

**FISCAL YEAR 2024-2025  
WORK PLANS FOR CITY DEPARTMENTS  
Work Plan Status Updates**

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# Police

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Employee Wellness, Retention and Professional Development.** Continue to engage staff in open dialogue to discuss the department's work environment and the employees' overall well-being.

**Primary Strategic Goal Addressed:** Promote Public Safety

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

## Work Plan Update:

The Culver City Police Department has promoted employee wellness initiatives over several years, including this fiscal year. The Department's approach to fostering employee well-being is comprehensive, encompassing various strategies. These include establishing an active Peer Support Team of sworn and professional staff members representing diverse organizational ranks and roles. This team has been instrumental in supporting our Department staff after critical incidents within Culver City and extending support to neighboring agencies during similar occurrences.

Furthermore, the Peer Support Team plays a pivotal role in assisting employees facing personal crises such as marital issues, grief, injuries, and substance abuse challenges.

In addition to crisis intervention, the Peer Support Team coordinates bi-monthly wellness training sessions lasting one hour each, catering to the entire Police Department. These sessions are facilitated by certified therapists, psychologists, and other professionals with expertise in addressing the unique needs of law enforcement personnel. Topics covered in previous sessions range from Post Traumatic Stress Disorder (PTSD), financial well-being, the significance of quality sleep, nutrition, retirement planning, and mindfulness techniques.

Moreover, the Department has strategically invested in an employee wellness center on the premises, equipped with amenities such as an infrared sauna, cold water immersion plunge, therapeutic compression chairs, Peloton exercise bicycle, and sound therapy devices. These items were purchased with grant funds that are to be used specifically for improving employee's wellness and mental health.

Most recently, the Culver City Police Department secured \$199,908 in grant funds from COPS (Community Oriented Policing Services) for additional training and services for staff and immediate family members. Some of the training will include advanced training for the Department's peer support team, critical incident stress management training, suicide prevention, retirement preparation and planning, and yearly individual therapist sessions.

In terms of professional development, the Department had 19 employees, both sworn and professional staff at various ranks, attend leadership courses over the past 12 months. Collectively, these members have completed over 1800 hours of professional development training, greatly contributing to our organizations' professionalism, effectiveness and efficiency.

# Police

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Hire a diverse workforce for all positions by expanding outreach efforts. The department's Recruitment Team will expand their efforts seeking out qualified candidates to join the department.

**Primary Strategic Goal Addressed:** Promote Diversity, Equity and Inclusion  
**Ancillary Strategic Goals Incorporated:** Promote Public Safety  
**Collaborating Departments:** Human Resources

## Work Plan Update:

In March 2024, the Culver City Police Department's total vacancy rate was 9.4% (9 professional, 3 sworn, 3 long-term injury leave). Today, the Culver City Police Department's total vacancy rate is 5.6% (5 professional, 2 sworn, 2 long-term injury leave).

With a strong emphasis on recruitment, the Department hired twenty-five employees over the last 12 months (12 sworn and 13 professional personnel). The new hires reflect a diverse range of backgrounds, with individuals representing various ethnic and cultural communities. We also hired our second Deferred Action for Childhood Arrival (DACA) Police Officer.

## Work Plan Priority:

Update, enhance and expand the department's information technology to improve effectiveness, efficiency and transparency.

**Primary Strategic Goal Addressed:** Provide High Quality Public Services  
**Ancillary Strategic Goals Incorporated:** Promote Public Safety, Ensure Long-Term Financial Stability  
**Collaborating Departments:** Information Technology

## Work Plan Update:

The Department has successfully implemented an asset management software system for police equipment and completed Phase 1 of our internal Department public address system. This phase included the installation and configuration of the system and its integration with the Department's phone system.

Ongoing initiatives include the deployment of Axon body-worn cameras, in-car camera systems, and various software solutions to enhance operational efficiency. Phase 2 of the public address system, which involves integration with the Public Safety radio system, is currently in progress and is projected to be completed by June 30, 2025.

**Automated License Plate Reader (ALPR) System:** In March of 2024, the Department finalized the last phase of installing ALPR cameras at 27 different intersections throughout the city (52 total cameras). Since the implementation of ALPRs, over 100 suspects have been arrested for driving stolen cars. In many of these arrests, stolen property, narcotics, identity theft material and firearms (7 in 2024) were recovered. Additionally, ALPRs have led to the apprehension of approximately 25 suspects who have driven vehicles into the city wanted in connection with violent crimes such as homicide, armed robbery, and carjacking. ALPR cameras provide valuable investigative leads for our detectives by identifying vehicles involved in crimes committed within Culver City. ALPR cameras have provided CCPD detectives with over 30 investigative leads resulting in the identification and apprehension of suspects responsible for committing crimes in Culver City including robberies, assault with a deadly weapon, burglary, and organized retail theft rings.

# Police

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Enhance community engagement and awareness through web based media platforms, community events, meetings and programs. 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  
**Collaborating Departments:** City Manager's Office and Parks, Recreation & Community Services

## Work Plan Update:

The Culver City Police Department has achieved significant milestones in fostering collaboration and enhancing safety within the community. Over the past year, community engagement has been enhanced by hiring a Community Engagement and Public Information Manager. This position leads the Department's efforts in community outreach and aims to deepen neighborhood connections and provide public safety information to community members.

Over the last 12 months, the Department worked to organize and participate in more than 50 community outreach events, including neighborhood meetings, educational seminars, and various local events. These initiatives have strengthened community ties and facilitated open communication between residents and the Department.

One notable accomplishment is the launch of a new Bicycle Registration Program, designed to help reunite lost or stolen bicycles with their owners. Registration is offered on the first Saturday of each month, and in 2024, this was complemented by four additional dedicated bicycle registration events throughout the year.

Additionally, the Community Engagement and Public Information Manager has placed a strong emphasis on public education, particularly through the Vacation Check Program, which aims to reduce residential burglaries. This campaign has seen a substantial increase in participation, especially during the winter holidays, reflecting the community's heightened awareness and commitment to safety. During the FY 2024-25, the Department completed approximately 100 vacation checks.

The Volunteer in Patrol Program has also been rejuvenated, promoting more frequent collaboration between community members and the Department. This initiative empowers residents to actively participate in neighborhood crime prevention and education efforts, fostering a sense of ownership and responsibility for local safety.

Regular Chief's Advisory Panel meetings have been held to gather input from a diverse cross-section of the community. These meetings (4 in FY 2024-25) ensure that all voices are heard and considered in the decision-making process, further solidifying the relationship between the Police Department and the residents we serve.

In addition, the Department introduced a new Crime Prevention Through Environmental Design Program to assist businesses and residents in designing spaces that are less susceptible to crime. This proactive approach contributes to a safer environment for everyone.

# Police

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Assess Department workload and resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness**

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

## Work Plan Update:

The Culver City Police Department continuously assesses its workload and resource needs, including staffing, contract services, and technology, to ensure optimal efficiency and effectiveness. Regular evaluations help identify areas of improvement, address potential gaps in service delivery, and align resources with the Department's evolving responsibilities. By optimizing resources, the Department can better respond to community needs, reduce response times, and enhance public safety.

**Special Enforcement Team (SET):** A few accomplishments in this space include the expansion of our bicycle team, known as our SET Team. With the hiring to fill vacant Police Officer positions since March 2024, we grew our SET Team from five to six Officers. A Police bicycle unit offers valuable benefits, such as enhanced mobility, allowing Officers to navigate through traffic, narrow streets, and pedestrian areas more efficiently than patrol cars. This improved mobility decreases response times and provides high-visibility patrols in areas inaccessible by vehicle, including the La Ballona Creek, business complexes, and Downtown Culver City.

**Partnership in Policing (PIP) Team:** With the hiring of vacant Police Officer positions, we also expanded our community engagement team also known as our Partnerships in Policing Team from 7 to 12 members. The team's mission is to build a network of communication and trust between the Culver City Police Department and the community we serve; to identify community issues, concerns and problems that impact the quality of life for residents, businesses and visitors; with the goal of working together to find lasting, equitable, and long-term solutions. By almost doubling the size of the team we have enhanced our levels of community engagement by holding over 30 community meetings with residents and business owners, as well hosting over 50 community events such as Coffee with a Cop, curbside coffee, bicycle and traffic safety seminars, toy drives, bicycle registration events, several catalytic converter etch and sketch events, and Shop with a Cop to name a few.

**Mental Health Evaluation Team:** In July of 2024, CCPD collaborated with Los Angeles County Department of Mental Health to obtain a licensed mental health clinician assigned full-time to the Police Department, free of charge. The licensed clinician works four days a week with our Mental Health Officer. The mission of this team is to provide response, care, and treatment of individuals requiring mental health assistance. The CCMET team works collaboratively with the city's Mobile Crisis Team and housing service division to provide long term solutions and appropriate case management.

**Staffing:** During the FY 2024-25, the Department added and filled two positions: one Records Manager and one Community Service Officer.

# Police

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Reduce Response to Resistance** by researching and evaluating alternative apprehension and less-than lethal technologies, equipment training and policies.

**Primary Strategic Goal Addressed:** Promote Public Safety  
**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services  
**Collaborating Departments:**

## Work Plan Update:

In April 2024, the Department expanded its Arrest and Control Team (ACT) from 9 to 15 members. The team's primary focus is to provide in-house training on various force-related topics, including defensive tactics, less-lethal weapon usage, de-escalation strategies, active shooter response, report writing, legal updates, and policy review. In 2024, personnel completed over 2,000 hours of training aimed at reducing officer response to a subject's resistance, along with an additional 1,000 hours of training with a specific focus on de-escalation techniques.

The Department's dedication to building a comprehensive training program has yielded positive outcomes, including a 24% decrease in force incidents in 2024. Additionally, officers successfully de-escalated 35 critical incidents without the use of physical force.

In July 2024, the Department launched a year-long pilot program for BolaWrap, a non-lethal restraint device designed to safely subdue individuals from a distance. The device deploys a nylon cord that wraps around a combative person's legs or torso to immobilize them with minimal risk of injury. This technology aims to reduce the need for physical force, minimize harm, and provide a safer means of taking combative suspects into custody. The pilot program is currently in its seventh month. During this pilot program, the Department will evaluate the technology's effectiveness and feasibility.

**Fire**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Outfit a mobile Emergency Operations Center (EOC) trailer.**

**Primary Strategic Goal Addressed:**      **Promote Public Safety**

Ancillary Strategic Goals Incorporated:

Collaborating Departments:

**Work Plan Update:**

**This project will be completed in 2025. We are currently obtaining estimates for the conversion.**

**Work Plan Priority:**

**Develop a formal mentorship program that can be implemented and utilized across all ranks to promote professional and personal development.**

**Primary Strategic Goal Addressed:**      **Promote Public Safety**

Ancillary Strategic Goals Incorporated:      Promote Diversity, Equity, and Inclusion & Provide High Quality Public Services

Collaborating Departments:

**Work Plan Update:**

**This workplan has been completed.**

**Work Plan Priority:**

**Implement an advanced digital survey program.**

**Primary Strategic Goal Addressed:**      **Provide High Quality of Public Services**

Ancillary Strategic Goals Incorporated:      Increase Community Engagement

Collaborating Departments:

**Work Plan Update:**

**The digital survey has been successfully completed. The official business cards will include a QR code, allowing users to conveniently access the secure webpage via their mobile devices. Sample cards have been prepared, and we are awaiting final approval from the Fire Chief and Assistant Chief before proceeding with the printing of the official business cards. Once approved, an email will be sent to the department outlining their purpose and providing instructions for use.**

**Fire**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Develop an in-house fire and life safety officer training program.**

**Primary Strategic Goal Addressed:**      **Promote Public Safety**

Ancillary Strategic Goals Incorporated:      Ensure Long-term Financial Stability

Collaborating Departments:

**Work Plan Update:**

**This program has been completed. A curriculum has been created and will be taught to all current and future firefighters.**

**Work Plan Priority:**

**Implement an annual formal Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) training program for Parks, Recreation, and Community Services Department staff.**

**Primary Strategic Goal Addressed:**      **Promote Public Safety**

Ancillary Strategic Goals Incorporated:

Collaborating Departments:      Parks, Recreation & Community Services

**Work Plan Update:**

**This program has been completed. A curriculum has been created and will be taught to all current and future firefighters.**



# Housing & Human Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Continuation of Project Homekey

#### Primary Strategic Goal Addressed:

**Improve Housing and Homeless Services**

#### Ancillary Strategic Goals Incorporated:

Increase Community Engagement, Promote Diversity, Equity and Inclusion,  
Provide High Quality Public Services

#### Collaborating Departments:

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

### Work Plan Update:

Culver City Project Homekey Program is a city-owned 73-unit motel repurpose project opened in October 2024 that provides 38 rooms of interim housing and 36 rooms of permanent supportive housing for Culver City's chronically unhoused population. Exodus Recovery is the lead service provider for Project Homekey. The occupancy at the interim housing side of this project fluctuates depending on how many unhoused clients exit the program voluntarily or involuntarily.

As of December 2024, the interim housing side is at 95% occupancy, and the permanent supportive housing side is at 100% occupancy.

The City received two awards for its Homekey Program in 2024:

- Westside Urban Forum – Affordable Housing Award
- Southern California Association of Non-Profit Housing – Rehabilitation Development of the Year

# Housing & Human Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Continuation of Wellness Village/Safe Sleep

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

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

### Work Plan Update:

The City's Wellness Village Program project opened in July 2023 and provides 20 tents of interim housing to our most chronically and vulnerable unhoused population who are not yet ready to be indoors. Urban Alchemy is the lead service provider for the Safe Sleep Wellness Village. The occupancy rate at this program fluctuates, as this is an interim housing site. Since this is an interim housing program, the occupancy at Wellness Village fluctuates depending on how many unhoused clients exit the program voluntarily or involuntarily.

In April 2024, City Council approved an amendment to the existing Professional Service Agreement with Urban Alchemy in an amount not-to-exceed \$4,432,636 for the time of performance from July 1, 2024 through June 30, 2025 for the continuation as the lead operator and service provider for Wellness Village (Safe Sleep); and expanded evening and weekend homeless outreach services through the new Community, Engagement and Outreach Team; and provides 24-Hour/7-Day a week supportive service and care as a provision of the Motel Master Leasing and Nutrition Program, including a Pilot Safe Parking Program. As of December 2024, the occupancy rate at Wellness Village was 75%.

# Housing & Human Services

Fiscal Year 2024-2025

Work Plan Status Updates

## Work Plan Priority:

Continuation of Motel Master Leasing/Motel Nutrition Program

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

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

## Work Plan Update:

With approval from City Council on August 26, 2024, Housing & Human Services negotiated and entered into City agreements with local motels to long-term lease their entire property or lease a bank of rooms to provide temporary housing for unhoused residents awaiting Project Homekey or other interim and permanent supportive housing resources.

Culver City currently provides a total of 45 units of interim housing through a 2-year lease with two local motels, Rodeway Inn and Paradise Inn. For fiscal year 2024-25 Rodeway Inn Motel's contract was approved in the amount of \$1,040,250, and Paradise Inn Motel contract in the amount of \$1,034,775. Rodeway Inn provides 18 units, and Paradise Inn provides 27 units of interim housing for our chronically unhoused population. The occupancy at both motels fluctuates depending on how many unhoused clients exit the program voluntarily or involuntarily. As of December 2024, the occupancy rate at Rodeway Inn is at 47%, and the occupancy rate at Paradise Inn is at 74%. Additionally, Housing & Human Services negotiated and entered into a contract with Everytable in the amount of \$496,912 for FY 2024-25. Everytable is a local meal provider that provides food/nutrition to the motel program recipients as well as the Wellness Village/Safe sleep participants. Three meals are provided daily with at least one hot meal daily. Dietary requirements and restriction (vegan/plant-based/diabetic) are taken into consideration. Every table provides up to 50,232 meals per year at both the Rodeway Inn and Paradise Inn and Suites an extended term from October 27, 2024, to September 30, 2025. As of December 31, 2024 there have been a total 60,580 – 3-Daily Meals/ 7 Days a Week provided by Everytable since the start of their contract. This total also includes meals provided at Wellness Village.

Housing & Human Services also entered into a one year contract agreement with Good Guard Security on October 1, 2024 in the amount of \$556,309, that provides 2 unarmed security guards for 24-hours/7-days a week at the Rodeway Inn Motel. Each shift consists of 2 security guards to allow for full and adequate monitoring of the location. The additional security guard's presence is needed if the other security guard requires assistance. Good Guard is especially suited to provide security services based on their staff's familiarity with working with and being trained to assist the needs of the unhoused population served. Good Guard specialized security is trained in de-escalation and is familiar with working with homeless outreach teams and service providers. Good Guard specialized security will work in concert and assist the City's Mobile Crisis Team.

# Housing & Human Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### 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 Public Services

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

### Work Plan Update:

The Culver City Mobile Crisis Team (MCT) officially launched on March 4th, 2024. The MCT is a mobile unarmed multi-disciplinary team providing mental health crisis intervention that involves de-escalation and short-term care to help individuals experiencing acute distress. The MCT can directly engage with both housed and unhoused persons experiencing a crisis, including mental health episodes and substance abuse issues. MCT works with City and public safety staff to coordinate care and to provide referrals that utilize community mental health resources, including both inpatient and outpatient mental health treatment. The MCT's goal is to stabilize the person, ensure their safety, and connect them with appropriate resources for ongoing support in the least restrictive environment. The MCT also provides homeless outreach services Monday-Friday 10AM-6PM, and is involved in the direct placement of clients into housing and supportive services in Culver City.

MCT has built rapport and trust with the City's unhoused neighbors by providing them with housing and supportive services information, clothing, hygiene packs, snacks, and water. Since full deployment in March 2024, the MCT has assisted over 60 unhoused neighbors to accept interim housing at Project Home Key, the Motel Master Leasing and Nutrition Program (Motel Program), and Wellness Village. The MCT enhances the provision of outreach services in Culver City by utilizing clinical skills and trauma informed care during their daily interactions with Culver City's unhoused community.

# Housing & Human Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Enhancement of Homeless Outreach Services**

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

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

### Work Plan Update:

In July 2024, the City Council approved the expansion and enhancement of homeless outreach services through a contract agreement with Urban Alchemy to include the L.O.V.E. Team (Leading Outreach through Valued Engagement). The L.O.V.E. Team provides effective homeless outreach and develops relationships and trust with people experiencing homelessness in order to connect them with housing, medical care, and other support services to the community. The L.O.V.E. Team will work in conjunction with the Mobile Crisis Team to provide homeless outreach services seven days a week. This four-person homeless outreach team dispatches out of Wellness Village and will frequent places throughout the City where the unhoused are concentrated. As Urban Alchemy oversees Wellness Village and has a presence at the local motels leased by the City, they will also be able to assess, transport, and directly enroll unhoused persons who agree to interim (temporary) housing services through the Culver City Motel Program or Wellness Village.

The Mobile Crisis Team will continue to provide homeless outreach 10AM to 6PM Monday through Friday along with crisis intervention services to the general community. Urban Alchemy's LOVE Team will provide homeless outreach 3PM to 11:30PM Sunday through Saturday. Each team will meet daily to debrief their daily interactions.

Since July 1, 2023, the Housing and Human Services (HHS) Department has received and responded to 555 homeless outreach requests via email, the homeless hotline, City staff and Council requests and the City Citizen Relation Management (CRM) system.

# Housing & Human Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Implementation of Safe Parking Programming

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

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

### Work Plan Update:

On June 26, 2024, City Council approved a continuation of the contract with Urban Alchemy, which included implementation a Safe Parking Pilot Program to addresses and assist with the needs of unhoused persons residing in their cars.

Urban Alchemy was selected as the lead service provider of Culver City Safe Parking pilot program where up to five people experiencing homelessness residing in their cars can access a safe space to park daily during the hours of 8PM to 8PM. The Safe Parking pilot program provides access to monitored and daily sanitary restrooms and showers. Two of the rooms at one of the locally leased motels were vacated with the specific purpose of providing private access to restrooms and showers for Safe Parking participants.

The Culver City Safe Parking Site located at Paradise Inn Motel, 11750 W. Washington Blvd., Culver City include the following infrastructure, services, and amenities:

- Onsite restrooms and showers
- 24/7 security and supportive services
- Daily meal service (hot evening meal and sack breakfast and lunch)
- Access to onsite weekly medical care

# Housing & Human Services

Fiscal Year 2024-2025

Work Plan Status Updates

## Work Plan Priority:

Continuation of Mobile Health Clinic

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

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

## Work Plan Update:

With approval from City Council, the Culver City Housing and Human Services Dept. executed a one year contract agreement in April 2024 in the amount of \$400,000, between Culver City and Healthcare in Action to provide mobile healthcare services and case management to our unhoused community and unhoused clients in our Safe Sleep Village, Motel Master Lease Program, and Culver City Project Homekey Interim and Permanent Supportive Housing Program.

Healthcare In Action offers a full scope of general medical services, wound care, substance and addiction treatment, psychiatric care, and case management for unsheltered homeless populations in the City. The team provides services to patients living in street encampments, as well as those living in shelters or interim housing facilities, in the City. Their team provides services to patients in the field 5 days a week during regular business hours and have an on-call medical provider 24/7.

As of December 31, 2024, there were 109 patients enrolled and receiving treatment. The Housing & Human Services Department is currently seeking to renew and extend Healthcare In Actions services with the City.

# Housing & Human Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Annual Wellness Fair

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

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

### Work Plan Update:

The Culver City's Mobile Crisis Team (MCT) held its first annual Mental Health Wellness Fair on February 27, 2024, with the team launching field operations on March 4th, 2024. The event was a success in celebrating and promoting mental health with local partners and providers exploring it's benefits through mindfulness, meditation, art, along with other mental health practices.

Local participating agencies and service providers included Alcott Center, Crisis Response Project, Exodus Recovery Inc., LA County Dept. of Mental Health, Mindset Collective, NAMI, SHARE, Southern California Hospital, Urban Alchemy, Venice Family Clinic, and Vista Del Mar. The Culver City Fire, Police, and Parks, Recreation & Community Services Departments also participated in the fair.

The Mobile Crisis Team's 2nd Annual Mental Health Wellness Fair is scheduled for April 2025. The total budgeted for Fiscal Year 2024-25 is \$20,000.



# Parks, Recreation & Community Services

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

The department has begun the initial steps of the Parks Master Plan. For FY 24-25, the department will work with the consultant to increase community engagement with community meetings, pop-up events, and presentations at City Council and various CBCs. The overall goal is to create a 10-year plan for the parks system in Culver City with focus on 1) Diversity, Inclusion, and Belonging, 2) Equity, 3) Park Access, and 4) Climate, Water, and Biodiversity. The plan is tentatively scheduled to be completed by early 2025.

**Primary Strategic Goal Addressed:** Increase Community Engagement

**Ancillary Strategic Goals Incorporated:** Ensure Long-Term Financial Stability, Promote Diversity, Equity, and Inclusion, Improve and Maintain Public Infrastructure and Community Spaces, Advance Environmental Sustainability and Climate Action, Provide High Quality Public Services

**Collaborating Departments:** Public Works

## Work Plan Update:

The plan was presented to City Council on February 10, 2025. City Council unanimously voted to approve a resolution to adopt the completed Parks Plan.

## Work Plan Priority:

PRCS staff will create an action plan that focuses on events and education for community members and staff. The action plan will include discussions with PRCS staff and collaborating departments to determine the best approach on educating and promoting public safety, incorporate special events with the presence of Police and Fire, invitations to Police and Fire to train PRCS staff on public safety and active shooter situations, and revisions to PRCS' emergency action plans.

**Primary Strategic Goal Addressed:** Promote Public Safety

**Ancillary Strategic Goals Incorporated:** Increase Community Engagement

**Collaborating Departments:** Police, Fire, and Public Works

## Work Plan Update:

PRCS is educating and promoting public safety through special events and have contacted Police and Fire to support their efforts and attend PRCS' special events. Both departments participated in PRCS' Abilities and Resource Carnival held in October 2024. Staff are also working with the police and fire departments to organize the Teen Mental Health Expo for May 2025. They will engage with teens and their parents to discuss topics such as mental health crisis awareness, drug safety, and more. Finally, staff are finalizing their emergency action plans for PRCS facilities and will reach out to Police and Fire personnel for comments.

# Parks, Recreation & Community Services

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

PRCS staff will evaluate opportunities to expand recreational services to include free, no-cost or low-cost pop-up programming for residents living in SB 1000 priority neighborhoods. Recreational services may include sports activities, health and wellness classes, community outreach, or a specialized workshop.

**Primary Strategic Goal Addressed:** Promote Diversity, Equity, and Inclusion  
**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services  
**Collaborating Departments:** Housing & Human Services

### Work Plan Update:

PRCS is hosting youth sports leagues and clinics with an emphasis on community over competition. Staff went out to multiple SB 1000 priority neighborhoods and held pop up events which highlighted each sport.

For Spring 2025, PRCS staff is planning to offer two community events at Tellefson Park and Culver-West Park. These events are in the development phase. Staff have also evaluated opportunities for contract instructors to offer programming in SB 1000 priority neighborhoods. This will allow for community members to be exposed to programs and services offered by PRCS.

### Work Plan Priority:

Due to staffing changes in Transportation, the FY 23-24 work plan on Senior Mobility Services was not completed. This work plan has been revised to reflect the tentative goal for FY 24-25. Both the Transportation Department and Community Services Division of PRCS worked collaboratively with the senior community to reimagine a CityRide Senior Mobility Services Program. The program 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 the end of FY 24-25 there will be a soft rollout of adapted services, depending on staffing and vehicles available for these services.

**Primary Strategic Goal Addressed:** Enhance Mobility and Transportation  
**Ancillary Strategic Goals Incorporated:** Ensure Long-Term Financial Stability  
**Collaborating Departments:** Transportation

### Work Plan Update:

In October 2024, PRCS staff attended a workshop and participated in discussions regarding senior mobility services with other cities, LA County, and AARP. Participating in these discussions allowed for PRCS staff to understand the strategies for developing senior mobility services. This work plan is in collaboration with the Transportation Department. Due to staffing shortages in Transportation, the discussions and planning for senior mobility services has been postponed until February 2025. This work plan will continue into FY 2025-2026.

# Parks, Recreation & Community Services

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**AB-1881 Model Water Efficient Landscape Ordinance (MWELO).** Staff will work with a consultant to evaluate for MWELO compliance in parks, parkways, and medians.

<b>Primary Strategic Goal Addressed:</b>	<b>Advance Environmental Sustainability and Climate Action</b>
Ancillary Strategic Goals Incorporated:	Improve and Maintain Public Infrastructure and Community Spaces
Collaborating Departments:	Public Works

## Work Plan Update:

Staff is finalizing the Request for Proposal (RFP) for the MWELO consultant. Staff expects the consultant to begin evaluations in May.

## Work Plan Priority:

Staff will start working towards providing in-house youth and adult sports programming. A Pilot Youth Sports Program will be the priority. Doing two short 5-6 week sessions, staff will focus on fundamentals, teamwork, sportsmanship and will ensure diversity, equity and inclusion are at the forefront of development.

<b>Primary Strategic Goal Addressed:</b>	<b>Increase Community Engagement</b>
Ancillary Strategic Goals Incorporated:	Promote Diversity, Equity, and Inclusion
Collaborating Departments:	

## Work Plan Update:

The first pilot youth sports program was a six-week basketball league for ages 5-12 and focused on community over competition. It had a successful launch with 65 participants. The next program will be a six-week youth dodgeball league, open for children ages 5-12. Registration has begun for this, and practices will begin in April.

# Parks, Recreation & Community Services

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

To create more engagement opportunities for park patrons, staff will begin hosting events and micro-events at park sites. Events would include Earth Day, Bike Safety Rodeo, Picnic in the Park, Sensory Saturdays, and Mobile Recreation Days. These would all be small community events targeting the park neighbors. Additionally, hosting open-house at the park buildings showcasing rental opportunities.

**Primary Strategic Goal Addressed:** Increase Community Engagement

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

**Resources Requested:** Budget increase for events supplies and marketing materials. Costs will be submitted during the budget process.

**Collaborating Departments:** Public Works, Police, and Housing & Human Services

## Work Plan Update:

Staff organized a range of micro-events at park sites during FY 24-25. These events included the Bike Rodeo at Veterans Memorial Park, Sensory Saturdays at Carlson Park, Culver-West Alexander Park, and Lindberg Park as well as community engagement events at Tellefson Park and Fox Hills Park.

## Work Plan Priority:

Complete replacement of El Marino Park (2-5) Playground, Culver West Alexander Park (2-5) and (5-12) Playgrounds. This includes design, community workshops, presenting to PRCS Commission, submitting plans to City Council and with approval conducting bid process, seeking approval from City Council, and managing construction contract.

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

**Ancillary Strategic Goals Incorporated:** Promote Public Safety

**Collaborating Departments:** Public Works, Planning & Development

## Work Plan Update:

The El Marino Park (2-5) playground replacement was completed. This upgrade featured new surfacing, new playground equipment, and the addition of accessible sensory stations within the area. The PRCS Department recently hired a Landscape Architect/Project Coordinator position, and their first project will be the Culver-West Alexander Park (2-5) and (5-12) playgrounds. The anticipated start date for this is April 2025 and this work plan will continue into FY 2025-2026.

# Human Resources

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Develop and implement a Racial Equity Action Plan (REAP) to increase racial equity across all City operations.**

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

Ancillary Strategic Goals Incorporated:

Improve Housing and Homeless Services, Increase Community Engagement

Collaborating Departments:

Citywide

## Work Plan Update:

Since July 2024 City Consultant, Keen Independent LLC in collaboration with HR, has:

- Reviewed over 5000 documents pertaining to City Policy, procedure, practice, past equity initiatives and processes. In addition, Keen has compiled workforce data for the City for the last 5 years or hires, promotions, separations, and applicants and provided preliminary findings for each.
- Keen has heavily focused on garnering internal buy in and awareness for the project including through the following means: Presentations to Executive Team Members, City Council, and EHRAC.
- Developed an Internal REAP Review Committee (IRRC) comprised of designated representatives; from each department to garner input and feedback on project findings and progress.
  - o An internal virtual workshop was sent to each employee for review; and Lunch and learn sessions have been implemented to give staff the opportunity to learn more and ask questions regarding the study and encourage engagement in completing the study.
  - o After the first Lunch and Learn session, survey responses increased by almost 50, for a total of almost 200 responses.
  - o External outreach at any community informational sessions will be rolled out over Q3 and Q4 to garner community feedback and input to inform the final phase of the project, which plan development and final recommendations to carry equity and inclusion throughout City services, programs, policies, and procedures.

## Work Plan Priority:

**Provide City-wide training to employees and the community on a variety of Diversity, Equity, Inclusion and Belonging topics and foster engaging conversations.**

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

Ancillary Strategic Goals Incorporated:

Increase Community Engagement

Collaborating Departments:

Citywide

## Work Plan Update:

Various diversity, equity, and inclusion trainings have been offered to city staff and officials including, among others, mitigating implicit bias and bystander intervention training for the workspaces. In addition to the community-based campaigns, trainings and presentations including: The City's United Against Hate Week Participation including a Social Media Campaign, public trainings, and presentations on Resiliency, Mitigating Implicit Bias, Bystander Intervention, and annual Hate Crime Reports as they pertain to Culver City, the greater Los Angeles County, and statewide occurrences. Continued support has been provided to the Equity and Human Relations Advisory Committee (EHRAC) to foster engaging conversations and events with the community.

# Human Resources

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Review and strengthen anti-discrimination, harassment and retaliation policy and training and simplify the process for employees to report concerns. Add staff to support complaint intake and coordination which would also reduce legal cost. Note: To conduct workplace investigations, you must be an employee, attorney, or licensed private investigator.

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

Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability

Collaborating Departments:

### Work Plan Update:

Successful completion of a recruitment and on-boarding of a new Senior Human Resources Management Analyst, who conducts workplace investigations and assists the department with other legal matters. This has reduced the costs of external attorney fees, improved responses to complaints expressed by employees either verbally or received through the current Portal. Latest milestones include the creation of an Evergreen City email address (eoo.hr@culvercity.org) to collect discrimination, harassment, and retaliation (EEO) complaints holistically versus individually; automated email responses have been developed to ensure that the complaint has been received, along with improved timelines for follow-up. Currently researching case management software for employee complaints and workplace investigations.

### Work Plan Priority:

Promote citywide training to address skill gaps and provide professional development to employees to assist with succession planning.

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

Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability

Collaborating Departments: Citywide

### Work Plan Update:

This is an ongoing initiative to develop a comprehensive citywide training program to address skills gap and provide professional development to prepare for promotional opportunities. In preparation for such trainings, HR is reviewing general training courses that would be most beneficial in terms of professional development. Training is being developed for both supervisors and employees, with an emphasis on Supervisory Training, which we have determined will also directly and positively impact the workforce prior to HR rolling out citywide courses.

# Human Resources

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Prioritize Employee Health and Well-Being**

**Primary Strategic Goal Addressed:** Ensure Long-term Financial Stability

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

Collaborating Departments: Citywide

## Work Plan Update:

This is an ongoing initiative to offer comprehensive health and wellness resources to employees. HR successfully launched a benefits and wellness fair, which also featured biometric exams (i.e., blood pressure, bone density, BMI, etc.), various types of vendors from the health, dental, and vision plans, along with local fitness and wellness vendors, including healthy food option vendors to encourage employees to manage their health in several different ways. More recently, the City implemented the first Employee Assistance Program (EAP) that provides emotional, behavioral health and work/life balance resources to all Culver City employees, including part-time employees, at no cost to employees. HR recognizes that anyone can have a need for mental health support and implemented Concern Health EAP in January, in addition to LifeBalance wellness resources, which offers discounts on items that encourage fitness, wellness, and external activities (i.e., travel, movies, etc.) HR is planning virtual and in-person sessions to communicate these new benefits to encourage employees to utilize these new services. In addition, HR implemented a new Voluntary Benefits platform that features an incentive program to encourage wellness health exams, and created an enrollment portal for voluntary life insurance with guarantee issue, hospital indemnity, accident coverage, critical illness, pet insurance, legal plan, and identity and fraud protection to give employees peace of mind as they tackle life's challenges for themselves and family members.

## Work Plan Priority:

**Embrace Digital Transformation**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability, and Promote Diversity, Equity, and Inclusion

Collaborating Departments: Finance, Information Technology

## Work Plan Update:

This is an ongoing initiative to work to eliminate paper processes. In pursuit of becoming the 'Employer of Choice' for the Los Angeles region, HR has successfully implemented the NEOGOV Onboard module, which is currently in its "stabilization" period to further refine the paperless process. Implementing NEOGOV has improved onboarding processes for HR/Risk, Finance/Payroll, and Phase II of Onboard is to determine the feasibility of uploading file feeds to the current HRIS system to populate a new hire profile which will ultimately reduce an additional layer of data entry for designated HR staff. Key milestones include implementation of electronic signatures and the ability for candidates to complete new hire paperwork before the first day of work, advanced issuance of position control numbers, immediate online access to job specs, and consistent templates for conditional and formal job offer letters.

# Human Resources

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Promote Employee Safety / Training

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Ensure Long-term Financial Stability, Promote Diversity, Equity, and Inclusion

Collaborating Departments:

Citywide

## Work Plan Update:

This is an ongoing initiative to develop and administer a comprehensive citywide safety training program, including an employee safety recognition incentive, and to monitor the safety performance of city departments. The Risk Management team developed a comprehensive Workplace Violence Prevention Program in collaboration with key stakeholders from various City departments. The first Citywide training on this mandatory topic was held on February 19, 2025. To further awareness of safety topics for employees as well as supervisory and leadership roles, HR has recently hired a new Risk Manager who has begun research on safety-sensitive awareness topics for training purposes.



**City Attorney**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**City Council Policies - Comprehensive Update: Working 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:

Collaborating Departments: City Clerk and City Manager's Office

**Work Plan Update:**

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 23) involving various subject matters have been reviewed and revised to date. Two additional policies were in progress during FY 24-25 thus far, but have not yet been completed. Staff will continue to work with the Subcommittee to review additional Policies throughout the remainder of FY 24-25 and during FY 25-26, including, but not limited to, the following policies, which are currently in the queue: 3402 (Council Recognition); 3405 (Public Notification and Community Involvement); 3406 (Significant Donor Naming); 4003 (Acceptance of Gifts and Gratuities); and 4006 (Code of Ethics).

**Work Plan Priority:**

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

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Information Technology, City Manager's Office, and City Clerk

**Work Plan Update:**

Partially completed and ongoing. A Working Group, consisting of staff from the IT Department, City Manager's Office, City Clerk's Office and City Attorney's Office is working to complete this Work Plan. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group reviewed best practices and sample policies from other cities to inform staff's update of the City's current policies on the retention of electronic communications and completed updated Administrative Policy VI-02 (Electronic Communications), which was issued by the City Manager on November 26, 2024 and goes into effect July 1, 2025, in order to provide a mandatory training to all City staff prior to the effective date. Given recent trends in use of artificial intelligence (AI), the IT Department is also reviewing what other cities are doing to determine whether an AI policy will be recommended as well. It is anticipated this project will be completed during the first quarter of FY 25-26. Finally, although the City has an established Social Media policy pertaining to the City's social media administrators and the public's use of the City's social media sites, the Working Group will be looking at updating the Social Media policy or creating a separate policy pertaining to a City employee's use of social media. This component of the Work Plan has not yet commenced and will be carried over to FY 25-26.

**City Attorney**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**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:

Collaborating Departments: Planning & Development

**Work Plan Update:**

**(1) In progress. Monitor and oversee implementation of the Settlement Agreement including coordination with Sentinel Peak to ensure compliance as needed related to protocols with entities that will be responsible for regulating the termination activities (i.e., California Geologic Energy Management Division “CalGEM”); (2A) Ongoing. Regular attendance at CAP meetings for the Baldwin Hills CSD and ongoing review of compliance reports and oil field activity within the CSD. (2B) 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; (2C) As needed. Coordination with Phase 2 of the Los Angeles City/County JTTF; (2D) Ongoing. Regular coordination with the CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2026; and (2E) 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 Attorney**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**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:

Collaborating Departments: City Manager's Office

**Work Plan Update:**

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. On the regional level, a City Council-appointed Council Member serves on LAWA's (Los Angeles World Airports) LAX Community Noise Roundtable. This body offers a framework for identifying and addressing noise issues by suggesting actions to LAWA, the FAA, or other relevant authorities that could help reduce noise in impacted communities. 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 (collectively, "FAA's Final Review"). The City has subsequently challenged the FAA's Final Review, filing its opening brief on October 7, 2024. The City is awaiting the FAA's reply brief, which is anticipated to be filed in March 2025.

**City Attorney**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**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:

Collaborating Departments: Finance and Information Technology

**Work Plan Update:**

**In progress. A new Financial Systems & Purchasing Manager was hired by the City. They have reviewed the purchasing ordinance related policies and are preparing recommendations for Departmental and City Attorney's Office review. Also, beginning in FY 23-24, a working group consisting of City Attorney's Office, Information Technology Department, Finance Department and Risk Management 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 of fourth quarter FY 24-25 or first quarter FY 25-26.**

**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:

Collaborating Departments: Planning & Development

**Work Plan Update:**

**In progress. Working closely with Current Planning staff and the City's planning consultant. Anticipated completion in the 2nd quarter of 2025.**

**City Attorney**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Local Emergency on Homelessness: Including Project Homekey; Safe Sleep Program/Wellness Village; Motel Master Leasing Program; Mobile Crisis Intervention Unit; Camping Prohibited in Public Places Ordinance**

**Primary Strategic Goal Addressed:**      **Improve Housing and Homeless Services**

Ancillary Strategic Goals Incorporated:

Collaborating Departments:                      City Manager's Office, Housing & Human Services, Public Works, Police, and Fire

**Work Plan Update:**

**The Camping Prohibited in Public Places Ordinance was adopted in February 2023. Project Homekey, Wellness Village, Motel Master Leasing Program, and Mobile Crisis Intervention Unit are all up and running. The City Attorney's Office will continue to provide ongoing legal support to all of the foregoing programs and operations as part of our core functions. As such, this work plan will not appear on the City Attorney Work Plans for FY 25-26.**

**Work Plan Priority:**

**Meeting Procedures, Guidelines and CCMC Updates, including decorum, rules of order, and public participation**

**Primary Strategic Goal Addressed:**      **Provide High Quality Public Services**

Ancillary Strategic Goals Incorporated:

Collaborating Departments:                      City Clerk

**Work Plan Update:**

**Completed. The City Attorney's and City Clerk's Offices prepared an ordinance amending and updating the Culver City Municipal Code Sections 3.01.130, 3.01.135 and 3.01.145 relating to rules of order, public meeting participation and decorum. The City Council adopted the ordinance on June 10, 2024.**

**City Attorney**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Dissolution of Committee on Permits and Licenses: Identify and prepare necessary CCMC amendments to effectuate the dissolution of the Committee.**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Manager's Office and Finance

**Work Plan Update:**

**Completed. 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. Lead by the City Manager's Office and working with multiple departments, staff prepared the ordinance, which was considered and adopted by the City Council on January 27, 2025.**

**Work Plan Priority:**

**Digital Kiosk Program: Prepare Sign Code amendments, 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

Collaborating Departments: Economic Development and Planning & Development

**Work Plan Update:**

**Partially completed and ongoing. Sign Code amendments were adopted by the City Council on July 8, 2024. A Request for Proposals (RFP) process was issued in July 2024 for a Kiosk vendor. On October 28, 2024 the City Council selected IKE as the vendor and appointed the Council Ad Hoc Digital Kiosk Program Subcommittee to work with staff and come back with recommendations for an agreement with IKE. Staff and the Subcommittee are in the process and it is anticipated the agreement will return to Council for consideration in Spring of 2025.**

# Information Technology

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Investigate the potential work efficiency and cost savings of replacing office workstations with laptops, allowing teleworking staff to access the City's network in a more efficient, streamlined, and secure manner.

**Primary Strategic Goal Addressed:** Provide High Quality of Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments:

### Work Plan Update:

#### Ongoing:

Staff completed the proof of concept evaluation and have determined the viability of the proposed solution to be adequate for the city and it will reduce overall costs for the required Windows 11 upgrade as users will have 1 device. IT staff are finalizing the last details prior to the system roll out.

#### The solution features:

1. Meets all security requirements
2. IT will implement a device imaging standard for all Windows 11 devices reducing support overhead and improved user experience.
3. Eliminates need for remote desktop, reducing the City's security risk
4. IT will implement always on VPN with multi factor authentication reducing the cities security risk
5. IT will standardize on devices models, reducing support overhead and ensuring longevity
6. Special consideration for power users that utilize high system utilization software such as Esri GIS, AutoCad, and video editing software
7. City will be leveraging the state cooperative agreement for best pricing.

### Work Plan Priority:

To further enhance the City's security and data protection posture, expand the City's data backup strategy and infrastructure.

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments:

### Work Plan Update:

#### Ongoing:

Conducted initial assessment of the current backup strategy, identified potential gaps, and new backup strategy was formulated. A solution was identified and is in the procurement process. The project is expected to be completed by June 30th, 2025.

# Information Technology

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Update, enhance and expand the Police Department's information technology to improve effectiveness, efficiency and transparency.

**Primary Strategic Goal Addressed:** Provide High Quality of Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Police Department

### Work Plan Update:

#### Completed:

1. Implemented asset management system for police equipment.
2. Implemented Phase #1 of the PA system, integration with the Department's phone system.

#### Ongoing:

1. Phase #2 of the PA system, integration with the Public Safety radio system. The project is expected to be completed by June 30, 2025.
2. Identified replacement of aging networking equipment, and is in the procurement process. The project is expected to be completed by June 30, 2025.
3. Migration of Windows 10 to Windows 11 is in progress. The project is expected to be completed by the end of September 2025.
4. Enhancing the Police Department's security posture is in the procurement process. The project is expected to be completed by June 30, 2025.

### Work Plan Priority:

In collaboration with the PRCS Department, prioritize and deploy Wi-Fi service to city parks.

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

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Parks, Recreation & Community Services

### Work Plan Update:

#### Completed:

After careful consideration, it has been determined that the low priority and long-term fiscal impact of implementing Wi-Fi in the parks make it unfeasible. As a result, city staff will explore alternative connectivity solutions, including satellite phones or 5G cellular routers, on an as-needed basis."



# Information Technology

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

In collaboration with the City Clerk's Office, provide equipment analysis for the audio-visual components to enhance the public meeting experience in the Council Chambers

**Primary Strategic Goal Addressed:** Increase Community Engagement

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Clerk

### Work Plan Update:

#### Complete:

The City Clerk's office worked closely with the IT department to complete the audio-visual upgrade in the Mike Balkman Council Chambers to eliminate long standing system inadequacies, especially those centered around remote access meetings through Webex. The new technology has full system integration with Zoom requiring staff to transition from Webex to Zoom for all meetings that require remote connectivity. The city purchased Zoom for government licenses that includes special safety measures with higher levels of encryption and high availability. Additional resources may be requested in FY 2025-26 to completely transition from Webex to Zoom in additional conference rooms and meeting spaces.

### Work Plan Priority:

Implement innovative strategies to improve the Transportation Department's daily operations and enhance the overall customer experience. The key projects include the pre-development activities on the Culver City Transit Center technology and security improvements, the Dial-a-Ride Digitalization, and CleverInsights technology with robust analytical tools.

**Primary Strategic Goal Addressed:** Enhance Mobility and Transportation

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Transportation

### Work Plan Update:

#### Ongoing:

The IT department has been working with transit and finance staff to implement MAIOR Suite of software for timekeeping integration with the city's financial system. The expected completion is April of 2025.

Network security improvements are currently being evaluated. New firewall required for remote access is in procurement process with Clever Systems. A network architecture evaluation will be considered in the future.

Staff in the Transportation Department have met with Metro staff on possible avenues of partnership and coordination to either initiate a Microtransit pilot or integrate into Metro's existing service. Staff have also kept apprised of changes in Metro's service model and vision for Metro Micro as well as pilots in West Covina and Torrance to understand what challenges and opportunities exist for service provision in the Los Angeles Region.

#### On-Hold:

Due to staffing shortage in transit the Cleverinsights project is currently on hold.

# Information Technology

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Provide technical support to the Public Works Department for the Waste Management Service System implementation involving hardware and software used on sanitation vehicles and back office support to improve communication and customer service.

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Public Works

### Work Plan Update:

#### Ongoing:

Completed needs assessment with Environmental Programs & Operations (EPO) and Finance Department to replace an outdated customer service system that lacked interoperability as well as features vital to providing optimal service and keeping pace with industry standards. Aided in meeting with and evaluating various vendors to discern data protection, access control, and system reliability and scalability. Once the vendor selection process is complete, IT Department will continue supporting in an oversight role.

# Planning & Development

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Adopt the General Plan and Zoning Code Update**

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

**Ancillary Strategic Goals Incorporated:** Enhance Mobility and Transportation, Improve and Maintain Public Infrastructure and Community Spaces, Promote Diversity, Equity, and Inclusion

**Collaborating Departments:** Transportation and Public Works

## Work Plan Update:

**The General Plan 2045 and Zoning Code Update were adopted Fall 2024.**

## Work Plan Priority:

**Affordable Housing Incentive Program**

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

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

**Collaborating Departments:** Housing & Human Services and City Attorney

## Work Plan Update:

**City Density Bonus Ordinance was approved by the Planning Commission in February 2024 and is anticipated for City Council adoption in Spring 2024.**

## Work Plan Priority:

**Mixed Use Residential Streamlining/Objective Design Standards**

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services

**Collaborating Departments:** Housing & Human Services

## Work Plan Update:

**New mixed use zones were adopted with the Zoning Code Update Fall 2024. Objective Design Standards were approved by the Planning Commission in February 2024 and is anticipated for City Council adoption in Spring 2024.**

# Planning & Development

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Prepare the Fox Hills and Hayden Tract Specific Plans**

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

**Ancillary Strategic Goals Incorporated:** Enhance Mobility and Transportation, Improve and Maintain Public Infrastructure and Community Spaces, Promote Diversity, Equity, and Inclusion

**Collaborating Departments:** Transportation, Public Works

## Work Plan Update:

The Hayden Tract and Fox Hills Specific Plans processes have begun and will provide more in-depth neighborhood planning following the General Plan adoption in Fall 2024. The Fox Hills Specific Plan is anticipated for City Council adoption in Spring 2026 and the Hayden Tract Specific Plan in Summer 2026.

## Work Plan Priority:

**Online Services:** transition to online permit applications, electronic plan review, inspections, virtual appointments and user-friendly Planning/zoning/project information online for the public

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

**Ancillary Strategic Goals Incorporated:** Increase Community Engagement

**Collaborating Departments:** Information Technology and City Manager's Office

## Work Plan Update:

Electronic plan review and virtual appointments are now available. Many Current Planning and Building Safety permit applications are available through the online portal. Additional applications, permits, and inspection scheduling anticipated Fall 2025. Monthly housing production dashboard reports are also available online.

## Work Plan Priority:

**Implement the Five-Year Soft-Story Building Retrofit Ordinance**

**Primary Strategic Goal Addressed:** Promote Public Safety

**Ancillary Strategic Goals Incorporated:**

**Collaborating Departments:** Housing & Human Services and Information Technology

## Work Plan Update:

All property owners affected by the soft-story ordinance were notified by mail. The key milestone is for property owners to submit their screening reports. The Seismic Retrofit Program webpage has been updated with information on vendors, grants, and milestone achievements.

# Planning & Development

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Digitization of records

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Information Technology

## Work Plan Update:

Building Safety's digitization of records is 70% complete. Current Planning scheduled to start digitizing files in Spring 2025. Active files will be digitized annually.

## 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

Collaborating Departments: Public Works

## Work Plan Update:

The Water Efficient Landscape Ordinance is anticipated for City Council consideration in Fall 2025.

## Work Plan Priority:

Parkland In-Lieu Fee Study

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

Ancillary Strategic Goals Incorporated: Ensure Long-term Financial Stability

Collaborating Departments: Finance

## Work Plan Update:

The Parkland In-Lieu Fee Study update is anticipated for City Council adoption in Spring 2025.

# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works EPO staff will continue to prioritize adaptively managing refuse operations by improving routing and billing systems, bringing a Construction & Demolition Recycling ordinance to Council for consideration, adjusting services to reflect increased requirements and costs for organic collections, and bringing a new Rate Study before City Council to reflect these cost increases.

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

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

**Collaborating Departments:** Finance and Information Technology

## Work Plan Update:

Routing and billing software specifications are being finalized and will be awarded in 2025. An updated Construction & Demolition ordinance is currently in progress, while 250 projects have been catalogued and achieved diversion, and fees were put into place as part of the January 2025 Fee Update to capture costs for this activity. Through January 2025, EPO has enrolled 26 customers in the organics program and 53 customers in the recycling program in continued effort to bring three-stream refuse to all customers. A Condition Assessment of the Transfer Station was conducted, highlighting necessary improvements. The Rate Study is being finalized to include necessary CIP projects at the Transfer Station before being presented to Council later in 2025. Transfer Station improvements conducted in FY 2024-25 include award of new push wall construction, repair of the tipping floor, bracing of roof, and repair of the entrance gate. Staff continues to look for opportunities to maximize use of the Transfer Station through agreements with neighboring agencies to process waste. Transfer Station manages approximately 36,000 tons of trash, 7,500 tons of recyclables and 7,000 tons of organics annually, and fields approximately 2,000 customer calls per month.

# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works EPO and Administrative staff 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, including: SB 1383 Organics Recycling Rollout; community composting; hazardous waste, electronic waste, and shredding recycling events; enforcement of Waste Reduction Regulations and Zero Waste Programs; expanding EV charging at City Hall; continuing Sustainable Business Certification program; and 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

Collaborating Departments:

Citywide

## Work Plan Update:

Ten businesses were certified sustainable in 2024 and staff anticipates 10-15 additional businesses in 2025. Staff conducted four electronic waste/shredding events (collecting 4000 pounds of e-waste), including the City's annual Envirofest event, two compost giveaways and one hazardous waste collection event, coordinated LA County's hazardous waste event, and tabled at other events. Staff led public outreach for the 4B plastic ban proposal including producing outreach materials, thousands of surveys, stakeholder communication, responded to Council and public questions at four special Sustainability Subcommittee meetings, and co-hosted a 4B plastic ban business town hall. Staff produced six email blasts reaching 15,000 recipients and three quarterly EPO newsletters, as well as 2 Meta campaigns to maximum outreach of EPO educational programs. Individualized recycling programs for pens and batteries have been re-established for City facilities. Holiday Tree recycling was conducted after the holidays. A Zero Waste Party Pack was re-established for City Facilities, providing reusable dishes, as well as a portable dishwasher to assist City staff in complying with Waste Reduction Regulations for gatherings and meetings. 7,430 gallons of used oil was recycled and 1,800 filters given out using CalRecycle Used Oil Program grant funding, and a new Used Oil grant of \$16,376 was received, as well as a \$50,000 Household Hazardous Waste grant. The City purchased two water stations for use in City events, expanded the locations of pedestrian beverage recycling containers, and launched Stan, the new Sustainability mascot, named by the public from over 300 social media. The Community Recycling CRV program collected 150 tons of aluminum, glass and plastic. Staff continues to attend monthly CCUSD Sustainability Meetings and tabled at West LA College's 2024 Climate Palooza. The City donated a truck to FoodCycle LA for food recovery efforts in Culver City. The City entered an agreement with LA Sanitation to purchase credits for reusable energy for SB1383. Staff applied for a SWIFR grant for Transfer Station improvements.

# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works EPO staff will continue to prioritize implementation of stormwater pollution discharge programs, including: construction of CIP projects to filter, divert, or re-purpose stormwater; monitoring of discharges from City-owned Industrial General Permitted businesses; participation 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; and maintenance and cleaning of City-owned stormwater facilities, landscaped areas, and catch basins.

<b>Primary Strategic Goal Addressed:</b>	<b>Advance Environmental Sustainability and Climate Action</b>
Ancillary Strategic Goals Incorporated:	Improve and Maintain Public Infrastructure and Community Spaces
Collaborating Departments:	Parks, Recreation & Community Services and Planning & Development

## Work Plan Update:

Staff continued to lead efforts to keep the City compliant with the MS4 stormwater permit, including inspecting 500 businesses for commercial/industrial stormwater discharges; conducting an annual Daily Generation Rate trash study; referring 3 businesses to the Regional Board for Industrial General Permit (IGP) coverage; and submittal of annual and semi-annual reporting. The City also works regionally toward compliance as part of the Ballona Creek Watershed Group, Marina Del Rey Watershed Group (which initiated an updated MOU), as well as staff sitting on the boards of the Santa Monica Basin Groundwater Sustainability Agency (including taking a cost share agreement to Council), and Central Santa Monica Bay Steering Committee. The City completed the Mesmer Sewer Diversion TMDL project in September 2024; completed 90% plans for Washington Boulevard Stormwater project; completed 90% plans and conducted two public outreach meetings for the Citywide Stormwater Implementation project; awarded a contract for design of the Transfer Station Stormwater Diversion Upgrades project; applied for feasibility study funding for projects at Fox Hills and Lindberg parks; and continued conducting maintenance of rain gardens and green street installations citywide, as well as cleaning over 750 catch basins multiple times annually.



# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works Mobility and Traffic Engineering staff will prioritize seeking funding and achieving progress and/or completion of specific mobility infrastructure improvement projects identified in the City's Bicycle and Pedestrian Action Plan (BPAP) and Local Road Safety Plan (LRSP), including the Fox Hills NTMP and Bikeways Project and the Overland-Playa Pedestrian and Bicycle Improvements Project, as well as the Tri-School Traffic Study, part of the Safe Routes to School Program, which will address safety and mobility challenges in that area and include extensive public and stakeholder outreach and coordination with CCUSD.

**Primary Strategic Goal Addressed:** Enhance Mobility and Transportation

**Ancillary Strategic Goals Incorporated:** Promote Public Safety, Improve and Maintain Public Infrastructure and Community Spaces, Advance Environmental Sustainability and Climate Action, Increase Community Engagement

**Collaborating Departments:** Transportation and Finance

## Work Plan Update:

Staff have been pursuing grants to update the LRSP and to enhance the Complete Streets Standards. The Complete Streets Standards are in the final phase of development. The City had applied but did not receive a grant for the Overland and Fox Hills projects. Staff is developing some improvements that were in those projects to be implemented with lower cost treatments and utilizing existing funds. Staff is in the process of starting the Tri-School Traffic Study.

## Work Plan Priority:

Public Works Mobility and Traffic Engineering staff will prioritize evaluating and updating parking regulations, including the Residential Permit Parking Program to streamline and simplify for residents, and upgrade parking infrastructure, including installation of 500 new parking meters at locations citywide.

**Primary Strategic Goal Addressed:** Enhance Mobility and Transportation

**Ancillary Strategic Goals Incorporated:** Improve and Maintain Public Infrastructure and Community Spaces, Ensure Long-term Financial Stability

**Collaborating Departments:** Police and Finance

## Work Plan Update:

Staff is in process of installing new meters in the Hayden Tract. The remainder of the meters will be installed by end of 2025. The permit parking regulation updates are in progress. Staff plans to present the new guidelines to the community in mid-2025.

# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works Mobility and Traffic Engineering staff will prioritize seeking funding, design, and implementation of projects to replace temporary intersection improvements with permanent materials, including several quick build projects and traffic calming measures at various intersections citywide.

<b>Primary Strategic Goal Addressed:</b>	<b>Improve and Maintain Public</b>
Ancillary Strategic Goals Incorporated:	Enhance Mobility and Transportation, Promote Public Safety
Collaborating Departments:	Finance and Transportation

## Work Plan Update:

Staff is working to replace temporary materials at Jackson Ave and Braddock Dr, Jackson Ave and Farragut Dr, and Higuera St and Lindblade St Replacements will be made at additional locations in FY 2025-26.

## Work Plan Priority:

Public Works Engineering staff will prioritize seeking federal and state funding and continuing to manage the design, construction, and inspection of budgeted Capital Improvement Projects, especially street resurfacing and sidewalk replacement, the citywide project to upgrade antiquated streetlight circuitry, and the Fox Hills Sewer Pump Station Diversion Project, which will improve energy efficiency and reduce maintenance costs by eliminating one sewer pump station.

<b>Primary Strategic Goal Addressed:</b>	<b>Improve and Maintain Public Infrastructure and Community Spaces</b>
Ancillary Strategic Goals Incorporated:	Enhance Mobility and Transportation, Advance Environmental Sustainability and Climate Action, Promote Public Safety
Collaborating Departments:	Citywide

## Work Plan Update:

Staff has attended webinars on seeking federal and state funding for projects. Staff continues to manage the design, construction, and inspection of budgeted Capital Improvement projects for the Public Works Department and across City departments. Highlights: A \$3 million contract was awarded for resurfacing of streets in the City and work is expected to begin in April 2025. A \$8 million contract was issued for the diversion of the Fox Hills Sewer Pump Station (located inside the Westfield Mall parking lot) to the new Bankfield Sewer Pump station and work is expected to begin late April 2025.

# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works Engineering staff will prioritize streamlining conditions of approval, reviewing design plans, and providing inspection services for private development projects, especially for the increasing number of proposed high density large residential projects in areas formerly zoned for commercial development, focusing on reducing impacts to the public right-of-way and increasing use of sustainable materials.

**Primary Strategic Goal Addressed:** Provide High Quality Public Services  
**Ancillary Strategic Goals Incorporated:** Promote Public Safety, Advance Environmental Sustainability and Climate Action, Improve Housing and Homeless Services  
**Collaborating Departments:** Planning & Development

## Work Plan Update:

Staff has been working closely with the Advance and Current Planning Divisions on the many applications for the high density, large residential projects proposed in the City. Staff is attending meetings with the developers and providing preliminary and final conditions of approval to the plans. Each proposed high density project is unique and it is not possible at this time to streamline the conditions of approval.

## Work Plan Priority:

Public Works Engineering staff will prioritize training, review, and inspection of utility permits and sites in the public right-of-way, such as installation of fiber optic lines, and especially the installation of numerous new 5G small cell sites needed to provide 5G coverage citywide.

**Primary Strategic Goal Addressed:** Improve and Maintain Public Infrastructure and Community Spaces  
**Ancillary Strategic Goals Incorporated:** Promote Public Safety  
**Collaborating Departments:** Fire and Police

## Work Plan Update:

A new Public Works Inspector has been hired to fill a vacancy in the Engineering Division. Golden State Water Company has several large capital improvement projects in the City, replacing old water mains with new water mains. Applications for new 5G coverage were not filed because the cellular telecom companies are now seeking to install large 5G cell towers to cover a wider area.

# Public Works

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Public Works Maintenance Operations staff will prioritize retrofitting and making improvements to the City's street lighting systems and infrastructure, including installing solar street lights along the National Metro Expo Bike Path between Jefferson Blvd and Washington Blvd, and attempting to eliminate theft of copper wire from the lighting systems by installing tamper proof electrical box lids citywide.

<b>Primary Strategic Goal Addressed:</b>	<b>Improve and Maintain Public Infrastructure and Community Spaces</b>
Ancillary Strategic Goals Incorporated:	Provide High-Quality Public Services, Advance Environmental Sustainability and Climate Action, Promote Public Safety
Collaborating Departments:	Parks, Recreation & Community Services and Finance

## Work Plan Update:

Due to the urgency of making repairs to the street lighting along the National Metro Expo Bike Path between Jefferson Blvd and Washington Blvd staff had to transition from installing solar street lighting to installing tamper proof electrical pull box lids. This decision decreased the streetlight outage in the area and ensures that the streetlight circuit can not be accessed for wire theft in the future. This project was completed on December 1, 2024.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Citywide and Regional Mobility Planning and Coordination:** The Transportation Department will continue to lead and coordinate on citywide and regional mobility planning initiatives. This includes working on the mobility services and infrastructure needed for the 2028 Olympics and beyond, regional transportation initiatives and studies, and strategies to achieve the goals of the Updated General Plan Mobility Element.

### Primary Strategic Goal Addressed:

### Enhance Mobility and Transportation

### Ancillary Strategic Goals Incorporated:

Improve and Maintain Public Infrastructure and Community Spaces, Advance Environmental Sustainability and Climate Action, Provide High Quality Public Services, Increase Community Engagement

### Collaborating Departments:

Public Works, Planning & Development, Parks, Recreation & Community Services

### Work Plan Update:

The Transportation Department has consistently coordinated with City and Regional entities for their respective mobility planning initiatives. In the past year, this included partnering with Public Works on MOVE Culver City 2.0 and Planning & Development on the Updated General Plan Mobility Element. We have also been part of Metro's regional assembly, with a focus on the LA28 Games and the 2026 FIFA World Cup, and Westside Cities COG.

### Work Plan Priority:

**Prioritized City-wide Mobility Initiatives:** The Transportation Department will continue to coordinate and collaboratively support the joint initiatives of Planning & 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

### Primary Strategic Goal Addressed:

### Enhance Mobility and Transportation

### Ancillary Strategic Goals Incorporated:

Improve and Maintain Public Infrastructure and Community Spaces, Advance Environmental Sustainability and Climate Action, Provide High Quality Public Services and Increase Community Engagement

### Collaborating Departments:

Public Works, Planning & Development, Parks, Recreation & Community Services

### Work Plan Update:

Over the past year, staff collaborated with Public Works on the Fox Hills, Overland Ave, Connect Culver Blvd, and Robertson Blvd Bicycle and Pedestrian projects. Staff also collaborated with Public Works on the Active Transportation Plan grant application and Complete Streets design standards.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Long-Term Financial Planning & Grant Funding Strategies:** The Transportation Department remains committed to safeguarding its long-term financial stability to effectively deliver essential services to both the City and the community. In anticipation of the City's growth, the Department is actively addressing the escalating demands for services. A key undertaking involves the development of a robust Strategic Grant Funding Plan, designed to provide recommendations and actionable steps. This plan aims to strategically position the agency for optimal financial health, securing vital grant funds for critical areas such as capital, infrastructure, and service needs in alignment with the projected service levels outlined in the forthcoming Comprehensive Mobility Service Plan (CMSP) and the 2045 General Plan Mobility Element.

### Primary Strategic Goal Addressed:

**Ensure Long-term Financial Stability**

### Ancillary Strategic Goals Incorporated:

Enhance Mobility and Transportation, Improve and Maintain Public Infrastructure and Community Spaces and Provide High Quality Public Services

Collaborating Departments:

### Work Plan Update:

The Transportation Department has executed a contract with HDR and Infrastrategies to begin a Mobility Investment Strategy and Grants Strategy, which will enable Department to strategically plan for current, near-term, and long-term transportation funding needs, and create a playbook for funding opportunities to bridge any financing shortfalls. The project recently kicked off, and should be completed in late FY24-25 or early FY25-26.

The Department has successfully secured a substantial \$12,223,183 in competitive grant funding for a range of impactful projects, including a Bikeshare program, mobility lanes along Sepulveda and Jefferson, and additional transit service on Jefferson.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**MOVE Culver City:** The 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

### 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 and Increase Community Engagement

### Collaborating Departments:

Public Works, Planning & Development, City Manager's Office, Fire, Police, and Finance

### Work Plan Update:

The Department completed implementation of the Downtown Corridor mobility lanes in November 2024. The new mobility lanes feature an updated design and have been extended 1,500 feet east to La Cienega Blvd. We are in progress on design on an eastern extension of the Downtown Corridor to bring the mobility lanes to the City boundary at Fairfax and connecting to the West Los Angeles Transit Center. We have also begun the design process for the Sepulveda corridor.

The Department also applied for and received a \$1,674,248 grant award from the Carbon Reduction Program to fund the future design of the Sepulveda and Jefferson corridors.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**CMSP (Comprehensive Mobility Services Plan):** Continue to leverage mass transit and other alternative modes to accommodate the growth and maintain the long-term vitality of the community. 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 to 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.

### Primary Strategic Goal Addressed:

**Enhance Mobility and Transportation**

### Ancillary Strategic Goals Incorporated:

Advance Environmental Sustainability and Climate Action, Provide High Quality Public Services, Increase Community Engagement

### Collaborating Departments:

Public Works, Planning & Development, and Parks, Recreation & Community Services

### Work Plan Update:

The Comprehensive Mobility Services Plan (CMSP) kicked off in Fall of 2024. The consultant team has developed, taken, and analyzed the Onboard Rider Survey to understand what our current ridership looks like. Community Surveys are being prepared to understand what mobility options people take and the factors impacting their choices, the barriers for accessing Culver CityBus, and what could remove those barriers. The consultant team are initiating the Focus Group process to get in-depth input from numerous stakeholder types relevant to Culver City. The consultant team has completed a draft review of relevant plans and is close to completing the draft of the Connectivity Study and Analysis Report and Dial-A-Ride Program Evaluation.

The CMSP is scheduled for completion in FY26 and is currently on-track to meet its program deadline.



# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**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 to foster mobility mode shifts and innovative mobility management strategies to help achieve the City's mobility goals of improving circulation and addressing traffic congestion. 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.

### Primary Strategic Goal Addressed:

**Enhance Mobility and Transportation**

### Ancillary Strategic Goals Incorporated:

Advance Environmental Sustainability and Climate Action, Provide High Quality Public Services

### Collaborating Departments:

Planning & Development and Public Works

### Work Plan Update:

The Transportation Demand Management (TDM) Program Update initiated in 2022 to redesign and modernize the City's TDM Ordinance. This program was under development in late-2022 and early/mid-2023 but was halted due to staffing issues and the Department's need to reprioritize. With additional staff, the City has re-initiated work on the TDM Update and is currently working with the consultant team to update the project work plan and set expectations for updating and completing the deliverables.

This project is projected to be complete in FY26 if adhered to a similar schedule to the original Work Plan.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Transit Zero Emission Initiatives:** The Department will continue to work on and establish a Transit Zero Emission Master Plan that will recommend strategies and outline the steps for converting the transit fleet to zero emission vehicles, piloting a hydrogen-electric bus project, and implementing the facility expansion and improvements

**Primary Strategic Goal Addressed:** Advance Environmental Sustainability and Climate Action

**Ancillary Strategic Goals Incorporated:** Improve and Maintain Public Infrastructure and Community Spaces, Provide High Quality Public Services

**Collaborating Departments:**

### Work Plan Update:

Council approved the Innovative Clean Transit (ICT) Rollout Plan in September 2024, which was submitted to the California Air Resources Board. This provides high-level strategies for how the City will transition the transit fleet from predominantly rCNG to Zero Emissions. This is in alignment with state legislation for transit agencies to have a fully Zero Emissions fleet by 2040.

The Department is now working towards completing its Zero Emissions Master Plan. Council approved the award of contract to GenTecSol in November 2024, and contracting is currently underway. This project will include an assessment of infrastructure and electrical/charging needs, financial assessments, workforce training review and recommendations, and an implementation roadmap.

The Hydrogen-Electric bus project will be deferred until FY25-26, pending the identification of the award of grant funding.

### Work Plan Priority:

**City Fleet and Facility Electrification Assessment and Implementation Plan:** The Transportation Department will continue to work on the electrification of the City's vehicle fleet as well as the City Fleet and Facility Electrification Assessment and 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.

**Primary Strategic Goal Addressed:** Advance Environmental Sustainability and Climate Action

**Ancillary Strategic Goals Incorporated:** Improve and Maintain Public Infrastructure and Community Spaces, Provide High Quality Public Services

**Collaborating Departments:** Public Works and Citywide

### Work Plan Update:

Transportation has coordinated with Public Works and completed Phase 2 of the Citywide Fleet Transition Plan. Council approved grant funding for charging infrastructure in the January 2025 Council Meeting.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Jefferson Circulator & CityRide (Microtransit) Service:** The Department will continue to explore, secure funding, and implement new mobility services. The Department will explore and work to identify funding for a new Jefferson Circulator service that will turn the Jefferson Blvd corridor into a high-quality transit corridor to support City's growth and sustainability and mobility goals. The Department will also partner with LA Metro to implement a Microtransit pilot service to evaluate and recommend how this new mobility service may integrate with and refine the menu of mobility services provided by the City.

### Primary Strategic Goal Addressed:

**Enhance Mobility and Transportation**

### Ancillary Strategic Goals Incorporated:

Advance Environmental Sustainability and Climate Action, Provide High Quality Public Services

### Collaborating Departments:

City Manager's Office and Economic Development

### Work Plan Update:

**The Jefferson Circulator is being evaluated under the Comprehensive Mobility Services Plan.**

**Microtransit:** Staff in the Transportation Department have met with Metro staff on possible avenues of partnership and coordination to either initiate a Microtransit pilot or integrate into Metro's existing service. Staff have also kept apprised of changes in Metro's service model and vision for Metro Micro as well as pilots in West Covina and Torrance to understand what challenges and opportunities exist for service provision in the Los Angeles Region.

### Work Plan Priority:

**CityShare (Micromobility) Services & CityShare (Metro Bike Share):** Administer City's Micromobility Program and expand the program by implementing Metro Bike Share into Culver City.

### Primary Strategic Goal Addressed:

**Enhance Mobility and Transportation**

### Ancillary Strategic Goals Incorporated:

Advance Environmental Sustainability and Climate Action

### Collaborating Departments:

### Work Plan Update:

**Micromobility services have been ongoing, with Bird operating scooters within City limits.**

**Metro is currently undergoing its procurement for its Bike Share.** Culver City has been engaged with Metro on the proposal evaluations, and will move forward on implementation once Metro's procurement is complete. The procurement process has taken longer due to protests, which has resulted in a delay for implementation in Culver City.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Video Surveillance Enforcement :** This project aims to enhance parking regulation enforcement and improve transit safety and customer experience. Collaborating with the Culver City Police Department, and City Attorney's Office, the project proposes utilizing strategically placed cameras on buses, focusing on bus stops, dedicated bus lanes, and bike lanes.

### Primary Strategic Goal Addressed:

**Enhance Mobility and Transportation**

### Ancillary Strategic Goals Incorporated:

Promote Public Safety, Provide High Quality Public Services

### Collaborating Departments:

Police, City Attorney, and Finance

### Work Plan Update:

Council approved the award of contract to Hayden AI for Automated Bus Lane Enforcement (ABLE) technology in November 2024. Implementation is currently underway, with the warning period intended to begin in late March 2025. During the initial 60-day warning period, violations will be given a warning citation. Following this warning period, citations will be issued for any vehicles stopped or parked in the MOVE corridor or at a transit stop in Culver City, if captured using the ABLE technology. Police will also deploy additional on-the-ground enforcement in hot spots identified during this Pilot.

### Work Plan Priority:

**Transit Ambassador Program:** This project intends to establish a one-year pilot initiative aimed at enhancing overall customer experience within Culver City's transit system. The program involves deploying trained contract personnel, including mobile and fixed post personnel, strategically across buses, bus stops, transit centers, and major points of connection. The Transit Ambassadors, with a rider-facing and welcoming role, will actively engage with the community, promote the sense of safety, and assist vulnerable riders. The goal is to create a visible and supportive presence, contributing to improved sense of public safety, customer service, and community outreach.

### Primary Strategic Goal Addressed:

**Promote Public Safety**

### Ancillary Strategic Goals Incorporated:

Enhance Mobility and Transportation, Provide High Quality Public Services, Increase Community Engagement

### Collaborating Departments:

### Work Plan Update:

The Transit Ambassador Program was launched in November 2024, in collaboration with Police, Mobile Crisis Team, Enforcement Services, Housing & Human Services, and Fire. As a pilot initiative, data is being collected to assess the efficacy of having rider-facing ambassadors aboard transit vehicles.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**EV Motor Pool:** This pilot project will replace the fleet of aging City Hall pool cars with electric and plug-in hybrid electric vehicles and introduce a software-based, centralized management system for the City's pool of shared vehicles. This will provide a portal for staff to more efficiently reserve vehicles with automated confirmation.

**Primary Strategic Goal Addressed:** Advance Environmental Sustainability and Climate Action

**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services

**Collaborating Departments:** Public Works, Information Technology, and Human Resources

### Work Plan Update:

This program has been deferred due to staffing resources.

### Work Plan Priority:

**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. The Department is preparing to relaunch the Downtown Circulator (1C1) service with new vehicles to improve customer experience.

**Primary Strategic Goal Addressed:** Enhance Mobility and Transportation

**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services

**Collaborating Departments:**

### Work Plan Update:

The Transportation Department continues to monitor, improve and evaluate the Downtown Circulator (1C1) and School Circulator (5C1 and 5C2) to serve the ridership needs of the community. The school circulator services have seen record ridership and staff are evaluating the potential to add more capacity to serve student demand. In FY24-25, the Department extended the Downtown Circulator 0.6 miles east to the West LA Transit Center.

Later this fiscal year, the service will be relaunched with new vehicles with upfitted interiors to improve the customer experience as well as new branding and another round of robust marketing push.

# Transportation

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

**Technology Infrastructure Enhancements & Culver City Transit Center Technology Improvement & DIAL-A-RIDE Digitalization & CleverInsights Technology:** In FY25, Transportation Department will continue its collaboration with the Information Technology Department and other departments to implement various strategies to improve the department's daily operations and enhance the overall customer experience. The key projects include the pre-development activities on the Culver City Transit Center technology and security improvements, the Dial-a-Ride Digitalization, and CleverInsights technology with robust analytical tools.

### Primary Strategic Goal Addressed:

**Enhance Mobility and Transportation**

### Ancillary Strategic Goals Incorporated:

Provide High Quality Public Services

### Collaborating Departments:

Information Technology, Public Works, and Parks, Recreation & Community Services

### Work Plan Update:

The Department is assessing the efficacy of different analytical tools from vendors including Clever and Swiftly to determine the best use of technology for robust analyses that would improve operations and customer experience.

The Culver City Transit Center project has been deprioritized at this time, as a result of the evolution of fare collection regionally.

The Department is planning on coordinating the Dial-a-Ride digitalization with the implementation of Microtransit operations with LA Metro, as the two projects can utilize a shared architecture; the Dial-a-Ride digitalization is therefore on hold, pending LA Metro's decisions and timeline.

# Finance

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

Implement the City's Updated City-wide User Fees and Development Impact Fees

**Primary Strategic Goal Addressed:** Ensure Long-term Financial Stability

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

Collaborating Departments: Citywide

## Work Plan Update:

Finance worked with Departments to complete a comprehensive study of city-wide user fees. On January 13, 2025, the City Council held a public hearing and adopted the updated Comprehensive Fee Schedule. Finance staff is now working with Departments to implement the updated fees. Moving forward, Finance will bring an updated Comprehensive Fee Schedule before City Council for adoption each April. Parks, Recreation, and Community Services (PRCS) fees were not included in the fee study. Finance is now working with PRCS to develop proposed policies and fees. Finance staff completed annual reports on Development Impact Fees and posted them on the City's website.

## Work Plan Priority:

Review of Revenue Streams and Financial Forecast

**Primary Strategic Goal Addressed:** Ensure Long-term Financial Stability

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Economic Development and City Manager's Office

## Work Plan Update:

The Finance Department continued to monitor and audit revenue streams including sales tax, business tax, real property transfer tax, and utility user tax. Finance staff continuously updates the City's 10-year forecast based on revenue and expenditures. Staff continues to evaluate additional revenue generating opportunities including but not limited to a new 1/4 cent sales tax, parking occupancy tax, and increased transit occupancy tax.

# Finance

Fiscal Year 2024-2025  
Work Plan Status Updates

**Work Plan Priority:**

**Increase Public Participation in the Budget Process**

**Primary Strategic Goal Addressed:** Increase Community Engagement

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Information Technology

**Work Plan Update:**

Building on the Community Budget Information Session and Workshop held in March 2024, the Chief Financial Officer is preparing to hold two sessions in March 2025 for the community. The presentations can be attended in-person or virtually and will be recorded and posted on the City website. As part of the Fiscal Year 2024-2025 budget process, Finance launched the Capital Improvement Project (CIP) Portal to provide the public with more easily accessible information on the City's CIPs. Staff continues to expand and update this online portal. The Finance Department is preparing to implement a new format for the Fiscal Year 2025-2026 budget book to improve readability and promote transparency.

**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:

Collaborating Departments: City Attorney and Citywide

**Work Plan Update:**

The City hired a new Financial Systems & Purchasing Manager. Staff is reviewing the purchasing ordinance and related policies, and preparing recommendations for Departmental and City Attorney's Office review.

**Work Plan Priority:**

**Update Environmental Purchasing Policy and Implementation**

**Primary Strategic Goal Addressed:** Advance Environmental Sustainability and Climate Action

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Public Works

**Work Plan Update:**

Finance continues to work with Public Works and other City departments to update and implement the City's Environmental Purchasing policy.



# Finance

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Procure and 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  
**Collaborating Departments:** Information Technology, Human Resources

## Work Plan Update:

The City released a Request for Proposal (RFP) for a new timekeeping system, and final candidates have been reviewed by staff in Finance, Information Technology, Human Resources, and other departments. Staff is preparing to take an item recommending a new system for Council consideration in Spring 2025.

## Work Plan Priority:

**Implementation of New Refuse Billing System**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services  
**Ancillary Strategic Goals Incorporated:** Ensure Long-Term Financial Stability  
**Collaborating Departments:** Public Works, Information Technology

## Work Plan Update:

Finance is working with Public Works Environmental Programs/Ops (PW/EPO) to select a new refuse billing system. PW/EPO plans to take an item to City Council to award a contract before the end of the fiscal year. Finance will work PW/EPO to implement the new system.

## Work Plan Priority:

Update and review policies and procedures, as suggested by Moss Adams, 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:**  
**Collaborating Departments:** City Manager's Office and Citywide

## Work Plan Update:

Finance is working with a new audit firm and continues to evaluate internal controls for improvements.

# City Manager's Office

Fiscal Year 2024-2025

## Work Plan Status Updates

### 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 includes coordinating weekly outreach and service days, and the effective operation of the City's safe-camping site (Wellness Village), Motel Master Leasing program, and Project Homekey in coordination with the Housing and Human Services Department. Additional efforts will be given to providing additional critical services like street-based healthcare access for the unhoused, developing key performance measures, public outreach on homeless program services, goals, and efficacy, and identifying strategies and alternative funding sources to maintain services.

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

**Ancillary Strategic Goals Incorporated:**

**Collaborating Departments:** Housing & Human Services

### Work Plan Update:

**Status: ONGOING** - The City has developed a complete continuum of care by providing services from street-based outreach to permanent supportive housing, with the goal of providing a whole-person approach to care for our clients. The City began providing street-based healthcare through a services contract with Health Care in Action to service the City's unhoused population and clients enrolled in City funded programs with health services throughout the week. Services include general medical care, behavioral health services, and addiction treatment. Additionally, the City partnered with Urban Alchemy to provide enhanced street outreach (L.O.V.E. Team), from 3:00 PM – 11:00 PM, 7 days a week to connect people with resources. Finally, in August 2024, the City launched the Homeless Reporting Dashboard, detailing nearly 70 key performance indicators across the City's continuum of care.

### Work Plan Priority:

**Monitor the deployment of the Mobile Crisis Team (MCT) and evaluate its effectiveness at providing outreach services to individuals experiencing a mental health crisis, law enforcement diversion rates, and the successful resolution of cases.**

**Primary Strategic Goal Addressed:** Improve Housing and Homeless Services

**Ancillary Strategic Goals Incorporated:**

**Collaborating Departments:** Housing & Human Services

### Work Plan Update:

**Status: COMPLETED** - The Mobile Crisis Team (MCT) launched in March 2024, and is approaching its one year anniversary. Through the City's Homeless Reporting Dashboard, as of December 30, 2024, the MCT has received 929 calls for service, contacted 669 individuals, conducted 134 mental health assessments, 56 interim housing placements, and resolved 399 cases.

# City Manager's Office

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Collaborate with the Information Technology Department to explore cost-effective strategies for leveraging Culver Connect, the City's fiber-optic network, to drive economic growth and ensure affordable access. This involves offering high-speed internet to both City businesses and multi-family residences. Enhance the network's efficiency and reach by partnering with the City's operator, Onward, to expand its customer base to additional small businesses and multi-family residences.

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

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Information Technology

### Work Plan Update:

**Status: COMPLETE** - The City Manager's Office continues to work closely with the Information Technology Department to identify and implement cost-effective strategies aimed at leveraging Culver Connect, the City's fiber-optic network, as a tool for driving economic growth while ensuring that affordable, high-quality internet access is available to all residents and businesses. The City has collaborated with its network operator, Onward, to increase the fiber-optic network's customer base. This partnership focuses on broadening access to additional businesses and multi-family residences, ensuring that a wider portion of the community can benefit from fast, affordable internet. The expansion of the customer base not only supports small business growth by providing essential connectivity, but also helps bridge the digital divide, offering residents greater access to education, healthcare, and job opportunities. This ongoing effort underscores the City's commitment to fostering inclusive growth, promoting equity, and improving overall quality of life for its residents.

### Work Plan Priority:

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 FY 2021) as a template.

**Primary Strategic Goal Addressed:** Advance Environmental Sustainability & Climate Action

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Attorney

### Work Plan Update:

**Status: ONGOING** - 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. We will also work with Risk Management to update insurance provisions.

# City Manager's Office

Fiscal Year 2024-2025

## Work Plan Status Updates

### 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 from hosting platforms.

**Primary Strategic Goal Addressed:** Ensure Long-Term Financial Stability

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Attorney and Finance

### Work Plan Update:

**Status: ONGOING** – The City continues to collect transient occupancy tax (TOT) through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of the 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.

### Work Plan Priority:

Continue 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.

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Attorney and City Clerk

### Work Plan Update:

**STATUS: PARTIALLY COMPLETED/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 23) involving various subject matters have been reviewed and revised to date. Two additional policies were in progress during FY 24-25 thus far, but have not yet been completed. Staff will continue to work with the Subcommittee to review additional Policies throughout the remainder of FY 24-25 and during FY 25-26, including, but not limited to, the following policies, which are currently in the queue: 3402 (Council Recognition); 3405 (Public Notification and Community Involvement); 3406 (Significant Donor Naming); 4003 (Acceptance of Gifts and Gratuities); and 4006 (Code of Ethics).

# City Manager's Office

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Initiate a process to determine future use for the former Retting Gun Store property that includes community engagement.

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

**Ancillary Strategic Goals Incorporated:** Increase Community Engagement

**Collaborating Departments:** Planning & Development

### Work Plan Update:

**STATUS: PARTIALLY COMPLETED/ONGOING** - Staff gathered public input from the community between September and November 2024. This included a community meeting at the property that attracted approximately 60 participants, an online input form, a webpage, email blasts, bulletin board postings, and social media posts. The City received 255 responses to the online visioning form, which exceeded the goal of 250 responses set at the September City Council meeting. In all, the public submitted 103 unique ideas for what the City could do with the property, including affordable housing, a community/recreation center, commercial development, an arts center, and many other ideas. Staff will present the feedback to City Council in Q2/Q3 2025 for direction on how to proceed.

### Work Plan Priority:

Develop an e-newsletter to feature upcoming City events, programs, and services in furtherance of the City's public information and outreach goals. Additional enhancements include the development of shortform social videos highlighting prior events.

**Primary Strategic Goal Addressed:** Increase Community Engagement

**Ancillary Strategic Goals Incorporated:**

**Collaborating Departments:** Citywide

### Work Plan Update:

**Status: COMPLETED** - Staff began distribution of a new monthly e-newsletter in FY 24-25, which shares past events and City programs, policies and accomplishments, and upcoming opportunities for community engagement. From July 2024 to January 2025, the newsletters have totaled over 35,000 views. Staff has produced 41 short form social media videos between May 2024 and February 2025, which have resulted in more than 232,000 views on social media.

**City Clerk**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Prepare, legislate, communicate and officiate the November 5, 2024 General Municipal Election**

**Primary Strategic Goal Addressed:** Increase Community Engagement

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Manager's Office

**Work Plan Update:**

**100% Complete. The General Municipal Election was prepared and successfully administered through the City Clerk's Office to elect three council members on November 4, 2024. To increase community engagement, new street pole banners were designed and strategically placed in the public Right of Way and City Clerk videos produced to increase social media awareness on how, where and when to vote. Voter turnout was high at 65% and the new council was seated on December 9, 2024.**

**Work Plan Priority:**

**Citywide Electronic Document Management System: Identify and implement lifecycles for official records through the Gimmal Project/ install equipment for WORM compliance**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Information Technology

**Work Plan Update:**

**This is a complex, multi-component project to align the records retention schedule with electronic records. To date, citywide official records categories have been created, records are in process of being identified and assigned. This will continue through FY 2025-2026.**

**City Clerk**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Equipment Analysis for AV components to enhance the experience for meetings in the Chambers**

**Primary Strategic Goal Addressed:** Increase Community Engagement

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Information Technology

**Work Plan Update:**

**Complete:** The City Clerk's department worked closely with the IT department to complete the audio-visual upgrade in the Mike Balkman Council Chambers to eliminate long standing system inadequacies, especially those centered around remote access meetings through Webex. The new technology has full system integration with Zoom requiring staff to transition from Webex to Zoom for all meetings that require remote connectivity. The city purchased Zoom for government licenses that includes special safety measures with higher levels of encryption and high availability. Additional resources may be requested in FY 2025-26 to 1) completely transition from Webex to Zoom in additional conference rooms and meeting spaces and 2) provide non-AV potential upgrades, including replacement of carpeting and council member chairs.

**Work Plan Priority:**

**Continue to work towards completion of the City Council Policies Comprehensive Update**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: City Attorney

**Work Plan Update:**

**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 23) involving various subject matters have been reviewed and revised to date. Two additional policies were in progress during FY 24-25 thus far, but have not yet been completed. Staff will continue to work with the Subcommittee to review additional Policies throughout the remainder of FY 24-25 and during FY 25-26, including, but not limited to, the following policies, which are currently in the queue: 3402 (Council Recognition); 3405 (Public Notification and Community Involvement); 3406 (Significant Donor Naming); 4003 (Acceptance of Gifts and Gratuities); and 4006 (Code of Ethics).

**City Clerk**  
**Fiscal Year 2024-2025**  
**Work Plan Status Updates**

**Work Plan Priority:**

**Update meeting procedures, guidelines, and the CCMC rules of order, decorum and public participation**

**Primary Strategic Goal Addressed:**      **Provide High Quality Public Services**

Ancillary Strategic Goals Incorporated:

Collaborating Departments:      City Attorney

**Work Plan Update:**

**Completed. The City Attorney's and City Clerk's Offices prepared an ordinance amending and updating the Culver City Municipal Code Sections 3.01.130, 3.01.135 and 3.01.145 relating to rules of order, public meeting participation and decorum. The City Council adopted the ordinance on June 10, 2024.**



# Economic Development

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Produce and promote high quality events, including the Summer Music Concert Series, Jazz Series, pop-up activations in Downtown Culver City, and other districts, to encourage visitation to the City.

**Primary Strategic Goal Addressed:** Increase Community Engagement

Ancillary Strategic Goals Incorporated: Ensure Long Term Financial Stability

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

### Work Plan Update:

Economic Development has developed and produced more than 20+ events throughout the City to include:

Summer Sunset Music series (8) (600 average attendance)

Olympic Viewing Party in Town Plaza (1) (400 attendance)

Jazz Nites Series (4) (sold out - 300 seats)

Love Local events at Westfield (Hispanic Heritage Month), West Washington (Spooky Saturday) and Downtown Culver City (Holiday Maker's Market) (3) (1000 collective attendance)

Slated events for Spring 2025:

After Work Activations (3) - Downtown, Hayden Tract, Fox Hills/Culver Pointe

Spring Fling (1) - Market and Music - April - Town Plaza

Media Park Spring Activations/Grand Performances (3)

Additionally, Economic Development oversees the City's Special Event Grant/City Sponsorship program and assists with production of annual City Sponsored events to include July 4th Celebration, Artwalk and Roll, Screenland 5K, Holiday Lighting/Sledtacular and Culver City Car Show.

### Work Plan Priority:

Collaborate with property owners/brokers to attract/retain new, quality businesses with enhanced businesses development services and educational workshops.

**Primary Strategic Goal Addressed:** Provide High Quality Services

Ancillary Strategic Goals Incorporated: Ensure Long Term Financial Stability

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

### Work Plan Update:

Economic Development regularly interacts with brokers and property owners to assess commercial business interests, vacancy and/or assist with permitting guidance to streamline processes for new or existing tenants. Specific work includes the annual Broker's Roundtable to discuss overall strategies and trends impacting the Culver City commercial market in February 2025, collaboration with the State to produce an OutSmart Disaster Business Resilience Workshop in April 2025, and the development of a business guide outlining key resources for new businesses in Culver City (in progress).

Additionally, Economic Development operates a Business Hotline to provide direct business resources and assistance to local businesses and coordinates ribbon cuttings for new businesses in collaboration with the Chamber of Commerce.

# Economic Development

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Develop focused tourism assets and progress "Visit Culver City" initiative to include website/brand development and partnerships with Chamber of Commerce, hotels and BIDs.

**Primary Strategic Goal Addressed:** Ensure Long Term Financial Stability

Ancillary Strategic Goals Incorporated: Increase Community Engagement

Collaborating Departments: City Attorney and Cultural Affairs

### Work Plan Update:

Economic Development is currently developing an independent tourism subsite in collaboration with Information Technology and released/received proposals for a focused branding effort relative to Culver City destinations and assets. Stakeholder meetings with the City's hospitality cluster, BIDs, Economic Vitality Task Force, and other local businesses are anticipated for Spring 2025. Current work includes the development of criteria related to business inclusion and data integration on the website. Additionally, staff will be working with the City's interactive kiosk vendor to ensure tourism assets and content are aligned with forthcoming program.

### Work Plan Priority:

Progress Workforce Development program with local colleges/academic and business community to facilitate industry awareness, internships and other programs to support talent retention/development.

**Primary Strategic Goal Addressed:** Ensure Long-Term Financial Stability

Ancillary Strategic Goals Incorporated: Promote Diversity, Equity and Inclusion

Collaborating Departments: City Attorney, Human Resources, and Housing & Human Services

### Work Plan Update:

Economic Development works to support existing businesses with workforce development resources. Specific work to date includes collaboration with West Los Angeles College to discuss existing programs and student internships that may benefit local businesses. Economic Development is also developing a business survey to assess workforce needs and potential summer internship opportunities in collaboration with local colleges and the Los Angeles Economic Development Corporation (LAEDC). Staff is currently collaborating with JVS on a May 2025 workshop focused on attraction, retention and training employees and highlighting existing incentive programs to reduce onboarding costs.

# Economic Development

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Implement capital improvements in commercial corridors to include Art District and West Washington Medians. Explore additional landscaping services.

**Primary Strategic Goal Addressed:** Improve and Maintain Public Infrastructure and Community Spaces  
**Ancillary Strategic Goals Incorporated:** Ensure Long Term Financial Stability  
**Collaborating Departments:** Public Works and Parks, Recreation & Community Services

### Work Plan Update:

Economic Development is progressing enhancement projects in both the Arts District and West Washington commercial corridors.

In the Arts District, Economic Development assisted the Culver City Arts District BID with the installation of decorative string lights across Washington Boulevard between Helms and La Cienega Avenues. Additionally, staff held a community meeting in October 2024 to discuss enhancement improvements to the existing 14 medians located in this area and is working with Cultural Affairs and PRCS to develop a landscape and lighting design concept.

In West Washington, staff is working with Public Works and PRCS to repair seven medians associated with the West Washington Assessment Districts to include lighting and provide for a full tree/ground cover replanting for medians located at Zanja Avenue and Washington Boulevards (AIP Phase III), replanting of medians along Washington Boulevard between Beethoven Street and Centinela Avenue (AIP Phase I & 2) and coordination for the bid release of median/stormwater projects for seven new medians between Beethoven Street and Glencoe Avenue (AIP Phase IV) in coordination with Public Works.

### Work Plan Priority:

Progress Media Park capital improvements to compliment Downtown Business District and increase community usage of park.

**Primary Strategic Goal Addressed:** Ensure Long Term Financial Stability  
**Ancillary Strategic Goals Incorporated:** Provide High Quality Services  
**Collaborating Departments:** Finance, Public Works, and Parks, Recreation & Community Services

### Work Plan Update:

Economic Development implemented a lighting installation in Media Park to complement the existing aesthetic in Downtown Culver City. The project encompasses 11 trees, 3 pergolas and 682 strands totaling 34,100 LED lights. Staff is progressing on the replacement of benches/receptacles to align with streetscape standards along the corridor and is exploring partnerships with Grand Performances and other organizations to initiate a music, performance, market, and art activations for Spring 2025. Economic Development is also working with the City of Los Angeles to discuss potential lease extension of the site and progress approved conceptual plans for the revitalization of the park.

# Economic Development

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Facilitate the performance of Disposition and Development Agreements (DDA) for 9814 Washington Boulevard and 3735 Robertson Boulevard to bring affordable housing units on-line and amend DDA and related agreements for Culver Public Market to re-initiate construction/project development.

### Primary Strategic Goal Addressed:

Ensure Long Term Financial Stability

### Ancillary Strategic Goals Incorporated:

Improve Housing and Homeless Services

### Collaborating Departments:

City Attorney, Planning & Development, and Housing & Human Services

### Work Plan Update:

Economic Development continues to actively assist developers progress catalytic projects pursuant to approved Disposition and Development Agreements (DDA). Specific work includes facilitating discussions with Culver Public Market and relevant City departments and community members to progress an amendment to the DDA in October 2025. Staff is working with REthink Development on the 9814 Washington Boulevard relative to utility relocation, construction schedule, and coordination with Kirk Douglas Theater and continues to monitor current construction activity relative to the project at 3727 Robertson Boulevard.

### Work Plan Priority:

Implement infrastructure improvements in parking facilities to enhance customer experience, maintain systems and support local businesses. Conduct a fee study to review regional trends and current rates.

### Primary Strategic Goal Addressed:

Improve and Maintain Public Infrastructure and Community Spaces

### Ancillary Strategic Goals Incorporated:

Ensure Long Term Financial Stability

### Collaborating Departments:

Public Works and Planning & Development

### Work Plan Update:

Economic Development oversees the City's parking management contractor and other consultants toward the completion repairs, maintenance and capital improvements of City structures and lots. Work to date includes exterior wall repair and painting, landscaping, restriping, electrical and HVAC repairs, and gating systems. Major capital improvements include the modernization and interior refurbishment of parking structure elevators beginning in March 2025 as well as parking lot re-surfacing. Staff engaged Walker Consultants to perform an updated condition assessment of the three Downtown parking structures relative to building envelope and mechanical, electrical and plumbing systems to inform future capital/repair projects over a 10-year term. Forthcoming work includes the potential engagement for a fee study to assess current rates to support future maintenance obligations.

# Cultural Affairs

Fiscal Year 2024-2025  
Work Plan Status Updates

## Work Plan Priority:

**Develop and implement a Concerts in the Chambers classical music series in City Council chambers.**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

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

Collaborating Departments: Economic Development

## Work Plan Update:

**Pilot Music in the Chambers concert tentatively scheduled for June 1, 2025. Feedback from initial concert will inform future programming including whether the program becomes a seasonal music series as well as considerations for budgeting and potential outside partnerships to assist with sponsorship of an ongoing program series.**

## Work Plan Priority:

**Promote the creative economy by coordinating implementation of temporary art in empty storefronts and businesses.**

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

Ancillary Strategic Goals Incorporated: Provide High Quality Public Services

Collaborating Departments: Economic Development

## Work Plan Update:

**Economic Development is taking the lead on identifying storefronts and/or businesses that would be good candidates for temporary art activations and will partner with Cultural Affairs when appropriate. Cultural Affairs plans to implement a commemorative poster series to highlight 15 Culver City neighborhoods that could include further extensions for vacant storefronts, bus stops, or high traffic construction zones including vinyl fencing wraps.**

## Work Plan Priority:

**Promote the creative economy by planning and coordinating networking events.**

**Primary Strategic Goal Addressed:** Provide High Quality Public Services

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Economic Development

## Work Plan Update:

**Cultural Affairs worked with Economic Development to host a Creative Economy mixer at the Wende this past October. The program was attended by over 100 people and was well received. Cultural Affairs will work to incorporate a future Creative Economy event into the community feedback plan for the upcoming Community Cultural Equity Plan in collaboration with Economic Development.**

# Cultural Affairs

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Continue planning efforts for the 2028 Olympics, including development of plans involving art at City gateways.

**Primary Strategic Goal Addressed:** Improve and Maintain Public Infrastructure and Community Spaces  
**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services  
**Collaborating Departments:** Economic Development

### Work Plan Update:

Staff continues to identify and develop plans for various City gateway art installations including launching a Rotating Art Program in FY 25/26. The new program will consider the 2028 Olympics in its artist selection and installation timeline. Further, the Cultural Affairs Commission (CAC) has reviewed multiple community presentations for performing and visual arts programs and activations related to the 2028 Olympics. Staff and CAC will submit a list of programmatic recommendations and best practices for the internal Ad Hoc Olympics Subcommittee to consider when crafting the City-wide plan for the Olympics.

### Work Plan Priority:

Coordinate the removal and disposition of the Deano's Motel Sign at Project Homekey.

**Primary Strategic Goal Addressed:** Improve and Maintain Public Infrastructure and Community Spaces  
**Ancillary Strategic Goals Incorporated:**  
**Collaborating Departments:** Housing & Human Services

### Work Plan Update:

A donation query has been sent to the Museum of Neon Art, but there has been no response to date. Staff will also reach out to the Society for Commercial Archeology to see if there are additional organizations or opportunities for the sale or future donation of the Deano's sign. Staff is working with Public Works to determine costs associated with the possible removal and disposal of the sign if a donation or sale is not possible.

# Cultural Affairs

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

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.

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

**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services

**Collaborating Departments:** Planning & Development

### Work Plan Update:

Staff sent a Request for Qualifications (RFQ) out in December 2024 to expand our list of qualified arts consultants in anticipation of beginning work on the Community Cultural Equity Plan. Staff has also met with PRCS staff on aligning programs and priorities with the Parks Master Plan and will continue to work with Planning & Development on other ways that long-range arts planning will align with the General Plan Update including considering an update to CCMC Chapter (15.05) and a comprehensive survey of architecturally and historically significant properties in Culver City.

### Work Plan Priority:

Recommend revisions to Culver City Municipal Code Chapter 15.06 pertaining to the Art in Public Places Program.

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

**Ancillary Strategic Goals Incorporated:** Provide High Quality Public Services

**Collaborating Departments:** City Attorney

### Work Plan Update:

The Cultural Affairs Commission (CAC) made recommendations to Municipal Code Chapter 15.06 and these changes are currently being reviewed by City Attorney's office and Staff. Additionally, in July and August 2024, Staff completed a thorough review of City of LA, LA County, and other CA municipalities related to percent-for-art programs including reviewing municipal code language in over twenty Los Angeles area cities. CAC determined that any future recommendations to recommend changes the overall percentages outlined in Municipal Code Chapter 15.06 would be done following the upcoming Community Cultural Equity Plan to allow for substantive community input.

# Cultural Affairs

Fiscal Year 2024-2025

## Work Plan Status Updates

### Work Plan Priority:

Deaccession of the existing fountain at the Police Station and commission of new public art to replace it.

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

Ancillary Strategic Goals Incorporated:

Collaborating Departments: Police

### Work Plan Update:

The Public Art Subcommittee discussed the removal of the Police Foundation as well as the possibility of adding artwork to the Police Station fountain site or facade. The Subcommittee requested that Staff provide more information about the City's deaccessioning policy and best practices as well as requested more information about the expected costs to remove the artwork and a budget proposal for new artwork. Staff is using the fountain as an opportunity to pause activity and evaluate the entire Art in Public Places Program (APPP) permanent collection to assess artwork conditions and whether additional artwork should be considered for deaccessioning. Further, Staff plans to update the City's deaccessioning procedures and to work with the Public Art Subcommittee and Cultural Affairs Commission on incorporating best practices language into our artwork conditions and deaccessioning criteria.