity, Equity, and Inclusion
Resources Needed:	No budget enhancements requested, Staff and Commissioner time
Collaborating Departments:	Parks, Recreation & Community Services, Economic Development, Transportation, and others as identified

Work Plan Priority:

Work with the Cultural Affairs Commission to evaluate and make a recommendation to the City Council of what to do with the Arts District tree surrounds.

Primary Strategic Goal Addressed:	Improve & Maintain Public Infrastructure and Community Spaces
Ancillary Strategic Goals Incorporated:	Increase Community Engagement
Resources Needed:	No budget enhancements requested, Staff and Commissioner time
Collaborating Departments:	Economic Development and Public Works

Work Plan Priority:

Considering web-based public art collection software options to ensure City's permanent art collection information is up-to-date and accurate.

Primary Strategic Goal Addressed:	Increase Community Engagement
Ancillary Strategic Goals Incorporated:	Ensure Long-term Financial Stability
Resources Needed:	No budget enhancements requested, Staff time
Collaborating Departments:	Information Technology