

PROPOSED WORK PLANS FOR CITY DEPARTMENTS
Status Update for FY 2021/2022
New Work Plans for FY 2022/2023

| DEPARTMENT | PAGE |
|---|-------------|
| • Police Department | 2 |
| • Fire Department | 26 |
| • Parks, Recreation & Community Services Department | 35 |
| • City Attorney Department | 44 |
| • Public Works Department | 61 |
| • Transportation Department | 82 |
| • Community Development Department | 102 |
| • Information Technology Department | 148 |
| • Administrative Services Department | |
| ○ Finance Department | 159 |
| ○ Human Resources/Risk Management | 166 |
| • City Manager Department | 173 |
| ○ City Clerk | 184 |
| ○ Cultural Affairs | 190 |

POLICE DEPARTMENT

Police

Department Mission

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

DEPARTMENT VALUES

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

Department Description

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

FISCAL YEAR 2021/2022 WORK PLANS

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--------------------------------------|--|--|--------------------|-----------------|--|
| Ensure Long-term Financial Stability | Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness | Explore options to civilianize current positions performed by sworn personnel Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs | Existing Staff | Ongoing | Delivery of service improvements and reduced costs |

Status: The City Council FY2021/2022 Adopted Budget eliminated eight Police Officer positions and added four (4) Management Analyst positions. Four of the eliminated Police Officer positions performed duties that did not require a sworn police officer to complete. The tasks were reassigned to the Management Analysts. Frequently, the Department's workload is assessed, evaluated, and, if need be, reallocated to the appropriate Divisions with the appropriate staffing levels. In January 2022, the Department put into effect a revamped Organizational Chart to better reflect the community expectations (i.e., Transparency, data collection and reporting, and emergency preparedness) and the current best practices being implemented in law enforcement. The Department continually reviews staffing needs and contractual services to improve the delivery of services while reducing costs.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|-----------|--------------|--------------------|-----------------|--------------------|
|------|-----------|--------------|--------------------|-----------------|--------------------|

| | | | | |
|---|--|----------------|---------|---------------|
| Evaluate Department Maintenance & Operations (M&O) expenditures | Identify and Submit training reimbursement opportunities to the California Peace Officer Standard and Training for eligible POST-certified courses | Existing Staff | Ongoing | Reduced costs |
| | Review all expenditures | | | |

Status: Staff regularly submits, and monitors, training reimbursement requests to the California Peace Officer Standard and Training (POST) for eligible POST certified courses. Based on the State of California POST fluctuating budget from year to year, the reimbursement processing time and receiving the reimbursement may be delayed from one year to the next. Over the last twelve months, the Department submitted reimbursement requests in the amount of \$40,846.58.

Staff consistently monitors the Department's Maintenance & Operations expenditures. Expenditures are reviewed and evaluated based on need. Staff regularly contacts vendors to obtain current pricing for items purchased on a routine basis for price comparisons.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|-----------------------------|--|--------------------|-----------------|-------------------------|
| | Explore Grant Opportunities | Pursue grant funding for improved traffic programs, community outreach, technology, equipment, vehicles, and mental health resources | Existing Staff | Ongoing | Grant funds are awarded |

Status: On August 18, 2021, the Department received a FY2022 \$105,000.00 grant award from the California Office of Traffic Safety, Select Traffic Enforcement Program. Grant funds are used to conduct DUI Checkpoints, DUI Saturations, Bicycle and Pedestrian Safety Operations, Distracted Driving Operations and Traffic Safety Educational Presentations. The efforts are ongoing. The grant is to be completed by September 30, 2022.

On October 8, 2021, the Department received a FY2021 \$13,852.00 grant award from the U.S. Department of Justice, Bureau of Justice Assistance, and Edward Byrne Memorial Justice Assistance Grant (JAG) Program-Local Solicitation to purchase additional body-worn cameras for professional staff to utilize while on duty.

On October 14, 2021, the Department received a FY2021 \$18,768.42 grant award from the U.S. Department of Justice–Bulletproof Vest Partnership to cover one-half the costs of the Department's purchased bulletproof vests over the next two fiscal years.

On July 21, 2021, the Department submitted a FY2021 Department of Justice, Community Oriented Policing Services-Community Policing grant application in the amount of \$199,588.00 requesting funds to implement the Police Executive Research Forum (PERF) Integrating Communications, Assessment, and Tactics (ICAT) Program and to procure Virtual Reality Training technology to build and expand the Department's de-escalation proficiency.

On January 25, 2022, the Department submitted a FY2022-23 Selective Traffic Enforcement Program grant application to the California Office of Traffic Safety in the amount of \$110,080.00 requesting funds to continue and expand Traffic Safety Operations and Educational Presentations.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|-------------------------------------|--|---|--------------------|-----------------|---|
| Enhance Mobility and Transportation | Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks | Apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, and Traffic Safety | Existing Staff | Ongoing | Achieve the grant objectives and improving traffic safety |

presentations

Status: The Police Department was able to meet nearly its entire enforcement grant objectives in 2021, which included the operation of one very successful DUI checkpoint conducted with the assistance of additional personnel from our local California Highway Patrol office. Due to the continued presence of COVID-19 and the resulting restrictions on public gatherings, the Police Department was unable to meet its educational grant objectives in 2021. Given the changed national approach to handling the presence of COVID-19, including reduced quarantine periods and fewer stay-at-home recommendations, it is hoped that the Police Department will be able to resume some of the educational programs listed in the OTS grant objectives in 2022.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|--|--|--------------------|-----------------|--------------------------------|
| | Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks | Evaluate the automated red-light photo enforcement program. Survey intersections and review the feasibility to relocate and/or increase the number of approaches based on violations and accidents | Existing Staff | Ongoing | Reduction in traffic accidents |

Status: The positive trend of reduced fatal traffic collisions seen during the last five-year period continued last year, with only a single fatality collision occurring in 2021. Observed traffic volumes in 2021 increased greatly from 2020. This was expected as COVID-19 stay at home restrictions were largely removed, allowing workers to return to the workplace and students to return to in-person classes at our schools. This increase in roadway usage was reflected in the number of reported traffic collisions

that occurred in 2021, with an increase of reported injury traffic collisions climbing from 130 in 2020 to 183 in 2021. Reported injury traffic collisions in red-light photo enforced intersections continued to stay low, with 13 reported collisions in 2019, 4 reported collisions in 2020 and 7 reported collisions in 2021. In 2021 the City had 20 operational approaches.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|--|---|--------------------|-----------------|--------------------------------|
| | Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks | Access collision data to identify intersections that have a higher rate of traffic collisions | Existing Staff | Ongoing | Reduction in traffic accidents |

Status: To reach the goals set forth under Vision Zero, monthly traffic collision data is assessed to monitor collision rates on all city roadways. Annual collision rates are also examined to obtain larger sample sizes and to identify any long-term trends. Traffic violation enforcement efforts target any areas identified as having higher rates of traffic collisions and are adjusted based on data obtained. Traffic safety complaints from residents and other roadway users are also collected and directed enforcement is utilized to address observed traffic safety concerns which may not be identifiable solely through traffic collision data. COVID-19 continued to impact our community in 2021, however, with many of the stay-at-home restrictions reduced or completely removed there was a return in traffic volume nearing that of pre-COVID conditions. With more people on our roadways, we did see an increase in injury traffic collisions from the previous year. The numbers of injury traffic collisions were still down from the last pre-COVID year of 2019, decreasing in number from 264 in 2019 to 183 in 2021. The new refocused patrol directive adopted by the Police Department puts greater focus on enforcement of hazardous traffic violations by Patrol personnel, which is expected to help further reduce the number of injury collisions in the upcoming year.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|-----------|--------------|--------------------|-----------------|--------------------|
|------|-----------|--------------|--------------------|-----------------|--------------------|

| | | | | |
|--|---|--|---------|--|
| Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks | Enhance communication with the Public Works Department for traffic engineering improvements | Collaboration between Public Works & Police Department Staff | Ongoing | Improved circulation, road sharing and pedestrian safety |
|--|---|--|---------|--|

Status: Personnel from the Traffic Section of the Police Department and the Traffic Engineering Division of the Public Works Department conduct quarterly meetings to discuss and coordinate safety and mobility improvement efforts. During the planning phases of large-scale traffic engineering projects, such as Move Culver City, Traffic Section personnel are asked to assess the impact these projects will have on traffic safety and to address enforcement concerns. The Traffic Section of the Police Department provides updated traffic collision data to the Mobility & Traffic Engineering Division of the Public Works Department to enable this division to independently review the data to further implement measures to improve traffic safety through traffic engineering improvements. The Police Department continues to work with the Public Works Department, including the Mobility and Traffic Engineering Division, to coordinate on upcoming traffic projects in the City and to maximize the effectiveness of the Police Department's enforcement efforts when projects are completed. Collision data gathered by the Police Department is forwarded to the Mobility and Traffic Engineering Division on a regular basis, to allow for further analysis of the traffic collision data by that office. The Police Department also offers feedback to the Public Works Department on roadway issues reported by residents, as well as observations made by Police Department personnel while conducting enforcement and patrol functions in the City.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|--|---|--|-----------------|--|
| | Move Culver City Project; Reimagining of public spaces and prioritize people over cars in the design of public streets | Collaborate with the Transportation Department in furtherance of the Move Culver City Project through high visibility patrol and directed enforcement | Collaboration between Transportation & Police Department Staff | Ongoing | Improvement in overall traffic and pedestrian safety |

Status: Personnel from the Traffic Section of the Police Department attended the MOVE Culver City Project planning meetings and offered input related to future traffic enforcement in the areas that were part of the project. Since the public opening of the MOVE Culver City Project on 11/20/21, Police Department personnel have patrolled the project areas, assessed the new traffic patterns, and handed out educational pamphlets to drivers who were not following the new postings and regulations. The educational period was scheduled to last 45 days from the day of the public opening on 11/20/21, however, due to recommendations made based in part on the public feedback to the MOVE Culver City Project the educational period was extended until February 1st, 2022. Once the educational period expires, Police Department personnel will commence normal traffic enforcement operations in the area. In addition to addressing traffic violations in the project area, the Police Department is working directly with the Transportation Department to develop an automated enforcement program to enforce parking violations in the new bus-only lane, pursuant to the passing of AB 917.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--------------------------|---|---|--------------------|-----------------|---|
| Revitalize Ballona Creek | Improve the Creek's safety for pedestrians and cyclists | District Patrol Units will continue to patrol the creek and maintain a visible presence The Mental Evaluation Team, along with Code Enforcement, Fire, Public Works, and the Office of the City Manager will visit homeless encampments in the creek to offer outreach and assist with cleanup and sanitation efforts. | Existing Staff | Ongoing | The effectiveness on crime reduction and prevention |

Status: When staffing allows, the Police Department deploys officers assigned to the "Park, Bike, Walk, and Talk" program, to conduct high visibility patrols in the La Ballona Creek and adjacent neighborhoods. Officers assigned to the "Park, Bike, Walk, and Talk" detail patrol the Creek on bicycles and also walk foot beats to promote public safety, deter crime, and actively engage members of the community in the interest of developing community partnerships. Additionally, the district patrol units conduct high visibility patrols in the Creek several times a day and night to prevent and deter crime from occurring. Over the past 12 months, staffing constraints have made it difficult to conduct the "Park, Bike, Walk, and Talk" program (currently suspended).

The Police Department's Mental Health Evaluation Team (MHET) works in collaboration with the Fire Department, Code Enforcement, Public Works, Housing Department, along with various non-profit organizations. Through a combined effort, these groups frequently visit the homeless encampments in the La Ballona Creek to offer outreach, participate in cleanup and sanitation efforts, and provide coordinated social services case management.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|---------------------------------------|---|---|--------------------|-----------------|-----------------------------------|
| Enhance Housing and Homeless Services | Identify homeless and mental health resources for officers to provide on patrol | Expand mental health resources and homeless partnerships with other government entities and non-profits | Existing Staff | Ongoing | Additional resources are utilized |

Status: The Culver City Police Department's Mental Health Evaluation Team (MHET) continues to collaborate with other government entities, as well as local non-profits to expand its mental health resources and homeless outreach partnerships. In an effort to enhance its homeless and mental health resources, the Culver City Police Department continues to partner with the following non-profits and government entities: St. Joseph Center, Upward Bound House, Daniel's Place, PATH- People Assisting the Homeless, LA County Department of Mental Health, LA Homeless Services Authority (LAHSA), U.S. Veteran's Affairs Department and Chrysalis.

In addition, the Police Department, and the Mental Health Evaluation Team partner with several government entities such as the Fire Department, Code Enforcement, Sanitation, Public Works, Housing Department, as well as the Assistant to the City Manager on Homelessness. Collaboratively, these groups provide information to the unhoused about medical, housing, and food resources, and conduct

mental health assessments. Additionally, they initiate and arrange transportation of individuals who are in need of medical attention to local hospitals and participate in weekly encampment cleanups to ensure the health and safety of our unhoused population. Lastly, they provide coordinated social services case management with the ultimate goal of providing the unhoused with long-term housing solutions.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|---|--|--------------------|-----------------|--|
| | Identify homeless and mental health resources that can serve as an alternative from law enforcement response to mental health related calls | Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved Collaborate with the City Council Subcommittee and City Staff to help with the development of a Mobile Crisis Response Pilot Program | Existing Staff | Ongoing | An increase in collaboration and communication among all parties Pilot Program Launched |

Status: The City Council allocated \$1.5 million in the FY2021/2022 City Budget to develop a Mobile Crisis Intervention Service (MCIS) pilot program. The goal of the MCIS pilot program is for non-police city staff to respond to calls for service related to individuals experiencing issues related to mental health, drug use, being unhoused or other health and welfare concerns.

The Police Department continues to work in collaboration with the City Council Subcommittee and City Staff in creating and developing best practices that will ensure a non-police response to non-violent and

non-criminal mental health related calls for service through the MCIS pilot program. The intention of the program is to send out teams made up of a mental health and medical professionals to non-violent psychiatric emergencies in an effort to avoid arrests, trauma, and violence related to individuals suffering from a mental health crisis.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|-------------------------------|---|-------------------------|--------------------|-----------------|--------------------|
| Transform Inglewood Oil Field | At the future site, provide public safety | Provide routine patrols | Existing Staff | Ongoing | To be determined |

Status: When the Inglewood Oil Field is re-purposed, the Police Department will provide routine patrol.

ADDITIONAL POLICE DEPARTMENT GOALS

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--|--|---|--------------------|-----------------|---|
| Continue to participate in the Youth Diversion and Development Program | Continue to Collaborate with the Los Angeles County Department of Health Services and a local community-based organization | Continue to expand the number of cases we refer, follow progress, and meet frequently to address issues Continue to create and implement strategies to improve the process | Existing Staff | Ongoing | Minor youth offenders are diverted and not entering the criminal justice system |

Status: During FY2021-2022, the Culver City Police Department continued its commitment to the Youth Diversion Program. The diversion program has different components, which include collaborating with private and public entities to prevent juveniles from entering the Juvenile Justice System, while also forging partnerships with the youth. The Culver City Police Department, Los Angeles County Department of Health Services and New Earth School have collaborated to provide the Youth Diversion and Development Program (YDD). Since the inception of the YDD Program in August 2019, all of our juvenile offenders were considered for the diversion program. Based on legal qualifying criteria, we diverted a total of 66 out of 115 cases, or 57.4%, away from the criminal justice system.

The Police Department also continued their commitment to the Young Achiever's Program (My Brother's Keeper). For 8 weeks, members of the Department who were either Latino or African American virtually interacted with Culver City Middle School students who were also from the Latino or African American community. Topics of discussion were self-worth, "The Talk", social skills, respect towards authority, and the school to prison pipeline. The Police Department has participated in the program for several years and will continue to collaborate with the Middle School to keep the program going.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--|---|--|--|------------------|--------------------|
| Update, Enhance and Expand the Department's Information Technology | Improve Information Technology Stability and Sustainability | Rewire the Police Station's Network Upgrade the Station's Security System Hardware Equipment Replacement | Additional Funding for contractual services, Hardware and Software | To be determined | Project Completed |

Status: The FY2021/2022 City Council Adopted Budget included two Information Technology (IT) Capital Improvement Projects related to the Police Department; Network Cable Replacement Project and the Security Camera Replacement Project. The Network Cable Project is in the bid process and a vendor will be selected in March 2022.

On December 13, 2021, the City Council approved a contract with CelPlan Technologies, Inc. in the amount of \$767,911.00 to install/replace, configure, and support security cameras at Transportation and Police Department facilities. The project began in February 2022 and is anticipated to be completed by June 2022 (depending on equipment availability and delivery timeline).

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

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|---|--|---|--------------------|-----------------|---------------------------|
| Create and Implement a Three-Year Department Strategic Plan | Identify Department Goals Identify Effective and Efficient Allocation of Resources Succession Plan by identifying Employee Development Needs | Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation, and Input | Existing Staff | Ongoing | Completed and Implemented |

Status: In the summer of 2021, the Police Department entered into a contract with Conor Consulting to facilitate a Strategic Planning workshop. Due to COVID-19 restrictions, this process was postponed. The workshop was held in late February 2022; the three-year strategic plan will be completed by the end of 2022.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED | EST. | SUCCESS |
|---|-----------|--------------|----------|------|---------|
| City of Culver City Adopted Budget FY 2021/2022 | | | | | |

| | | | RESOURCES | COMPLETION | INDICATORS |
|-----------------------------------|--|--|----------------|------------|------------|
| Engage in the General Plan Update | Participate in the long-range planning document that sets forth the City's goals, policies, and direction for the twenty-five years. | Engage with the City Consultant and the Community Development Department to provide public safety information and input on the future growth and expansion of the City | Existing Staff | Ongoing | Completed |

Status: *The Police Department has and will continue to engage in the City's general plan update.*

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--|---|---|----------------------------------|-----------------|---|
| Improve General Data Collection and Transparency | Continue Racial and Identity Profiling Act (RIPA) Data Collection and Reporting Continue Monthly Reporting of Use of Force and Professional Standards Unit Investigations data | Work to improve data collection practices and public reporting for increased department transparency Assess data collected to evaluate possible alternative policing methods | Existing Staff/ To be determined | Ongoing | Increased Data Reporting and Transparency |

Status: *For many years, the Culver City Police Department has published a monthly report. This report, which is available to anyone on our Department website, contains a tremendous amount of data and information related to Police Department activities including: crime and case clearance statistics,*

employee demographic information, traffic accident and citation information, and much more. In 2020, the Department expanded the monthly report to include additional data.

In October of 2020, the Police Department began collecting and reporting "stop data" to the California Department of Justice in accordance with the Racial and Identity Profiling Act (RIPA), well before the statutory requirement of 2023. Around this same time, we began reporting this data to the Culver City community in our monthly report. We continue to explore ways in which the time-consuming process of collecting and reporting this data can be made more efficient. In January of 2022, we moved away from using paper forms and began using a new module within our already existing records management system (Mark43) to collect RIPA data, which has proven to be more time efficient. In July 2021, we utilized \$49,777.88 grant funding to purchase tablets in the hopes that this technology will help expedite the process of collecting RIPA data in the field. We are currently in the process of working with a vendor to implement this program.

In June of 2020, we began collecting and reporting in our monthly reports our use of force data, i.e., how many times a member of our Department used force on a person within a given month. Around the same time, we started reporting the number of complaints and investigations received by our Department in our monthly report. In August of 2020, we implemented a new crime mapping software that is available to the Culver City community on our Department website. In addition, to evaluate the most serious crimes more effectively we deal with, our Department transitioned from the FBI's Uniform Tracking Reporting Program to their National Incident-Based Reporting System (NIBRS) in March of 2021. This data is also available in our monthly report.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|-------------------|---|--|--|-----------------|---|
| Increase Training | Procedural Justice, Implicit Bias, Fair and Impartial Policing and 21 st Century Policing Training De-escalation, Crisis Intervention, Conflict resolution and Duty to Intercede Training Use of Force | Work with Peace Officers Standards and Training (POST), outside private and public agencies, to seek and develop training opportunities. Develop internal subject matter experts and instructors | Existing Staff/ Additional Training Funds | Ongoing | Ensure department-wide completion of all listed trainings Assess through community interactions and Data (personnel investigations, uses of force, RIPA) |

Policy retraining

Status: During the budget process of FY2021/22, the Police Department worked with the City Manager's Office and the Finance Department to budget for \$100,000 in additional training funds to increase our staff's training in the areas outlined in the above goal. Since then, we have worked hard to obtain high quality training for our staff in these areas. During the months of September through November of 2021, all sworn staff received 4 hours of Implicit Bias training presented by the Los Angeles County Regional Training Center, this is the 5-year minimum requirement by POST. In addition, during this same time period, all Department employees received 8 hours of Principled Policing Training presented by the Center for Criminal Justice Research and Training, California State University Long Beach. In October of 2021, our Department's internal use of force training team underwent an 8 hour Integrated Communication Assessment and Tactics (ICAT) de-escalation "train the trainer" course through the Police Executive Research Forum. In October of 2021, all sworn staff received 8 hours of arrest and control training conducted by the CCPD Arrest and Control Team. This training was not only meant to train and update our staff on recent changes to use of force law and policy, but the training also incorporated ICAT de-escalation techniques and philosophies. In the spring of 2022, the Department will expand the ICAT training to include scenario-based training, which will include all sworn staff and Fire Department personnel.

In addition to the above-described training, staff attended training in the targeted areas collectively completing 40 hours of Principled Policing and 542 hours of de-escalation /use of force training.

FISCAL YEAR 2022/2023 WORK PLANS

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|-----------|--------------|--------------------|-----------------|--------------------|
|------|-----------|--------------|--------------------|-----------------|--------------------|

| | | | | | |
|--------------------------------------|-----------------------------|---|----------------|---------|-------------------------|
| Ensure Long-term Financial Stability | Explore Grant Opportunities | Pursue grant funding for improved traffic programs, community outreach, technology, and vehicles. | Existing Staff | Ongoing | Grant funds are awarded |
|--------------------------------------|-----------------------------|---|----------------|---------|-------------------------|

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|-------------------------------------|--|---|---|-----------------|---|
| Enhance Mobility and Transportation | Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks | Continue to apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, and Traffic Safety presentations | Existing Staff/Funding for Contract Services/Additional Staff | December 2022 | Achieve the grant objectives and improving traffic safety |
| | Improve traffic safety around school sites | Research and acquire contract crossing guard services | | | Increase crossing guard staffing |
| | Assist with the Implementation of AB917 | Collaborate with City Departments to implement an automated parking enforcement system on select City buses to facilitate enforcement of | | | AB917 Implementation |

parking violations along the new MOVE Culver City bus lanes.

| | | | | | |
|--|--|---|--|---------|--|
| | MOVE Culver City Project; Reimagining of public spaces and prioritize people over cars in the design of public streets | Collaborate with the Transportation Department in furtherance of the MOVE Culver City Project through high visibility patrol and directed enforcement | Collaboration between Transportation & Police Department Staff | Ongoing | Improvement in overall traffic and pedestrian safety |
|--|--|---|--|---------|--|

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--------------------------|---|---|--------------------|-----------------|---|
| Revitalize Ballona Creek | Improve the Creek's safety for pedestrians and cyclists | Fill Department vacancies in order to restore the Park, Bike, Walk, and Talk Program In collaboration with Code Enforcement, Fire Dept., Public Works, and the Office of the City Manager, our Mental Health Evaluation Team will visit homeless encampments in the creek to offer | Existing Staff | Ongoing | The effectiveness on crime reduction and prevention |

outreach and
assist with
cleanup and
sanitation
efforts.

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|---------------------------------------|---|---|--------------------|-----------------|---|
| Enhance Housing and Homeless Services | Assist in the development and implementation of a new Mobile Crisis Response Pilot Program. | Collaborate with City staff, Consultant, and service providers. | Existing Staff | Ongoing | An increase in collaboration and communication among all parties. |
| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
| Transform Inglewood Oil Field | At the future site, provide public safety | Provide routine patrols | Existing Staff | Ongoing | To be determined |

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|---|---------------------------|--|--------------------|-----------------|---------------------------|
| Create and Implement a Three-Year Department Strategic Plan | Identify Department Goals | Work with a Consultant to conduct a strategic plan workshop. | Existing Staff | December 2022 | Completed and Implemented |
| | Develop a Succession Plan | Identify Employee Development Needs | | | |
| | | Review/Enhance Wi-Fi Network | | | |
| | | Hardware Equipment Replacement | | | |

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|--|--|---|---|-----------------|--|
| Improve General Data Collection and Transparency | Streamline and automate Racial and Identity Profiling Act (RIPA) Data Collection and Reporting | Research and evaluate data collection technology. | Existing Staff/ Funding for software and hardware. | Ongoing | Increased efficiency in data reporting and transparency. |
| | | Implement tablets to streamline data collection in the field. | | | |

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|---|---|---|---|-----------------|--|
| Improve Efficiency and Effectiveness of the Department Training Program | Continue with the development and implementation of the Department wide training plan. Research, identify, and implement training tracking software. | Continue to work with Peace Officers Standards and Training (POST), to seek out and develop training opportunities in key areas such as procedural justice, de-escalation and more. Continue to identify leadership and development courses for staff. Work with the Fire Department to research and develop training for dual response approach for crisis intervention with combative subjects. | Existing Staff/ Funding for software | Ongoing | Department wide mandated and position specific training is completed. Impact on Use of Force incidents. |

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|------|-----------|--------------|--------------------|-----------------|--------------------|
|------|-----------|--------------|--------------------|-----------------|--------------------|

| | | | | | |
|-------------------|---|--|---|-----------|------------------------------|
| Employee Wellness | Increase wellness resources and access to those resources | Research and acquire wellness software/ application. | Existing Staff/ Funding for Wellness software | June 2023 | Decrease workplace injuries |
| | Identify strategies to reduce on-duty injuries | Grow peer support program to include annual check-ins, regular wellness presentations, and peer support briefings for all new employees. | | | Implement Wellness software |
| | | Research and implement load bearing vests. | | | Improve staff retention rate |

| GOAL | OBJECTIVE | ACTION STEPS | REQUIRED RESOURCES | EST. COMPLETION | SUCCESS INDICATORS |
|---|--|--|---|-----------------|---|
| Utilize Community Oriented Policing (C.O.P.) to Deter Crime and Improve Quality of Life | Continue community engagement and awareness through social media platforms, community meetings and programs. | Relaunch the Citizen's Police Academy | Existing Staff/ Funding for community engagement technologies. | June 2023 | Increased community engagement events |
| | Identify crime prevention and community engagement technologies. | Research community engagement technologies | | | Completion of Citizen's Police Academy |
| | | Enhance the PIP program to further engage the public in community policing strategies. | | | Decrease in violent crime |
| | Crime prevention and improved quality of life for all through Partnerships in Policing (PIP). | | | | Implement community engagement technologies |

FIRE DEPARTMENT

Fire

Department Mission

The mission of the Culver City Fire Department is to protect life, property, and the environment by providing prompt and professional fire protection and life safety services.

Department Description

The Culver City Fire Department provides emergency services, including fire suppression, emergency medical services (EMS), technical rescue and hazardous materials mitigation, to the Culver City community. The Department also provides several other important supportive functions, such as fire prevention, emergency preparedness, and public education services. The Fire Department is composed of six divisions: The Office of the Fire Chief, Fire Suppression, Emergency Medical Services, Emergency Preparedness, Community Risk Reduction, and Telecommunications.

FISCAL YEAR 2021/2022 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

- ◆ Improve the Department's outreach to better assist the homeless community.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- ◆ Obtain the Assistance to Firefighters Grant (AFG) to fund the purchase of patient gurneys and new self-contained breathing apparatus (SCBA).

Status: The department was unsuccessful at obtaining the grant funds but has included the SCBA replacement project in the equipment replacement fund schedule. Department funds will be shifted, and basic patient gurneys will be purchased within the existing budget.

- ◆ Complete the Commission on Fire Accreditation International (CFAI) 2021 Annual Compliance Report.

Status: Complete. The report was submitted in July 2021 and approved in October 2021.

- ◆ Explore the feasibility of implementing a third rescue ambulance to utilize previously awarded SAFER grant funds.

Status: The department is on track to implement the third rescue in April 2022.

- ◆ Complete the rollout of a public-facing platform for fire department metrics.

Status: The department is slated to release the dashboard in March 2022.

SUPPRESSION

- ◆ Provide expanded mental health and crisis intervention training to all Culver City firefighters.

Status: Complete. All members completed an 8-hour training as part of the Alternate Destinations program.

- ◆ Build a firefighter survival training simulator at the Fire Department Training Facility.

Status: Complete. All members have had initial training in the simulator. Annual training will be done at a minimum.

- ◆ Provide Major Incident Management Simulator Training for Captains and Battalion Chiefs through the Regional Training Group's Green Cell Division.

Status: Training with the Green Cell is scheduled for March/April 2022.

EMERGENCY MEDICAL SERVICES

- ◆ Work with the Los Angeles County EMS Agency to develop and implement an Alternate Destination Transport Program which will allow Culver City paramedics to transport patients directly to psychiatric and sobering centers for focused care.

◆ Status: Complete. The program went live at the end of January 2022.

- ◆ Implement a digital narcotics program to track narcotic use via a secured web-based platform.

◆ Status: The implementation of the digital narcotics program will be implemented by the end of FY 2021/2022.

- ◆ Replace seven aging patient gurneys and create an asset replacement fund for future gurney replacement.

◆ Status: Two new gurneys were purchased and placed into service in October 2021. The remaining gurneys will be purchased and placed into service by the end of FY 2021/2022.

EMERGENCY PREPAREDNESS

- ◆ Update the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services. Incorporate the comprehensive Disaster Cost Recovery Plan into the EOP.

Status: Staff were in the process of updating the EOP and creating the Disaster Cost Recovery Plan when the COVID-19 pandemic hit in 2020. Focus has remained on recovery and the Emergency Operations Center (EOC) remains activated in support of the declared COVID-19 emergency. The update to the EOP will continue to FY 2022/2023.

- ◆ Review and replace expired disaster supplies and stored water located throughout the City and update expired items in employee emergency backpacks.

Status: The updates to the backpacks have been completed. The water update is in progress and should be completed by the end of FY 2021/2022.

- ◆ Enhance the Community Emergency Response Team (CERT) program, focusing on training, coordination, and recruitment.

Status: Complete. Enhanced and creative virtual training opportunities were made available this past fiscal year because of COVID-19. Additionally, there was more focused outreach via social media for recruitment and education. CERT also purchased new software that will help streamline disaster service worker registration, deployment, and training/recruitment, as well as improve record keeping.

COMMUNITY RISK REDUCTION

- ◆ Identify dangerous fuel loads in the Very High Fire Hazard Severity Zone.

Status: CRR has identified dangerous fuel loads in the VHFSZ. The most dangerous fuel loads below Mary Crest were removed and a fire break was put in place. Other areas of concern are currently being mapped and will assist in annual checks.

- ◆ Clear overgrown brush and fuel and establish a 1-, 3- or 5-year schedule to address fire danger areas.

Status: Complete. Overgrown brush and fuel were cleared. Mapping is taking place with 1-, 3- and 5-year schedules being identified.

- ◆ Create detailed digitized pre-fire plans for 100 buildings using the new First Due program.

Status: Complete. Over 100 digitized pre-fire plans have been created.

- ◆ Implement a Fall Prevention Program in Culver City senior living facilities.

Status: CRR staff developed informational materials and will begin to implement in-person visits and education as the pandemic allows.

TELECOMMUNICATIONS

- ◆ Explore the cost, benefits, and technical requirements of moving local government radio users (e.g., Public Works, PRCS, Transportation) from the current public safety radio system to a commercial system. Consider partnership with CCUSD.

Status: Staff is planning to initiate Phase One in early summer 2022.

- ◆ Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life.

Status: Complete. Portable and mobile radios were upgraded.

- ◆ Add capacity to the existing battery backup at the Baldwin Hills Tower site. Ensure that there is a minimum of 48 hours of battery backup for this mission critical communications infrastructure.

Status: The batteries have been purchased and the installation will begin in early Spring 2022.

- ◆ Improve reliability and coverage of mobile data computer (MDC) terminals, through hardware and software enhancements. Explore feasibility of wholesale component replacement.

Status: Complete. All MDC tablets are now operating on latest firmware, application version and Microsoft OS. Most now are using internal air card modems, improving coverage and reliability of cellular connection.

◆ FISCAL YEAR 2022/2023 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

- ◆ Improve the department's outreach to better assist the homeless community.
- ◆ Provide fire safety education to the underhoused.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- ◆ Explore the feasibility of a more structured approach to annual medical evaluations and fitness evaluations.
- ◆ Obtain the Assistance to Firefighters Grant to fund the purchase of fire hose and chest compression devices.
- ◆ Complete the Commission on Fire Accreditation International (CFAI) 2022 Annual Compliance Report.

SUPPRESSION

- ◆ Provide training for all Fire Department members in Air-to-Ground communications and helicopter safety through Los Angeles City Fire Department's Air Operations Division.
- ◆ Provide Peer Support training for selected members of the Fire Department through the Chiron Group.
- ◆ Provide Major Incident Management Simulator Training for all captains and battalion chiefs through the Regional Training Group's Green Cell Division. This training is annual.

EMERGENCY MEDICAL SERVICES

- ◆ Train firefighters to be certified paramedics. With the difficulty in hiring new firefighters who have their paramedic certification and many firefighter/paramedics who have retired, the department needs to focus on paramedic training for its members.
- ◆ Work with the Human Resources Department to help streamline the hiring process for Ambulance Operator.

EMERGENCY PREPAREDNESS

- ◆ Update the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services.
- ◆ Participate in the Community Resilience Program with the Dr. Lucy Jones Center for Science and Society that the city applied for and was awarded.
- ◆ Train staff and volunteers on the use of the new Galaxy software, which will help streamline registration, deployment, disaster service worker registration and training/recruitment recordkeeping and processes for the Community Emergency Response Team (CERT).

COMMUNITY RISK REDUCTION

- ◆ Repeal and replace Chapter 9.02 of Title 9 of the Culver City Municipal Code and adopt by reference the 2022 California Fire Code with local amendments.
- ◆ Develop and implement a safety checklist for residences and business to be distributed by fire crews and CRR personnel.
- ◆ Provide fire safety education to the underhoused.

TELECOMMUNICATIONS

- ◆ Source, purchase, and install environmental monitoring and security camera equipment for the City's radio tower site – providing telemetry for commercial/generator/battery power status, vault temperature and a live video feed from tower site cameras.
- ◆ Replace both radio tower trunking and conventional receiver antennas with ones better designed for the Culver City coverage area. Begin the process of replacing other old antennas

from the radio tower and removing unused antennas and microwave dishes to reduce excessive loading.

PARKS, RECREATION & COMMUNITY SERVICES

Parks, Recreation and Community Services

Department Mission

To support our community's well-being and improve quality of life for residents and guests by:

Improving and protecting our parks and natural resources through best environmental practices

Working constantly to make our parks safe, clean and healthful

Facilitating and providing recreation and leisure opportunities

Promoting health, wellness and human development

Strengthening our sense of cultural unity through recognizing our cultural diversity

Strengthening our community's image and sense of place through collaboration with community members and groups

Department Description

The Parks, Recreation and Community Services Department is responsible for providing recreational, wellness and park-related services, maintaining the City's parks, and, facilitating the delivery of certain community services to assist in the health and well-being of the public.

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT

GOALS FOR FISCAL YEAR 2021/2022

A) Ensure Long-term Financial Stability

Marketing: Diversify advertising and marketing of PRCS programs, events and services in order to reach a wider audience, including those who do not subscribe to GovDelivery or follow the Department/City on Social Media. This includes, but is not limited to brochure printing and mailing, door hangers, direct mail, and paid advertising.

1. For this fiscal year, the primary goal is to collect evaluation form data and identify which method of marketing are working best including QR Codes. As well as identify partner businesses and organizations that can include PRCS QR Codes in their mailings. Finally, identify opportunities to have QR Codes included in any City direct mailing campaign.

Status: In October 2021, PRCS implemented the use of QR codes at the 2021 Fiesta La Ballona event. This was the first time a QR code was used. In January 2022, the department generated QR codes for the Martin Luther King Day event and the Fiesta La Ballona 2022 survey. The QR codes have been an easy way to advertise and gain feedback from patrons. Staff will continue to develop a diverse marketing mix (brochure printing, direct mailing, door hangers, QR codes, and paid advertising) to attract all community members.

2. The action steps are to:

- a) Review and compile two sessions of evaluation forms to collect data.
- b) Begin to identify the most effective types of marketing tools based on this data.
- c) Reach out to businesses and organizations, including the Culver City Unified School District (CCUSD), to get information regarding their customer/subscriber notification/publication practices. Then, we will create a master notification calendar using this information. This calendar will provide an avenue for PRCS to request that these groups include our marketing pieces (e.g., flyers, postcards, notes with QR Codes, etc.) along with their notifications/publications.
- d) Reformat electronic and hard copy program, event and service evaluation forms as needed.

Status: Staff have created special events and program surveys to capture feedback from patrons. Surveys are given online and in-person at the Senior Center. These surveys have proven to be an asset in developing high quality customer-oriented programs. Moving forward, PRCS will develop a thorough method of evaluation to determine the most effective types of marketing tools. Staff continues to develop relationships with businesses and organizations to learn their successful marketing strategies. Through these relationships, PRCS will be able to tap into their social networks for marketing and advertising purposes. PRCS' electronic and hard copy programs and evaluation forms are reviewed monthly. These items including the Culver City Living (PRCS program brochure) are updated consistently throughout the marketing and publication timeframe.

3

3. The human resources necessary to complete the action will be accomplished by re-directing existing staff at all levels to lead small teams to address these action steps in a defined, timely manner.

Status: Existing staff at all levels have been re-directed to address these action steps. Progress updates are discussed on a consistent basis within small teams at staff meetings. The small teams include field staff that are assigned to work directly with Culver City's patrons daily. Progress updates are relayed to the Division and Department Heads for further evaluation and implementation.

4. The timeframe for the action steps is July 2021 through June 2022.

Status: The department is on track to meeting its goal within the action steps timeframe.

5. The indicator for success will be applying the information/data collected to adapt programming, services, and events to better meet the needs of the community.

Status: Data collection and program modifications will occur ongoing to ensure the programs and services are meeting the needs and desires of the community.

FISCAL YEAR 2021/2022 WORK PLANS

- ◆ AB-1881 Model Water Efficient Landscape Ordinance (MWELo) Compliance: Partner with the contracted irrigation consultants to continue conducting citywide irrigation audits of all the parks, City facilities and common areas, including the medians, parkways, and greenbelts, per the state mandated requirements of the Model Water Efficient Landscape Ordinance (MWELo) AB-1881. A primary goal is to determine current irrigation system levels of noncompliance with MWELo. Staff and consultants will then ascertain the necessary system upgrades and their costs to bring the City's irrigation into compliance with the ordinance. A related goal is to continue working with the IT Department and Calsense to upgrade the Calsense Central Controllers System to the new wireless systems throughout the City.

Status: The 2020-2021 Model Water Efficient Landscape Ordinance (MWELo) Report will be submitted in February 2022. The Parks Division Irrigation Technicians are conducting City-wide irrigation audits of all the parks, City facilities and common areas, including the medians, parkways, and greenbelts. They are doing repairs and modifications to irrigation systems as needed.

- ◆ Infield Maintenance Schedule: In an effort to better maintain high use park ball field infields, staff is creating a manageable maintenance schedule to fill in low spots, level infields, and keep the perimeters established, per the PRCS-initiated Turf Consultant's Report on Park Fields in Culver City. ("Turf Report"). Existing outdated equipment will be used until new equipment, per the recommendations of the Turf Report, can be purchased through the equipment replacement fund. The schedule will include a timeline for fence line & backstops repairs and replacement of outdated bleachers.

Status: Field renovations at three ball fields in Culver City Park are in progress, including leveling fields, adding soil and sod, re-engineering sprinkler heads, and repairing and replacing fencing.

- ◆ **SB-1383 Compliance:** The City is mandated to use 3,100 tons of organic material (mulch and compost) in all of the city's landscape areas and facilities, where applicable. The goal of the mandate is to displace that amount of green waste tonnage going into landfills. The City is now required by the state to track and report quantitatively how they are complying with this new mandate through accurate record keeping of the purchase of the certified organic material, where it was used, and regularly reporting to the state. Ongoing discussions are being held with Public Works Department/Environmental Programs and Operations staff on the details and how to implement this, and the cost impact to the City and each department's budget.

Status: The Parks Division is working with Public Works/Environmental Programs and Operations to identify areas to distribute organic material.

- ◆ **Expand Youth Programs:** Continue the expansion of programs for teenagers beyond Teen Center-based activities which have historically attracted only middle school aged students. The focus will be on connecting teens to outdoor recreation experiences at various parks, community, and cultural field trips (when allowed) and other diverse offerings where respect, inclusion and fun are key elements. Senior & Social Services will continue to research and expand teen resources for mental health support including identifying viable space to host services. We'll continue working with CCUSD on collaborative outreach plan and the development of programs and services to target this age group.

Status: The current levels of staffing have impacted the expansion of youth programs. However, an open recruitment for part-time employees will open on Monday March 7, 2022. In addition, the department is currently in the process of hiring three (3) Recreation and Community Services Coordinators. PRCS management staff have been in communication with a non-profit organization called "Insight Treatment." The organization provides various programs for teens and youth including mental health services, teen speaker panels and educational support. In addition, current staff assigned to youth and teen programs will begin offering teen art classes and monthly youth appreciation events. Art classes and monthly youth appreciation events are part of the youth program expansion plan. Once the staffing levels increase, the plan to offer additional youth and teen programs and services can be executed.

- ◆ **Develop Non-Traditional Programming:** The pandemic has underlined the value and necessity of non-traditional programming. We will continue the development of virtual programming and events for all age groups. Special emphasis will be placed on senior citizens who may be isolated and unable to participate in site-based activities. New programming will include, but not be limited to, education, art and fitness classes, live performances and "drive-by" or "drive-in" events.

Status: PRCS continues to offer virtual programming and events for patrons such as the Spring Egg-stravaganza (April 2022), Mother's Day Tea event (May 2022), and virtual concerts and workshops for senior citizens. We will continue to conduct surveys and needs assessments to determine which new programs we should offer.

- ◆ Offer More Safety Trainings: Increase the number of safety trainings offered for both staff and the public. Each of our five part-time swimming pool managers has current certification to teach CPR, First Aid and Lifeguard Training courses. This resource was left untapped this year due to the coronavirus pandemic. We are very hopeful that we can resume these programs and expand their reach in the 2021/22 fiscal year.

Status: Since the previous work plan Culver City Aquatics has added a Water Safety Instructor Trainer to their roster this has now enable PRCS to train the general public to become swim instructors as well as lifeguards and certified CPR and First Aid administrators. As we emerge from the pandemic beginning this past January 2022 PRCS pool managers and staff are scheduled to host either an American Red Cross First Aid and CPR, Lifeguarding and/or Water Safety Instructor course every month. The classes will be offered on the first weekend of every month (with the exception of April and January which will be offered the third weekend of the month due to the holidays and the spring maintenance closure at the plunge) and will rotate each month between the three courses.

- ◆ Evaluate Field Allocation Practices: Continue the process of evaluating and refining historic practices as they relate to field allocation and use by community sports organizations and other organizations. Define and clarify field allocation procedures for increased transparency, inclusiveness and equity for all age groups, skills levels, and organizations.

Status: This project is currently in the research and information gathering phase. Staff is currently in conversations with local youth sports organizations, making them aware of the City's intent to develop an inclusive and equitable policy for field usage.

THE CITY COUNCIL STRATEGIC PLAN 2018 – 2023 AND THE PRCS DEPARTMENT

GOALS FOR FISCAL YEAR 2022/2023

B) Maintain an Effective Workforce

1. The short-term (1 year) objective is
 - a) Provide staff with the tangible and intangible tools needed to be successful and effective on the job.
2. The action steps are
 - a) Staff will participate in mandatory trainings in leadership, customer service, community engagement, management, conflict resolution, cultural competence, mental health, and program design. These trainings will enhance the staffs' skill sets and align with the department's vision and mission.
 - b) Develop ongoing opportunities for patrons to provide feedback on staff performance, programs, and park facilities. The feedback will be evaluated by the Division and Department Heads for review and consideration.
 - c) To ensure the department is running efficiently, an analysis and restructure is necessary. Staff will be reassigned to different program areas. Prior to the reassignment, staff will be trained and provided with all the tools needed to be successful in their new role. The restructure will allow for an effective workflow.
3. The human and financial resources necessary to accomplish these action steps will be
 - a) Existing staff will be reassigned to different program areas. Additional trainers will be necessary to accomplish these action steps.
4. The timeframe for the action steps is July 2022 through June 2023.
5. The indicator for success will be improvements in staff performance as measured by both formal and informal evaluations made by patrons and supervisory staff.

FISCAL YEAR 2022/2023 WORK PLANS

- ◆ Parks and Recreation Facilities Master Plan: Hire a consultant to work with the community and staff in producing an update to, and extension of, the 2009 Parks and Recreation Master Plan. The Master Plan will comply with, and conform to, State of California Planning Law for the purpose of being incorporated as the "Parks and Recreation Element" of the City of Culver City's General Plan. It will include an evaluation of the condition of the City's parks and recreation facilities and the priority of each need in relation to the

others. Extensive community outreach will be done. Based on this feedback, a 20-year vision for the future of Parks and Recreation will be created. It is anticipated that the Master Plan will be reviewed annually with major revisions and updates undertaken every five years or as the community's socio-economic conditions would so dictate.

- ◆ **Park Regulations Update:** Continue to solicit feedback from staff, the Parks, Recreation and Community Services Commission and the community on potential updates to CCMC Chapter 9.10, Parks, Public Buildings and Property. Work with the City Attorney's Office to present the draft updates to the City Council for review and (if desired) approval.
- ◆ **Park Field Allocation Practices:** Continue the process of evaluating and refining historic practices as they relate to field allocation and use by community sports organizations and other organizations. Define and clarify field allocation procedures for increased transparency, inclusiveness and equity for all age groups, skills levels, and organizations.
- ◆ **CityRide (Senior Mobility) Services (collaboration with Transportation):** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Community Services Division of the Parks, Recreation and Community Services Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and will use the feedback and input garnered from these sessions to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, and educations of our residents in the use of alternative mobility services.
- ◆ **Community Outreach, Marketing, and Recruitment:** Develop a community outreach, marketing and recruitment plan that provides awareness of all PRCS programs and special events to the community at large. The plan will include internal and external marketing strategies, best recruitment practices, and effective community outreach methods.
- ◆ **Community Engagement through Volunteerism:** To create more opportunities for patrons to be truly engaged in their community, PRCS will expand the volunteer program. This more extensive program will allow patrons to assist with special events, recreation programming, and cultural activities. College and high school students will be able to complete their internships/volunteer hours in the PRCS volunteer program.
- ◆ **AB-1881 Model Water Efficient Landscape Ordinance (MWELo):** Continue upgrading citywide irrigation systems to ensure AB-1881 compliance. Partner with Public Works Department and Planning to ensure MWELo annual report is completed. Work with Information Technology Department and Calsense to upgrade the Calsense Central Controllers throughout the City.
- ◆ **SB-1383 (Organic Waste Recycling Requirement):** Continue to partner with Public Works Department/Environmental Programs and Operations to comply with SB-1383. Staff is creating a priority list of viable project sites.

- ◆ Infield Maintenance Schedule: Continue field maintenance including filling low spots, grading, leveling, re-engineering valve placement, adding dust control measures, seeding, and sodding. Maintain contract with fencing company to replace/repair park fencing throughout the park system. Continue to evaluate existing equipment and repair and replace as needed.
- ◆ Park Hydration Stations: Survey parks and add additional hydration stations where needed.

CITY ATTORNEY

City Attorney

Department Mission

The mission of the City Attorney's Office is to provide high quality, timely and cost effective legal guidance, support and representation for all City Officials and City Staff on matters of law pertaining to their duties and responsibilities.

Department Description

The City Attorney's Office advises and represents the City Council, all City boards, commissions, committees, and all City officers and departments on matters of law pertaining to their duties and responsibilities. The City Attorney also supervises all litigation matters including liability claims for all City activities. The City Attorney's Office is responsible for the prosecution of all violations of the Culver City Municipal Code and City Charter.

FISCAL YEAR 2021/2022 WORK PLANS

- ◆ General Legal Assistance: Provide legal assistance to other Departments relating to their respective Work Plans.

Status (a/o 02/16/2022): **Ongoing.**

- ◆ Litigation and Claims. Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.

Status (a/o 02/16/2022): **Ongoing.** *The City Attorney's Office continues to review and approve/deny each claim that is filed with the City and manages all pending litigation.*

- ◆ Training: Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held on June 24, 2021, during the last quarter of FY 20-21. It is anticipated our Office will be conducting a Public Records Act training and a claims and litigation training with Department liaisons.

Status (a/o 02/16/2022): **Completed and ongoing.** *The AB1234/Brown Act/Conflict of Interest Training was held virtually on June 24, 2021. This training is now conducted annually in June of*

each year, and as needed, after new appointments are made to the various City commissions, boards and committees. The next training will be held in June 2022. It is also anticipated that our Office will conduct Public Records Act (PRA) training and claims and litigation training with Department liaisons during FY 21-22 and FY 22-23. The PRA training will occur in February/March 2022, in conjunction with the roll out of the City's new public records system NextRequest. The claims and litigation training is anticipated to occur during calendar year 2022.

- ◆ Oil Drilling: **(1)** Amortization Program for the IOF; **(2)** Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD) and related study groups, including Health Working Group and Health Assessment Steering Committee; **(3)** California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; **(4)** Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e., fracking, air and water quality, health setbacks, etc.; and **(5)** Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations). (Note: The Specific Plan project remains on hold and may be abandoned and superseded by the Amortization Program, if adopted.) (Joint project with Community Development Department.)

Status (a/o 02/16/2022): **(1) Partially completed and ongoing.** Amortization Study was released in Summer 2020, followed by an 18-month review period involving multiple public meetings and presentation of interim reports, all culminating in the preparation of a draft Amortization Program targeting the termination of nonconforming oil uses. On October 25, 2021, the City Council adopted the Oil Termination Ordinance to resolve nonconforming oil and gas uses throughout the City and require their removal within a five-year time period. Preparation of an Implementation Program related to the adopted Oil Termination Ordinance remains to be completed, including preparation of the draft Fee Resolution and Insurance and Bond Resolution, both anticipated to be presented to the City Council for consideration during FY 22-23, and also including coordination related to protocols with entities that will be responsible for implementation of the Oil Termination Ordinance; **(2) Ongoing.** Regular attendance at CAP meetings for the Baldwin Hills CSD and ongoing review of compliance reports and oil field activity within the CSD. Participation with the CAP Health Working Group, the CHAAP and tracking of the County's Baldwin Hills Community Health Assessment Study; **(3) Ongoing.** Air quality monitoring of Baldwin Hills communities, including Culver City, has been delayed due to COVID-19, possibly to initiate in Fall 2022. Regular coordination with the CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2022 and into 2023; **(4) 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.). New to FY 21-22 is the City's regular attendance and participation with the Los Angeles County & City of Los Angeles collaborative partnership for the Just Transition Task Force (JTTF) addressing transition away from

urban oil drilling; and **(5) Removed.** *The Specific Plan project was abandoned and superseded by the Amortization Program, which is currently in progress. (See Work Plan Item #1, above.)*

- ◆ City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of FY 21-22. (Joint Project with Administrative Services Department.)

*Status (a/o 02/16/2022): **Partially completed and ongoing.** Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 22-23. (Note: Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, other City Council priorities, and a transition in key staff, this project has been delayed.)*

- ◆ Telecommunications Applications Processing: Assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal time limitations. Monitor state and federal telecommunications law and regulations. (Joint project with Public Works Department.)

*Status (a/o 02/16/2022): **Ongoing.** Continue to assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal time limitations for these applications. City Attorney's Office also continues to monitor federal and state telecommunications laws and regulations.*

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

*Status (a/o 02/16/2022): **Partially completed and ongoing.** A Working Group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office working to prepare Administrative Policies and Procedures for an employee use of social media policy, with an anticipated completion date in 4th quarter of FY 21-22 or 1st quarter of FY 22-23. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies during 4th quarter of FY 21-22 or 1st quarter of FY 22-23. (Note: Due to resources being diverted to emergency operations and*

pandemic-related issues throughout calendar years 2020 and 2021, as well as other City Council priorities, this project has been delayed.

- ◆ Pipeline Franchise Renewals: Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. (Assist City Manager's Office.)

*Status (a/o 02/16/2022): **Ongoing.** The City completed the new franchise agreement with Torrance Valley Pipeline on June 28, 2021. The City Attorney's Office will continue to assist the City Manager's Office with revisions to the remaining three oil pipeline agreements to be in alignment with the provisions of the Torrance Valley Pipeline agreement.*

- ◆ Zoning Code Amendments: Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 21-22. (Assist Community Development Department.)

*Status (a/o 02/16/2022): **Ongoing.** Working in partnership with the Community Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during FY 13-14 and has continued through FY 21-22. Thus far in FY 21-22, several amendments are in progress and are expected to be completed this fiscal year, including emergency shelter revision, downtown ground floor uses, mixed use residential streamlining, and comprehensive parking standards update. Additional amendments will continue in FY 22-23, including, but not limited to, short-term rentals, sign code, permit extensions, architectural features related to solar installations and height exemptions, conformance to state law requirements, and application submittal requirements for comprehensive plans, site plan reviews, conditional and administrative use permits and administrative modifications.*

- ◆ LAX/FAA Overflights and FAA Regulations: The City Attorney's Office will continue to advise and assist the LAX/FAA Ad Hoc Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Our Office will also work with the Subcommittee as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). Additionally, to the extent the lawsuit against the FAA related to the implementation of changes to three flight paths that impact the City remains unresolved, the City Attorney's Office will continue to manage the litigation in FY 21-22. City Attorney's Office will continue to assist where necessary with the Subcommittee's work through national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts.

*Status (a/o 02/16/2022): **In progress and ongoing.** The City Attorney's Office will continue to assist the LAX/FAA Subcommittee and 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 Subcommittee as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). In the absence of a federal lobbyist, our Office assists where necessary with the Subcommittee'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. 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. Our Office will monitor the FAA's progress with the environmental study.

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

Status (a/o 02/16/2022): **Ongoing.** The City's network operator, Onward, lit its first internet service customer on October 6, 2021. The City has continued to work with Onward to identify and market to new customers, including the development of marketing materials, as well as expanding and fulfilling service to the City's existing customers. On June 14, 2021, the City Council approved allowing Onward to provide residential internet services to multi-family residential customers, and it is expected that Onward will be able to begin marketing to these customers before the end of FY21/22. Development of potential join-build activities with Ting have continued throughout the year. City Attorney legal services continue to be required for drafting and reviewing agreements related to lateral development (property easements and building access agreements), and customer license/service agreements authorizing the use of the network.

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

Status (a/o 02/16/2022): It is anticipated that Ting will complete its Culver City network buildout in FY22/23. On June 28, 2021, the City Council approved the terms of an Affordable Housing Internet Connectivity Program Agreement with Ting, and selected Culver City Park as the location at which Ting will provide free public wi-fi. Staff continues to work with Ting on finalizing the agreement so that Ting can begin to provide free service to affordable housing residents. Staff and Ting also continue to work together on the planning and provisioning of a free public wi-fi location at Culver City Park, and the development of a program to provide free internet service to Culver City serving non-profit organizations. The City Attorney's Office will continue to assist the City Manager's Office and the Information and Public Works Departments, as needed.

- ◆ Contracting/Purchasing Ordinance and Policies Update Working Group Project: Conduct a comprehensive update of RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (CCMC amendments were adopted by City Council during FY 17-18 and 19-20, completing Phase 1 of the project. Working Group is continuing with Phase Two— updating related procurement templates, as needed; and Phase Three— implementation and training.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office.)

*Status (a/o 02/16/2022): **Partially completed and carryover.** The Working Group has identified additional amendments to CCMC provisions that it plans to present in FY 21-22. Once Council approves, the project will continue with the template development for Phase Two followed by Phase Three into FY 22-23. During FY 20-21, some work was initiated with regard to insurance requirement updates, accessibility requirements and the creation of an online bid process. (Note: Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well as other Council priorities, this project has been delayed.)*

- ◆ Historic Preservation Program Update: Update to City's Historic Preservation Program, including CCMC Amendments (Assist the Administrative Services Department – Cultural Affairs Division).

*Status (a/o 02/16/2022): **In progress and ongoing.** Our Office will assist the Cultural Affairs Division throughout the project. Due to resources being diverted to emergency operations and pandemic-related issues, including various Economic Recovery Task Force efforts, throughout calendar years 2020 and 2021, this project has been delayed. Staff anticipates returning to City Council with an update and recommendations in spring 2022.*

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

*Status (a/o 02/16/2022): **Partially completed and carryover.** Amendments to the LTMB Bylaws and an Ordinance amending the CCMC were adopted by the City Council on June 10 and June 24, 2019, respectively. Housing staff and the City Attorney's Office were in the process of taking steps to implement the CCMC and Bylaws amendments. Due to resources being diverted to the implementation of the Rent Control and Tenant Protections Program, as well as resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, this work plan has been delayed. It is anticipated that work, including greater outreach to the public regarding mediation services, will recommence and be completed during the first half of FY 22-23.*

- ◆ Housing Ordinances and Programs: Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Landlord Tenant Mediation Board - Implementation of CCMC Chapter 15.09; interpretation and implementation of the housing statues (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit); interpretation and implementation of Rent Control and Tenant Protection Ordinances; and interpretation and implementation of SB91. (Assist the Community Development Department/Housing Division)

*Status (a/o 02/16/2022): **In progress.** Staff has commenced work on one or more of these projects and the City Attorney's Office is assisting as needed. Thus far during FY 21-22, the City Attorney's Office has assisted the Housing Division with an update to the Advisory Committee on Housing and Homeless bylaws; the submission of the Project Homekey grant application, including matters relating to the purchase of two motels for emergency shelter and supportive housing use; and other programs serving the unhoused population, including the development of an Emergency Voucher Participation Agreement.*

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

*Status (a/o 02/16/2022): **Carryover.** Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well as other City Council priorities, this project has been delayed. It is anticipated this project will get underway during FY 22-23.*

- ◆ Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan: Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures, including working on any Emergency Plan components, such as the Debris Management Plan. (Joint Project with the Fire Department.)

*Status (a/o 02/16/2022): **Completed.** The City Attorney's Office participated in the development of the Mass Debris Management Plan, which was adopted by City Council in May 2021. Per discussion with Fire Department Emergency Preparedness staff, no additional activity is scheduled on this item at this time.*

- ◆ Sidewalk Vending Regulations: The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during FY 21-22.

*Status (a/o 02/16/2022): **In progress.** Our Office continues to work with the City Manager's Office on this proposed ordinance. Several issues to be resolved, including ensuring consistency with the Town Plaza use policy, and various policies in the parks, before this proposed ordinance may be brought to City Council. Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, this project was placed on hold. It is anticipated that amendments to the CCMC will be presented to the City Council during the 4th quarter of FY 21-22, or the 1st quarter of FY 22-23.*

- ◆ Micro Kitchens: Monitor potential amendments to state law, as well as the status of the County of Los Angeles Public Health program that is currently on hold, as they continue to monitor state law as well. Potentially assist staff with adopting CCMC amendments should the need arise.

*Status (a/o 02/16/2022): **Monitoring.** Our Office participated in a call with Los Angeles County Public Health, and the County continued to conduct outreach to cities to determine whether to allow residential micro kitchens in Los Angeles County. The County did not provide a timeline on when they will take the matter to the Board of Supervisors. City staff and the City Attorney's Office will continue to monitor this matter.*

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

*Status (a/o 02/16/2022): **Ongoing.** The Equity and Human Relations Advisory Committee (EHRAC) held its first meeting in July 2020, after members were appointed by City Council at the end of FY 19-20. The City Attorney's Office continued to advise the EHRAC at its meetings as the EHRAC began to hold programs in FY 21-22 based on its approved work plan. The work plan was approved by City Council in January 2021. The City Attorney's Office will continue to advise and assist the EHRAC, and staff liaisons assigned to the EHRAC as it implements its work plan.*

- ◆ Review and Revise Certain Civil Service Rules: Joint Project with Human Resources Division to revise and update various Civil Service Rules; on hold until staff discusses various issues with the bargaining groups and the role of the Civil Service Commission is determined.

*Status (a/o 02/16/2022): **Carryover.** In 2019, an Ad Hoc Subcommittee was appointed by the Civil Service Commission to work on updating certain rules, however for various reasons the Subcommittee's work was delayed. Staff and the current Ad Hoc Subcommittee continue to work on Rule revisions. This item will be carried over to FY 21-22.*

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

*Status (a/o 02/16/2022): **Ongoing.** The City Attorney's Office has been assisting City staff with legal issues as they arise during the implementation of the ordinance, which includes contracting with the County for health inspections, the application and permit processing, as well as the permit renewal process. During FY 21-22, the City permitted two manufacturing/distribution/home-delivery cannabis businesses and one storefront retail cannabis. The permitting process for storefront retail is ongoing, as the City's regulations permit up to three storefront retailers. Currently, there are a total of eight permitted cannabis businesses operating in the City: one storefront retail, three manufacturing/distribution/home-delivery, two distribution/home-delivery, one home-delivery, and one distribution. On September 27, 2021, the City Council adopted a resolution increasing the maximum number of home-delivery, manufacturing, distribution, and cultivation commercial cannabis business permits to allow a total of 15 home-delivery, 10 manufacturing, 15 distribution, two indoor cultivation, and four testing laboratory permits in Culver City. The implementation of the Cannabis Ordinance and City regulations will continue into FY 22-23, as additional businesses obtain permits to operate in the City.*

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

*Status (a/o 02/16/2022): **Ongoing and carryover.** Continue to assist the City Manager's Office, as needed, with monitoring the collection of transient occupancy taxes (TOT) from hosting platforms. The City continues to collect TOT through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent Rent Control and Tenant Protection Program, which went into effect in October 2020. Subsequently, this project was delayed due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well as other City Council priorities. 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. The next step will be to bring forward the Subcommittee's recommendations to City Council for consideration and approval before an ordinance is drafted.*

- ◆ Rent Control and Tenant Protection Program: Assist the City Manager's Office and the Housing Division with the implementation and operation of the City's permanent Rent Control and Tenant Protection Program, including the development of guidelines, procedures and forms; and the development of the residential rental registration process and collection of a residential rental fee, if approved by City Council.

*Status (a/o 02/16/2022): **Partially completed and ongoing.** The Permanent Rent Control and Tenant Protections Program was adopted by City Council in September 2020 and went into effect in October 2020. During FY 21-22, staff continued with the implementation of the Program and additional guidelines and forms have been completed or are in progress. The City Attorney's Office has assisted the Housing Division with inquiries from landlords and tenants regarding interpretation and enforcement of the regulations, as well as the processing of landlord rent adjustment applications and tenant petitions regarding reductions to housing services. The Rent Control and Tenant Protections webpage has been updated and improved and additional communications, including mailers, brochures, flowcharts, a video, and social media, have been completed or are in progress. Development of cost recovery fees were completed and adopted by the City Council in May 2021. Staff coordinated the first annual citywide residential rental registration process, including the payment of annual fees, which are due on March 31, 2022. Development of additional guidelines and forms are ongoing.*

- ◆ Amendments to Polystyrene Ban: Assist the Public Works Department with CCMC amendments to the existing polystyrene ban.

*Status (a/o 02/16/2022): **Completed.** In July 2021, the City Council adopted an Ordinance expanding the scope of the City's polystyrene regulations.*

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

*Status (a/o 02/16/2022): **Ongoing.** The City Attorney's Office continues to advise staff on developing issues pertaining to unhoused persons living in Culver City. This item is ongoing and will be carried over to FY 22-23.*

- ◆ COVID-19 Local Emergency: During the pendency of the COVID-19 Local Emergency proclaimed in March 2020, the City Attorney's Office: (1) will continue to prepare Public Orders for the City Manager in his capacity as the Director of Emergency Services, advise the City Manager's office and City staff on legal matters pertaining to the implementation of the Public Orders, as well as work with staff on the reopening of City Hall when appropriate; (2) continue to review and assist with policies and procedures pertaining to COVID-19 protocols in City facilities and for City

employees; (3) continue to work with the Economic Recovery Task Force (ERTF) as the community addresses the wide-ranging effects of COVID-19 on the City's businesses; and (4) work jointly with the Community Development Department – Economic Development Division to implement and enforce the Commercial Tenant Eviction Moratorium.

Status (a/o 02/16/2022): During FY 21-22, the City Attorney's Office worked with the City Manager's Office on the continuing issues associated with the Local Emergency, including advising on and preparing Public Orders for the City Manager, and working with the City Manager's Office and Human Resources staff on new policies and procedures related to vaccinations and associated exemptions, COVID testing programs, City Hall recovery programs, and coordinating supplemental leave per state law. In addition, our Office worked with the City Manager's Office on AB361 requirements that affected the process to hold virtual Brown Act meetings during the pandemic. Our Office also worked with the Community Development Department – Economic Development Division to respond to inquiries regarding enforcement of the Commercial Tenant Eviction Moratorium. This item will be carried over to FY 22-23, as the Local Emergency, County Public Health Emergency and State of California emergency are all still in effect.

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

*Status (a/o 02/16/2022): **In progress.** Several amendments to Chapter 9.10 have been reviewed by the PRCS Commission for recommendation to the City Council. It is anticipated the remaining provisions will be presented to the Commission prior to the end of FY 21-22. Once approved by the Commission, the completed amendments to Chapter 9.10 will be presented to the City Council for consideration. (Note: Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well other City Council priorities, this project has been delayed.)*

- ◆ **Waste Regulations Updates:** Assist the Public Works Department with various CCMC amendments and other projects and issues relating to City's compliance with waste regulations, including, but not limited to, compliance with SB 1383.

*Status (a/o 02/16/2022): **Partially completed.** Assisted the Public Works Department in drafting an Ordinance amending the CCMC to add SB 1383 mandated waste regulations. The Ordinance was adopted by the City Council in September 2021. The City Attorney's Office will continue to assist with issues relating to the City's compliance with waste regulations, including, but not limited to, implementation and compliance with the Ordinance.*

FISCAL YEAR 2022/2023 WORK PLANS

- ◆ *General Legal Assistance:* Provide legal assistance to other Departments relating to their respective Work Plans, including preparation/review of related ordinances, resolutions, agreements and other documents.
- ◆ *Litigation and Claims.* Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City. In conjunction with the Community Development Department – Enforcement Services Division, proactively enforce the CCMC through civil litigation.
- ◆ *Training:* Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held in June 2022, during the last quarter of FY 21-22. It is anticipated our Office will be conducting a Public Records Act training and a claims and litigation training with Department liaisons.
- ◆ *Oil Drilling:* **(1)** Implementation of the Amortization Program for the IOF; **(2)** Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD) and related study groups, including Health Working Group, Health Assessment Steering Committee and County Health Assessment Advisory Panel (CHAAP); **(3)** California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; **(4)** Los Angeles County & City of Los Angeles collaborative partnership for the Just Transition Task Force (JTTF) addressing transition away from urban oil drilling; and **(5)** Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e. fracking, air and water quality, health, setbacks, etc.). (Joint project with Community Development Department.) [**2018 Strategic Plan Reference:** Goal: Transform Inglewood Oil Field; Objective: Create a vision for future use of the Inglewood Oil Field; Initiative: Conduct Amortization Study.]
- ◆ *City Council Policies – Comprehensive Update:* Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY 22-23. (Joint Project with Administrative Services Department.)
- ◆ *Telecommunications Applications Processing:* Assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal

time limitations. (Joint project with Public Works Department.) Monitor state and federal telecommunications law and regulations.

- ◆ *Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:* Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department and Administrative Services Department.)
- ◆ *Pipeline Franchise Renewals:* Review and update the City's three remaining oil pipeline franchises, using the Torrance Valley franchise agreement (updated in FY 21-22) as a template. (Assist City Manager's Office.)
- ◆ *Zoning Code Amendments:* Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 22-23. (Assist Community Development Department.)
- ◆ *LAX/FAA Overflights and FAA Regulations:* The City Attorney's Office will continue to advise and assist the LAX/FAA Ad Hoc Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, which are ongoing, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Our Office will also work with the Subcommittee as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). The City Attorney's Office will continue to monitor the FAA's progress as it conducts its court-mandated environmental study related to the changes to three flight paths that were the subject of the lawsuit filed by Los Angeles in 2019 and joined by Culver City. Our Office will also continue to assist where necessary with the Subcommittee's work through national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts.
- ◆ *Municipal Fiber Network:* Assist Information Technology Department as needed.
- ◆ *Ting Internet's Citywide Fiber Network Project:* Assist the City Manager's Office and the Information Technology and Public Works Departments with the Project as needed.
- ◆ *Contracting/Purchasing Ordinance and Policies Update Working Group Project:* Working group, consisting of Finance, Public Works and Transportation Departments, and the City Attorney's Office, to conduct a comprehensive update of RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (CCMC amendments were adopted by City Council during FY 17-18 and 19-20, completing Phase 1 of the project. Working Group is continuing with Phase Two— updating related procurement templates, as needed; and Phase Three— implementation and training.)

- ◆ *Historic Preservation Program Update:* Update to City's Historic Preservation Program, including CCMC Amendments (Assist the Administrative Services Department – Cultural Affairs Division).
- ◆ *Implementation of CCMC and Bylaws Amendments Relating to LTMB:* Implementation of amendments to the CCMC and LTMB Bylaws regarding LTMB role and new notice provisions for landlords and greater outreach to the public regarding availability of mediation services. (Joint Project with the Community Development Department/Housing Division.)
- ◆ *Housing Ordinances and Programs:* Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Landlord Tenant Mediation Board - Implementation of CCMC Chapter 15.09; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit); interpretation and implementation of Rent Control and Tenant Protection Ordinances; and interpretation and implementation of SB91. (Assist the Community Development Department/Housing Division) **[2018 Strategic Plan Reference:** Goal: Enhance Housing and Homeless Services; Objectives: Decrease homelessness and increase options for affordable housing; Initiatives: Increase transitional housing for homeless families and work with private developers to increase affordable housing.]
- ◆ *Sign Code Update:* Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Community Development Department/Planning Division.)
- ◆ *Sidewalk Vending Regulations:* The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to state law. It is anticipated that amendments to the CCMC will be presented to the City Council by the 1st quarter of FY 22-23.
- ◆ *Micro Kitchens:* Continue to monitor potential amendments to state law, as well as the status of the County of Los Angeles Public Health program, as the County conducts outreach and determines whether to permit residential micro kitchens in Los Angeles County. Potentially assist staff with adopting CCMC amendments should the need arise.
- ◆ *Equity Projects:* Continue to advise and assist the City Council Equity Ad Hoc Subcommittee, Administrative Services, and the City Manager's Office with equity initiatives in the City, including the implementation of the Racial and Equity Action Plan (REAP), and continue to advise the Equity and Human Relations Advisory Committee (EHRAC).

- ◆ *Review and Revise Certain Civil Service Rules:* Joint Project with Human Resources Division to revise and update various Civil Service Rules; on hold until staff discusses various issues with the bargaining groups and the role of the Civil Service Commission is determined.
- ◆ *Implementation of Commercial Cannabis Ordinance:* The City Attorney's Office will continue to work with the City Manager's Office and Finance Department to implement the ordinance and City regulations, including any legal issues that arise during the application and selection processes for storefront retail establishments, permit applications and renewals for the non-retail businesses, and any enforcement issues that may arise.
- ◆ *Short-Term Rental Ordinance:* Assist the City Manager's Office and Community Development Department with the development of a comprehensive ordinance permitting and regulating short term residential rentals. If approved by the City Council, work with the City Manager's Office and Community Development to develop the application process and forms, and a permit review and monitoring program. If needed, assist with the issuance of an RFP for a consultant to assist with permitting, monitoring and enforcement.
- ◆ *Rent Control and Tenant Protection Program:* Assist the Housing Division with the implementation and operation of the City's permanent Rent Control and Tenant Protection Program, including the continuing development of guidelines, procedures and forms. **[2018 Strategic Plan Reference:** Goal: Enhance Housing and Homeless Services; Objectives: Decrease homelessness and increase options for affordable housing.]
- ◆ *City Manager's Working Group on Homelessness:* The City Attorney's Office will continue to participate in this Working Group led by the City Manager's Office, consisting of staff from the Community Development, Public Works, Police and Fire Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness.
- ◆ *COVID-19 Local Emergency:* During the pendency of the COVID-19 Local Emergency proclaimed in March 2020, which is ongoing, the City Attorney's Office: (1) will continue to prepare Public Orders for the City Manager in his capacity as the Director of Emergency Services, advise the City Manager's office and City staff on legal matters pertaining to the implementation of the Public Orders; (2) continue to review and assist with policies and procedures pertaining to COVID-19 protocols in City facilities and for City employees, including the policies for employee vaccination and COVID testing; (3) continue to work with the Economic Recovery Task Force (ERTF) as the community addresses the wide-ranging effects of COVID-19 on the City's businesses; and (4) work jointly with the Community Development Department – Economic Development Division to implement and enforce the Commercial Tenant Eviction Moratorium.
- ◆ *Park Regulations Update:* Assist the Parks, Recreation and Community Services Department with updates to CCMC Chapter 9.10, Parks, Public Buildings and Property.

- ◆ *Waste Regulations Updates:* Assist the Public Works Department with issues relating to the City's compliance with waste regulations, including, but not limited to, implementation and compliance with SB 1383 mandated regulations adopted by the City Council in September 2021.
- ◆ *2022 Election:* Assist the City Manager's Office and City Clerk's Office on all legal matters pertaining to proposed ballot measure(s) and the City Council election. [2018 Strategic Plan Reference: Goal: Ensure Long-term Financial Stability; Objective: Identify new revenue sources to maintain financial stability; Initiative: Revise Business Tax Structure.]
- ◆ *Town Plaza Use Policy:* Working group of the Community Development Department and other relevant Departments, and the City Manager's and City Attorney's Offices, to prepare a comprehensive use policy for the City's Town Plaza.
- ◆ *Evaluation of Committee on Permits and Licenses:* Working group of the Finance Department and the City Manager's and City Attorney's Office to evaluate the role and utility of the Committee on Permits and Licenses (COPL) and review the existing interdepartmental workflow to increase overall efficiency. In addition, should the City Council determine to dissolve the COPL, based on staff's review and evaluation, the working group will prepare related CCMC amendments for City Council's consideration.
- ◆ *AB 917 Ordinance/Video Surveillance Enforcement of Parking Violations in Mobility Lanes:* Assist and advise the Transportation Department and Police Department on a pilot program in FY 22-23 pursuant to a new state law that allows transit agencies to place cameras on buses to enforce parking regulations at bus stops and bus-only lanes.

PUBLIC WORKS

Public Works

Department Mission

To provide quality services for efficient and effective design, construction and maintenance of the City's facilities and infrastructure; oversee the City's mobility program in the areas of active transportation, traffic and parking; delivery of refuse and sewage removal services; and management of the City's environmental programs for sustainability, energy efficiency, recycling and waste reduction and water quality in order to enrich the quality of life for the community using professionalism, dedication, and teamwork.

Department Description

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

FISCAL YEAR 2021/2022 WORK PLANS - Status Update

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

- ☐ **Goal: Enhance Mobility and Transportation**

Initiative – Improve circulation by creating alternative modes of transportation. Develop Expo-to-Downtown Connector plan by taking into account bicycle, pedestrian and transit modes. Implement Metro Bike Share.

Status: A portion of the Expo-to-Downtown Connector plan has been implemented as part of the Move Culver City project, but work continues. The Transportation Department is working with LA Metro on planning for an integrated bike share program.

- ☐ **Goal: Revitalize Ballona Creek**

Initiative - Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro. Seek grant opportunities to evaluate the feasibility of extending the Ballona Creek bike path easterly from the Syd Kronenthal Park to Washington Blvd, and with the cooperation of the City of Los Angeles, further east to the termination of the open channel near Cochran Ave. Studies shall be coordinated with the City of Los Angeles, Los Angeles County Public Works, and US Army Corps of Engineers, the agencies that share responsibility for management and maintenance of the Ballona Creek and the bike path.

Status: The Public Works Department began design of sustainability, accessibility, and safety improvements to the Ballona Creek Bike Path between Duquesne Ave and National Blvd, funded in part by a grant from the Baldwin Hills Conservancy. Construction is expected to begin in FY 22-23.

In 2021, the City Council approved a letter of support for the Streets For All initiative to extend the Ballona Creek bike path from where it currently ends at Syd Kronenthal Park to where the creek ends at Cochran Ave and Venice Blvd in the City of Los Angeles.

ADMINISTRATION

- ☐ Veterans Memorial Complex/Senior Center Microgrid Next Steps: Restart project placed on hold as a result of pandemic-related budget constraints. Hire a consultant to modify existing electric load profiles to reflect electrification (decarbonization) of the facilities as an additional option to consider, to prepare updated solar/battery cost estimates as a result, to prepare bid documents to hire an energy firm that would own the equipment via a Power Purchase Agreement, to help staff evaluate and select an energy firm, and to negotiate a contract with the selected energy firm.

Status: CIP funding to hire a consultant was included in the FY 21-22 Budget (PF-022). Currently the project scope is being reevaluated because the City applied for the Clean Power Alliance "Power Share" program that, if implemented, would remove the Senior Center from the project.

- ☐ Employee EV Charging at City Hall: Restart project placed on hold as a result of pandemic-related budget constraints to increase City Hall's eight existing 240-volt (Level 2) charging stations on P2 for employee use by an additional 4 for a new total of 12 (the existing transformer capacity will handle up to 4 more stations). Nearly all the existing EV charging stations are now occupied and expanding the program to include 4 additional stations will encourage staff to acquire EVs.

Status: In light of the overwhelming number of participants in the City's new telecommuting program and accompanying reduced frequency in which employees charge EVs at City Hall, CIP funding was not allocated to this project in FY 21-22 and the project has been suspended.

- ☐ Certified Sustainable Business Certification Program: Resume program placed on hold as a result of pandemic-related budget constraints. Proposed and approved to continue the program for a fourth year under the existing 2-year consultant contract.

Status: Annual program resumed in FY 21-22.

- ☐ Jackson Ave Pedestrian Walkway Renovation: Continue project #PS014 to demolish and rebuild the pedestrian walkway between Jackson and Farragut. In FY 20-21, \$50,000 was set aside to hire an architect to prepare construction documents. In FY 21-22, \$200K to be budgeted to construct the project.

Status: Project remains on course and its budget has not changed.

- ☐ City Hall Centennial Garden: Resume this project #PF019 placed on hold as a result of pandemic-related budget constraints. Construction documents completed in FY 20-21. Propose bidding out and building Phase One (along Lafayette) at cost of \$895K.

Status: Project failed to obtain a budget allocation to implement the first phase of construction and has been suspended.

- ☐ Develop a department newsletter that will update the public on department activities. Target a semi-annual newsletter initially with newsletters produced in July and January. Depending on staff capacity, consider transitioning to a quarterly newsletter. The Administration Division will coordinate information from all Divisions to produce the newsletter.

Status: Project has been suspended.

- ☐ Update the City/CCUSD Hazard Mitigation Plan. The City hired a consultant to prepare and submit a FEMA/OES application in hopes of securing grant funds to cover the cost to update the City's/CCUSD's Hazard Mitigation Plan. FEMA requires the plan to be updated every five years to remain eligible to receive natural disaster relief funding.

Status: Staff will submit a CIP funding request in FY 22-23 to hire a consultant to complete the 5-year update.

ENGINEERING

Implement Capital Improvement Program FY 21-22 - multiple projects

- ☐ Design and upgrade the Hayden Sewer Pump Station: This project will move the electrical components of the station from below ground to a new above ground building. Design is expected to begin in third quarter FY 21-22.

Status: Design has been postponed to FY 22-23 due to staff time dedicated to other, higher priority projects.

- ☐ Street Paving: Centinela Ave from Bristol Pkwy to westerly City limits will be completed in second quarter of FY 21-22.

Status: Work delayed. Scheduled to go to bid in the spring of 2022 and construction will begin in the summer of 2022.

- ☐ Ballona Creek Bike Path and Landscape Improvement Project: Complete the design and manage the construction of this project from National Blvd to Duquesne Ave. \$1.9 million of the \$2.8 million project total is funded by the Baldwin Hills Conservancy.

Status: Project is currently being designed and construction is expected to begin in FY 22-23.

- ☐ Sidewalk Survey: Survey the condition of about 25% of the City's sidewalks.

Status: Design has been postponed to FY 22-23 due to staff time dedicated to other, higher

priority projects. Temporary repairs will continue to be made to ensure safety and reduce liability to the City.

- ☐ Plan Check & Inspection of Citywide Ting Microfiber Project: This project will begin construction in April 2021 and expected to be completed by third quarter of FY 20-21.

Status: Project underway but work delayed. Completion expected by end of calendar year 2022.

- ☐ Pump Station Diversion Project: Construction of the Bristol and Fox Hills Sewer Pump Station diversion to the new Bankfield Sewer Pump Station is expected to begin in the second quarter of FY 21-22 and be completed by summer 2023.

Status: Work delayed. Completion of design is expected by end of calendar year 2022.

- ☐ New Left Turn Phasing: Complete the construction of the \$2 million Highway Safety Improvement of new left turn phasing at 12 major intersections by the second quarter FY 21-22.

Status: Project underway. Construction was completed in 3rd quarter of FY-21-22 and final acceptance of work is expected by the spring of 2022.

- ☐ Higuera Bridge Replacement Project: Construction of the new \$7 million federally funded Higuera Bridge over Ballona Creek. Work will begin in the Summer of 2021 and be completed by the spring of 2023.

Status: Project under construction. Completion expected by the spring of 2023.

- ☐ Culver Boulevard Realignment Project: Construction of the Culver Blvd realignment between Sepulveda Blvd and Elenda St will be completed by the second quarter FY 21-22.

Status: Project underway but work slightly delayed. Completion expected in March 2022.

MOBILITY & TRAFFIC ENGINEERING

- ☐ Seek Grant Funds: Apply for regional, state, and federal grants to fund infrastructure and non-infrastructure projects that advance the City's multi-modal transportation system, including projects contained in the Bicycle and Pedestrian Action Plan, Local Roads Safety Plan, and bicycle and pedestrian mobility projects listed for funding by development fees.

Status: Ongoing.

- ☐ Bike Share Program: Join the Metro Bike Share Program with a fleet of classic and electric bikes in FY 22-23.

In the meantime, deploy an alternative bikeshare program to support multi-modal mobility in the area. To facilitate future conversion/retrofit to the Metro Bike Share Program, staff is researching a number of vendors and options, including dockless electric bikes.

Status: Coordinating with the Transportation Department. Program delayed to integrate with Los Angeles' Metro Bike Share Program.

- ☐ Multi-modal Data Collection Program: The Mobility and Traffic Engineering Division established a comprehensive multi-modal database, using data collected over the ten-year period of 2009 to 2019 from the City's General Plan update, developments traffic impact analysis, and other traffic studies. In FY 21-22, Division staff will continue to collect data documented during upcoming development projects and City capital projects, which will al-

low staff to focus resources on conducting speed surveys post-pandemic. Available speed surveys data is more than seven years old, and updating the data is essential for setting speed limits on the differing street types, evaluating traffic calming projects, and supporting the Police Department's enforcement efforts without being challenged.

Status: As a result of pandemic-related constraints, this program was placed on hold. Traffic data will be collected in FY 22-23 as part of a new Engineering & Traffic Survey to establish posted speed limits citywide.

- ☐ City's Neighborhood Traffic Management Program (NTMP): Complete update of the NTMP to maximize benefits of the program and improve its time frame and budget efficiency. The updated NTMP is planned for City Council consideration in FY 21-22.

Status: Project delayed. In FY 22-23, the new NTMP draft will be reviewed, further updated, circulated for comment by Fire, Police, and Community Development Departments, and a final draft will be presented to the City Council for consideration.

- ☐ Traffic Calming Projects: Complete construction of the Rancho Higuera Neighborhood Traffic Management Plan (NTMP). Also proceed with review of other areas, such as the Fox Hills neighborhood, once it is again possible to collect data post-pandemic.

Status: Temporary trial traffic calming improvements in the Rancho Higuera area will be completed in the third quarter of FY 21-22. Following a one-year trial period, final design plans will be completed in consultation with the neighborhood. Construction will begin in FY 23-24.

- ☐ Implement Safe Routes to Schools: Implement improvement plans for all elementary, middle, and high school areas. Plan recommendations include: enhancement of signage and pavement markings; limited intersection design modifications using temporary traffic control devices; adjustment to signal operations (where feasible); changes in parking regulations to improve visibility and operational conditions; and the addition of curb ramps where deficient.

Status: CIP funding will be requested for FY 22-23 and if allocated, implementation expected in FY 22-23.

- ☐ Intelligent Transportation System (ITS) improvements: Continue coordination with Los Angeles World Airports (LAWA), Caltrans, and the City of Inglewood on completing the design and construction of the Decision Support System (DSS) and other ITS project elements, including signals upgrade and the Dynamic Messaging Sign (DMS) planned for installation in Culver City.

Status: Ongoing. Work continues with LAWA and other agencies to finalize the design for the technology infrastructure and to construct the physical improvements.

- ☐ Signal Adaptive System: Operate and test the already implemented traffic signals adaptive system on major corridors throughout the City as warranted by traffic volumes and street configurations post-pandemic.

Status: As a result of pandemic-related impacts on traffic patterns, this project was postponed and will resume in FY 22-23.

- ☐ Implement Safety Improvements: The Local Road Safety Plan (LRSP) will be considered by the City Council in April 2021. The Mobility and Traffic Engineering Division staff will continue to seek grant funds, development fees, and other project funds to gradually implement safety improvements contained in the LRSP. LRSP improvements include: re-

placement of faded LED signal lamps; installation of reflective back plates; other systematic signal upgrades; implementing protected left-turn operation at recommended locations; enhancements to street lighting; application of high friction pavement surfaces; enhancements to signage and pavement markings; and upgrades to traffic control devices at intersections and crossings.

Status: The LRSP was adopted by the City Council in November 2021. Three of six Highway Safety Improvements Program grant applications were awarded to fund the 0.17 mile high-risk segment of Overland Ave containing ten signalized, and twelve unsignalized high-risk intersections identified in the LRSP. Public Works will seek further grants to fund other LRSP identified safety projects.

- ☐ Congestion-Relief Project – Sawtelle Blvd, I-405 Ramps at Matteson Ave, Sepulveda Blvd: In addition to the planned community outreach and consultation, staff will coordinate with Caltrans and the City of Los Angeles to achieve improvements that could relieve congestion at project locations. Planning, design, and construction is planned for FY 21-22 and FY 22-23.

Status: As a result of pandemic-related constraints, this project was postponed and will resume in FY 22-23.

- ☐ Paid Parking Program Upgrade: The Mobility and Traffic Engineering Division staff will complete implementation of the 558 smart parking meters and thirty pay stations previously approved by the City Council.

Status: Implementation will be completed in the second quarter of FY 22-23.

- ☐ Staff will assess the overall Paid Parking Program. This review will consider: the eliminated metered parking spaces resulting from expansion of outdoor dining and implementation of mobility lanes; the feasible number of and locations for additional paid parking deployment; the possibility of using the program funds to meet other parking needs of the community; and the deployment of mobile phone applications to facilitate parking payment.

Status: Assessment of additional locations for metered parking is ongoing. Evaluation will be completed and a pilot project of mobile phone applications will begin in the downtown area during the fourth quarter of FY 21-22.

- ☐ Real Time Information: Staff will research feasible applications for deployment in Culver City that provide real-time information about traffic incidents, construction activities, traffic congestion, etc. Staff will consider implementing pilot projects to minimize the fiscal impacts of initial deployment and monitoring.

Status: Research continuing through the fourth quarter of FY 21-22, and probable pilot to be launched in FY 22-23.

- ☐ Transportation Demand Management (TDM) Program: Achieving TDM is essential for reducing Vehicle Miles Traveled (VMT) by development projects and reducing overall Greenhouse Gas (GHG) emissions. Internally, the City's departments of Community Development, Transportation, and Public Works will continue to collaborate on all TDM elements covering parking, cycling, walking, use of transit, land use intensification and connectivity, management of peak traffic, and other factors. The City will also continue to coordinate with Metro, SCAG, and neighboring cities on similar efforts, including consideration of congestion pricing.

Status: Program led by Transportation Department in collaboration with various Depart-

ments, including Public Works, affecting TDM measures.

- ☐ Multi-Modal Safety Education and Encouragement Program: Unsafe travel behaviors are the primary factors in traffic collisions, including fatal and severe injury collisions. Expansion of the multi-modal traffic safety education program is intended to ameliorate such behaviors as DUI, distracted driving, speeding, and right of way violations. The Program will also seek to increase cycling and walking by community members of all ages and physical abilities.

Status: In September 2021, Public Works completed safety education outreach funded by a grant from the Office of Traffic Safety (OTS). A new OTS grant funding expansion of the safety education program commenced in October 2021 and will conclude in September 2022.

- ☐ California Manual on Uniform Traffic Control Devices (MUTCD) Requirements RE: Signage, Pavement Markings and Other Traffic Control Devices: The Mobility and Traffic Engineering Division staff will continue to work with the Maintenance Operations Division on the gradual enhancement of signage and pavement markings to meet current MUTCD requirements, including installation and retro-reflectivity requirements.

Division staff will also establish a database for systematic tracking of inventory and upgrades to enhance efficiency and facilitate future work.

Status: Progress continues on enhancement of signage and pavement markings to meet current MUTCD traffic sign retro-reflectivity requirements. Ongoing collaboration continues between Public Works and Police Departments to ensure City signage provides adequate public notification of appropriate speeds, lane assignment and configuration, and parking enforcement. In FY 22-23, an RFP will be issued to create an online sign database to inventory all signs in the City, as well as track their maintenance and retro-reflectivity compliance.

- ☐ Interactive Map and GIS Supporting Information: This project will be initiated to facilitate community input on traffic and parking operational conditions, safety conditions, and construction and other activities. The tool will also be utilized to inform the public of complete, ongoing, and planned infrastructure and development projects.

A new MT&E intern proficient with GIS will update the collisions heat maps, prepare exhibits included in grant applications, and develop transportation related maps/GIS layers. Such maps could include, for example, location and types of traffic calming devices throughout the City.

Status: Project initiated but placed on hold. Work on GIS-related mapping can continue in FY 22-23 if current staffing level is increased.

- ☐ Pilot Slow Streets Program: Following an evaluation of the Pilot Slow Streets Program, staff will continue to work with the cooperating neighborhoods to meet their travel and safety needs on a more permanent basis. The evaluation will benefit from the update of the NTMP and improvements recommended in the BPAP and LRSP.

Status: A Slow Streets pilot project has been in effect since the fall of 2020. Further enhancement of the program with a new pilot is being considered based on new authority given to local jurisdictions by State Assembly Bill 773 to limit or close streets to vehicular traffic. Following the pilot, implementation of a citywide Slow Streets program may be considered.

- ☐ Outdoor Dining Program: In addition to the outdoor dining accommodations made during the pandemic, Public Works staff developed Guidelines for a permanent Parklet Program, typically established in parking zones without the need for lane closures. Staff will promote the Parklet Program and will work with restaurants and other businesses who are interested in its deployment.

Status: Parklet Program was approved by City Council in August 2021 and immediately launched. Program will be evaluated in FY 22-23.

- ☐ Implementation of Mobility Lanes: The Public Works staff will continue to work with the Transportation Department on implementation of Mobility Lanes along Culver Blvd and Washington Blvd, including changes in signage, pavement marking, delineations, and traffic signal modifications.

Status: Phase one of the Move Culver City Project was launched by the Transportation Department with assistance from the Public Works Department in 2021. Collaboration will continue in FY 22-23, focusing on clarifying movements for all modalities and adjusting project signage, pavement markings, and signalization.

- ☐ Public Works staff will proceed with the Metro Active Transportation (MAT) grant-funded pedestrian improvements and protected bicycle facilities in the area surrounding the E-Line Station.

Status: In November 2021, MAT grant-funded pedestrian and protected bicycle facilities were installed along the segment of Washington Blvd, between Landmark Ave and Wesley St, as part of the Move Culver City Project.

- ☐ Capital Improvement Projects (CIP) Support: The Mobility and Traffic Engineering Division staff will continue to support and coordinate with Public Works Engineering and Environmental Programs & Operations Divisions on CIP, including grant-funded projects such as the Culver Blvd Realignment, Ballona Creek Bike Path Improvements, and Washington Blvd Stormwater and Urban Runoff projects.

Status: Culver Blvd Realignment Project nears completion in the third quarter of FY 21-22. Ballona Creek Bike Path improvement project has begun planning and will begin construction in FY 22-23. The Washington Blvd Stormwater project will begin construction in the fourth quarter of FY 21-22.

- ☐ Implement public improvements in the Opportunity Corridor of Farragut Dr between Duquesne Ave and Overland Ave (approximately 0.7 miles) as outlined in the Bicycle and Pedestrian Action Plan adopted by the City Council. As a designated "Bicycle Boulevard," improvements on Farragut Dr will include physical traffic calming devices, bikeway enhancements, signage, and pavement markings.

Status: Project is unfunded. Staff will seek grant and local funding to begin design. Design improvements will also include ADA compliant curb ramps and construction of segments of missing sidewalks. Construction is contingent upon securing local and/or grant funds.

ENVIRONMENTAL PROGRAMS & OPERATIONS (EPO)

- ☐ Organics Recycling Program Commercial: Ongoing. Implement food waste and compostable paper products recycling program for commercial accounts. Staff will continue to add businesses in accordance with State Assembly Bill 1826 (AB1826) and State Sen-

ate Bill 1383 (SB 1383).

Status: RFP was issued and in November 2021, a contract was awarded to consulting firm; Go2zero. Meetings began with consultant in January 2022. Consultant scheduled to begin conducting site assessments of all commercial and multi-family service recipients to evaluate space availability for additional equipment required for implementation. Once assessments are completed, required additional staffing and equipment will be quantified and budgeted.

- ☐ Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials.

Status: As a result of pandemic-related constraints, this program has been placed on hold.

- ☐ Update municipal code in first quarter FY 21-22 to include new recycling and organics mandates required by state legislation and by the City.

Status: The new Waste Reduction Regulations Ordinance was adopted by the City Council on July 12, 2021.

- ☐ Food Recovery Program: Continue developing a plan to evaluate businesses, non-profits, and other local agencies for participation in a food recovery program in compliance with SB 1383 requiring no less than 20 percent of edible food be recovered for human consumption by 2025. Evaluate effectiveness of program. Research public/private/non-profit partnership.

Status: Evaluation underway of current business customer data to identify Tier I and Tier II edible food waste generators, based on CalRecycle Food Recovery Programs criteria. Initial outreach to edible food generators as required was sent prior to the February 1, 2022 deadline.

- ☐ Restart food recovery program with CCUSD and WLA College project in first quarter and second quarters FY 21-22, which was placed on hold as a result of pandemic.

Status: As a result of pandemic-related constraints, this program was placed on hold. CCUSD assigned a new staff member and new meetings have been requested. Review underway of the feasibility of developing a general agreement template to be used for any food generator to be included in the program in future.

- ☐ Provide businesses with information on how to report pounds of food donated on quarterly basis beginning third quarter FY 21-22.

Status: Education letter explaining the requirements for edible food generators sent to the Tier I and Tier II customers prior to the February 1, 2022 deadline. Research underway regarding feasibility of utilizing the self-reporting portal Recyclist Program to capture data provided by businesses.

- ☐ Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to ensure compliance with both the original Polystyrene Ordinance and amendments if approved by the City Council in the fourth quarter FY 20-21. If amendments are approved, staff will develop outreach for the amended ordinance.

Status: Polystyrene ban was renamed Waste Reduction Regulations. New regulations were approved by City Council on July 12, 2021, with Phase 1 for business effective January 1, 2022. Additional costs will be incurred beginning in FY 22-23 for inspections and outreach.

- ☐ Zero Waste at City Facilities: Resumption of Zero Waste Program placed on hold as a result of pandemic-related budget constraints. Staff will begin implementation at the Police Station in the first and second quarters FY 21-22 and Parks/Veterans Building in the third and fourth quarters FY 21-22.

Status: Zero Waste Program was on placed hold as a result of pandemic-related budget constraints. In FY 22-23, EPO will begin discussions with Police and PRCS Departments to begin roll-out, which is now required by SB 1383 regulations.

- ☐ Household Hazardous Waste Collection Program: Curbside collection will be available for residents in first quarter FY21-22.

Status: Contract with ActEnviro has been approved by the City Council, with first collection scheduled in January 2022. Additional resident outreach planned.

- ☐ Transfer Station Structural Improvements: Construction of a new transfer station push wall will begin in first quarter FY 21-22.

Status: Push wall construction began December 2021. Completion estimated March 2022.

- ☐ To eliminate operational disruptions resulting from power outages, EPO will install a backup generator at the facility during fourth quarter FY 21-22, which will be able to provide power to the Transfer Station and Customer Service office.

Status: As a result of pandemic-related constraints, this project has been placed on hold.

- ☐ Route Optimization Program: Restart Routing Optimization program placed on hold as a result of pandemic-related budget constraints. Staff has previously researched various software programs to enhance collections performance.

Status: Evaluation underway with the Finance Department to compare Routeware Encore Customer Service software with current system, including features and compatibility with the existing Tyler Munis financial system.

- ☐ Customer Billings Software: Restart project placed on hold as a result of pandemic-related budget constraints. Current software used to bill customers for waste management monthly services is outdated and needs replacing. Purchase and implementation of new billing system will be dependent upon rate structure.

Status: Evaluation underway with the Finance Department to compare Routeware Encore Customer Service software with the current system, including features and compatibility with the existing Tyler Munis financial system.

- ☐ Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: Staff will be assigned to determine SWPPP's for city facilities.

Status: As a result of pandemic-related constraints, this project has been placed on hold.

- ☐ Stormwater Quality Master Plan: Staff will continue developing a Stormwater Quality Master Plan comprised of regional, green streets, and low impact development projects that collectively move the City toward compliance with the Ballona Creek EWMP and MS4 Permit. Work will include: (1) data collection; (2) coordination with other City departments, the Ballona Creek Watershed Group, utility companies, and the Culver City Unified School District; (3) project prioritization based on a 5-year and 10-year program; (4) identification of private-public partnership opportunities and investigate the potential for an in-lieu program for developments; (5) preparation of concept reports; (6) coordination and implementation of public outreach; (7) and pursuit of grant funding opportunities.

Status: The Stormwater Quality Master Plan was approved by the City Council on August 23, 2021. Implementation has begun.

- ☐ For FY 21-22, City will request \$300,000 from Measure W fund to obtain a Feasibility Study for a Syd Kronenthal Project. Concept is a multi-benefit project that has the ability to consider offsite projects and has the potential to capture 100% of the water-volume of the watershed area.

Status: Funding was granted. Culver City and Los Angeles County will collaborate with a consultant to conduct the feasibility study in FY 22-23.

- ☐ Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution.

Status: Education and community outreach planned for the fourth quarter of FY 21-22, following completion of the Culver Blvd Storm Water project.

- ☐ Conduct facility inspections of restaurants, retail fueling stations, and other commercial/industrial sites to verify appropriate storm water BMPs are used.

Status: As a result of pandemic-related constraints, this program was placed on hold. In FY 22-23, an RFP will be issued for facility inspections.

- ☐ Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC).

Status: As a result of pandemic-related constraints, this program has been placed on hold.

- ☐ Continue stormwater outreach through community meetings and CCUSD.

Status: As a result of pandemic-related constraints, this program has been placed on hold.

- ☐ Establish truck signage program and update signs throughout the year to provide information on existing programs.

Status: New signs were purchased promoting the City's recycling program. New inventory of signs will be periodically rotated .

- ☐ Culver Blvd Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Blvd from Sepulveda Blvd to Elenda St to comply with Ballona Creek Watershed EWMP. Construction completion anticipated in August 2021 for the stormwater portion of the project and October 2021 for the realignment of Culver Blvd. This project is being coordinated with the Engineering Division.

Status: Construction completion projected in February 2022. The project received an award from the American Public Works Association (APWA) for B.E.S.T. Project in December 2021.

- ☐ Mesmer Pump Station Diversion Project: Develop Mesmer Pump Station as a dual sanitary sewer station and dry weather diversion pump station. Urban runoff from Centinela Creek will be diverted to the Mesmer Pump Station for conveyance to the Hyperion Treatment Plant for treatment to comply with Ballona Creek Bacteria TMDL. Bid to be developed, issued, and awarded in the first quarter FY 21-22, and construction to begin second quarter FY 21-22.

Status: Construction will begin in the fourth quarter of FY 21-22, with completion in FY 22-23. Memorandum of Understanding under development with project partners Los Angeles County and the City of Inglewood to share costs for Ballona Creek dry weather pro-

jects.

- ☐ Washington Blvd: The Washington Blvd Stormwater and Urban Runoff Project will help the City comply with the Los Angeles Regional Water Quality Control Board's Municipal Storm Sewer System Permit. The City is partnering with Costco to capture stormwater and urban runoff before it enters the storm drain systems. Construction kick-off in second quarter FY 21-22.

Status: Construction will begin in the fourth quarter of FY 21-22, with completion in FY 23-24.

- ☐ FEMA Grant: The City was awarded \$196,000 from FEMA (administered by CalOES) to address mitigation items associated with drought, flooding, and wildfire as identified in Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) developed in 2017. In FY 21-22 City will complete update to the Multi-Jurisdictional Hazard Mitigation Plan.

Status: Consultant currently prioritizing project opportunities and meeting with community groups. Project completion estimated in June 2022.

- ☐ Disaster Debris Management Plan (DDMP): The DDMP is a guidance document to help prepare the City and residents in the event of a disaster. The Plan focus is on disaster debris collection and FEMA reimbursements. Tetra Tech will simulate a disaster during the first or second quarter of FY 21-22.

Status: Disaster Debris Management Plan was completed and approved by the City Council on May 5, 2021.

- ☐ Homeless Encampments: Clean-up is ongoing.

Status: Clean-up ongoing. New contract initiated with Woods Maintenance to provide related graffiti abatement and pressure washing services.

- ☐ Short-Lived Climate Pollutants: Senate Bill 1383: Adopt an enforcement ordinance, Environmental Preferable Purchasing Policy (EPP), provide additional organics container to all commercial establishments, and conduct quarterly and annual waste audits to be in compliance with SB 1383 by the third quarter FY 21-22.

Status: City Environmental Preferable Purchasing Policy updated, approved by City Manager, and disseminated to all City Staff.

- ☐ Create a quarterly newsletter to provide information on service programs and requirements, including bulk collection program, street sweeping, seasonal events, and promotion of a party truck program.

Status: As a result of pandemic-related constraints, this program has been placed on hold.

- ☐ Cart Replacement Program: EPO currently services approximately 24,000 carts on a weekly basis. Due to wear and tear, staff estimates 60% of the existing carts are in poor condition and require replacement. In FY 21-22, staff will evaluate the cart supply and determine the number of carts requiring replacement.

Status: Change order requests underway to approve increases in existing container equipment purchase orders.

- ☐ Cart and Bin Cleaning Program: Staff will issue an RFP in FY 21-22 to provide commercial and residential cart and bin cleaning services.

Status: As a result of pandemic-related constraints, this program has been placed on hold

and will be re-evaluated in FY 22-23.

- ☐ New Pedestrian Litter Collection Truck Delivery: To ease collection operations, in FY 20-21, the City purchased a new Pedestrian Litter Collection Vehicle, which will be delivered in the first quarter of FY 21-22.

Status: Truck received in December 2021 and placed into service.

- ☐ City also expects delivery of dual system trash and recycling containers for pedestrian use ordered in FY 20-21.

Status: New containers have been purchased. Installation tentatively scheduled for March 2022.

- ☐ Grant Monitoring and Reporting: EPO currently has 14 grants and other contractual funding agreements, totaling over \$21 million with various federal, state, county, local agencies and private and public non-profit entities for numerous programs and construction projects. Staff will submit reimbursement requests, monitor revenue, manage partnership agreements, and continue to submit reports as required.

Status: Ongoing. All reporting deadlines have been met.

MAINTENANCE OPERATIONS

Intentionally left blank.

FISCAL YEAR 2022/2023 WORK PLANS

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

- ☐ **Goal: Enhance Mobility and Transportation**

Initiative – Improve circulation by creating alternative modes of transportation. Develop Expo-to-Downtown Connector plan by taking into account bicycle, pedestrian and transit modes. Implement Metro Bike Share.

- - Begin the design of the Robertson Blvd segment of the Expo-to-Downtown Connector Project. Completion expected in FY 23-24.
 - Collaborate with Transportation Department on partnership with LA Metro to implement a coordinated bike share program. Completion expected in FY 22-23.

- ☐ **Goal: Revitalize Ballona Creek**

Initiative - Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro. Seek grant opportunities to evaluate the feasibility of extending the Ballona Creek bike path easterly from the Syd Kronenthal Park to Washington Blvd, and with the cooperation of the City of Los Angeles, further east to the termination of the open channel near Cochran Ave. Studies shall be coordinated with the City of Los Angeles, Los Angeles County Public Works, and US Army Corps of Engineers, the agencies that share responsibility for management and maintenance of the Ballona Creek and the bike path.

- - Complete design, bid project, and begin construction of sustainability, accessibility, and safety improvements on the Ballona Creek Bike Path between Duquesne Ave and National Blvd, funded in part by a grant from the Baldwin Hills Conservancy. Completion expected in FY 23-24.

ADMINISTRATION

- ☐ Complete planning stage of Veterans Memorial Complex/Senior Center Microgrid Project. Consultant will finalize modification of existing electric load profiles, prepare updated solar/battery cost estimates, and prepare bid documents to hire an energy firm that would own the equipment via a Power Purchase Agreement. With consultant's assistance, Public Works Department will then bid project, select an energy firm, and negotiate a contract. The scope of the project, however, may be changed. Scope will be determined once the status of the City's application to participate in the Clean Power Alliance's "Power Share" program is known. The Power Share Program would install a solar + battery system at the Senior Center at no cost to the City. If the City enters into an agreement with the Clean Power Alliance, then the Senior Center will be removed from the Microgrid Project scope and the consultant will focus on performing the tasks only for the Veterans Memorial Complex (Vets Auditorium, teen center, park restrooms, and municipal plunge). Estimated design and construction dates will be set once project scope is determined and planning completed.
- ☐ Continue annual Certified Sustainable Business Certification Program.

- ☐ Complete design and begin construction of Jackson Ave Pedestrian Walkway Renovation Project (#PS014) to demolish and rebuild the pedestrian walkway between Jackson Ave and Farragut Dr. Budget allocation will be requested to construct the project. Estimated construction dates will be determined once design is completed.
- ☐ Begin tracking Public Works Department performance measure metrics for all divisions.
- ☐ Update the Culver City/Culver City Unified School District Hazard Mitigation Plan. FEMA requires the plan be updated every five years to remain eligible to receive natural disaster relief funding in the future. The City previously hired a consultant to prepare and submit a FEMA/OES application in hopes of securing grant funds to cover the cost to update the Hazard Mitigation Plan. In FY 22-23, a consultant will be hired to complete the 5-year update.

ENGINEERING

- ☐ Present final Sewer User's Service Charge rate study to City Council and recommend any rate changes in first quarter of FY 22-23.
- ☐ Present to City Council the final Pavement Management Report study in first quarter of FY 22-23.
- ☐ Complete preliminary engineering to determine feasibility of diverting six Culver City properties on Hetzler Rd and Tompkins Way to the public sewer system.
- ☐ Collaborate with Finance Department to completely shift management of the Industrial Waste Program to the County of Los Angeles.
- ☐ Collaborate with Public Works Department EPO to seek grant funding or allocate Measure CW funds to improve unpaved alleys.
- ☐ Apply for grant funding to improve City public works infrastructure through the \$1.2 trillion Infrastructure Investment and Jobs Act.
- ☐ Complete final design of the Bristol and Fox Hills Sewer Pump Station Diversion Project diversion to the new Bankfield Sewer Pump Station by the second quarter of FY 22-23 and begin construction in fourth quarter of FY 22-23.
- ☐ Complete street paving of Centinela Ave from Bristol Pkwy to westerly city limits and Jefferson Blvd from 405 Freeway to Sepulveda Blvd. Completion expected in second quarter of FY 22-23.
- ☐ Complete street paving of Sepulveda Blvd from Venice Blvd to southerly city limits. Completion expected in summer 2023.
- ☐ Complete the design and begin construction on the Ballona Creek Bike Path and Landscape Improvement Project from National Blvd to Duquesne Ave. (\$1.9 million of the \$2.8 million project total is funded by Baldwin Hills Conservancy.) Completion expected FY 23-24.
- ☐ Complete construction of Higuera Bridge Replacement and Bicycle Ramp Project by third quarter of FY 22-23, creating new bridge over Ballona Creek and new bicycle access ramp from Higuera St to the Ballona Creek Bike Path.

- ☐ Design and upgrade of the Hayden Sewer Pump Station, moving the electrical components of the station from below ground to a new above ground building.
- ☐ Complete Citywide Sidewalk Survey.
- ☐ Manage multiple Capital Improvement Projects (CIP) for other City departments.
- ☐ Complete video of sewer mains and conditions assessments for sections that have not been lined with CIPP (cured-in-place liner).

MOBILITY & TRAFFIC ENGINEERING

- ☐ Apply for grant funding to continue design and construction of bicycle and pedestrian improvement projects in the City's Bicycle and Pedestrian Action Plan.
- ☐ Apply for grant funding to continue design and construction of safety projects contained in the City's Local Road Safety Plan.
- ☐ Reapply for funding for the Fox Hills Master Plan, covering land use and transportation. The transportation system analysis would include parking supply and management to meet shortage in the residential areas of the neighborhood.
- ☐ Pursue funding of emergency vehicle preemption sensors and traffic signal upgrades citywide.
- ☐ Pursue funding for upgrade of traffic signal interconnectivity citywide from copper to fiber optic and install battery back-up systems for all traffic signal citywide.
- ☐ Review and update the 2004 Neighborhood Traffic Management Project to reduce project timeline, introduce quick-delivery countermeasures to reduce cut-through traffic and excessive speeding, and reduce implementation costs.
- ☐ Update the Local Road Safety Plan to identify current high-risk intersections and roadway segments in order to inform grant applications to fund traffic safety improvements.
- ☐ Update citywide traffic signal timing plans to improve travel time on the arterial network, reduce congestion and greenhouse gas emissions, and reduce cut-through traffic through residential neighborhoods. Adjust the citywide adaptive traffic signal control system as needed.
- ☐ Perform citywide sign retroreflectivity study to implement a Citywide web-based sign database to inventory all signs in the City and track their maintenance and retro-reflectivity compliance. Perform on-street parking and curb markings inventory. Provide an interactive citywide GIS map and database.
- ☐ Explore expansion of the Slow Streets Program citywide with a new pilot launched under the authority given to local jurisdictions by Assembly Bill 773 to limit or close streets to vehicular traffic.
- ☐ Review Assembly Bill 43 legislation affecting speed zoning and perform engineering and traffic survey to take advantage of any flexibilities in the legislation to establish safe speed limits on Culver City roadways.
- ☐ Begin traffic studies for phase two of the RH-NTMP to explore possible redesign of signalized intersections at Higuera St/Hayden Ave-Hayden Pl and Higuera St-Robertson

Blvd/Washington Blvd in order to address cut-through traffic.

- ☐ Design and install the Fox Hills neighborhood bikeway network and the Fox Hills Neighborhood Traffic Management Program traffic calming countermeasures developed in FY 21-22.
- ☐ Review Ince Blvd EIR-required dedicated right-turn lanes into The Culver Studios, determine necessity, and accordingly, install speed cushions and bike lanes as appropriate.
- ☐ Implement the Safe Routes to School improvement plans at all public school neighborhoods, including painting, signage, traffic control measures, and curb ramps.
- ☐ Implement redesign of Main St traffic operations and use.
- ☐ Launch potential pilot for real time information about traffic incidents, construction activities, and traffic congestion.
- ☐ Complete project design of “Bicycle Boulevard” improvements on Farragut Dr between Duquesne Ave and Overland Ave as outlined in the Bicycle and Pedestrian Action Plan and pursue funding for construction.
- ☐ Perform GIS-related mapping with additional staffing support in order to implement interactive map to facilitate community input on traffic and parking operational and safety conditions and inform the public of complete, ongoing, and planned infrastructure and development projects.
- ☐ Coordinate with Transportation Department and LA Metro on planning for a coordinated bike share program and continue research on temporary alternatives.
- ☐ Coordinate with Los Angeles World Airports (LAWA), Caltrans, and the City of Inglewood on completing the ongoing design and construction of the Decision Support System (DSS) and other Intelligent Transportation System project elements, including signals upgrade and the Dynamic Messaging Sign (DMS) planned for installation in Culver City.
- ☐ Perform community outreach in partnership with Caltrans and the City of Los Angeles to explore operational traffic improvements to the intersection of Matteson Ave and Sawtelle Blvd and pursue funding of design and construction of a consensus plan.
- ☐ Perform community outreach with the Rancho Higuera neighborhood to evaluate and adjust trial measures implemented as phase one of the Rancho Higuera Neighborhood Traffic Management Program, (RH-NTMP) and develop a concept plan for permanent installation of traffic and safety improvements. Begin design and construction in FY 22-23.
- ☐ Perform community outreach with the Culver Crest neighborhood to inform improvements to the Quick-Build temporary redesign of the Kelmere Ave/Ranch Rd/Overland Ave intersection and seek funds to design and construct permanent intersection redesign.
- ☐ Perform community outreach with the Rancho Higuera neighborhood to further inform improvements to the temporary redesign of the Ince Blvd/Lucerne Ave intersection and seek funds to design and construct temporary and permanent intersection redesign.
- ☐ Install approximately 500 new parking meters at locations.
- ☐ Install 20 additional BlueTOAD devices to inform cut-through traffic through residential area.
- ☐ Install video detection cameras at 20 additional intersections in order to manage ve-

hicular, bike, and pedestrian detection, and collect turning movement counts.

- ☐ Upgrade existing pedestrian yellow beacons at intersections of Boise Ave/Washington Blvd and Hannum Ave/Sumner Way.
- ☐ Support other Public Works division and other City Department CIP projects.

ENVIRONMENTAL PROGRAMS & OPERATIONS (EPO)

- ☐ Implement Food Waste and Compostable Paper Products Recycling Program for commercial accounts in accordance with California state regulations Assembly Bill 1826 (AB 1826) and Senate Bill 1383 (SB 1383). Consultant Go2Zero will complete site assessments of all commercial and multi-family service recipients to evaluate space availability for additional equipment required for implementation of the new mandated collection services. Once assessments are completed, required additional staffing and equipment will be quantified and budgeted.
- ☐ Continue evaluation of businesses, non-profits, and other local agencies for participation in Food Recovery Program in compliance with SB 1383 and develop a collection plan. Evaluate effectiveness of program. Research private/non-profit partnerships.
- ☐ Review capabilities of Recyclist and Go2zero applications to provide infrastructure for edible food generation data collection and to initiate self-reporting portal for businesses.
- ☐ Restart Food Recovery Program with Culver City Unified School District (CCUSD) and West LA College placed on hold during pandemic. Complete review of Memorandum of Understanding with CCUSD.
- ☐ Develop standardized Food Recovery Program Memorandum of Understanding for any businesses wanting to participate in program.
- ☐ Continue education and enforcement of Phase 1 of Waste Reduction Ordinance in coordination with Environmental Compliance Inspector and Code Enforcement staff. Environmental Compliance Inspector to begin site specific outreach for applicable Phase 2 locations.
- ☐ Resume Zero Waste implementation at City Facilities. Begin implementation at Police Department, Fire Stations, and Veteran's Memorial and other park buildings.
- ☐ Complete installation of backup generator at the Transfer Station and EPO customer service office facility to eliminate operational disruptions resulting from power outages.
- ☐ Complete evaluation in coordination with Finance and IT Departments of Routeware Encore Customer Service software and other options to replace outdated customer billing software used for waste management services.
- ☐ Complete Storm Water Pollution Prevention Plan for City facilities.
- ☐ Complete feasibility study for the Syd Kronenthal Project, which could capture as much as 80% of the water-volume of the watershed area. Project in partnership with Los Angeles County and to use Measure W funds.
- ☐ Produce and disseminate materials to educate residents, businesses, and school children about storm water pollution.

- ☐ Begin on-call facility inspections of restaurants, retail fueling stations, and other commercial/industrial sites to verify appropriate use of storm water best management practices.
- ☐ Continue construction of Washington Blvd Storm Water and Urban Runoff Project, developed in partnership with Costco to assist with compliance with the Los Angeles Regional Water Quality Control Board's Municipal Storm Sewer System Permit. Completion estimated FY 23-24.
- ☐ Stage a disaster simulation produced by consulting firm TetraTech.
- ☐ Develop a bi-annual newsletter to provide information on EPO service programs and requirements, including bulk collection program, street sweeping, seasonal events, and promotion of the party truck program.
- ☐ Continue monitoring and reporting for grants and other contractual agreements with various federal, state, county, local agencies, and private and public non-profit entities for funding of numerous programs and construction projects. (14 grants totaling over \$21 million).
- ☐ Research, evaluate, and apply for new grant opportunities.
- ☐ Begin new Citywide Bioretention Basin Project (Prop 50 Grant funded) by hiring consultant to assist with outreach and design.
- ☐ Evaluate establishing a stormwater "in-lieu" development fee for projects above a certain threshold that cannot incorporate stormwater sustainability to instead pay into a stormwater fund used to build stormwater projects.
- ☐ Compile a list and inspect projects constructed under the City's Low Impact Development Ordinance and identify the best management practices installed as required every 2 years.
- ☐ Complete design of full capture systems for installation at the estimated 366 catch basins within the Culver City boundaries that are without trash excluder inserts. Catch basins are either owned by Culver City or the Los Angeles County Flood District. Obtain necessary signed agreements and permits with the Los Angeles County Flood Control District and Los Angeles County Department of Public Works to relinquish ownership of catch basins to Culver City.
- ☐ Implement Clean Bay Restaurant Certification Program offered through the Santa Monica Bay Restoration Commission.

MAINTENANCE OPERATIONS

- ☐ Implement a new work order system (MaintStar) in order to increase efficiency in tracking and record-keeping of all work orders received by the Maintenance Operations Division, leading to reduced response times and an increase in preventative maintenance. Requires an increase in staffing.
- ☐ Initiate a new graffiti abatement program called Graffiti Free Fridays in which all Maintenance Operations crews take one hour out of their day on Fridays and abate graffiti at multiple locations throughout the City.

- ☐ Initiate a project in celebration of the 150th anniversary of Arbor Day to plant additional trees throughout the City.
- ☐ Coordinate with Police Department to decrease the number of parking meters requiring service. (3,600 blocked meters serviced in 2021)
- ☐ Increase sidewalk replacement by 50%. (3,457 sq ft of sidewalk in 2021) Requires an increase in staffing and materials allocation.
- ☐ Increase the percentage of school crosswalks repainted annually from 50% to 100%. Requires an increase in staffing.
- ☐ Increase the percentage of potholes filled throughout the City annually. Requires an increase in staffing.
- ☐ Decrease graffiti abatement response time. (800+ requests in 2021) Requires an increase in staffing.

TRANSPORTATION

Transportation

Department Mission

We plan, operate and maintain the movement of people to, through and from Culver City... through our service, with our people and in our culture.

Department Description

Our department strives to be influencers of change and shift the paradigm for responsible, forward-thinking transportation solutions. To do this, we focus on our Vision: rethinking mobility, connecting community and enhancing the quality of life. We provide four types of service with CityBus, CityRide, CityShare and CityFleet. Additionally, we have an administrative division to handle planning and general management of the department.

CityBus (Culver City Municipal Bus Lines) provides public transit service on seven regular routes throughout Culver City and the region, servicing major employment, health, commercial, educational, and recreational centers. The Culver CityBus's service area encompasses a 33 square mile area that serves Culver City and the Los Angeles communities of Century City, Marina del Rey, Mar Vista, Palms, Playa Vista, Rancho Park, Venice, West Los Angeles, Westchester, and Westwood. Service runs from the University of California at Los Angeles (UCLA) to the north, to the Metro Green Line Station to the south, and from Fairfax Ave. to the east, to Venice Beach to the west; and connects with the Exposition Light Rail Line (E Line) at three different rail stations.

CityRide provides local service with smaller buses and vehicles to deliver alternative ride services within the City of Culver City that include Circulator fixed route transit, on-demand Senior Services (previously known as Dial-A-Ride) and the future implementation of Micro-Transit within the City boundaries.

CityShare is our alternative shared services that include our Scooter Share and Bike Share programs. This brand also covers Culver City's RideShare program, and the future implementation of a Citywide Transit Demand Management program.

CityFleet is our division that maintains and replaces all city vehicles and equipment to support the operation of those vehicles, including the fueling systems.

Administrative responsibilities include planning service; securing adequate local, state and federal revenues for all our mobility services; preparing the annual budget; recording service statistics; providing staff for city-wide committees or task forces; participating in public transit and mobility industry activities; and providing general oversight for mobility services that include CityBus, CityRide, CityShare, and CityFleet.

NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022

FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation

Mobility Services

- ◆ **CityBus and CityRide Services:** Continue to monitor and evaluate existing fixed route and on-demand services and initiatives to propose and implement adjustments to service and operations in response to the changing transportation landscape and post pandemic period. Utilize performance measures/key performance indicators to prioritize and improve service delivery.

Status: In FY 2021-2022 the Department continues to face declining ridership as a result of COVID-19 as well as a labor shortage. It is the goal of the Department to achieve at least 50% of pre-COVID ridership. CityBus has continued to deliver vital service throughout the fiscal year amounting to 77% of pre-pandemic service levels. Despite these challenges the Department was able to maintain an on-time performance of 90%, which is significantly higher than the industry standard of 81%. Furthermore, to help address the impacts of the nationwide labor shortage, the Department has worked closely with Human Resources to ramp up recruitment efforts, even holding its first ever one day Bus Operator hiring event. Throughout the rest of the fiscal year, staff will continue monitoring service and identifying opportunities for improving passenger experience.

- ◆ **Circulator Service:** The Transportation Department has expanded its fixed route service with the implementation of a new one-year pilot Circulator service in late 2021. Staff will continue to monitor and adjust as needed to serve the mobility needs of the community. In addition to evaluating performance, staff will research, and consider additional alternative mobility choices to meet our goal of moving people easily throughout the downtown corridor with the intent of returning to council with a plan to either continue, modify, or terminate the service altogether. Staff will consider revenue options (such as standard fare collection, establishing a fee for private use of the mobility lane, etc), alternative vehicles (such as smaller vehicles with higher frequency, autonomous vehicles etc), and service delivery (such as on-demand, flexible feeder service etc).

Status: In FY 2021-2022, the department was able to introduce two pilot circulator programs – the Downtown Circulator and the Expanded CCUSD school service. Route 1C1 is a high frequency route servicing the downtown corridor using the first in the nation Electric Minibus. In conjunction with the GoPass program that provides free fare for students of CCUSD, the Department implemented two

new circulator routes that service Culver City Unified High School and Middle School. Along with Route 5 these new circulator routes (5C1 and 5C2) are meant to provide students with alternative mobility options as well as reduce congestion in Culver City.

- ◆ **Fare Equity Initiatives:** In order to support the goal of creating an accessible, equitable, and sustainable public transportation system, staff intends to work with and explore a partnership with LA Metro and the LA County free fare initiative. As a first step, staff will explore and seek funding for a pilot program to provide free fare for low-income residents (target date January 2022) and for students K-12 (target date August 2022). Staff will budget funds necessary to perform a Title VI review, establish metrics for measuring success and to return with a recommendation to Council in the 2nd Quarter of FY2021-2022.

Status: In collaboration with LA Metro and Culver City Unified School District, Culver City was the first and largest agency to implement a free fare program in August 2021 (GoPass) with the start of the CCUSD school year. From August through January 2022, Culver CityBus has maintained the highest cumulative ridership of any municipal operator. During that same period, Culver CityBus provided more than 15,000 free rides for students since implementing the program. Staff anticipates growth leveling out within the context of school ridership over the period of January to June 2022 but sustaining the strong ridership as is consistent with data reported through regional far media Transit Access Pass (TAP).

- ◆ **Microtransit:** Staff is partnering with LA Metro to implement Microtransit service in late FY 2021-2022 utilizing our operators and leased vehicles. The Microtransit pilot will leverage regional platform, branding, and Microtransit technology to reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. Goal is to have a partnership agreement with Metro in place by end of calendar year 2021 and implement the service in calendar year 2022 for the first pilot area in Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services.

Status: In FY 2021-2022, the Department has been working with LA Metro to develop the Microtransit partnership agreement, with the goal of executing the agreement by end of FY2022. The project has been put on hold, pending the return of workforce in the Hayden Tract Business District.

Staff has also been working on vehicle research for procurement and service design in FY2022 with the goal to implement service in CY2023.

- ◆ **Expand Battery Electric Bus Fleet:** In accordance with the Innovative Clean Transit rule and in compliance with City policy related to fleet electrification, the Transportation Department will procure and place into revenue service six additional battery electric buses by December 2022. Staff will continue to monitor performance and develop procedures to improve operator performance, route performance, maximize battery life, charge management, and electricity management.

Status: In FY 2021-2022, Culver CityBus took delivery of its first four (4) battery electric buses and executed a purchase order for six (6) additional buses to be delivered during FY 2022-23. Staff continues to monitor each vehicle's performance using a variety of on-vehicle and diagnostic data sources and is actively refining benchmarks and performance indicators by which to measure performance, cost, and overall emissions savings.

- ◆ **CityShare (Micromobility) Services:** Staff will continue to manage the City's e-scooter share program, expanding when possible and collaborate with Public Works Department to establish bikeshare service as part of the City's micromobility program. As the Council approved LA Metro bike share program has been postponed to FY2022-2023 due to LA Metro's recommendation, staff will work collaboratively with Public Works to deploy an alternative bikeshare program in FY2021-2022 to support multi-modal mobility in the area.

Status: In FY 2021-2022, the Department conducted a competitive request for qualifications process to expand the micromobility program to include a second operator for the scooter share service and adding the bikeshare as an interim solution to LA Metro's bike share program. Bird Rides, Inc. (Bird) was selected as the operator to provide both the scooter share and the bikeshare service. Bird started the scooter share service in Culver City in November 2021 and is anticipated to launch its bikeshare service in April 2022.

- ◆ **CityShare (RideShare) Services:** Staff will be reviewing and modifying the existing Culver City RideShare program in light of the pandemic to better understand how best to support the shift of traffic demands and to promote working from home and / or use of other mobility services should they come to work. CityShare will eventually encompass the management of programs and monitoring of local business rideshare programs, as developed in the Transportation Demand Management program.

Status: In FY 2021-2022, the Department conducted analyses of City's existing rideshare program, researched the best practices, and is working to create a pilot program that will include creative and robust strategies to manage City employees' transportation demands and reduce single-occupancy vehicle trips. The goal is to wrap this program into City's future TDM program to showcase as a

model program. Staff anticipate implementing the new pilot program by the end of FY2022, with the goal to monitor and evaluate the pilot performance in FY2023 and recommend a permanent program in FY2024.

Mobility Management:

- ◆ **Prioritized City-wide Mobility Initiatives:** The Transportation Department will engage and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments to develop a process to identify and prioritize city-wide mobility initiatives. This three-year strategic plan will provide the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.

Status: In FY 2021-2022, staff continued to meet on a bi-weekly basis discussing city-wide mobility initiatives including the General Plan Update mobility element, Move Culver City program, Transportation Demand Management policies, review of proposed development projects etc... Staff not only discuss plans and ways to collaborate, but ways to fund and prioritize projects for competitive and discretionary mobility funding as needed. The group met this objective by converting the 3-year Short Range Transit Plan into a longer 5-year Short Range Mobility Plan (SRMP). The group added sections to the plan to highlight the collaboration required of the three departments, a summary listing of city-wide mobility initiatives, and local discretionary funding that could be utilized for funding these efforts. The SRMP will be a guiding roadmap to the future, maintaining a forward-thinking focus on improved mobility services with a continued dedication to customer service and fiscal responsibility. This plan covers so much more than traditional transit services - it's pedestrians, scooters, bicycles, motorcycles, personal automobiles, public & private shuttles, buses and trains. It also covers the infrastructure from roadways, traffic signals, signage, mobility hubs and, of course, technology.

- ◆ **Transportation Demand Management (TDM):** The Transportation Department will engage and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation Departments to prepare interim parking and mobility zoning code amendments for new entitlements projects in the pipeline pending development of a new TDM Ordinance in 2021-2022. The departments will utilize a consultant to research best practices and will include a program to incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.

Status: In FY 2021-2022, staff is preparing to release a Request for Proposals seeking a consultant to conduct the Citywide Transportation Demand Management Study. The study will develop a comprehensive TDM Plan, with the goal to update the TDM Ordinance and create a Citywide TDM Program. Staff anticipates the RFP process to be completed by end of FY2022 and commencing the

study at the beginning of FY2023, with the target to complete the study in FY2023 and create the TDM Program in FY2024.

Improving Transportation Infrastructure

- ◆ **MOVE Culver City:** Staff will continue to develop and implement quick-build mobility lane pilots on three major transit and access arterials (Culver and Washington Boulevards, Sepulveda Boulevard, and Jefferson Boulevard). With guidance from City Council, Mobility Planning Staff began the design and implementation of the mobility lanes on the first corridor (Culver and Washington Boulevards) starting in October 2020 and will procure the contractor(s) and materials and install the mobility lanes with the go live targeted for May/June 2021. In FY 2021-2022, Transportation staff will closely monitor the first corridor pilot project to respond and pivot to any changes needed to make the lane successful, report quarterly on the performance of the mobility lane, and to come back with a recommendation on next steps after the first twelve months. During the first part of the fiscal year, Transportation staff will work with Public Works and the Community Development departments and the Downtown Business Association to also assess and create a long-term vision for the Downtown. In the latter half of the fiscal, staff will also kickoff the preliminary planning and designing concepts for the additional tactical mobility lanes in the Sepulveda and Jefferson corridors. Staff intends to bring a recommendation by the end of the Fiscal Year on these two corridors, with a goal of implementations being done in FY2022-2023.

Status: In FY2021-2022, the Department, in collaboration with Public Works and other City departments, successfully implemented and launched the quick-build mobility lane pilot for the Downtown corridor (Culver and Washington Boulevards) in November 2021. Since the implementation, the project team has been adjusting the lane design based on feedback and observations as well as monitoring and evaluating project performance as part of the pilot. The team will present the performance of the mobility lane quarterly to the Mobility, Traffic, and Parking Subcommittee starting in April 2022 and will complete the evaluation in FY2023. The preliminary planning and the conceptual design of Sepulveda and Jefferson corridor mobility lanes is scheduled to commence in CY2023 to allow for the evaluation of the first corridor to complete.

- ◆ **Transportation Facility Electrification:** In support of the goal to electrify the bus fleet by 2028, Transportation staff will complete the Long-Term Facility Electrification Plan by 2nd Quarter FY 2021-2022. Staff anticipates that construction of permanent infrastructure (Phase I of LT Facility Electrification Plan) to support operations of 10 battery electric buses will begin in early 2022 and completed by the end of CY 2022.

Status: In

In September 2021, Culver City Council adopted the Long-Term Transportation Electrification Transition Plan, a roadmap that guides the Culver City Transportation Department to implement a 100% zero-emission fleet by 2028. This plan helps Culver City's meet its commitment to the Transportation Electrification Partnership (TEP) and to comply with the Innovative Clean Transit (ICT) regulation enacted by the California Air Resources Board (CARB). The rollout plan outlines the facility and infrastructure improvements required to transition to zero emission, as well as the total cost of investment for transitioning to an all-electric fleet, including costs for vehicle acquisition, fuel, maintenance, and operations.

This project includes a design build approach with the goal of converting the Department's existing facilities and infrastructure to support the transition to all electric by 2028. A five-phase design and construction plan has been developed which includes the installation of charging stations, overhead gantries, improvements, and upgrades to existing electrical infrastructure, as well as the demolition and replacement of a new parking garage for the purpose of adding a floor to accommodate additional e-bus parking on the ground floor, electric vehicle charging on the second floor and increasing the amount of light duty parking on higher floors of the structure. The plan also outlines the City's goal of installing photovoltaic (PV) solar panels on the overhead gantries to incorporate resiliency and redundancy to the Department's fueling and infrastructure plans.

Phase 1 and 2 are under design and anticipated to be completed and bid by the end of the FY2022 – 2023. Construction of the first two phases will include the SCE infrastructure necessary for full electrification and the installation of a gantry over one half of the bus yard, and charging for up to 10 buses by the end of CY2022. This phase will include the installation of solar panels over the gantry.

Since adoption of the plan, staff has been working on securing the funding for this project to include a potential mix of Federal 5307, 5339(c), DOT grants for Buses and Bus Facilities Program, FTA Low or No Emission Vehicle Program, CEC Competitive Grants and any additional grant funding opportunities that are identified.

- ◆ **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops by the end of CY2022, establish a new mobility guideline to support buses and alternative mobility options, and to expand our security and real-time information efforts for all bus stops within the system, with a target of serving 2/3 of our customer base. In FY 2021-2022, we will continue our efforts in all these areas.

Status: In FY 2021-2022 the Transportation Department was able to complete Phase II of the bus stop improvements, which accounts for 2/3 of all bus stops with furniture being upgraded. This work included securing a five-year agreement for any future bus stop furniture. Staff has ordered the

furniture for the remaining stops and as a result of supply issues, is extending the upgrade of all bus stop furniture with 48 more stops to be completed in the coming FY 2022-2023.

◆ **Technology Roadmap:** In order to best support the agency's business initiatives going forward, staff will implement a technology roadmap process for the Transportation Department in collaboration with the Information Technology department. By creating a plan of action, or technology roadmap, staff will implement and phase in new technology solutions as well maintain existing ones. Our technology roadmap process will integrate strategic goals, new system capabilities, release plans, milestones, resources, training, challenges, and status reports, and will serve as an important tool to improve the technological systems and efficiency of the Transportation Department. Staff will incorporate and develop plans for new initiatives such as:

- ◆ Radio Communications
- ◆ Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL)
- ◆ Micro-transit App (Public/Dispatch)
- ◆ Public Wi-Fi (Onboard/Bus Stops)
- ◆ Mobility-as-a-Service
- ◆ Business Intelligence Reporting and Visualization Tools
- ◆ Internet of Things
- ◆ Digital Fare Media
- ◆ Bus Stop Technology Systems
- ◆ Electric Vehicle Charging and Monitoring Systems
- ◆ Onboard Vehicle Architecture
- ◆ Digital Marketing
- ◆ Transit Signal Priority
- ◆ Payroll & Timekeeping
- ◆ Facility & Vehicle Surveillance Systems
- ◆ Network Environments (Wireless & Wired)
- ◆ Server Environments (On-Premise & Cloud)

- ◆ Digitized Business Process Workflows
- ◆ Public Website & Application Environment
- ◆ Bus Mobility Lane Camera & Ticketing System

Status: In FY 2021-2022, a contract has been awarded to a firm to assist with the development of a roadmap that will help the Department map out its technology needs over the next 5-10 years. The firm will conduct an audit of all current technology, review the Department's current projects, develop a needs assessment, and provide a roadmap forward on how best to procure and implement the technology needed for the Department's vision. The final report, anticipated to be completed in February 2023, will be inclusive of all City stakeholders' requirements and needs as part of Transportation's future technological development.

- ◆ **Facility Video Surveillance:** Plan and collaborate with the City's Information Technology department on the installation of new security camera system throughout the Transportation Facility. The security camera system must meet the State of California's regulations for recording and storage retention through the procurement of upgraded equipment. The current surveillance system has reached the end of its useful life and lacks the capacity established by the state of California. Metro's Prop 1B Transit Security Bridge funds have been allocated to the Transportation Department to use for this project.

Status: In FY 2021-2022, The Transportation department, Police Department and Information Technology department issued a joint Request for Proposals (RFP) to solicit a vendor to upgrade the video surveillance systems for the Transportation Facility and Culver City Police Department (CCPD). A vendor was selected through the competitive bid process and consent was granted by council in December of 2021, with an anticipated go-live by the end of the Fiscal Year. Upon completion of the project, the new equipment will help both departments meet the storage retention requirements set by the state of California and provide expanded video surveillance coverage to continue to safeguard employees and equipment. The new equipment will also help the City offer scalability for future video surveillance projects across the organization.

FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.

- ◆ **Ten-Year Capital Forecast:** Building on FY 2020-2021 efforts, the Transportation Department will begin to construct a financial model that will factor in all capital sources of funding and program them against evolving project estimates to create a long-term forecast and outlook. This will be folded into the Operational Revenue and Expenditure plans. Staff will utilize a third-party consultant to assist with the development financial intelligence that will inform and validate the model. The resulting ten-year forecast will provide a working document for continual update and ongoing review as additional sources of capital are identified and secured.

Status: In FY 2021-2022, The Transportation Department has begun creation of a financial model that will factor capital sources of funding and program them against evolving project estimates to create a long-term operating and capital plan. The model, presently in development with consultants Urban Futures, will map the dynamic funding environment that includes more than 30 distinct revenue sources. A fully working model is expected by the end of Fiscal Year 2022, with an initial tool by the end of February 2022. The model is intended to be a roadmap to guide the Transportation Department efforts to apply to and secure discretionary grants.

- ◆ **Equipment Replacement Fund (ERF):** Transportation Department staff will reconcile the ERF against vehicle replacement data derived during staff's study of asset utilization (to be completed by January 2022). During FY 2021-2022, staff will be implementing a new capital asset management software that will allow staff to perform whole life costing and analyze the total cost of each fleet asset over its lifetime, from budget approval and procurement through to disposal including purchase, utilization, maintenance, operation, and disposal. This system will also automate forecasting of fleet capital needs and associated expenditures, thus replacing our current manual process.

Status: In FY 2021-2022, the Transportation Department began its implementation of a new capital asset management software that allows staff to analyze the life cycle cost of each fleet asset and more accurately predict the most economical time at which each asset should be replaced based real-time age, use, and maintenance cost statistics. The Transportation Department also worked with each City department to which fleet assets are assigned to conduct an asset utilization study in effort to right-size the City's fleet and ensure that the Equipment Replacement Fund may continue to support the Department's efforts to maintain the fleet in a state of good repair.

- ◆ **Grants Management:** Recognizing the long-term funding gap identified in prior fiscal years, the Transportation Department will seek and apply for federal, state, and local opportunities to increase departmental revenue to finance the prioritized capital projects. Additionally, the department will apply for any new opportunities it identifies or is awarded from intergovernmental sources such as federal stimulus. The department will also ensure it remains in good standing with all grant funding organizations, including the completion of program updates this year on Title VI and the Equal Employment Opportunities. Staff will collaborate with the Human Resources department on the update of our citywide EEO program to meet the federal requirements. Transportation will further standardize its reporting and processes to ensure it is utilizing all available funding resources in the most efficient and productive way and maintains full compliance with all grant funding requirements.

Status: In FY 2021-2022, The Transportation Department has been awarded two grants in Fiscal Year 2022 for the Electrification of its infrastructure for a total amount \$5.2 million. Additionally, it has applied to the Federal Bus and Bus Facilities program for \$16 million. It is also intending to

apply to Federal Low or No Emissions Vehicle Program in FY2022. There are several other grant opportunities on the horizon the department is considering based on potential increases to appropriations for grant programs at the state and federal level.

To maintain compliance with FTA requirements, the department hired SGN and Associates to conduct updates to its Title VI and EEO Plans. These plans will be filed with the FTA by the close of February 2022. Completion of the Title VI and EEO plans will close out the remaining Triennial Review findings the department received for the period of 2017-2019. Lastly, the department has moved to implement standardized quarterly reporting for capital and other grant related projects. This effort uses existing resources to provide a common operating picture between administrative and project staff for reporting progress to the various granting agencies related to project milestones and financial activity.

Departmental Initiatives

- ◆ **Workforce Management & Business Process Improvements:** The Transportation Department has committed to embracing technology with the goal of enhancing its service and improving overall operations and business processes. To achieve this goal, the agency has contracted with Clever Devices, Ltd. to implement the MAIOR software suite. This software solution is an integrated system to our CleverCAD system that provides fixed-route scheduling and run-cutting tasks as well as improves the efficiency of routinely performed operational tasks including management of employee personnel information, bidding, daily scheduling, workforce management, daily dispatching, employee performance management, and timekeeping / payroll integration. Staff will complete the Design Phase the MAIOR Workforce Management software and begin the development phase in FY 2020-2021. Staff is anticipating the deployment of this phase by Spring of 2022. Phase II will carry into future years.

Status: In FY 2021-2022, staff completed a comprehensive business process review and design document outlining the needed functionality of a new workforce management and scheduling software. The Department has gone live with certain modules of the software and are currently in development for additional functionality that will be rolled out later in the fiscal year. This software will significantly streamline operational business processes and help attain efficiencies. Furthermore, an agreement is being executed for the provision of route scheduling and run cutting services that will leverage the integration offered by an end to end software solution.

- ◆ **Facility Master Plan:** Staff will be incorporating the findings of the Transportation Facility Condition Assessment completed during FY21 and the Long-Term Electrification Transition Plan that will be completed during FY 2021-2022 into a detailed Facility Maintenance and Facility Asset Management Plan for the Transportation Facility. The plan will include a twenty-year forecast of capital improvements required to maintain the Culver City Transportation Facility in a state of

good repair. This Plan will guide immediate and short-term capital improvement projects including charging station installations, air conditioning replacements, and roof repairs as well as longer term projects like renewable energy generation and storage solutions.

Status: In FY 2021-2022, staff was able to implement an asset management software for Transportation Facilities that supports the asset management functions of an asset inventory, condition assessment, active preventive maintenance program, corrective maintenance work orders and forecasting of replacements. The system continues to be developed and will be operational by the end of the fiscal year, managing the corrective and preventive maintenance programs for transportation assets.

- ◆ **Short Range Transportation Plan FY 2022-2024:** In FY 2021-2022, staff will begin updating the agency's Short-Range Transportation Plan (SRTP) for Fiscal Years 2022 through 2024. As a recipient of Federal and State funding, the Culver City Transportation Department is required to complete and submit a plan to LA Metro as LA County's Transportation Planner on a triennial basis. The SRTP outlines the agency's challenges, financial position, priorities, and initiatives, and is intended as a strategic guide for implementing the agency's mission and vision over the next three years.

Status: As part of the Interdepartmental mobility collaboration efforts, the Transportation Department along with Public Works and the Community Development Departments decided to expand the three-year Short-Range Transit Plan into a comprehensive five year Short Range Mobility Plan (SRMP). The group added sections to the plan to highlight the collaboration required of the three departments, a summary listing of city-wide mobility initiatives, and local discretionary funding that could be utilized for funding these efforts. The SRMP will be taken to City Council in the latter part of FY 2021-2022 for adoption and will be a guiding roadmap to the future, maintaining a forward-thinking focus on improved mobility services with a continued dedication to customer service and fiscal responsibility. This plan covers so much more than traditional transit services - it's pedestrians, scooters, bicycles, motorcycles, personal automobiles, public & private shuttles, buses and trains. It also covers the infrastructure from roadways, traffic signals, signage, mobility hubs and, of course, technology.

NEW WORK PROGRAMS FOR FISCAL YEAR 2022/2023

FY19-2023 Culver City Strategic Goal: Enhance Mobility and Transportation

Mobility Services

- ◆ **CityBus:** Continue to monitor and evaluate existing fixed route and on-demand services and initiatives to propose and implement adjustments to service and operations in response to the changing transportation landscape and post pandemic period. Utilize performance measures/key performance indicators to prioritize and improve service delivery. The Transit Operations division will continue to strive to improve business processes through leveraging existing technology systems that enhance the customer experience.
- ◆ **CityRide (Senior Mobility) Services:** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Senior Services division of the Parks & Recreation Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and will use the feedback and input garnered from these sessions to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, and educations of our residents in the use of alternative mobility services.
- ◆ **CityRide (Circulator) Service:** The Transportation Department will monitor and adjust the Downtown Circulator (1C1) and School Circulator (5C1 and 5C2) services to serve the ridership needs of the community. Both programs are considered pilots and have established goals for success. Staff will consider revenue options (such as standard fare collection, establishing a fee for private use of the mobility lane, etc..), alternative vehicles (such as smaller vehicles with higher frequency, autonomous vehicles etc..), and service delivery (such as on-demand, flexible feeder service etc..).
- ◆ **CityRide (Jefferson Circulator) Service:** The Transportation Department will explore a new Jefferson Circulator service that will turn Jefferson corridor into a high-quality transit corridor to support City's growth and sustainability and mobility goals. This service will connect major transportation nodes including Westfield Culver City Transit Center, Metro E Line La Cienega Station, and major commercial and residential areas along Jefferson Blvd. This service aligns with the GPU's overarching goals and policies of leveraging transit to balance and mitigate the VMT

impacts of development along this corridor; provides the service that will create the transportation paradigm shift and attract people to use transit and active transportation; and supports the need for future mobility lane and bus rapid transit service on this corridor.

- ◆ **Fare Equity Initiatives:** In order to support the goal of creating an accessible, equitable, and sustainable public transportation system, staff will continue to work with LA Metro and the LA County free fare initiative. Council has authorized a two-year pilot program (GoPass) with CCUSD ending June 30, 2023 so staff will continue to monitor and adjust as needed. Staff will also explore the implementation of free fare on CityBus utilizing a monthly pass that is subsidized for low-income residents, utilizing the LA County LIFE program (target date January 2023). Staff will budget funds necessary to perform a Title VI review, establish metrics for measuring success and to return with a recommendation to Council in the 2nd Quarter of FY2022-2023.
- ◆ **CityRide (Microtransit) Service:** The Department is partnering with LA Metro to implement Microtransit service. The Microtransit pilot will leverage regional platform, branding, and Microtransit technology to reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. This service will be integrated into the Metro Micro Program that the riders will utilize the same mobile application platform with service operated by Culver CityBus, which will offer a seamless experience for riders throughout the region. The department will implement the first pilot service in the Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. Staff will also procure and prepare the vehicles for this service. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services. Pending the results of the pilot, Staff will explore implementing a second pilot in the Westfield Culver City/Culver Pointe area and consider upgrading the dial-a-ride paratransit service and/or replacing the late-night, less productive Culver CityBus fixed-route service with Microtransit. Staff anticipates implementing this service in CY2023.
- ◆ **CityShare (Micromobility) Services:** Staff will continue to manage the City's e-scooter share program and electric-bike share private program. Staff will also collaborate with Public Works Department and LA Metro to establish an equity-based bikeshare service as part of the City's micromobility program. The details of this equity based bike share program is pending LA Metro's future bikeshare study to redesign the bikeshare program (the RFP to solicit a consultant for the study anticipated to be conducted in CY2022).
- ◆ **CityShare (RideShare) Services:** Staff will monitor and evaluate the new pilot program (currently planned to implement by end of FY2022). This new pilot program aims to manage City

employees' transportation demands and reduce single-occupancy vehicle trips through creative and robust program measures. The goal is to eventually wrap this program into City's future TDM program to showcase as a model program. Staff anticipates completing the pilot evaluation and recommend a permanent program in FY2024.

Mobility Management:

- ◆ **Prioritized City-wide Mobility Initiatives:** The Transportation Department will continue to collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments as outlined in the adopted Short Range Mobility Plan. This five-year strategic plan provides the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.
- ◆ **Transportation Demand Management (TDM):** The Transportation Department will lead the TDM consultant to carry out a Citywide TDM Study in a joint initiative with Community Development and Public Works Department. The effort will include preparing and adopting a TDM Ordinance and the TDM Program, establishing staffing to manage the program, and developing an education and outreach program to foster mobility mode shifts. The program will incorporate innovative mobility management strategies to help achieve the City's mobility goals of improving circulation and reducing traffic congestion. The project will research TDM best practices and engage with developers, employers, and other stakeholders through the public outreach process. The project will also recommend a practical and comprehensive TDM Plan, update relevant City policies and provide a roadmap for implementing other TDM-related recommendations. Staff anticipates completing the program in FY2023 and implementing the TDM program in FY2024.

Improving Transportation Infrastructure

- ◆ **MOVE Culver City:** The project intends to create the mobility paradigm shift through street transformation, expanded mobility services, enhanced access to mobility services, and better mobility user experience. The Downtown corridor tactical mobility lane on Culver and Washington Boulevards was launched in November 2021, with a minimum of a one-year assessment of performance. The Transportation and Public Works Departments will evaluate the performance of the mobility lanes on the improvement of mobility alternatives, while minimizing the impact on personal vehicular traffic. The Transportation Department will report quarterly on the performance of the mobility lane and conduct two evaluations as part of the pilot period, with a goal to complete the evaluation in and returning to the City Council with results of the evaluation and recommendations on next steps in FY2023. In addition to monitoring and evaluating the performance of the Downtown corridor mobility lane, staff will commence the

preliminary planning and designing concepts for the additional tactical mobility lanes (Sepulveda Boulevard and Jefferson Boulevard) in CY2023. As MOVE Culver City project continues, the Department will continue looking at funding options and securing monies for improvements.

- ◆ **Expand Battery Electric CityBus Fleet:** In accordance with the Innovative Clean Transit rule and in compliance with City policy to electrify CityBus by 2028, the Transportation Department will procure and place into revenue service six (6) additional battery electric buses by March 2023. Staff will continue to monitor performance and develop procedures to improve operator performance, route performance, maximize battery life, charge management, and electricity management.
- ◆ **Transportation Facility Electrification:** In support of the goal to electrify the bus fleet by 2028, Transportation staff will continue with the implementation of the Long-Term Facility Electrification Plan adopted by Council in September 2021. Staff will complete construction of Phase I of the plan, adding the permanent infrastructure to support operations of 10 battery electric buses by the end of CY 2022. Staff will also continue with the planning of Phase III of the plan to remove and replace the existing parking garage with a first level supporting battery electric buses, second level supporting the charging of mini-buses, departmental vehicles and employee incentive electric charging, and the third and fourth levels to be used for general parking. Staff will start procurement at the end of FY23 and build in FY24.

Phase I implementation of the Infrastructure is building the first half of a gantry structure over the east half of the bus yard, eventually charging the first 20 electric buses. This phase requires close collaboration with SCE and is partially funded by SCE's charge ready program. As sustainability, is our goal – we have included in the design as an option and will recommend the building of solar panels on top of the gantry and on the two buildings. The panels will be used to lower the electricity for the Transportation site. Funding will come from a federal grant.

Additionally, staff has secured a grant from the state of California Energy Commission to fund the design and build of a pilot electric charging management system in collaboration with MOEV a UCLA based initiative. The initiative is one of the first in the nation to not only help coordinate all vehicle charging data (regardless of vehicles or charging equipment), feed all interdependent software, provide a data warehouse for all reporting and ultimately manage and reduce the overall costs of electricity, including the buildings and balancing with the solar panels. Staff has an agreement to operate this software over four years and will look at this as a potential city-wide tool to manage the costs of electricity as a fuel and for building use. Staff will collaborate with Public Works during the pilot and potential city-wide implementation.

- ◆ **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops by the end of CY2022, establish a new mobility guideline to support buses and alternative mobility options, and to expand our

security and real-time information efforts for all bus stops within the system, with a target of serving 2/3 of our customer base. In FY 2022-2023, we will continue our efforts in all these areas. Staff will also implement a project to upgrade and introduce a new single-poled shelter for the Arts District that will include LED lighting, a new-real time electronic display and arts display case.

◆ **Technology Infrastructure Enhancements:** In FY 2022 – 2023 staff will continue its collaboration with the Information Technology department and complete a technology roadmap that will guide staff to implement and phase in new technology solutions for transportation as well maintain existing ones. This roadmap will also address a long standing issue with creating a city radio system that can support the Transportation, Public Works, and Parks and Recreation department, outside of the City Police and Fire network. The Technology roadmap will include a 10-year projection of funding required for implementation. Staff has already identified some key projects for implementation in FY 2022-2023 that can enhance the rider experience for those utilizing CityBus and CityRide Services.

The Transportation Department will collaborate with the Culver City Technology Department and implement public Wi-Fi on the CityBus and CityRide vehicles by the end of the Fiscal Year 2022-2023. All the hardware necessary has already been secured and was installed in the vehicles with the implementation of Next CCBus in 2021. Additionally, staff will explore the viability of implementing Public Wi-Fi at 10 major bus stops within Culver City as part of our Mobility Hub efforts.

The Transportation Department will also do a viability analysis and secure proposals on a design of a Mobility As a Service App, either tapping into our existing Next CCBus app or designing something new. The vision is to have an app that allows you to select mobility choices and see viable paths, available equipment and recommendation of trip including auto payment. It will allow any person to plan a bus trip, see all the bike or bus paths, available micro-mobility vehicles, or even available garage or street paid parking.

◆ **Video Surveillance Enforcement Pilot Program:** Staff is exploring ways to use technology to enforce bus only lanes in the downtown corridor as is allowed under CA new law enacted on January 1, 2022. The Transportation Department is working collaboratively with the City Attorney's office and the Police Department to pilot a program in FY 2022-2023 on our CityRide vehicles operating the Downtown Circulator. The law allows transit agencies to put cameras on buses to enforce parking violations at bus stops and in bus-only lanes. It helps transit agencies to deter drivers from violating bus-only lane designations, increasing the reliability of public transit and keeping riders safe by discouraging vehicles from parking at bus stops, providing a safe boarding area for passengers as they embark and disembark from buses.

- ◆ **CityFleet Electric Vehicle Pilots:** The Transportation Department remains committed to the electrification of the City's entire vehicle fleet. In FY 2022-2023, staff will work with each City department to introduce at least one electric vehicle into their fleet by June 2023. Electric vehicles will be introduced either as one-for-one replacements in instances where vehicle lifecycles, vehicle market maturity, and operating conditions support such a decision, or as an addition to the fleet in pilot status. Culver City remains committed to partnering with equipment manufacturers to pilot new technologies in real world applications in an effort to improve their reliability and bring new electric vehicles to market.
- ◆ **City and Public Battery Electric Charging Infrastructure:** In support of its effort to expand zero emission vehicles within the City, the Transportation Department staff will work with the Public Works Department on installation of Battery Electric Charging Infrastructure. The Transportation Department will take the lead in assessing and drafting concept plans for all City sites for both departmental and public charging, improving each operating department's access to reliable and efficient charging infrastructure. The Public Works department will continue its assessment of public infrastructure needs and bring recommendations to council in FY2022-2023.

FY19-2023 Culver City Strategic Goal: Ensure Long-Term Financial Stability.

- ◆ **Ten-Year Financial Projections and Funding:** Leveraging work conducted in FY2022, the department will utilize a model to project funding for major capital efforts while maintaining amounts required to meet operational needs for continuing service. Additionally, the Department's staff maintains leadership roles in regional entities which influence the direction of long-term funding. Staff will use it's role to shape policy and funding decisions which will make for favorable circumstances for municipal bus operators like Culver CityBus. Staff anticipates multiple opportunities to seek federal assistance under the Bi-Partisan Transportation Infrastructure bill passed by Congress. There is also a large state surplus expected for which Transportation is anticipating even further opportunities to leverage existing sources as match and fully fund its largest capital efforts like electrification of its fleet by 2028.
- ◆ **Equipment Replacement Fund (ERF):** Transportation Department staff will continue working with the resulting Citywide vehicle utilization and electrification analysis, with a goal of enhancing and automating the funding needs for the ERF. Staff will expand the capital asset management software to include whole life costing and analyze the total cost of each fleet asset over its lifetime, from budget approval and procurement through to disposal including purchase, utilization, maintenance, operation, and decommissioning. This system will also automate forecasting of fleet capital needs and associated expenditures, thus replacing our current manual process.

- ◆ **Grant Management:** The Transportation department will further standardize its operating revenue and capital project reporting and processes to ensure it is utilizing all available funding resources in the most efficient way and maintains full compliance with all grant funding requirements. The department will collaborate with the Finance Department to utilize the Capital Improvement Program system and Tyler Munis to provide timely tracking and management of all capital projects. The department will also ensure it remains in good standing with all grant funding organizations, including preparing for and responding to the Federal Triennial audit anticipated to occur in FY2023.

Departmental Initiatives

- ◆ **Workforce Management & Business Process Improvements:** The Transportation Department continues to embrace technology with the goal of enhancing its service and improving overall operations and business processes. During FY 2022-2023 staff will continue with the implementation of the Scheduling and Workforce Management software secured with the MAIOR software suite. This software solution is an integrated system to our CleverCAD system that provides fixed-route scheduling and run-cutting tasks as well as improves the efficiency of routinely performed operational tasks including management of employee personnel information, bidding, daily scheduling, workforce management, daily dispatching, employee performance management, and timekeeping / payroll integration.

Staff is collaborating with the Finance and Human Resources department to replace the Transportation manual timekeeping system and will automate the feed into the Cities payroll system using this software. Additionally, staff is automating the absence management system during FY 2022-2023 and will use this as a trigger, along with Accidents/Incidents module, and the Customer Response Management system to initiate any Personnel records into the City Wide systems.

Staff will also continue to expand its facilities asset management software to include all costs associated with the maintenance of facilities, management of projects and to forecast the replacement of all capital equipment and other facility projects.

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

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT

FISCAL YEAR 2021/2022 WORK PLANS

ADMINISTRATION DIVISION

On-Going Projects / Programs

I. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation

- ◆ Continue to collaborate with Public Works and Transportation Departments on new mobility and TDM initiatives and a draft TDM Ordinance. Prepare new parking and mobility conditions for project entitlements and parking and mobility related Zoning Code amendments to advance mobility goals.

STATUS: On going - drafted parking ordinance recommendations and presented to Planning Commission and Public Works and Transportation departments; collaborated on TDM planning and worked on MOVE Culver City; public outreach and planning;

II. Strategic Plan 2018-2023, Goal 3 - Revitalize Ballona Creek

- ◆ Continue to coordinate Division work to develop a Ballona Creek Revitalization (BCR) action plan.

STATUS: On hold due to pandemic and lack of funding

- ◆ Adopt recommendations of the BCR action plan as part of the General Plan Update Mobility Element.

STATUS: Included as discussion topic in Land Use Element update.

- ◆ Identify and determine feasibility of potential BCR recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.

STATUS: Included as discussion topic in Recreational Element update.

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

- ◆ Implement affordable housing programs with Housing Division.

STATUS: Advanced the Affordable ADU program by obtaining \$220K of grant funding and realigning Measure H funding to subsidize units and created a method to match potential homeowner ADU applicants with eligible potential ADU tenants; Adopted a Linkage Fee Ordinance

to fund new affordable housing units with a fee applied to major commercial development projects; purchased 2 new affordable mobile home coaches with covenants; Obtained 2 planning grants (SB 2 and LEAP grant) to study how to increase housing production along City commercial corridors and facilitate work on the GPU Housing Element; completed a Motel Reuse Study, for property purchase to repurpose for an emergency shelter and permanent supportive housing, completed property appraisals, negotiated Purchase and Sale Agreement (PSA) for two motels, conducted due diligence, Phase I and Phase II Soil studies, building condition survey, prepared operating agreement with Exodus Recovery for facility operations, obtained contract services for tenant relocation, worked collaboratively with City Manager's Office in obtaining State Grant and County funding for project.

- ◆ Collaborate on implementation of approved Homeless Services Programs.

STATUS: Collaborated with the City Attorney and City Manager's office on production and adoption of the Rent Stabilization and Renter Protection Ordinances; During the pandemic, implemented a statewide renter eviction moratorium; established the Emergency Rental Assistance Program (ERAP)

IV. Transform Inglewood Oil Field - Strategic Plan 2018-2023, Goal 5

- ◆ In collaboration with City Attorney: 1.) With City Council direction, implement findings and recommendations of Amortization Program for non-conforming uses in Inglewood Oil Fields; 2.) Continue to work with County of Los Angeles Baldwin Hills Community Standards District (CSD) and California Air Resources Board (CARB); 3.) Study Neighborhood Air Near Petroleum Sources (SNAPS); and 4.) Monitor related workshops and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations.

STATUS:

Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations) on hold and may be abandoned and superseded by the Amortization Program, if adopted.

Amortization Study released in Summer 2020 partially completed, following 18-month review period with multiple public meetings culminating in the preparation of a draft Amortization Program for nonconforming oil uses. Oil Termination Ordinance adopted for nonconforming oil and gas uses throughout the City with a five-year period. Oil Termination Ordinance implementation including draft Fee Resolution and Insurance and Bond Resolution, anticipated to be presented to the City Council for consideration during FY 22-23.

- ◆ Incorporate findings in General Plan Update (GPU) Land Use Element.

STATUS: Inglewood Oil Field background information included in GPU Update and documents and Land Use Map.

V. Development Services Improvements

- ◆ Continue implementation of "Permit Center" – online payments, expand online permitting, area improvements (customer kiosk, signage, computer, printer)

STATUS: Expanded on-line permitting/applications; work with Finance to install credit card machine on the second floor for permit payment; digitized building plans and permits transitioning from paper records to digital records; Permit tech rotation among Departments delayed due to pandemic.

VI. Administration

- ◆ Prepare department budget, administer contracts, workflow and financial administration for seven Divisions, including new Rent Stabilization Unit, in Community Development Department; coordinate record retention implementation for all Department divisions; coordinate related public outreach

STATUS: Continue to oversee Department budget for seven divisions; Adoption of Soft Story Seismic Retrofit Ordinance and program implementation including collaboration with Building and Safety Division on updating information on City Website and contract administration; Continue record retention in all Divisions; continue interdepartmental public outreach coordination through Nextdoor, Govdelivery; newspaper publication; maintain city contracts on development projects.

- ◆ Promote and highlight new City construction and programs via social media platforms.

STATUS: Promoted for Community Development, City information, public meetings, news stories, press releases and project updates on the web and via GovDelivery.

New Projects / Programs

- ◆ Prepare new Transportation Demand Management (TDM) implementation measures in collaboration with Transportation and Public Works Departments on new TDM Ordinance

STATUS: On-going and worked on Mobility collaboration with Public Works and Transportation on work scope for contract TDM Ordinance production.

- ◆ Mixed-Use Ordinance/Inclusionary implementation

STATUS: Completed

- ◆ Linkage Fee Ordinance implementation

STATUS: Completed

- ◆ Rent Stabilization Ordinance implementation and new Housing Division Unit organization

STATUS: Establishment of Rent Stabilization Unit within the Housing Division including new staff: Rent Stabilization Coordinator, Analyst, and Administrative Clerk; positions recruited but delayed hire due to pandemic, recruitments underway.

- ◆ 9814 Washington Boulevard (Paskan Property) implementation

STATUS: Collaborated with Economic Development on obtaining project developer through RFP.

- ◆ Wende Comprehensive Plan/Community Garden Adoption

STATUS: Comprehensive Plan adopted January 2022; Affordable Housing agreements and lease agreement being drafted. Modular affordable housing research has commenced.

- ◆ Collaborate on new mobility initiatives such as Move Culver City, Tactical Mobility Lane, mobility grants, long range mobility planning in General Plan.

STATUS: On-going

FISCAL YEAR 2021/2022 WORK PLANS

BUILDING DIVISION

On-Going Projects / Programs

- ◆ Continue to provide the core services of the Building Safety Division:
 1. Process permit applications
 2. Issuing construction permits
 3. Coordinate inter-divisional workflow and routing of plans to various City Divisions
 4. Conduct plan reviews for building code and municipal code compliance
 5. Perform inspections for building code and Municipal code compliance
 6. Facilitate with processing business license
 7. Provide property record reports to real estate transactions
 8. Provide documents for Public Records Requests
 9. Collect Fees associated with building permits such as school fee, sewer facility fees, in-lieu Parkland fee, Art in Public Places fee, Development impact fee, etc.

STATUS: Ongoing: building anticipates coordinating and issuance of approximately 3000 permits a 5% annual increase. (number of permits will change May, with new info.)

- ◆ Continue to expand Accela online permitting capabilities. Create new Accela permit types for supplemental permits (separate addendum permits for additional work outside of permit scope or revised scope of work), GIS mapping of special (building hazard areas or permit districts and special permit issuance requirements).

STATUS: In Progress. Currently, the division can issue over the counter permits electronically for projects that do not require plan check; GIS integrated mapping for soft story is in the test phase and will be ready to launch by the soft story implementation schedule.

- ◆ Continue to work with IT Department on the selection and implementation of an electronic plan check software.

STATUS: Completed evaluation of EPR software and provided feedback on selection to Information Technology Department.

- ◆ Work with Information Technology Department on integration of Accela payment and Finance cashier system.

STATUS: Completed implementation and usage of a credit card terminal at Building front counter. Further work on streamlining financial payments is still being explored by IT and Finance with new software.

- ◆ Continue to enhance Building Safety website information such as applications and code information and bulletins and handouts.

STATUS: Ongoing. Numerous documents have been updated including the 10 day 100' construction notice and CALGreen checklist.

- ◆ Continue Implementation of the Permit Center:

1. Create inter-departmental application process for selected types of permits to simplify and coordinate permitting among various divisions and departments in development services to improve customer services.
2. Reorganize counter service and customer queuing and workflow and create customer service computer kiosk to query permit and process information.
3. Refine and implement Permit Tech II rotation schedule.

STATUS: Deferred due to City Hall closure resulting from COVID-19 and delayed due to a lack of staffing, Building will work with the Community Risk Reduction,, Public Works and Current Planning to complete. A key milestone is ACA going live for use in the kiosk query.

- ◆ Continue implementation of Phase II (Electrification) "Reach" Building Code Amendment to establish more energy efficient City Building standards.

STATUS: In progress. Prepare a draft code amendment in early 2022 for adoption with CBC Code Adoption.

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

STATUS: Phase I and Phase II completed -SWOF Ordinance adopted. Phase III implementation: prepare public outreach notification, issue notice and order to comply with adopted schedule;

coordinate screening review, plan review and potential appeal process; and any landlord and tenant appeals related to Seismic Retrofit work.

- ◆ Construction coordination for Entrada, Brick and Machine, The Culver Studios, 11141 Washington Assisted Living Facility, Culver Public Market, Synapse Automated Parking Garage (8888 Washington), and 8511 Warner.

STATUS: Projects completed except 8511 Warner construction (permits issued and construction has commenced) and Culver Public Market which has been delayed due to pandemic.

- ◆ Staff Recruitments – Recruitments for Building Official, Deputy Building Official, 1 Permit Tech I, 1 Permit Tech II, 1 Building Inspector, and 1 Plan Check Engineer.

STATUS: In process - completing Building Division recruitments for Building Official, Deputy Building Official, Plan Check Engineer, 1 Inspector, 1 Permit Tech I and 1 Permit Tech II.

- ◆ Continue digitization of plans and permits.

STATUS: In progress. Most backlogged plan storage has been eliminated (approximately 85%). Going forward new plans will be digitally stored as required.

New Projects / Programs

- ◆ New building permit fee study and new fee resolution to be adopted.

STATUS: An interim review of building fees has been prepared for use in a comprehensive external fee study. The Finance Department will be initiating a Comprehensive Fee Study.

- ◆ Permit Center physical reconfiguration to enhance development service workflow. - customer computer kiosk (with necessary hardware and software) to query permit and process applications.

STATUS: Deferred due to City Hall closure resulting from COVID-19, staff turnover and staff recruitment – project to resume upon full staffing.

- ◆ Recruit Permit Tech II staff to implement inter-division, inter-departmental work rotation schedule.

STATUS: Recruitment of Permit Tech II positions will allow for interdepartmental staff rotations to facilitate development services..

FISCAL YEAR 2021 – 2022 work plans

ENFORCEMENT SERVICES DIVISION

Ongoing Projects / Programs Status

- ◆ General Enforcement Complaints – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service: Year 2020 – 779.

Status: Year 2021 – Requests - 731

- ◆ Leaf Blower Regulations – Continue permitting process for gardeners who use leaf blowers. Continue educational processes to inform permit holders of changes to take effect in November 2022.

Status: Ongoing. Year 2021 - 49 Leaf Blower permits issued.

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

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

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

Status: Ongoing

- ◆ Homeless Encampments – Continue working in collaboration with the City Manager, City Attorney, Housing Division, St. Joseph's Center, Police Department, Public Works, and Park and Recreation Departments for cleanup of homeless encampments on public property.

Status: Ongoing

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

Status: 144 properties currently under Amnesty. Actively working with 15 property owners on resolution.

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

Status: On-going

- ◆ Continue Interdepartmental and interdivisional collaboration - Assist Public Works with enforcement of streets and sidewalk encroachments, polystyrene ban, illicit discharges to storm drains, outdoor dining regulations, parkway landscaping, solid waste services and homeless encampments. Assist Housing Division, Current Planning, and Building Safety Division with Code Enforcement and Housing Programs (e.g. Mobile Home Replacement Program, tenant/landlord issues, homeless encampment cleanups; zoning enforcement, and unpermitted construction.

Status: On-going.

- ◆ Complete staff recruitment for 1 vacant Secretary Position.

Status: Recruitment completed.

FISCAL YEAR 2021/2022 WORK PLANS

ADVANCE PLANNING DIVISION

On-Going Programs / Projects

VII. Strategic Plan 2018-2023, Goal 1 – Ensure Long-Term Financial Stability

- ◆ GPU Grant Funding – Continue to manage existing grants and seek new grant funding and partnership opportunities to support the GPU process.

STATUS: Ongoing. Continue managing the California Department of Housing and Community Development grants awarded for the GPU project including: Local Early Action Planning (LEAP) - \$150,000 – to study affordable housing feasibility along the Sepulveda Corridor and a Senate Bill 2 (SB 2) grant - \$82,500 - covering Housing Element update costs.

VIII. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation

- ◆ MOVE Culver City – Continue assisting the Transportation and Public Works Departments with the Tactical Mobility Lanes Pilot, including Corridor 1 (Downtown Culver Blvd & Washington Blvd), Corridor 2 (Sepulveda Blvd), and Corridor 3 (Jefferson Blvd).

STATUS: Ongoing. Staff participated in advisory committee meetings and coordinated with Transportation Department staff on aligning timelines with the GPU tactical urbanism demonstration project, which is located at the eastern end of the Corridor 1 pilot. Staff will continue to help and coordinate between projects as needed.

- ◆ Traffic Demand Management (TDM) – Continue to coordinate with the Current Planning Division and Transportation and Public Works Departments on TDM strategies and programs, including Parking and TDM Ordinance

STATUS: Ongoing. Coordinated with the Current Planning Division on how the Housing Element and General Plan Update address parking requirements. The Current Planning Division is preparing a revised Parking Ordinance for Planning Commission and City Council to review, incorporating this information. AP Staff will continue to coordinate with the Community Development (CDD), Public Works (PWD), and Transportation Departments (TD) to update the TDM Ordinance. Staff in CDD, PWD, and TD drafted an RFP for a TDM evaluation and implementation study for selecting, funding, and implementing transportation demand management (TDM) strategies.

IX. Strategic Plan 2018-2023 – Goals 1 and 2 – Ensure Long-Term Financial Stability and Enhance Mobility and Transportation

- ◆ Travel Demand Forecast Model (TDFM) – Continue working on and refining the TDFM project, including setting up the mobility fee program with the Public Works, Transportation, and Finance Departments and coordinating with the consultant to prepare the mobility analysis and transportation impact analysis in support of GPU CEQA compliance; and providing ongoing TDFM operations and management support.

STATUS: Ongoing. The Mobility Fee Improvement Ordinance was adopted and is in effect. The remaining work to be prepared under the TDFM project is to coordinate with the City's consultant to conduct GPU modeling and prepare the transportation impact analysis for CEQA compliance.

X. Strategic Plan 2018-2023, Goal 3 – Revitalize Ballona Creek

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

STATUS: Completed. The Greening the Greenway project is underway through Public Works. Advance Planning staff is always available to support creek and path improvement projects. The GPU project is updating long-term goals and policies for the creek separately through that effort. Continue to work with the Economic Development Division to progress the Ballona Creek Revitalization via public/private partnerships.

XI. Strategic Plan 2018-2023, Goals 2 and 4 – Enhance Mobility and Transportation and Enhance Housing and Homeless Services

- ◆ GPU State Regulation Compliance – Ensure GPU policies comply with recent major State regulations including Senate Bills (SB) 32 and 375 (greenhouse gas emissions), SB 1241 (fire risk), SB 1000 (environmental justice), SB 379 (climate adaptation), SB 743 (vehicle miles traveled and level of service), Assembly Bill (AB) 1358 (Complete Streets), AB 1397 and SB 166 (housing), SB 18 and AB 52 (Tribal consultation), among others.

STATUS: Ongoing - Housing Element Update policies drafted to comply with State laws where applicable. HEU CEQA process complies with SB 18 and AB 52 as does GPU's EIR timeline. As the other Elements are drafted, the GPU team will ensure the policies align with applicable State regulations.

XII. Strategic Plan 2018-2023, Goals 1, 2, and 5 – Ensure Long-Term Financial Stability, Enhance Mobility and Transportation, and Transform Inglewood Oil Field

- ◆ Carbon Disclosure Project – Continue to conduct annual reporting, in collaboration with City Departments, to quantify the City’s progress in reducing greenhouse gas emissions.

STATUS: Carbon Disclosure Coordinating complete.

XIII. Strategic Plan 2018-2023 – Fulfills all Goals and the Plan’s commitment to civic/community engagement, equity and sustainability.

- ◆ Governmental Alliance on Race Equity (GARE) – Continue helping with the Public Safety Review initiative and any other GARE initiatives as requested by the City Manager’s Office.

STATUS: Ongoing.

- ◆ General Plan Update (GPU) – Continue working on the GPU project, including equitable community engagement, land use alternatives, policy frameworks, technical analysis, plan preparation, and CEQA compliance.

STATUS: Ongoing. The GPU is in Phase 4 of the five GPU project phases, “Policy + Plan Development.” The Advance Planning team is continually improving its community engagement process to ensure it is more equitable. The GPU team prepared and enacted a robust engagement plan for the GPU project. The most current summary of the key engagement events held to date can be found in the Housing Element, Appendix D. To engage different segments of the community and help encourage community members to participate, the GPU team recruited a volunteer communications network, including local Community-Based Organizations, for the GPU. Coming up, the GPU team will ensure it is reaching SB 1000 neighborhoods during the Health and Environmental Justice workshop it is planning in April 2022.

FISCAL YEAR 2021/2022 WORK PLANS

CURRENT PLANNING DIVISION

On-Going Projects / Programs

- ◆ Provide core Division work including: providing general information, preparing property reports, zoning confirmation letters, application and project reviews for licenses and permits, plan checks, and discretionary permits. Process bi-annual zoning code clean-up text amendments, annual conditions of approval update, and lookback conditions update. Review proposed development projects and environmental documents in adjacent jurisdictions for potential impacts to Culver City. Participate in regional/sub regional planning efforts with Southern California Association of Government activities and Westside Cities group. Assist in preparation of Environmental Review documents, and studies (i.e. bicycle and pedestrian action plan, general plan, sustainability plans, travel demand modeling and transportation demand management ordinance, vehicle miles traveled model, mobility linkage fee). Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.

Status: On track to complete annual projections of (as of January 31, 2022): Assisting 4,296 members of the public, conducting 333 property reports, preparing 21 zoning confirmation letters, reviewing 487 applications for licenses and permits, conducting 973 Building and Engineering plan checks, and managing 62 Discretionary Permits including Site Plan Reviews, Conditional Use Permits, Zone Changes, General Plan Amendments, Comprehensive Plans, and Conditional Use Permits including associated Environmental Analysis. Clean-up Zone Text Amendments were not necessary this year.

Ongoing review and analysis of proposed development projects and related environmental documents for projects located in Los Angeles and abutting jurisdictions for potential impacts to Culver City, and coordination with Culver City Mobility and Traffic Engineering for analysis of traffic impacts.

Ongoing participation in regional/sub regional planning efforts including coordination with Southern California Association of Government activities related to the development and establishment of the 7th cycle Regional Housing Needs Assessment, Regional Transportation Plan, and Palms Neighborhood Venice Boulevard Ad Hoc Committee.

Ongoing assistance in preparing and reviewing environmental review documents and studies for the 2021-2029 Housing Element, Comprehensive General Plan Update, Mobility Plan and Sustainability / Climate Action Plans. Ongoing monitoring, research and reporting of Residential Entitlement

Streamlining, Affordable Housing and California Environmental Quality Act Guideline legislations (i.e. SB 8, 9 and 10).

- ◆ Coordinate Planning Commission site visits of previously entitled and built projects. Coordinate joint City Council and Planning Commission meetings to discuss development issues. Provide annual report to Planning Commission on development activity and lookback conditions. Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

Status: Site Visits to previously entitled and built projects as well as reporting on look back conditions were not conducted due to COVID 19 pandemic in FY 21-22. Joint Planning Commission and City Council meeting have not occurred in FY21-22. Staff attended various online virtual training classes related to Housing, CEQA, Subdivision Map Act, Urban Design, Land Use and Zoning Law, Accela permitting software updates, conducting online WebEx or Zoom meetings, and Computer Security. Staff also maintains membership with APA and AEP to keep updated on current Planning principles and best practices

- ◆ Provide publicly accessible computer and printer at Permit Center for public use to look up zoning information, development requirements, information on current projects, fill out and submit online applications, and print resources. Build out Development Permit Center on second floor including cubicle rearrangement, furniture, related equipment and supplies, software, and counter configuration. Enhance reporting and use of Accela permitting software for application submittal and tracking.

Status: Many of the Permit Center improvements have been delayed due to the pandemic, however, the following has been implemented: 1. Improvements have been made for public accessibility by providing access and drop off bins for plans and documents outside the City Hall building, 2. Providing ability to pay fees online, by allowing for submittal of plans online, and by developing online submittals of development permit applications.

New Projects / Programs

◆ Text Amendments:

1. Condominium and Townhome Subdivision

Status: Will be included in Residential Streamlining Code Amendment

2. Number Permit Extensions Allowed (Chapter 17.595)

Status: Will commence in FY22/23

◆ Architectural Features Related to Solar Installations and Height Exemptions – (Chapter 17.300.025)

Status: Will commence in FY22/23

◆ Application Requirements – Conformance with new State Housing Law Mandate with City permit requirements (Comprehensive Plans, SPR, CUP, AUP, AM Submittal Requirements)

Status: Completion in FY22/23

◆ Conform Code Requirements to State Law

Status: In Progress, research completed on relevant codes impacted. Code Amendment to be completed FY22/23

◆ Complete Emergency Shelter Revision

Status: Complete February 2022

◆ Complete Downtown Ground Floor Uses

Status: In progress, expected completion April 2022

◆ Complete Mixed Use Residential Streamlining

Status: In progress, expected completion in FY 21/22

◆ Complete Comprehensive Parking Standards Update

Status: In progress, expected completion in FY 21/22

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

Status: In process due to pandemic delays and necessary Division recruitments

Current Planning Division FY 21-22 – FY 22-23
Pending and Anticipated Development Projects

| PROJECT ADDRESS | DESCRIPTION | STATUS |
|------------------------------|--|--|
| 11469 Jefferson Blvd. | 150+ room boutique hotel; SPR | Approved July 2021 |
| 11039 Washington Blvd. | 4 new auto bays for Volvo dealership car repair; CUP | Anticipated completion June 2022 |
| 5914 Blackwelder Street | New office building; ASPR | Pending application submittal |
| 4044 Madison Ave. | 4-Unit Condominium; ASPR TPM | Approved February 2021 |
| 12727 Washington Blvd. | Mixed Use in both CC and LA 82 Units in CC, 35 Units in LA, 17880 sq. ft. of ground floor retail, CP | Anticipated completion June 2022 |
| 11111 Jefferson Blvd. | Mixed Use 50,000 sq. ft. of | Approved October 2021 Project completion FY 2023 |
| 5977 Washington Blvd. | CUP for car stacker | Pending application submittal |
| 2929 La Cienega Blvd. | CUP/Mod to add Vehicle Spray Booth | Pending application submittal |
| 4464 Sepulveda Blvd. | Mixed Use with 100% affordable units with religious facility and pre-school; Letter of Compliance with SB 35 | Ministerially approved, January 2022. Reviewed under SB 35 – Streamline Infill Affordable Project. Project in collaboration with Culver City Housing Authority. |
| 13341-13463 Washington Blvd. | Fueling Station at Costco | Anticipated completion Spring 2022 |
| 8902 Hubbard Street | 2 Unit Condominium; TPM | Anticipated completion Spring 2022 |
| 3906 Huron Ave. | 5 Unit Condominium; TPM, ASPR | Completion Spring 2022 |

| | | |
|----------------------------|--|--|
| 10876 Culver Blvd. | Wende Museum, Creative Community Center, Affordable Housing, CP | Comprehensive Plan approved January 2022. Affordable Housing agreements and Phase III Affordable Housing Development FY 2022 |
| 4164-4170 Lincoln Ave. | 2, 2-Unit Condominiums; TPM | Completion Spring 2022 |
| 9925 Jefferson Blvd. | 51,000 sq. ft. Office; SPR | Approved February 2022 |
| 4044 Lincoln Ave. | 4-Unit Apartment | Completion Spring 2022 |
| 3800 Sepulveda Blvd. | Cannabis, CUP | Completion June 2022 |
| 8631 Hayden Pl. | 230,000 sq. ft. office; SPR | Completion Fall 2022 |
| 5861-5863 Washington Blvd. | 3-story office; SPR, AM | Completion March 2022 |
| 8825 National Blvd. | Creative Office in both CC and LA, 168,000 sq. ft. in CC and 368,000 in LA.; Comprehensive Plan, PD Zone | Completion December 2022 |
| 10202 Washington Blvd | Sony Pictures Scenic Arts Conformance Review | Approved August 2021 Completion December 2022 |
| 10000 Culver Blvd | CUP – Sweet Flower Cannabis Retailer Storefront | Completed January 2022 |
| 3828 Delmas Terrace | Relocation of ER at So. California Hospital; SPR-MOD | Approved November 2021 Completion December 2022 |
| Amazon Studios Theater | Tenant Improvements to create new Theater venue for Amazon Studios | Completion August 2022 |

◆ Parkland In-Lieu Fee Update

Status: Project to commence in FY22/23

FISCAL YEAR 2021/2022 WORK PLANS

HOUSING DIVISION

On-Going Projects / Programs

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

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

Status: Ongoing. Application submitted to HCD for \$29 million under Project Homekey Round 2 for a motel conversion project. (All due diligence, building conditions survey, Phase I and II surveys, operator MOU, purchase and sale agreement and funding in process)

- ◆ Continue the annual audit of Section 8 and the Low Mod Income Asset Fund with Finance Department.

Status: Annual audit commenced in October 2021.

- ◆ Continue file retention and destruction program.

Status: Ongoing

- ◆ Continue staffing the Committee on Homelessness (COH).

Status: Ongoing.

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

Status: Ongoing

- ◆ Coordinate all request for mediation through the LTMB.

Status: Due to the pandemic and various Federal, State and local Eviction Moratoriums, there were no request for mediations from July 1, 2021 to present.

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

Status: Ongoing.

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

Status: Two reimbursement requests were submitted to HCD for the Housing Element Update. The first reimbursement in the amount of \$14,800 was received. The second reimbursement request of \$15,100 is pending HCD approval.

◆ Implementation of the COVID ERAP Program

Status: To prevent homelessness among low-income Culver City renters impacted by the pandemic Council established the COVID-19 Emergency Rental Assistance Program (ERAP). The provide consisted of two components, A 3-month catch grant and 12-month rental subsidy. Five household were assisted under the 3-month component and 47 households were assisted under the 12-month program.

XV. Rent Control/ Tenant Protection Ordinance

◆ Continue implementation of statewide Eviction Moratorium (dispute resolution) until rescinded.

Status: All Federal, State and local Eviction Moratoriums were lifted.

◆ Continue implementation of Rent Control and Tenant Protection Ordinances including contract administration and monitoring, coordination of hearings and hearing officer, housing and tenant rights, rental adjustment analysis, rental registration/fees, program guidelines and procedures, community outreach, and monitoring and enforcement of program guidelines.

Status: Since July 1, 2021, the Housing Division has received and responded to 133 telephone calls and 4,952 emails related to various provisions of the Rent Control and Tenant Protection Ordinances. Two Rent Adjustment Applications were received. Both were analyzed by BAE Urban Economics and approved. Two Reduction in Rental Services Applications were received and are currently pending analysis by BAE Urban Economics. There are a total of registered units and the amount of \$ has been collected in rent registration fees. Housing staff has made 50 referrals to Bet Tzedek for legal services. Bet Tzedek has served 30 residents and opened 16 cases.

XVI. Homeless Services and Prevention

◆ Homeless Outreach Request

Status: Housing staff received and responded to 223 homeless activity requests via the Homeless Hotline and the City Website.

◆ Ongoing implementation of emergency shelter feasibility study and funding options.

Status: Staff has engaged United Dwelling to provide concept plans and site plans for the development of modular housing units at the Virginia and Venice parking lots. The concepts plans and site plans were provided to the Council Housing and Homeless Subcommittee for review on December 8, 2021.

- ◆ Research with City Manager's office, establishment of local Homeless Management Information System (HMIS) to identify, track and maintain a database on the unhoused community.

Status: On December 13, 2021, Council approved a Professional Service Agreement in an amount not to exceed \$85,200 with Akido Labs for the development of the Culver City Connect Application (App), for the development of a Homeless Management Information System (HMIS), the development of data governance policies, user licenses, and the creation and maintenance of data sharing platform for first responders and case managers.

- ◆ Research with City Manager's office, investigation, implementation and messaging campaign for public outreach about unhoused community.

Status: Council approved a professional service agreement in an amount not-to-exceed \$112,500 with RALLY to develop and implement a public communications and messaging program to education and engage the public about homelessness and the proposed HomeKey Motel Reuse Projects.

- ◆ Research internal alternative outreach, wellness and response measures for unhoused residents.

Status: The City Manager's Office selected Critical Responses in Supportive Integrated Services (CRISIS) consulting through an RFP process to develop the Mobile Crisis Intervention Program to conduct non-enforcement response to citizens experiencing a mental health crisis or domestic violence calls for service.

- ◆ Work with City Manager's office to implement Safe Parking Program.

Status: At its May 13, 2021, meeting, the Council Subcommittee on Housing and Homelessness discussed the implementation of a Safe Parking Program at a City-owned parking lot. Based upon that discussion, it was recommended to pursue an Request for Proposal (RFP) process to identify a qualified operator. On October 11, 2021 Council approved the release of a Safe Parking RFP. The Safe Parking RFP is projected to be released February 2022.

- ◆ Restart outreach for implementation of Cedars Sinai Homeless Awareness and Education Program.

Status: Ongoing.

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

Status: From January 1, 2021, to September, 2021 the following individuals and families have been provided services and access to housing.

Families Served = 41

Persons Served = 98

Children Served = 51

Families Placed in Permanent Housing = 19

Persons Placed in Permanent Housing = 46

Children Placed in Permanent Housing = 27

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

Status: Research of funding options is ongoing. Since July 1, 2021, to January 27, 2022 the following have been served through the Saint Joseph Center (SJC) Outreach Team:

Number of Unhoused Enrolled=81

Number of Unhoused Engaged=34

Number of Unhoused Referred to Services=73

Number Permanently Housed =11

Emergency Motel Voucher Nights =106

- ◆ Continue administration of Rapid Re-Housing Program for six program participants as part of the Los Angeles County Homeless Initiative

Status: Ongoing.

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

Status: Ongoing.

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

Status: A total of two persons were served with \$1,604 in a Holding Fee, and \$1,604 Security Deposit.

- ◆ Continue work with Committee on Homelessness (COH) to coordinate the 2022 Homeless Count.

Status: Due to the pandemic, the 2022 Count is postponed to February 23, 2022. Culver City will continue to follow COVID protocol and utilize an internal group of enumerators from the City Manager's Office, members of the ACOHH, CCPD and CCFD and the SJC Outreach Teams.

- ◆ Continue implementation of Senior/Disabled Persons Mobile Home Replacement Program.
Continue implementation of COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP).
Continue implementation of Internal Emergency Motel Voucher Program.

Status: One household was served and received their new mobile home. The City purchased a second mobile home and will seek qualified low-income applicants to purchase.

XVII. Low- and Moderate-Income Housing Asset Fund

- ◆ Continue administration of RAP Program serving 16 households.

Status: This program is ongoing. There are currently 13 households remaining on the program with a Housing Assistance Payments (HAP) of \$17,925 per month.

- ◆ Continue all affordable housing (400 units) covenant monitoring.

Status: This program is ongoing. Covenant monitoring commences in December 2021.

- ◆ Continue administration Mortgage Assistance Program (MAP) – 13 units; Loan Monitoring (\$2,000).

Status: This program is ongoing. There are currently 11 outstanding MAP loans totaling \$495,740.

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

Status: Ongoing.

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

Status: This program is ongoing. Council approved a budget authority in October 2022. Housing is working with Econ Dev to approve a contract with KOA to serve as construction management.

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

Status: One \$5,000 grant was provided since July 1, 2021.

- ◆ Continue Section 8 Landlord Incentive Program administration

Status: Two incentives were provided.

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

Status: Ongoing.

- ◆ Inclusionary Housing Mixed-Use Ordinance covenant monitoring.

Status: Ongoing.

- ◆ Oversee the implementation Inclusionary Housing Mixed Use and monitoring of all income and affordable rent restricted units.

Status: Ongoing.

- ◆ Oversee implementation of Linkage fee to fund affordable housing.

Status: Ongoing.

- ◆ Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program (\$300,000).

Status: Housing staff has developed outreach materials and will work with Code Enforcement to facilitate participation.

XVIII. Section 8

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

Status: Ongoing.

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

Status: Ongoing. Due to the pandemic HCD allowed Self-Certification/Virtual inspection of HQS Requirements. When necessary, in person inspections were conducted. A total of 22 in-person inspections were conducted.

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

Status: Section 8 program participants enrolled in the FSS program. Three FSS participants have graduated.

- ◆ Apply for the HUD FSS Coordinator Grant

Status: The Authority was awarded \$67,000 in FSS Coordinator Grant funds from HCD.

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

Status: Submission is April 2022.

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

Status: Due to the pandemic, HUD waived the SEMAP requirement.

FISCAL YEAR 2021/2022 WORK PLANS**Economic Development Division****On-Going Projects / Programs**

- ◆ Complete Construction of Culver City Market Hall.

Status: Project construction delayed due to the pandemic. The developer to resume construction in Summer 2022.

- ◆ Coordinate tenant buildout of The Culver Steps and Ivy Station Redevelopment.

Status: Philz Coffee, Mendocino Farms, Erewhon Market and Pop's Bagels tenant assistance at Culver Steps.

- ◆ Manage construction of TOD crosswalk improvements.

Status: Production of project construction plans and specifications. Project BID documents commence Summer 2022.

- ◆ Coordinate construction of Transit Oriented District (TOD) streetscape improvements with new developments projects.

Status: Implemented with each new TOD project.

- ◆ Manage West Washington Business Association

Status: Continued outreach regarding economic recovery efforts and programs. Provide updates and information regarding Market Hall construction.

- ◆ Manage Business Resource Center for new and expanded business permitting.

Status: Responded to dedicated email, online requests and business hotline inquiries. Provide guidance on permitting, project feasibility and provide commercial property reports as necessary.

- ◆ Manage parking operations and complete improvements to the parking office, parking lots and installation of security cameras in the City garages.

Status: Completed parking office construction plans and specifications. Bidding is anticipated to occur in Summer 2022. Security cameras will be installed Summer 2022. Parking lot improvements are currently on hold as affordable housing opportunities are being investigated.

- ◆ Work with Information Technology and City Manager's Office to implement the City's fiber network business plan.

Status: Assisted with business outreach and promotion as requested.

- ◆ Implement Ivy Substation capital improvements.

Status: Completed Construction drawings for the structure's roof and walls. Final review in process with Public Works, Building Safety and Cultural Affairs. Construction Management Plan and bid specifications being prepared for issuance in Summer 2022.

- ◆ Meet with entertainment/technology, retail, automotive and hospitality stakeholders, and the City's top sales tax producers.

Status: Conducted virtual meetings with hospitality and entertainment/ technology stakeholders. Retail and automotive stakeholders were communicated with via the City's COVID-19 outreach channel (GovDelivery) or direct email

- ◆ Create new Business Improvement Districts (BID) where possible (including the Hayden Tract and West Washington Boulevard).

Status: Surveyed Hayden Tract stakeholders regarding when to initiate the BID formation process. Stakeholders indicated a preference to begin the BID formation process after the number of COVID cases subsides. Stakeholders will be surveyed again in Spring 2022. Meet with West Washington stakeholders on forming a BID.

- ◆ Collaborate with Code Enforcement to address vacant disinvested storefronts and properties with pop-up retail and art.

Status: Identified vacant properties and interested participants in program. Coordinating with ERTF and Cultural Affairs to expand locations, finalize program guidelines and solicit applications from local artists.

- ◆ Pursue Los Angeles Economic Development Corporation (LAEDC) Most Business Friendly City Award and other grants/awards.

Status: Applied for the LAEDC Business Friendly City Award and was selected as a finalist.

- ◆ Produce business/educational workshops in collaboration with the Chamber of Commerce, Los Angeles Economic Development Corporation (LAEDC) and Small Business Development Centers (SBDC).

Status: Facilitated business-focused webinar in August 2021 with JVS SoCal and produced one webinar for job seekers to obtain information on resources in September 2021. Staff plans on producing two business webinars focused on financial literacy for businesses and workforce development resources, both tentatively scheduled Spring 2022.

- ◆ Promote and highlight new City construction and programs via social media platforms.

Status: Promoted the City with the assistance of the City Manager's Office and Community Development Department Administration by posting news stories, press releases and project updates on the web and via GovDelivery.

- ◆ Implement programs identified in the Economic Development Implementation Plan (EDIP).

Status: Partially implemented due to COVID-19. Implemented 26 of the 43 work program items identified in the EDIP.

- ◆ Prepare 2021-2022 City Profile.

Status: Complete in Summer 2022.

- ◆ Identify developer for 9814 Washington Boulevard via a Request for Proposals process.

Status: 9814 Washington Boulevard - Issued a Request for Proposals for a mixed-used development with an arts related use on the ground floor and housing above in January 2022. Responses are due February 2022.

- ◆ Collaborate with Current Planning, Housing and Administration Divisions to identify a modular housing vendor for 10858 Culver Boulevard.

Status: 10858 Culver Boulevard modular housing – select vendor for modular housing design and installation to be administered jointly by Wende and the City. Issue a Request for Proposals to select vendor in 2022.

- ◆ Administer the Community Development Block Grant (CDBG) program.

Status: Approved, programmed and administered the City's funding allocation.

- ◆ Administer Memorandum of Understanding (MOU) with Chamber of Commerce.

Status: Delayed due to the COVID-19 pandemic. MOU discussion will resume in Summer 2022.

- ◆ Administer Farmers' Market and examine potential site alternatives.

Status: Administered Farmers' Market. Undertaking an audit in preparation of releasing a Request for Proposal in February 2022 for market manager services.

- ◆ Administer Downtown BID and act as liaison for renewal and implementation, including funds disbursement, permit assistance and the Management Agreement.

Status: Worked with Downtown BID to progress their 2022 workplan, assessment collection, business outreach, extend its management agreement and update its Memorandum of Understanding for Events with the City.

Administer Culver City Arts District (CCAD) BID and assist with mixers, promotion, website development and Artwalk events.

Status: Worked with CCAD BID to progress their 2022 workplan, assessment collection and business outreach. Completed median replanting project in coordination with Public Works and Parks Recreation and Community Services. Extended management agreement and facilitated permit approvals and supervised 2021 Artwalk and Roll Event.

- ◆ Serve as liaison for city community events, administer related agreements as required, including production for annual calendar for Culver Steps and Town Plaza Expansion.

Status: Assisted approximately four events including Asian World Film Festival, Heidi Duckler Dance Performance, Downtown Business Association Tree Lighting and Screenland 5K marathon. Upcoming events include No Kid Hungry in June 2022. Working to produce an annual calendar of events for the Culver Steps and expanded Town Plaza.

- ◆ Conduct Arts District Visioning.

Status: Delayed due to funding and economic results from the COVID-19 pandemic.

- ◆ Staff Emergency Operations Center (EOC) as necessary.

Status: Participated in the EOC during the COVID-19 public emergency.

Manage Economic Recover Task Force (ERTF) including expansion of the Buy Local and Open for Business programs.

Status: Facilitated external stakeholder meetings and related sector subcommittees every eight weeks to understand current impact of pandemic and related recovery support. Partnered with JVS SoCal to promote Employer subsidy programs and hiring strategies. Installed Choose Culver City banners in the right-of-way. Currently working on Love Local Music and Storefront Art Program.

- ◆ Partner with Public Works to obtain grant for Reimagine Fox Hills plan.

Status: Submitted Grant application but did not receive funding. Working with Advance Planning to incorporate project goals and objectives in the General Plan Update.

- ◆ Review and reorganize the technology stakeholder group to effectively represent the digital entertainment and technology industry.

Status: Created and met with the Creative Economy Stakeholder Group comprised of members from the arts and culture, digital entertainment/technology, architecture/engineering and design, advertising/marketing/graphic design, performing/visual arts, and digital entertainment/technology sectors. Next meeting scheduled for Summer 2022.

- ◆ Form new architecture/engineering and design stakeholder group.

Status: *Incorporated architecture/engineering and design in the Creative Economy Stakeholder Group.*

- ◆ Conduct business outreach meetings with Culver City biotechnology businesses.

Status: *Conducted meeting with BioScience LA to identify biotechnology businesses and outreach methods. The first outreach meeting will occur in Spring 2022.*

- ◆ Prepare Media Park improvement plan and related implementation measures.

Status: *Two conceptual plan prepared based on community input received in February and April 2021 and presented to City Council, Cultural Affairs and Parks, Recreation and Community Services Division and The Actors' Gang. Project funding being explored.*

- ◆ Finalize AIP Phase IV Median Construction Drawings and Bid Project

Status: *Prepared construction documents and bid specifications to construction seven medians between Beethoven Street and Glencoe Avenue in conjunction with Public Works stormwater project. Anticipated bid release in Summer 2022.*

- ◆ Implement Downtown Outdoor Expansion Space Project

Status: *Prepared Design Development Drawings to expand outdoor dining space along vacant sidewalk in Downtown Culver City. Coordinated with Public Works to select contractor and implement project in Spring 2022.*

FISCAL YEAR 2022/2023 WORK PLANS

ADMINISTRATION DIVISION

On-Going Projects / Programs

I. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation

- ◆ Transportation Demand Management (TDM) Ordinance - The City is integrating all aspects of mobility planning proposed by the Inter-departmental mobility team of Community Development, Transportation and Public Works Departments. Within Community Development, Advance Planning, Current Planning and Administration Divisions will participate in development of a Citywide Transportation Demand Management (TDM) Plan Request for Proposal (RFP) to update the existing TDM Ordinance. Culver City's TDM Ordinance production will be accomplished over FY 22-23 with TDM implementation on-going thereafter. Staff will be deployed on an interdepartmental basis to carry out work on the TDM plan (Plan), ordinance preparation and program implementation. The Plan will outline new development TDM requirements, program funding, program evaluation and monitoring, recommended city policy changes and TDM short and long-term implementation strategies that may apply to developers, employers, and residents. The Plan may also include a feasibility study for creation of a Transportation Management Agency that promotes, educates, and provides technical assistance to developers, employers and residents to ensure program compliance.
- ◆ Support prioritized City-wide Mobility Initiatives with Transportation and Public Works Departments as outlined in Short Range Mobility Plan.

II. Strategic Plan 2018-2023, Goal 3 - Revitalize Ballona Creek

- ◆ Develop a Ballona Creek Revitalization (BCR) action plan – project carried over to obtain new funding.
- ◆ Adopt recommendations of the BCR action plan as part of the General Plan Update Mobility Element – GPU background studies incorporate BCR recommendations.
- ◆ Identify and determine feasibility of potential BCR recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update – GPU background studies to include BCR recommendation improvements.

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

- ◆ Implement affordable housing programs with Housing Division – new affordable housing programs include purchase and rehabilitation of two motels for a homeless shelter and permanent supportive housing and submittal of State grant funding application.

IV. Strategic Plan 2018-2023, Goal 5 – Transform Inglewood Oil Field

- ◆ Joint project with City Attorney - implementation of the Amortization Program for the IOF and related interagency coordination on drilling operations (i.e., *fracking, air and water quality, health, setbacks, etc.*).
- ◆ Incorporate findings in General Plan Update Land Use Element – ongoing.

V. Development Services Improvements

- ◆ Continue implementation of “Permit Center” – online payments, expand online permitting, area improvements (customer kiosk, signage, computer, printer) – complete Building Division recruitments for Building Official, Deputy Building Official, Plans Examiner, 1 Inspector, 1 Permit Tech II and 1 Permit Tech to implement project.

VI. Administration

- ◆ Prepare department budget, administer contracts, workflow and financial administration for seven Divisions, including new Rent Stabilization Unit, in Community Development Department; coordinate record retention implementation for all Department divisions; coordinate related public outreach – ongoing.
- ◆ Promote and highlight new City construction and programs via social media platforms – ongoing.

New Projects / Programs

- ◆ Collaborate on 9814 Washington Boulevard (Paskan Property redevelopment) - Identify developer and initiate construction for 9814 Washington Boulevard via a Request for Proposals process.
- ◆ Continue collaboration on mobility initiatives with Public Works and Transportation Departments such as Move Culver City, Tactical Mobility Lane, mobility grants, long range mobility planning in General Plan.
- ◆ Continue implementation of Soft Story Seismic Ordinance Phase III – “Virtual Fair”, commence issuing public notice and order to comply to Soft Story Ordinance, coordinate landlord appeals and tenant relocation as necessary for retrofit work.
- ◆ Adopt Phase II REACH code amendment to mandate building electrification within the City.
- ◆ Prepare department budget, administer contracts, workflow and financial administration for seven Divisions, coordinate record retention implementation for all Department divisions; coordinate related public outreach as necessary.
- ◆ Town Plaza Use Policy: Working group of the Community Development Department and other Departments, and the City Manager’s and City Attorney’s Offices, to prepare a comprehensive use policy for the City’s Town Plaza.

FISCAL YEAR 2022/2023 WORK PLANS

BUILDING DIVISION

On-Going Projects / Programs

- ◆ Continue to provide the core services of the Building Safety Division:
 1. Process permit applications
 2. Issuing construction permits
 3. Coordinate inter-divisional workflow and routing of plans to various City Divisions
 4. Conduct plan reviews for building code and municipal code compliance
 5. Perform inspections for building code and Municipal code compliance
 6. Facilitate with processing business license
 7. Provide property record reports to real estate transactions
 8. Provide documents for Public Records Requests
 9. Collect Fees associated with building permits such as school fee, sewer facility fees, in-lieu Parkland fee, Art in Public Places fee, Development impact fee, etc.
 10. Interdepartmental and interdivisional plan reviews

- ◆ Continue to expand Accela online permitting capabilities. Create new Accela record types for soft story tracking and implement GIS mapping of building hazards.

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

- ◆ Continue to work with Finance and IT Department on integration of Accela payment and cashier system.

- ◆ Continue to enhance Building Safety website information such as applications and code information and bulletins and handouts.

- ◆ Continue Implementation of the Permit Center:
 1. Create interdepartmental application process for selected types of permits to simplify and coordinate permitting among various divisions and departments in development services to improve customer services.
 2. Reorganize counter service and customer queuing and workflow and create customer service computer kiosk to query permit and process information.
 3. Refine and implement Permit Tech II rotation schedule.
- ◆ Adopt and implement Phase II (All Electric) "Reach" Code Amendment to establish more energy efficient City Building standards. Phase I has been implemented.
- ◆ Prepare any energy Reach Code website.
- ◆ Implement Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.
- ◆ Construction coordination for Apple/Culver Crossing, 11111 Jefferson, and 8511 Warner.
- ◆ Continue digitization of building records.
- ◆ Work with IT Department on the selection and implementation of an electronic plan check and customer query software.
- ◆ Assist in the new fee study, resolution, and adoption of revised Building and Safety fees.
- ◆ Permit Center evaluation for physical reconfiguration to enhance development service workflow. - customer computer kiosk (with necessary hardware and software) to query permit and process applications.

New Projects/New Programs

- ◆ Research, evaluate, and adopt 2022 California Code of Regulations with local amendments.
- ◆ Website management and migration to new software solutions.

FISCAL YEAR 2022/2023 WORK PLANS

ENFORCEMENT SERVICES

- ◆ Continue ongoing programs including enforcement of regulations for Leaf Blowers, Cannabis, Massage, and Amnesty. (see above)
- ◆ Continue ongoing programs including enforcement of regulations for Leaf Blowers, Cannabis, Massage, and Amnesty. (see above) Continue ongoing general enforcement and assistance for interdepartmental and interdivisional collaboration with Public Works, Current Planning, Building Safety, Housing, Finance and Parks, Recreation & Community Services.
- ◆ Implement Safety Plan for Code Enforcement Officers per State Law SB 296.

FISCAL YEAR 2022/2023 WORK PLANS

ADVANCE PLANNING

VII. Strategic Plan 2018-2023, Goal 1 – Ensure Long-Term Financial Stability

- ◆ GPU Grant Funding – Continue to manage existing grants and seek new grant funding and partnership opportunities to support the GPU process. Consider SB 2 funding to support efforts in the GPU related to housing, including the Housing Element. Coordinate with the AECOM planning and consulting firm to support the GPU process. Recruit a part-time intern to help research affordable housing programs and funding to implement programs in the GPU and Housing Element.

VIII. Strategic Plan 2018-2023, Goal 2 – Enhance Mobility and Transportation

- ◆ Traffic Demand Management (TDM) – Advance Planning will participate in development of a Citywide Transportation Demand Management (TDM) Plan Request for Proposal (RFP) to update the existing TDM Ordinance.

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

IX. Strategic Plan 2018-2023 – Goals 1 and 2 – Ensure Long-Term Financial Stability and Enhance Mobility and Transportation

- ◆ Travel Demand Forecast Model (TDFM) – Continue coordinating with Public Works and Transportation staff to update the Transportation Study Criteria and Guidelines and with the consultant to prepare the mobility analysis and transportation impact analysis to support the GPU's CEQA compliance.

X. Strategic Plan 2018-2023, Goal 3 – Revitalize Ballona Creek

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

XI. Strategic Plan 2018-2023, Goals 2 and 4 – Enhance Mobility and Transportation and Enhance Housing and Homeless Services

- ◆ GPU State Regulation Compliance – Ensure GPU policies comply with recent major State regulations including Senate Bills (SB) 32 and 375 (greenhouse gas emissions), SB 1241 (fire risk), SB 1000 (environmental justice), SB 379 (climate adaptation), SB 743 (vehicle miles traveled and level of service), Assembly Bill (AB) 1358 (Complete Streets), AB 1397 and SB 166 (housing), SB 18 and AB 52 (Tribal consultation), among others.

XII. Strategic Plan 2018-2023, Goals 1, 2, and 5 – Ensure Long-Term Financial Stability, Enhance Mobility and Transportation, and Transform Inglewood Oil Field

- ◆ Carbon Disclosure Project – Continue to conduct annual reporting, in collaboration with City Departments, to quantify the City's progress in reducing greenhouse gas emissions.

XIII. Strategic Plan 2018-2023 – Fulfills all Goals and the Plan's commitment to civic/community engagement, equity and sustainability.

- ◆ Governmental Alliance on Race Equity (GARE) – Continue helping with the Public Safety Review initiative and any other GARE initiatives as requested by the City Manager's Office.

- ◆ General Plan Update (GPU) – Continue working on the GPU project, including equitable community engagement (for example, by distributing more citywide mailers, providing translation services at events, and translating community documents), land use alternatives, plan preparation, technical analysis, and CEQA compliance.

FISCAL YEAR 2022/2023 WORK PLANS

On-Going Projects / Programs

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

- ◆ Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.
- ◆ Continue the annual single audit with Finance Department.
- ◆ Continue file retention and destruction program.
- ◆ Continue staffing the Committee on Homelessness (COH).
- ◆ Continue staffing the Landlord Tenant Mediation Board (LTMB).
- ◆ Coordinate all request for mediation through the LTMB.
- ◆ Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09
- ◆ Development Community Outreach and Education Campaign to better inform public about mediation services including a Decision Tree to help guide when mediation is appropriate.
- ◆ Continue joint administration of SB2 grant funding with Advance Planning.

XV. Rent Control/ Tenant Protection Ordinance

- ◆ Continue implementation of Rent Control and Tenant Protection Ordinances including contract administration and monitoring, coordination of hearings and hearing officer, housing and tenant rights, rental adjustment analysis, rental registration/fees, program guidelines and procedures, community outreach, and monitoring and enforcement of program guidelines.
- ◆ Monitor rent registration including number of registered units and rent registration fees collected

XVI. Homeless Services and Prevention

- ◆ Implement the Homekey Interim and Permanent Supportive Housing Motel Conversion Project.
- ◆ Complete feasibility study, funding options and present findings to City Council for the production of up to 24 interim and/or permanent supportive housing units at the Virginia Lot and up to 12 at the Venice Lot.
- ◆ Implement the local Homeless Management Information System (HMIS) to identify, track and maintain a database on the unhoused community.
- ◆ Continue implementation and messaging campaign for public outreach about unhoused community.
- ◆ Work with City Manager's office to implement Safe Parking Program.
- ◆ Restart outreach for implementation of Cedars Sinai Homeless Awareness and Education Program.
- ◆ Continue Upward Bound House Homeless Outreach and Case Management Contract Implementation.
- ◆ Explore funding options for Homeless Outreach contract services through contract service with the Saint Joseph Center (SJC).
- ◆ Continue administration of Rapid Re-Housing Program for six program participants as part of the Los Angeles County Homeless Initiative
- ◆ Investigate and implement strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.
- ◆ Continue LA County Homeless Incentive Program (HIP) (including holding fee/signing bonus, vacancy loss, security deposit, and damage claims) to attract landlord participation.
- ◆ Continue work with Committee on Homelessness (COH) to coordinate the 2023 Homeless Count.
- ◆ Continue implementation of Senior/Disabled Persons Mobile Home Replacement Program.

XVII. Low- and Moderate-Income Housing Fund

- ◆ Continue administration of RAP Program serving 13 households.

- ◆ Continue all affordable housing covenant monitoring (400 units).
- ◆ Continue administration Mortgage Assistance Program (MAP) – 13 units; Loan Monitoring (\$2,000).
- ◆ Continue monitoring Metropolitan Property Management contract for 9 units at Jackson Avenue Apartments.
- ◆ Finalize rehabilitation of Jackson Avenue Apartments including installation of new roof and new kitchen and bathroom countertops and cabinets.
- ◆ Finalize rehabilitation of Braddock/Lafayette Group to address termite damage.
- ◆ Continue Neighborhood Preservation Program Rehabilitation grant (minor code compliance rehabilitation) program (estimated 5 grants to be awarded).
- ◆ Continue Section 8 Landlord Incentive Program administration (lease/retainer fee and security deposit – up to \$2,500).
- ◆ Continue implementation of Neighborhood Preservation Program Senior and Disabled grants for life safety repairs.
- ◆ Inclusionary Housing Mixed-Use Ordinance covenant monitoring (new projects since 2020).

- ◆ Work with Current Planning to develop Property Management and Maintenance Plan for the Wende Affordable Housing Units.
- ◆ Oversee implementation of Linkage fee to fund affordable housing.
- ◆ Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program (\$300,000). Project delayed due to pandemic and requirement to accumulate linkage fee and in-lieu inclusionary fees.

XVIII. Section 8

- ◆ Continue administration of the Section 8 Program serving 210 households.
- ◆ Conduct required Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.
- ◆ Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households
- ◆ Apply for the HUD FSS Coordinator Grant
- ◆ Prepare and Submit for HUD approval the Section 8 Annual Year Plan.
- ◆ Conduct SEMAP review and submit to HA and HUD for approval.
- ◆ Submit HUD required monthly PIC reports with a score of 98%-100%.
- ◆ Coordinate renter protection provision and capital pass-through appeals related to Soft Story implementation.
- ◆ Housing Ordinances and Programs: Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit).

FISCAL YEAR 2022/2023 WORK PLAN**Economic Development**

- ◆ Manage Construction of Culver City Market Hall.
- ◆ Coordinate tenant buildout of The Culver Steps and Ivy Station Redevelopment.
- ◆ Manager construction of TOD crosswalk improvements.
- ◆ Coordinate construction of TOD streetscape improvements with new developments projects.
- ◆ Manage West Washington Business Association.
- ◆ Manage Business Resource Center for new and expanded business permitting.
- ◆ Manage parking operations and complete improvements to the parking office, parking lots and installation of security cameras in the City garages.
- ◆ Work with Information Technology and City Manager's Office to implement the City's fiber network business plan.
- ◆ Meet with creative economy, retail/restaurant/services, automotive, hospitality, real estate/development and non-profit stakeholders, and the City's top sales tax producers.
- ◆ Create new BIDs where possible (including the Hayden Tract).
- ◆ Manage Code Enforcement actions and/or research other opportunities to activate vacant/disinvested storefronts and properties with art.
- ◆ Produce business/educational workshops in collaboration with the Chamber of Commerce, Los Angeles Economic Development Corporation (LAEDC) and Small Business Development Centers (SBDC).
- ◆ Promote and highlight the City, new construction and other programming via social media platforms.

- ◆ Implement programs identified in the Economic Development Implementation Plan (EDIP).
- ◆ Prepare 2022-2023 City Profile.
- ◆ Identify developer via a Request for Proposals process and initiate construction for 9814 Washington Boulevard.
- ◆ Issue a Request for Proposals and select a vendor for modular housing design and installation at 10858 Culver Boulevard.
- ◆ Administer the Community Development Block Grant (CDBG) program.
- ◆ Renew Memorandum of Understanding (MOU) with Chamber of Commerce.
- ◆ Administer Farmers' Market operations.
- ◆ Administer Downtown BID and assist with renewal and implementation, including funds disbursement, permit assistance and the Management Agreement.
- ◆ Administer Arts District BID and assist with mixers, promotion, website development and Artwalk events.
- ◆ Serve as liaison for city community events, administer related agreements as required, including production for annual calendar for Culver Steps and Town Plaza Expansion.
- ◆ Conduct Arts District Visioning.
- ◆ Staff Emergency Operations Center (EOC) as necessary.
- ◆ Manage Economic Recover Task Force (ERTF) efforts related to the Buy Local campaign and transition the ERTF into an economic resiliency task force with a focus on mid- and long-term economic vitality strategies and policies in conjunction with the General Plan Update and EIDP. Continue to convene task force to maintain connections with businesses, not-for-profits, associations and residents to understand real-time recovery and economic issues impacting our community.
- ◆ Partner with Public Works to obtain grant for Reimagine Fox Hills plan.

- ◆ Meet with Culver City biotechnology businesses.
- ◆ Complete Media Park improvement plan and related implementation measures.
- ◆ Implement AIP Phase IV Median Construction Drawings and Bid Project.
- ◆ Implement Downtown Outdoor Expansion Space Project.
- ◆ Implement Pop-up Retail - Prepare policies and procedures that facilitate retail businesses to operate on a temporary/short-term/exploratory basis.
- ◆ Coordinate Ballona Creek Revitalization (BCR) project – Obtain project funding, prepare BCR Action plan that complements existing conditions and provides for future improvements on Ballona Creek as a public-private partnership. Coordinate program and related outreach with Advance Planning Division.

INFORMATION TECHNOLOGY

Information Technology

Department Mission

To provide technology services that align with the City's strategic vision, enhance the productivity of City departments, facilitate collaboration for effective decision making, and enable access to public information to ensure government transparency.

Department Description

The Information Technology Department is responsible for providing centralized network services, telecommunications, and technology solutions support. Information Technology provides project management, implementation, and programming support for the enhancement of software systems. Support services include: system analysis, application development, hardware and infrastructure maintenance, and training. The IT Public Safety Division provides technology support services to the Police and Fire Department. The Graphic Services Division provides custom printing support, fax and copier support, and mail services. The Department also oversees operations for the Municipal Fiber Network which is marketed as Culver Connect.

FISCAL YEAR 2021/2022 WORK PLANS

IT Strategic Direction and Policy

- ◆ Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations.

1.
 - a. Replace end-of-life Wi-Fi infrastructure at City Hall
 - b. Extend City's Wi-Fi to Fire Station #1 and Fire Drill Yard
 - c. Extend City's Wi-Fi to the Senior Center

Status: Ongoing. The outdoor installation of Wi-Fi at Veterans Memorial Park was completed in October 2021 and successfully provided Wi-Fi to the public during Fiesta La Ballona. Staff is currently working with a consultant to plan and design the replacement of the Wi-Fi infrastructure at City Hall, and to extend Wi-Fi to the Fire Station facilities and the Senior Center. Staff will also be exploring options to extend Wi-Fi to city parks and upgrade the service in the downtown corridor.

Technology Support

- ◆ Continue to support and implement technology enhancements for remote workforce. The IT Department will continue to support the remote workforce of City staff by procuring laptops, assisting with printers/scanners needed for home business use, and making web-based solutions available where possible.

Status: Ongoing. Provided support for 178 laptops of which 124 were provisioned as loaners to facilitate staff working remotely. Additionally, supplied printers and desk phones to replicate office functionality as needed. Continue to support and enhance configuration for staff to make and receive office calls from their mobile device using Cisco Jabber. Continue to setup and train users on using the meeting/conference platforms (MS Teams and Webex) to facilitate remote meetings. Continue to work with departments to develop online forms to facilitate city operations.

- ◆ Implement an enterprise management solution for the increasing quantity and use of City iPads. Cloud based software will provide next-generation device management for the entire lifecycle of Apple devices including deploying and maintaining software, responding to security threats, distributing settings, installing updates, and asset management.

Status: Complete. Staff procured, implemented, and configured inventory management software to track and manage iPads citywide. The software enables routine operating system updates to ensure optimal security. The procurement process for purchasing iPads has also been enhanced. At the time of purchase, the city's enterprise iPad account is provided to the vendor and the device is delivered preconfigured so that it automatically integrates into the management software eliminating the need for IT staff to setup the unit prior to usage.

- ◆ Support Finance Department with implementation of upgrades to the City's financial system. IT will provide review and guidance of technical specifications, creating a virtual server environment, and assisting the vendor Tyler with software installation and configuration of the software which includes a budget dashboard and a tool for supporting budget book development.

Status: Ongoing. Conducted a technical review of server infrastructure, updated and prepared new environment in anticipation of the financial software upgrade. Assisted the Finance Department with meeting milestones and completed the financial system software upgrade. Provided support for the newly implemented budget book application. IT staff will continue to coordinate and support the Finance Department with additional system upgrades as needed. Staff will review system requirements and evaluate resources to assist with a cost/benefits analysis that compares keeping the software environment on-premise versus a cloud hosted Software as a Service (SaaS) solution

- ◆ Support Public Works Department with implementation of new system from vendor Cubic for traffic analysis and facilitating decision-making. IT will provide review and guidance of technical specifications and vetting compatibility and use on City PCs and the network environment.

Status: Ongoing. Staff continues to support the Public Works Department in the upgrade of existing traffic management hardware and software. Will continue to collaborate and explore possibilities of connecting this software on the City network and integration with the City's Geographical Information Systems (GIS) platform.

- ◆ Provide technical support as needed to the Transportation Department in support of technology improvements related to intelligent transit systems and related mobility enhancements.

Status: Ongoing. Provided technical support for the Transportation CAD System, assisted with trouble-shooting with the Computrol System, and provided technical support for various projects and endeavors including recruitment events. Provided project management support with newly configured MaintStar work order system.

- ◆ Plan and collaborate with the Transportation Department on the installation of new security camera system throughout the Transportation Facility. The security camera system must meet the State of California's regulations for recording and storage retention through the procurement of upgraded equipment. The current surveillance system has reached the end of its useful life and

lacks the capacity established by the state of California. Metro's Prop 1B Transit Security Bridge funds have been allocated to the Transportation Department to use for this project.

Status: Ongoing. In collaboration with the Transportation Department and the Police Department, IT staff drafted and released a Security Camera Replacement Project Request for Proposal (RFP). The team evaluated the proposals and selected a vendor. City Council awarded the contract to the vendor, CelPlan Technologies, Inc on December 13, 2021. The project was initiated in February 2022 and is anticipated to be completed by July 2022 (which is dependent on equipment availability and delivery timelines). This project will establish an enterprise solution which will allow staff to leverage the software and extend its use to additional departments.

Technology Enhancement & Replacements

- ◆ Ongoing development and support of online payment solutions that integrate between the City's permit management system, Accela, and a public facing means of submitting payments for permits in a fashion that reduces error while improving ease of the customers' experience.

Status: Ongoing. Completed major software upgrade to the Accela Permitting system. Deployed and supported a full complement of mobile devices for field inspections and remote work. Staff developed and implemented customizations to the plan check and permit expiration workflow that included User Acceptance Training (UAT) before go-live in the Accela system.

- ◆ Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings. Evaluate enhancements to further facilitate hybrid virtual City Council meetings, commission meetings and board meetings.

Status: Ongoing. IT staff continues to provide technical support for virtual Council meetings and CBC meetings. Staff continues to provide one-on-one training to city staff to facilitate enhanced virtual meetings. Implemented technology to support hybrid Council meetings which will enable public/staff participating virtually or onsite. Rollout of this functionality is pending direction from City Council regarding the return to in-person meetings.

- ◆ The City's IT service management system will be expanded in order to create workflows that make managing tickets, responding to user needs, and technical tasks performed by IT staff more efficient.

Status: On Hold. This work program item has been placed on hold pending availability of staff resources.

- ◆ Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2021-22 implementation is the completion of a WORM-compliant records center and automated workflow.

Status: Ongoing. Workflows and components for the WORM-Compliant records center were placed on hold for the majority 2021-22 due to staff resources being devoted to emergency operations and pandemic-related issues. These projects will carry-over to the FY22/23 Work Plan.

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

Status: Partially completed and ongoing. A Working Group, consisting of staff from the City Manager's Office, City Attorney's Office, Administrative Services Department, and Information Technology are working to prepare Administrative Policies and Procedures for an employee use of social media policy, with an anticipated completion date in 4th quarter of FY 21-22 or 1st quarter of FY 22-23. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies during 4th quarter of FY 21-22 or 1st quarter of FY 22-23. (Note: Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar year 2020 and 2021, as well as other City Council priorities, this project has been delayed.

Network Infrastructure Enhancements

- ◆ To ensure redundancy, availability of services, and securing the City's data:

- a. Replacement of current end-of-life data storage system

Status: Ongoing. On February 14, 2022, the City Council approved a contract with the [Re]DESIGN Group for the purchase, configuration, and install of a Dell EMC VxRail data storage system. The project will begin in March 2022 and is anticipated to be completed by June 2022.

- b. Continue replacement of virtual environment infrastructure

Status: Completed. On December 2021, staff completed the replacement of all the virtual Hosts that the Enterprise servers and applications are dependent upon.

◆ Work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by working with new operator to expand the customer base and provide ISP services to small businesses. Expand the Culver Connect network through joint-build activities with Ting Internet.

Status: Ongoing. The City's network operator, Onward, lit its first internet service commercial customer on October 6, 2021. The City has continued to work with Onward to identify and market to new customers, including the development of marketing materials, as well as expanding and fulfilling service to the City's existing customers. On June 14, 2021, the City Council approved allowing Onward to provide residential internet services to multi-family residential customers, and it is expected that Onward will be able to begin marketing to these customers before the end of FY21/22. Development of potential joint-build activities with Ting have continued throughout the year.

◆ In order to meet the public demand for additional options for high-speed home internet service, work with the City Manager's Office to assist with the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Through partnerships with Ting establish a free public wi-fi location.

Status: Ongoing. It is anticipated that Ting will complete its Culver City network buildout in FY22/23. On June 28, 2021, the City Council approved the terms of an Affordable Housing Internet Connectivity Program Agreement with Ting, and selected Culver City Park as the location at which Ting will provide free public Wi-Fi. Staff continues to work with Ting on finalizing the agreement so that Ting can begin to provide free service to affordable housing residents. Staff and Ting also continue to work together on the planning and provisioning of a free public Wi-Fi location at Culver City Park, and the development of a program to provide free internet service to Culver City serving non-profit organizations.

Public Safety Division

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

Status: Ongoing. The FY2021/2022 City Council Adopted Budget included two Information Technology (IT) Capital Improvement Projects in support of the Police Department; Network Cable

Replacement Project and the Security Camera Replacement Project. The Network Cable Project is in the bid process and a vendor will be selected in March 2022.

- ◆ Replace Security Camera System – The current security camera system provides external and internal monitoring of the police station, including the jail facility. On many occasions, the system has failed and required extensive troubleshooting to bring the system back online.

Status: Ongoing. On December 13, 2021, the City Council approved a contract with CelPlan Technologies, Inc. to install/replace, configure, and support security cameras at Transportation and Police Department facilities. The project began in February 2022 and is anticipated to be completed by July 2022 (depending on equipment availability and delivery timeline).

FISCAL YEAR 2022/2023 WORK PLANS

IT Strategic Direction and Policy

- ◆ Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations. Complete a Wi-Fi assessment with the goal of extending service to city parks and the downtown corridor.
- ◆ Continue to support and implement technology enhancements for online services and remote workforce. Support process automation by making additional public services accessible online. Continue to convert paper and PDF forms and applications so they can be submitted online. Build automated workflow around internal processes for efficiently and tracking.

Technology Support

- ◆ Support Finance Department with implementation of upgrades to the City's financial system. IT will provide review and guidance of technical specifications, creating a virtual server environment, and assisting the vendor Tyler with software installation and configuration of the software which includes a budget dashboard and a tool for supporting budget book development.
- ◆ Support Public Works Department with implementation of new system from the vendor, Cubic for traffic analysis and facilitating decision-making. IT will provide review and guidance of technical specifications and vetting compatibility and use on City PCs and the network environment.
- ◆ Collaborate with the Transportation Department in completion of the Transportation Technology Roadmap which will guide staff to implement and phase in new technology solutions for transportation as well maintain existing ones. This roadmap will also address a long-standing issue with creating a city radio system that can support the Transportation, Public Works, and Parks and Recreation department, outside of the Public Safety system. The Transportation Technology roadmap will include a 10-year projection of funding required for implementation.
- ◆ In collaboration with the Transportation Department implement public Wi-Fi on the CityBus and CityRide vehicles by the end of the Fiscal Year 2022-2023. All the hardware necessary has already been secured and was installed in the vehicles with the implementation of Next CCBus in 2021. Additionally, staff will explore the viability of implementing Public Wi-Fi at 10 major bus stops within Culver City as part of our Mobility Hub efforts.
- ◆ Provide support to the Transportation Department in the viability analysis and secure proposals on a design of a Mobility As a Service App, either tapping into our existing Next CCBus app or designing something new. The vision is to have an app that allows you to select mobility choices and see viable paths, available equipment and recommendation of trip including auto payment. It will allow any person to plan a bus trip, see all the bike or bus paths, available micro-mobility vehicles, or even available garage or street paid parking.

Technology Enhancement & Replacements

- ◆ Ongoing development and support of online payment solutions that integrate between the City's permit management system, Accela, and a public facing means of submitting payments for

permits in a fashion that reduces error while improving ease of the customers' experience. Updates for the upcoming fiscal year include:

- ◆ Updated Accela Citizen Access citizen portal for online permitting w/online payments functionality
- ◆ Integration with the City's Geographic Information System (GIS)
- ◆ Accela Cannabis permits solution enhancements
- ◆ Accela system migration to cloud hosted platform - Software as a Service (SaaS)
- ◆ System enhancements to integrate and streamline e-signatures and document retention
- ◆ Implement a staff on/off boarding systems (including change management) to improve the process of managing and coordinating this process between departments. This effort will include collaboration with the Finance Department and Human Resources Department. This software solution will integrate with existing systems where possible to reduce the amount of manual data entry while also improving efficiency and communication.
- ◆ Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings. Evaluate enhancements to further facilitate hybrid virtual City Council meetings, commissions and boards and committee (CBC) meetings.
- ◆ The City's IT service management system will be expanded in order to create workflows that make managing tickets, responding to user needs, and technical tasks performed by IT staff more efficient.
- ◆ Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2021-22 implementation is the completion of a WORM-compliant records center and automated workflow. Analyze implementation of automated electronic document retention policies.
- ◆ Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media.
- ◆ Complete an equipment analysis for the Council Chambers audio-visual components that are approaching end-of-life and upgrade as necessary. Analyze opportunities to enhance the AV experience for Council and Commission meetings that are held in the Chambers.

- ◆ Upgrade Geographical Information Systems (GIS) infrastructure including servers, database management system, and versions of Esri software which will enhance the GIS program to take advantage of new enterprise solutions. Explore improvements to current and new GIS web applications, including cloud-based solutions, that facilitate access to map information.
- ◆ Deploy an Employee Portal on SharePoint for centralized location of employee documents. Employee specific documents are typically located across various department sites on Culver Central (SharePoint repository). Having information in an easy-to-use format in one location would benefit all staff and especially new employees. Information Technology will work with Administrative Services and other departments to create a section on SharePoint where staff can easily search and retrieve all employee related information.

Network Infrastructure Enhancements

- ◆ Continue replacement of Network environment infrastructure that is at end-of-life to support best industry practices and security controls.
- ◆ Work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by working with new operator to expand the customer base and provide ISP services to small businesses. Expand the Culver Connect network through joint-build activities with Ting Internet.
- ◆ In order to meet the public demand for additional options for high-speed home internet service, work with the City Manager's Office and the Public Works Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public Wi-Fi location.

Public Safety Division

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

FINANCE DEPARTMENT

Finance

Department Mission

To provide sound fiscal advice, information and service to City officials, City departments and the general public that ensures a financially strong and effective city government, in a timely, cost-effective and professional manner.

Department Description

The Finance Department plays a key role in each financial transaction of the City, ranging from cash handling to debt management; from financial forecasting to budgetary controls. The Department responsibilities include: financial administration, budgeting and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash management, debt management, purchasing, investments, billing and collection of monies due the City, issuing of business licenses, accounts payable and payroll. The Department assists the City Manager in preparing and administering the operating and capital improvement budgets, ensures accurate fiscal analysis on items presented to the City Council, and through the City Manager provides an annual audited statement of the City's financial condition to the City Council, prepared in accordance with generally accepted accounting standards.

FISCAL YEAR 2021/2022 WORK PLANS

STRATEGIC PLAN INITIATIVES

Citywide User Fee Study

- ◆ Complete Citywide User Fee Study and review of Development Impact Fees and bring to City Council for adoption.

Status: In progress. The City has retained a consultant, NBS, to prepare a User Fee Study in conjunction with updates to the City's Cost Allocation Plan. The Fee Study's methodology and calculations will comply with the cost of service-based requirements provided by Article XIII C, Section 1, of the California Constitution. Article XIII C defines the difference between charges that qualify as fees for services, as opposed to taxes. Fees for services (except for penalties and fees for entrance to or use of government property), qualify as such if the amount charged does not exceed the cost of providing the service. The User Fee Study will require approximately four months to complete a final report, and up to eight months to include the formal public hearing and adoption process. The User Fee Study will be completed in FY2022/2023.

Full roll-out of Measure RE and audit program

- ◆ Culver City residents approved the amendments to the collection rate of Real Property Transfer Tax in November 2020 elections. The new Measure RE will be in effect from April 1, 2021. The City will be rolling out the new process of collecting additional tax under Measure RE and audit program for this revenue type during FY 2021/2022.

Status: Complete. The Measure RE tax collections process has been established since April 2021. The City has contracted with HdL Companies to monitor and audit the program on an ongoing basis. HdL also assists City staff with answering questions about the program.

Conduct Transient Occupancy Tax (TOT) Audit Program and work with the Finance Advisory Committee (FAC) to determine ways to recover TOT revenues

- ◆ HdL has been selected to conduct the TOT audit program. Staff and HdL will develop a program with guidelines and provide training to hotels/motels on preparing TOT remittance forms and submitting the correct amount of TOT.

Status: On hold. The audit has been put on hold due to the COVID-19 pandemic. In the interim, Staff has been working with outside legal counsel to update the current ordinance. Once the update is complete, education sessions for the hotels will be held in Fiscal Year 2022/2023.

- ◆ Staff will work with the FAC members and the City Attorney to look at potential revenue sources to recover lost TOT revenues as a result of the Corporate Housing program.

Status: Complete. A recommendation was received and filed with the City on September 13, 2021. The FAC determined the best course of action to address the impacts from the Extended Stay Hotel/Motel land use is for the City to consider entering into development agreements with any Extended Stay Hotel/Motel project applicants should the occasion arise.

DEPARTMENTAL INITIATIVES

Policy Project Development – Part II of Internal Audit Function

- ◆ Staff will continue to update policies and procedures on a regular basis as recommended by Moss Adams.
- ◆ Finalize the implementation of the remaining Moss Adams internal control recommendations, including recommendations that require software changes or implementation of new software modules.
- ◆ *Status: These initiatives have been moved to the City Manager's Workplan for FY 2022/2023 due to the shifting of the Internal Audit Division to the City Manager's Office.*

Budget Program Updates/Processes

- ◆ Continue roll-out of the Central Budget Entry Program to assist City Departments and Divisions with developing their annual budget submittals, along with streamlining review capabilities during the fiscal year.

Status: Complete. Initial roll-out of the Central Budget Entry Program was completed in preparation of the Fiscal Year 2021/2022 Budget. Staff developed and held training city wide and on a department level. Additional training will be held as part of the roll out for the Fiscal Year 2022/2023 Budget.

- ◆ Work with City Departments and Divisions in developing material to meet new criteria requirements for the Government Finance Officers Association (GFOA) award program. Items will include Performance Measures and Department organizational charts.

Status: In Progress – Will be completed for Fiscal Year 2022/2023 Budget book. Staff conducted a training session with the departments in January regarding Performance Measures. Departments have submitted draft performance measures which are currently under review and will be included in the Fiscal Year 2022/2023 Budget book. Staff is working with Human Resources to create updated Departmental organizational charts.

- ◆ Continued implementation of system enhancements to further reduce paper processes and improve overall City efficiencies, which will include deployment/upgrades to modules such as Personnel Actions, Employee Expense, and Accounts Payable programs within the City's financial enterprise resource planning (ERP) software.

Status: In Progress. Implementation of Personnel Actions and paperless cash receipt batch processing is complete. Following the City's ERP upgrade in February 2022, additional program enhancements will be scheduled.

◆ FISCAL YEAR 2022/2023 WORK PLANS

Strategic Plan Initiatives Citywide User Fee Study

- ◆ Complete Citywide User Fee Study and review of Development Impact Fees and bring to City Council for adoption.

Conduct Transient Occupancy Tax (TOT) Audit Program and continue to monitor/recover TOT revenues

- ◆ HdL has been selected to conduct the TOT audit program. Legal counsel will review and update the TOT ordinance for clarity. Staff, HdL, and legal counsel will develop a program with guidelines and provide training to hotels/motels on preparing TOT remittance forms and submitting the correct amount of TOT.

Assist With Development of Revenue Generation Strategies

- ◆ Work with City Manager's Office and support City Council and the FAC to develop new revenue sources to maintain fiscal stability and to mitigate for known expenditure increases in coming years for pension obligation costs.
- ◆ **Business Tax Review:** Resume the review of the City's Business Tax Structure that had been paused during the COVID-19 pandemic and explore placing a Ballot Measure for Business Tax on a future General Municipal Election.
- ◆ **Affordable and Workforce Housing Ballot Measure:** Explore the possibilities for placing a Ballot Measure for Affordable and Workforce Housing on a future General Municipal Election.

DEPARTMENTAL INITIATIVES

Budget Program Updates/Processes

- ◆ Ongoing training and system updates (as needed) of the Central Budget Entry Program (CBE) to assist City Departments and Divisions with developing their annual budget submittals, along with streamlining review capabilities during the fiscal year. Staff will explore the enhancement capability of CBE in Fiscal Year 2022/2023.
- ◆ Work with City Departments and Divisions in maintaining and updating material to meet criteria requirements for the Government Finance Officers Association (GFOA) award program.

- ◆ Continued implementation of system enhancements to further reduce paper processes and improve overall City efficiencies, which will include deployment/upgrades to modules such as Vendor Self-Service (VSS), Employee Expense, Accounts Payable and Project/Grant Accounting programs within the City's financial enterprise resource planning (ERP) software.

HUMAN RESOURCES

Human Resources

FISCAL YEAR 2021/2022 WORK PLANS

ADMINISTRATION

- **Public Safety Review**

- Directed by the City Council to lead a comprehensive 90-day review to examine public safety resources and services, and to review and recommend changes to the Culver City Police Department's use of force policy.

Status: Continuing. City Council reviewed reports and recommendations at its October 12, 2020 and January 25, 2021 meetings. Staff was directed to work with the Ad Hoc Public Safety Subcommittee to develop a Request for Proposal (RFP) to obtain a project manager to assist with the development of a mobile crisis intervention program. The consultant was selected by the Ad Hoc Public Safety Subcommittee in Fall 2021 and work started January 2022. Additional updates are provided in the City Manager's Workplan

Human Resources

- **Administrative Policies**

- Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office.

Status: Administrative Policy review was placed on hold due to staff resources being reassigned to COVID-19 related issues throughout calendar year 2020 and 2021. Throughout 2021, policy development, administration and training has been focused on responding to the COVID-19 pandemic. The following policies and procedures have been implemented:

- *Mandatory Vaccination Policy*
 - *Religious and Medical Exemptions*
 - *Expanded Family Medical Leave Act*
- *COVID-19 Prevention Guide*
- *Weekly Covid-19 Testing for the Unvaccinated*
- *Daily Infection Reporting Procedures*
- *Cleaning and Disinfecting Policies*
- *Physical Distancing Policy*
- *Customer Service Protocols*
- *Employee Testing and Return to Work*
- *Building Access and Public Appointment Portal*
- *Telecommuting Policy and Agreement*
- *Emergency Operations Center (EOC) Staff Reassignment*

- *AB 685 Notification to Employees and Labor Representatives*

- **Core Human Resources (HR) Functions**

- Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitments, testing and selection, administer protected leave programs, conduct and oversee personnel investigations and provide support to departments on employee performance management.

Status: Ongoing. Throughout the year, HR representatives' coach, counsel, and advise employees and departments on various issues pertaining to relevant Memoranda of Understanding and city policies/procedures, including interpretation and applicability; staffing and reorganization options; performance management; employee benefits; and retirement issues.

- **Equity Programming and Support**

- Update the City's Equal Employment Opportunity (EEO) Plan; Provide staff support for the Equity and Human Relations Advisory Committee; and facilitate diversity, equity and inclusion training for elected and appointed officials, and city staff.

- *Status: Staff developed bylaws for the Equity and Human Relations Advisory Committee (EHRAC); provided support, technical advice and administrative assistance to new EHRAC members as well as assistance in creating and implementing the Equity and Human Relations Advisory Committee's approved work plan, that included a community survey and community input; facilitated three equity-related community conversations with the City Council Ad Hoc Equity Subcommittee and a diversity, equity and inclusion training session to appointed officials. The Equity and Human Relations Advisory Committee held several special event meetings and engaged participation from the Culver City community and members of the public. The Equity and Human Relations Advisory Committee received community feedback through a community survey offered in English and Spanish, to better understand how the City may serve the Spanish speaking community. The goal was to gain information on the preferences from the Spanish speaking community regarding various City departments' function, available services, and how to access such services. The survey was distributed at Fiesta La Ballona and electronically posted to the City's website.*

A request for proposals (RFP) was developed and consultants were interviewed for the development of the City's Racial Equity Action Plan (REAP). The City selected Mason Tillman Associates to serve as the Racial Equity consultant; however, Mason Tillman Associates was terminated due to professional reasons. The City is currently reviewing the requests for proposals (RFP's) submitted from three other consultants that were also interviewed to prepare and assist with the implementation of the City's Racial Equity Action Plan (REAP) with both short-term and long-term initiatives and goals.

The City is an official member of the Government Alliance on Race and Equity (GARE). GARE is a national network of local governments working directly with their communities to address structural racism and racial inequity. Communities within the GARE network work together to achieve racial equity and advance opportunities for all. Culver City is one of 111 local and regional government jurisdictions committed to this work.

The EEO Plan update has been delayed and will be completed in FY 2022/2023.

- **Labor Relations**

- Labor contract negotiations with the Firefighter Association, Fire Management, Police Officer Association and the Police Management will begin in spring of 2022.

- **My Brother's Keeper**

- In accordance with the adopted Local Action Plan, expand the Student Internship Program for My Brother's Keeper (MBK) members for a paid summer internship. Develop a mentoring program for all students who participate in the Student Internship Program. The goal of this program is to develop leaders, introduce and encourage public sector employment and provide peer mentoring.

Status: On hold due to COVID-19.

- **Succession Planning**

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

Status: On hold due to COVID-19.

- **Training Program**

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

Status: Ongoing. Training sessions focused on policies related to COVID-19 and return to work protocols. Mandatory sexual harassment prevention training provided to employees and supervisors.

RISK MANAGEMENT

- Re-establish the Risk Management Division in the Human Resources Department. The division will be managed by a certified Risk Manager to oversee and direct complex risk management and safety prevention programs.
- Develop and implement a City-wide Light Duty and Return to Work Program to quickly return employees to work to fill vacancies in the City.
- Continue to offer a comprehensive Employee Wellness Program. Conduct a survey to solicit feedback from employees on current program and potential program ideas.

Status: Ongoing. Promoted health and wellness benefits offered by the City through a customized video, printed publications and virtual training sessions. Also facilitated the purchase and placement of hand sanitizing stations at City facilities.

- Expand Departmental Employee Safety Recognition Incentive Programs.

Status: On hold due to COVID-19.

- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.

Status: Ongoing. Developed and administered comprehensive return to work procedures related to COVID-19. Continued to facilitate and monitor mandatory Cal-OSHA training and ensure facilities are inspected on a regular basis. Updated the City's Injury Illness Prevention Plan (IIPP). Coordinated the following safety training sessions:

- OSHA – Personal Protective Equipment
- DOT Drug Testing
- Hearing Conservation
- Respiratory Protection
- Slips, Trips and Falls

- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.

Status: Ongoing. Continue to provide reports to departments to use as a tool to inform training, safety and equipment needs, as well as to highlight the cost of injuries.

- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.

Status: Ongoing. No EFJA's have been updated in FY 2020/2021.

- Oversee the worker's compensation claims program, ensuring timely reporting of workers' compensation claims to the third-party administrator; Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations.

Status: Ongoing. Risk Management and Department staff work together to ensure prompt reporting of claims. The early notification allows for timely delivery of benefits, better claims management, and reduction in litigation. While 92 new claims have been opened to date in FY 2021/2022, 44 of those have already been closed.

- Review and evaluate settlement recommendations. Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.

Status: Ongoing. In regular communications with the Third-Party Administrator and legal counsel to strategize on claims settlement. A total of 12 cases have been settled in FY 2021/2022.

- Implement and monitor the citywide Certificate of Insurance Program.

Status: On hold due lack of staffing in Risk Management.

- Oversee property valuations on all city owned property.

Status: Complete.

- Continue to manage EDD/unemployment/State Disability Insurance Claims

Status: Ongoing management of claims. Due to increased benefits and the unavailability of work hours for certain staff due to site and program closures, staff has processed an unprecedented number of claims in FY 2020/2021.

FISCAL YEAR 2022/2023 WORK PLANS

Human Resources

- **Administrative Policies**

- Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office.

- **Core Human Resources Functions**

- Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitment, testing and selection, administer protected leave programs, conduct personnel investigations and provide support and advice to employees and departments on personnel-related matters.

- **Equity Programming and Support**

- Update the City's Equal Employment Opportunity (EEO) Plan; Continue to provide staff support for the Equity and Human Relations Advisory Committee; and facilitate diversity, equity and inclusion training for elected and appointed officials, and city staff. Continue to develop programming related to My Brother's Keeper and related initiatives adopted by City Council in the Local Action Plan.

- **Labor Relations**

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

- **Succession Planning**

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

- **Training Program**

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

RISK MANAGEMENT

- Continue to offer a comprehensive Employee Wellness Program.
- Expand Departmental Employee Safety Recognition Incentive Programs.
- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.
- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.
- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.
- Oversee the worker's compensation claims program, ensuring timely reporting of workers' compensation claims to the third-party administrator; Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations.
- Review and evaluate settlement recommendations. Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.
- Continue to manage EDD/Unemployment/State Disability Insurance Claims.
- Implement and monitor the citywide Certificate of Insurance Program.

CITY MANAGER'S OFFICE

City Manager's Office

Department Mission

To provide leadership, guidance, and support to the City organization in the efficient and effective day-to-day management of the City organization; and to implement policies, annual goals, and objectives as established by the City Council.

Department Description

The City Manager is appointed by the City Council and is responsible for managing the day-to-day operation of the entire City through the coordination of all City departments in executing the policies and objectives formulated by the City Council. The City Manager provides direct supervision of the following staff: Assistant City Managers, Parks, Recreation and Community Services Director, Community Development Director, Public Works Director, Chief Transportation Officer, Chief Information Officer, Chief Financial Officer, Assistant to the City Manager on Homelessness, and Assistant to the City Manager. Further, as provided in the City Charter, the City Manager also directs and supervises the administration of all City departments.

The City Manager is responsible for the development of program and policy alternatives for consideration by the City Council and recommends to the City Council current and future financial, human resource and program needs of the City; establishes administrative procedures, which will enhance the effectiveness and efficiency of City operations; develops and maintains intergovernmental relationships and intra-agency activities beneficial to the City, coordinates the City's public information and community relations activities, and serves as the Executive Director of the Successor Agency to the Culver City Redevelopment Agency, the Culver City Parking Authority, the Culver City Housing Authority, and the Redevelopment Financing Authority. In addition, the City Manager's office reviews and analyzes proposed legislation and prepares position letters regarding support, opposition, and/or comments on legislation.

FISCAL YEAR 2021/2022 WORK PLANS

- ◆ The City Manager will continue to lead the City's response to COVID-19 as the Emergency Services Director. The City Manager and staff continue to work with all departments through the EOC on issues such as public orders and compliance with health guidelines to keep the public safe, public and employee communications, employee policies and procedures, vaccination planning, fiscal stabilization, and cost recovery. 2018 Strategic Plan Reference: N/A

Status: The City Manager issued three Supplements to Public Order in FY2021/2022. The 37th and 38th Supplements extended the waiver of outdoor dining and valet parking license fees, and extended temporary use permits for certain outdoor dining. The 38th Supplement required verification of proof of vaccination at certain indoor businesses and City facilities. Staff coordinated a public education campaign and developed collateral materials to support the vaccination requirement. The City Manager's office implemented the vaccine mandate for City Employees and contractors, including a weekly testing program for those employees with religious and medical exemptions to the mandate, and has worked with the Fire Department to provide vaccination and boosting opportunities for City Employees. The City Manager's office continues to drive public communications to encourage vaccination and educate staff and the public about the latest public health orders and recommendations.

- ◆ Work with Finance to continue to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment, and Internal Control Review. 2018 Strategic Plan Reference: Ensure Long-term Financial Stability

Status: The Finance Department received approval for the Fraud, Waste, and Abuse hotline policy with the Internal Audit Framework from City Council. The Internal Audit staff is in the final stage of updating various financial policies and procedures such as Accounts Payable, Purchasing, Purchasing Card, Travel & Expense Reimbursement, Cash Handling and Grant Submission & Management. The policies & procedures are being updated based on the recommendations of Moss Adams. Once the policies & procedures are updated, staff will present to the Policy Committee for their review. Some of the Moss Adams recommendations required new software, which will take additional time and funding to transition. Most recently, staff implemented the Personal Action Entry module in the Financial System, which allows multiple managerial approvals for Personal Actions.

- ◆ Work with the Housing Division and City Attorney's Office to implement the permanent rent control and tenant protections programs. Complete development of the residential rental

registration process and collection of a residential rental fee, if approved by City Council. Created any additional processes, forms, and administrative policies necessary. Bring on board new staff and consultants to assist with the implementation of the program. Communicate about the program to stakeholders including tenants and landlords. 2018 Strategic Plan Reference: Enhance Housing and Homeless Services

Status: Complete. The Permanent Rent Control and Tenant Protections Program was adopted by City Council in September 2020 and went into effect in October 2020. During FY 21/22, staff continued with the implementation of the Program and additional guidelines and forms have been completed or are in progress. The Rent Control and Tenant Protections webpage has been updated and improved and additional communications, including mailers, brochures, flowcharts, a video, and social media have been completed or are in progress. Development of cost recovery fees were completed and adopted by the City Council in May 2021. Staff coordinated the first annual citywide residential rental registration process, including the payment of annual fees, which was due on March 31, 2022. Development of additional guidelines and forms are ongoing. After new Rent Control staff are onboarded during FY21/22, this project will continue and be led by the Housing Division, assisted by the City Attorney's office.

- ◆ Work with the Housing Division, Code Enforcement, Police and Fire Departments, and other affected City departments to streamline the City's response to homelessness and support the City Council's direction regarding efforts to identify housing opportunities and address homelessness. Work continues on addressing numerous priorities: increasing housing options and the number of people served; expansion of homelessness prevention programming; enhancement of data tracking and homeless outreach activities among city staff and service providers; expansion of community education efforts around homelessness; creation of local programs to increase workforce training and job opportunities; and strengthening local and regional coordination. 2018 Strategic Plan Reference: Enhance Housing and Homeless Services

Status: These efforts are ongoing. Working with staff from the Housing Division and Community Development Department, the City submitted a Project Homekey application to support the purchase of two motels. If awarded, the motels will to be converted into 73 interim and permanent supportive housing units.

- ◆ Work with the Ad Hoc Public Safety Subcommittee to hire a project manager who will lead the work to design a Crisis Intervention Program for behavioral and mental health needs. 2018 Strategic Plan Reference: Enhance Housing and Homeless Services

Status: Project Manager has been hired and work is underway. Program is anticipated to launch in Summer 2022.

- ◆ Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by working with new operator to expand the customer base and provide ISP services to small businesses. Expand the Culver Connect network through joint-build activities with Ting Internet. *2018 Strategic Plan Reference: N/A*

Status: Ongoing. The City's network operator, Onward, lit its first internet service customer on October 6, 2021. The City has continued to work with Onward to identify and market to new customers, including the development of marketing materials, as well as expanding and fulfilling service to the City's existing customers. On June 14, 2021, the City Council approved allowing Onward to provide residential internet services to multi-family residential customers, and it is expected that Onward will be able to begin marketing to these customers before the end of FY21/22. Development of potential join-build activities with Ting have continued throughout the year.

- ◆ In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*

Status: Ongoing. It is anticipated that Ting will complete its Culver City network buildout in FY22/23. On June 28, 2021, the City Council approved the terms of an Affordable Housing Internet Connectivity Program Agreement with Ting, and selected Culver City Park as the location at which Ting will provide free public wi-fi. Staff continues to work with Ting on finalizing the agreement so that Ting can begin to provide free service to affordable housing residents. Staff and Ting also continue to work together on the planning and provisioning of a free public wi-fi location at Culver City Park, the development of a program to provide free internet service to Culver City serving non-profit organizations and responding to residential complaints and concerns about construction impacts.

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

Status: Ongoing. The City permitted two manufacturing/distribution/home-delivery cannabis businesses and one storefront retail cannabis business during FY21/22. The City now has eight permitted cannabis businesses: one storefront retailer, three

manufacturer/distributor/home-deliverers, two distributor/home-deliverers, one home-deliverer, and one distributor. On September 27, 2021, the City Council approved a resolution increasing the maximum number of home-delivery, manufacturing, distribution, and cultivation commercial cannabis business permits to allow a total of 15 home-delivery, 10 manufacturing, 15 distribution, 2 indoor cultivation, and 4 testing laboratory permits in Culver City.

- ◆ 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 (anticipated to be completed in FY21) as a template. 2018 Strategic Plan Reference: N/A

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

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

Status: Ongoing. The City continues to collect TOT through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent Rent Control and Tenant Protection Program, which went into effect in October 2020. Subsequently, this project was delayed due to resources being diverted to emergency operations and pandemic-related issues throughout calendar year 2020 and 2021, as well as other City Council priorities. 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. The next step will be to bring forward the Subcommittee's recommendations to City Council for consideration and approval before an ordinance is drafted.

- ◆ Work with the Finance Department to implement the new tiered rate structure for the City's real property transfer tax, approved by voters as Measure RE in November 2020, including communications, audit and recovery mechanisms, and a process to determine eligibility for affordable and new multi-family residences. 2018 Strategic Plan Reference: *Ensure Long-term Financial Stability*

Status: Complete. The City and County of Los Angeles Registrar-Recorder/County Clerk signed a revised agreement on March 31, 2021 for the Registrar-Recorder to collect the new documentary transfer tax for the City and remit it to the City. The agreement also provides for information sharing between the two entities, which has allowed the City to begin to audit DTT payments and transactions. Staff communicated with escrow companies about the new tax rates through the development of a new webpage, as well as information distributed by email and an online tax calculator. Staff completed forms and processes for the collection, and payment of refunds for those sales considered to be affordable and new multi-family residences.

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

Status: Ongoing. The City Manager's office and CCUSD officials have discussed a potential partnership to produce affordable and workforce housing for CCUSD employees on CCUSD-owned land. The City Council approved the formation of an Ad Hoc Affordable and Workforce Housing Ballot Measure Subcommittee on January 10, 2022 to further consider a potential tax ballot measure that could generate the necessary funding. Throughout the year, the City Manager's office has coordinated with CCUSD on COVID-19 related policies, such as quarantine and isolation requirements for children who attend the CCARP after school programs. Due to the pandemic, the City of Culver City/Culver City Unified School District Liaison Committee and the City of Culver City/West Los Angeles College Liaison Committee have not met during FY 2021/2022 as 2/15/2022.

- ◆ Work with the Transportation Department on strategy and policy development for improving circulation and reducing traffic congestion through expanding numerous modes of transportation. *2018 Strategic Plan Reference: Enhance Mobility and Transportation*

Status: Staff continues to work with the Transportation Department (lead) and other City Departments on the MOVE Culver City Downtown Corridor project. Efforts include the work with City staff and stakeholders on the new filming policy in the project area and the participation of the Community Project Advisory Committee. Staff helps guide the project team and consultant on various aspects of community engagement with the general public.

- ◆ Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space, considering current work from home changes, and potentially increasing opportunities for public meeting space. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. Due to the ongoing safety priorities associated with the COVID-19 pandemic, many City Hall staff have continued to telecommute on full and part-time bases. As such, the formal

planning for restructuring and reorienting of the offices in City Hall has been put on hold. The spaces in the City Manager's Office have been reorganized to accommodate the workspace needs of the current staff.

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

Status: In progress. Staff has been working with several departments on targeted community engagement and communications on various projects and programs. The City Manager's Office works with other City staff on a regular basis to help ensure quality communications.

As of January 2022, the City has seen continued growth in the size of its audience on social media. There are 5,762 followers on the City's Facebook Page; 7,183 followers on the City's Twitter Feed; 15,610 Nextdoor Members; 3,031 followers on the City's Instagram feed; 593 followers on the City's Volunteer Twitter Feed; 1,251 followers on Fire Department's Facebook Page; 1,515 followers on the Fire Department's Twitter Feed; 3,339 followers on the Fire Department's Instagram Account; 4,618 followers on the Police Department's Facebook Page; 7,219 followers on the Police Department's Twitter Feed; 8,230 followers on the Police Department Instagram Account; 1,703 followers on the PRCS Department's Facebook Page; 955 followers on the Culver CityBus Facebook Page; 510 followers on the Culver CityBus Twitter Feed; and over 42,000 subscribers on the City's GovDelivery platform. The City's communications consultant and staff have monitored comments, inquiries, and requests for service from stakeholders through various social media channels and the media. Whenever appropriate, staff and the consultant have noted the comments and questions and have informed other City staff to respond to inquiries.

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

Status: This work is ongoing. Staff has renewed efforts to work on the Sidewalk Vending Ordinance and other City policies with the support of various staff and will convene the Ad Hoc Street Vendors Subcommittee. It is anticipated that amendments to the CCMC will be presented to the City Council during the 4th Quarter of FY 21-22 or the 1st Quarter of FY 22-23.

FISCAL YEAR 2022/2023 WORK PLANS

- ◆ The City Manager will continue to lead the City's response to COVID-19 as the Emergency Services Director. The City Manager and staff continue to work with all departments through the EOC on issues such as public orders and compliance with health guidelines to keep the public safe, public and employee communications, employee policies and procedures, vaccination planning, fiscal stabilization, and cost recovery. As public health conditions allow, the City Manager will modify existing public health restrictions to allow a return to normalcy while ensuring the public's safety. *2018 Strategic Plan Reference: N/A*
- ◆ Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses and multi-family residences. Maximize the efficiency and utilization of the network by working with the City's operator, Onward, to expand the customer base and provide ISP services to small businesses and multi-family residences. Expand the Culver Connect network through joint-build activities with Ting Internet. *2018 Strategic Plan Reference: N/A*
- ◆ In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*
- ◆ Work with the Finance Department to complete the permitting process for three non-storefront and two storefront cannabis businesses who are currently in the application process. Re-open the non-storefront permit application process for the additional permit slots. Work with Finance to develop auditing and annual inspection procedures for eight existing businesses. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- ◆ Work with the City Attorney's Office to update three remaining oil pipeline franchise agreements, out of the City's five oil pipeline franchises, using the Torrance Valley franchise agreement (which was completed in FY21) as a template. *2018 Strategic Plan Reference: N/A*
- ◆ Work with the City Attorney's Office and Community Development Department to develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for

permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

- ◆ Collaborate with the Culver City Unified School District and West Los Angeles Community College (WLAC) on projects and initiatives of shared interest. Actively participate in CC-CCUSD Liaison Committee and CC-WLAC Liaison Committee meetings and provide support to WLAC to engage the community. *2018 Strategic Plan Reference: N/A*
- ◆ Work with staff from the City Attorney's Office, Administrative Services Department, and the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. *2018 Strategic Plan Reference: N/A*
- ◆ Work with the Ad Hoc Public Safety Subcommittee and Police and Fire Departments, City Attorney's Office, Housing Division, and other affected Departments to launch the mobile crisis intervention program. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- ◆ Work with the Housing Division, Code Enforcement, Police and Fire Departments, and other affected City departments to streamline the City's response to homelessness and support the City Council's direction regarding efforts to identify housing opportunities and address homelessness. Work continues on addressing numerous priorities: increasing housing options and the number of people served; expansion of homelessness prevention programming; enhancement of data tracking and homeless outreach activities among city staff and service providers; expansion of community education efforts around homelessness; creation of local programs to increase workforce training and job opportunities; and strengthening local and regional coordination. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- ◆ Examine and plan for the future use of space at City Hall, taking into consideration how the pandemic has changed work, such as the increased use of telework, as well as the community's need for more public meeting space. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- ◆ Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*
- ◆ Work with the City Attorney's Office and various City departments on updates to the Culver City Municipal Code, policies and procedures which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*
- ◆ Update policies and procedures on a regular basis as recommended by Moss Adams. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

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

CITY CLERK

City Clerk

FISCAL YEAR 2021/2022 WORK PLANS

CITY CLERK

- **Core City Clerk Functions**

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

Status: Ongoing. As of February 15, 2022, the City Clerk's Office has ensured proper record keeping for 61 new resolutions, 9 new ordinances and has authored and provided 70 recognitions and reviewed 32 sets of minutes during FY21/22. In February 2022, the City Clerk's Office began to provide auto-reply email responses to alert the public that their emails have been received, and to provide immediate answers to FAQs, as well as an initial phone greeting to provide similar information

- **Legislative and Advisory Body Support**

- Oversee City Council Meetings and provide other support and guidance to staff that serve as secretaries to Commissions, Boards and Committees (CBCs.)

Status: Ongoing. Provided routine training, advice and support to Council and CBCs. Developed hybrid meeting protocols, documentation and training in preparation for a return to a new hybrid City Council meeting. This will enable and guide the public to attend meetings virtually and in-person, once public health conditions allow.

- City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of FY21/22. (Joint Project with City Attorney's Office.)

Status (as of 02/16/2022): Partially completed and ongoing. Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Approximately 20 policies involving various subject matters have been

reviewed and revised to date. Subcommittee members and staff will continue to review Policies throughout FY22/23. Due to resources being diverted to emergency operations and pandemic-related issues throughout calendar year 2020 and 2021, as well as a transition in key staff, this project was not completed in FY21/22 as projected.

- Provide and/or track mandated trainings for elected and appointed officials and City employees.

Status: Ongoing. AB1234 annual training will occur at the end of June 2022. AB1661 annual training plan for elected and appointed officials is being developed jointly with the Human Resources Division.

- Oversee the annual CBC candidate recruitment outreach and selection process.

Status: Ongoing. 2021 recruitment was completed in June 2021. New members were onboarded and received training to take their positions as of July 1, 2021. A special interim recruitment was completed in February 2022. Preparations for 2022 annual recruitment will occur between April and June 2022. Applications have been made available year-round and staff is implementing an outreach plan to increase awareness of available CBC positions.

- Develop and implement a process for a biannual written report-back to City Council on CBC activities.

Status: Completed. The biannual written report-back process has been developed and implemented for all CBCs, with the first report-back to be provided to the City Council in April 2022.

- **Municipal Elections**

- Prepare for municipal elections and provide services related to recall and initiative inquiries and petitions.

Status: Ongoing. As of 2/16/22, the City Clerk's Office received and processed two failed recall petitions, responded to numerous initiative inquiries accepted one Notice of Intent to file a petition.

- Continue to work with LA County, providing outreach regarding Vote Centers/New Voting System.

Status: Complete and ongoing. Coordinated with LA County to establish vote centers and Vote By Mail Drop-Off Box Locations in Culver City for the June 7, 2022 Statewide Direct Primary Election and the November 8, 2022 General Election.

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

Status: Outreach to citizens and youth on voting using social media, email, and other methods will accelerate closer to the date of the June 7, 2022 primary election.

- **Document Management System** (Joint project with IT Department)

- Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2021-22 implementation is the completion of a WORM-compliant records center and automated workflow

Status: Workflows and components WORM-compliant records center were placed on hold for the majority FY21/22 due to staff resources being devoted to emergency operations and pandemic-related issues. These projects will carry-over to the FY22/23 Work Plan.

- **Records Retention and Destruction Schedule**

- Continue to provide oversight and direction on the process for citywide records destruction. An updated schedule will be completed in FY21/22.

Status: In progress. The citywide records destruction schedule is being updated to include new legislation and any needed changes by departments and will be adopted prior to the end of the FY21/22.

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

- Procure Electronic Request Processing System for Public Records Requests (PRR) and provide training for Departmental staff PRR processes.

Status: Completed. Next Request is the new online PRR processing system, which was implemented in January 2022. City Clerk Staff trained all city staff who respond to PRRs on how to use the program to provide responsive documents. The program went live on February 21, 2022. City Clerk and City Attorney provided an educational training on February 22, 2022 on the Public Records Act and the legal requirements of the Act and staff continues to tailor the program to fit the needs of the City.

- **Electronic Filing System for FPPC Forms**

- Implement an online program for electronic filing of forms required by the Fair Political Practices Commission

Status: Ongoing. The electronic filing program is now used for candidate filings (Forms 400 501, etc.), Forms 700 for 87200 filers and those staff listed in the City's Conflict of Interest Code. The semi-annual Form 460 deadline was January 31, 2022 and the Annual for 700 deadline is April 1, 2022. All FPPC filings can now be filed electronically and are available to the public through the City website.

PROPOSED FISCAL YEAR 2022/2023 WORK PLANS

CITY CLERK

- **Core City Clerk Functions**

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

- **Legislative and Advisory Body Support**

- City Council Meetings and Other Commissions, Boards and Committees (CBC) Body Support – Continue to work with the IT Department to implement and document hybrid meeting attendance models. Hybrid meetings will allow remote and in-person participation at City Council meetings by the public during pandemic restrictions and beyond.
- Keep abreast of the latest virtual and hybrid meeting methodologies and adopt them as applicable to ensure the City is using solutions that maximize public participation and transparency.
- Ongoing review of agenda format and related meeting documents and processes.
- City Council Policies Comprehensive Update (Joint Project with City Attorney's Office): Work with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY22/23.
- Provide and track mandated trainings for elected and appointed officials and City employees.
- Oversee the annual recruitment and appointment process and implement an outreach plan to increase awareness of year-round opportunities to serve on a CBC.

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

- Continue development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents, including completion of a WORM-compliant records center and automated workflow.

- **Record Accessibility**

- Continue training of new Council and CBC members on use of Electronic FPPC Form filing system. Track and archive entered records.
- Implement and populate online portal for searchable City records and documents
- Review and update webpages to ensure ease of access.
- Implement new software to convert microfiche and microfilm records into electronic documents, contingent on funding.

- **Records Retention and Destruction Schedule**

- Continue to provide oversight and direction on the process for citywide records retention and destruction.
- Draft and implement new policies and procedures related to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media. (Joint Project with Information Technology Department and City Attorney's Office.)
- **Public Records Act – Electronic Request/Processing System**
 - Continue development of Next Request, including populating the portal with searchable records and documents.
- **Municipal Elections**
 - Prepare for the November 8, 2022 General Municipal Election, to be consolidated with Los Angeles County, for election of two Council Members and any future ballot measures (if applicable). The election is expected to be called at a City Council Meeting in July 2022. Los Angeles County is scheduled to finalize and certify the results in time for approval and declaration at the December 12, 2022 City Council Meeting.
 - Continue outreach to citizens and Culver City youth about the importance of voting.
- **Electronic Filing System for FPPC Forms**
 - Update the Conflict of Interest Code in Spring 2023, as part of a biennial update.
- **Succession Planning**
 - Provide training, job shadowing and knowledge transfer within City Clerk's Office for future continuity within the office.

CULTURAL AFFAIRS

Cultural Affairs

FISCAL YEAR 2021/2022 WORK PLANS - STATUS UPDATES

CULTURAL AFFAIRS

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

Status: Ongoing. The CAC meets on average 10 times per year with a small staff managing and coordinating all related activities and functions. Review and update of CAC's public meeting minutes is ongoing. Approved minutes that are missing from the City's website (41 sets from 2004 to 2017), were collected and are being prepared for posting. To date, for FY 2021-2022, the CAC considered and provided input on items pertaining to the General Plan Update, the revitalization of Media Park; considered recommendations for grants for the 2022 Performing Arts Grant Program; reviewed Artist Laureate Alexey Steele's activities for calendar year 2021; and, reviewed two quarterly reports and an annual plan as presented by Culver City Arts Foundation. The CAC has seven subcommittees, four of which have been very active and meet up to 1-2 times per month: Public Art, 2022 Performing Arts Grant Program, Culver City Arts Foundation Liaison and Artist Laureate. Of these, the Public Art Subcommittee is a standing subcommittee that requires noticing and minutes in accordance with the Brown Act.

- **Continue to participate and implement various initiatives of the Economic Recovery Task Force as pertain to Cultural Affairs, including a Virtual Performance Center.**

Status: Ongoing. Cultural Affairs has coordinated with Economic Development staff and participated in the ERTF. Cultural Affairs has been involved in supporting and facilitating discussions of the ERTF Arts and Culture Working Group, implementation of the Virtual Performance Center on the City's website, and development of a pilot program involving temporary art in empty storefronts and businesses.

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

Status: Ongoing.

New Development/New Artworks:

Eight new permanent artworks in conjunction with development projects, were installed or completed installation since July 1, 2021:

- *Sculpture by Rob Ley for Entrada (6181 W. Centinela Ave.)*
- *Sculptures by Sage Vaughn and Tomokazu Matsuyama*
- *Mural by Steph Hendrix for the hotel on the Ivy Station campus*
- *Glass art by Veronika Kellndorfer for Brick & Machine (9735 Washington Blvd.)*
- *Two Murals by Alex Prager for 8888 Washington Blvd.*
- *Sculptural entry canopy by Luna Ikuta for Haven (11924 Washington Blvd.)*

Culver Current, a digital temporary artwork created and installed at City Hall in 2019 by Nate Mohler, was extended through spring 2022 with two new digital shows and additional public outreach.

Staff continues to work with Hackman Capital Partners, Redcar, Ltd., Hillside Memorial Park, and The Wende Museum, Bastion Development Corporation, and the developer for the project at 11111 Jefferson Blvd. on fulfillment of the Art in Public Places Program (APPP) requirement in conjunction with their projects. Coordination Current Planning on new applications that trigger the APPP requirement is ongoing.

In conjunction with the City's art consultants Dyson & Womack for the Washington/National TOD Gateway project, the CAC Public Art Subcommittee supported a recommendation by a selection panel for a concept by Los Angeles based artist, Charles Gaines, for the green open space; the concept is currently undergoing further review.

Artwork Collections Management:

- *Completed major restoration of The Lion's Fountain sculpture, fountain and surrounding plaza area which included fabrication and installation of a sphere, new signage, and new fabrication and placement of engraved donor bricks, and repainting of entryway columns.*
- *Annual cleaning of 19 City-owned artworks (including three with water components) has been completed, plus the City Seal and all the Heritage Courtyard plaques.*
- *Continued coordination with Hackman Capital Partners on the restoration and re-siting of the artwork Studio Pass by Jim Heimann, to a new location near Gate 2 at The Culver Studios.*

Art in Public Places Ordinance:

Updating the CCMC regarding the Art in Public Places Program was placed on hold due to resources being devoted to emergency operations and other pandemic-related issues. The project is now moving forward with review at the staff and CAC subcommittee level and will include a cultural equity statement.

- **Continue to improve outreach and marketing efforts (e.g. updating public artworks on City website and promotion of Cultural Affairs programs).**

Status: Ongoing.

- Cultural Tours Book and Otocast Mobile Phone App – Staff is fulfilling weekly requests submitted online for the (red) tours books which are being distributed locally, regionally, and elsewhere within the US, plus updating image, sound, and text components to the mobile phone app walking tour. 530 copies of the second edition of the tours book were distributed in 2021.
- Augmented Reality Postcards – Two postcards (featuring The Lion's Fountain and Culver Current at City Hall Courtyard) were created in the summer of 2021 to help attract visitors and locals to downtown. These are publicly available at site of the artworks in specially designed acrylic boxes and are replenished weekly. To date over one thousand have been distributed, with over two hundred video views on the app.
- Print Publications - January 2022 saw the first of monthly articles in the magazine Culver City Neighbors on the activities of the Cultural Affairs Division.
- Culver Blvd Urban Stormwater Project - Contributed with research in the form of images, captions, and didactic text for two of the three educational walkway panels.
- Public Events – Cultural Tours Books and postcards are distributed at events such as Fiesta La Ballona, the DBA's Hip and Historic Halloween, and those sponsored by Culver City Arts Foundation.
- City Website News and GovDelivery Bulletins - Cultural Affairs staff post new promotional content weekly on the City website and send frequent email bulletins to subscribers about City-sponsored events. The public is regularly informed about cultural activities (public art improvements, virtual performances and online art experiences) and is encouraged to visit public art and to attend local music, theatre and dance events.
- Public Art Archive - In partnership with Western States Arts Federation (WESTAF), staff is implementing a database. This will serve both as a collections management tool for artworks under the purview of the APPP, and simultaneously provide content for featuring Culver City's art collection in the online Public Art Archive, the only database featuring public art throughout the US.

- **Continue to implement the Historic Preservation Program in conjunction with new development projects. Review Historic Preservation Program and recommend updates as appropriate.**

Status: Ongoing. Staff continues to work closely with Current Planning staff and developers on development projects involving historical resources to ensure conformance with the

City's Historic Preservation Program and CEQA. Current projects include Citizen Public Market, The Culver Studios, 5790 Washington Blvd., American Legion Building and Helms Bakery Complex. Work involves coordinating and monitoring improvements in conformance with the US Secretary of the Interior's Standards for Rehabilitation.

Updates to the CCMC pertaining to the Historic Preservation Program had been delayed due to COVID-19 and the necessity to reallocate staff resources to various Economic Recovery Task Force efforts. Per Council direction and approval, staff anticipates returning to Council with an update and recommendations in spring 2022.

- **Continue to implement and promote the Performing Arts Grant Program, including technological upgrades and focus on increasing the number of applications and diversity of the applicants.**

Status: Ongoing. During 2021, Staff administered contracts and promoted performances on behalf of 21 grant recipients. Due to pandemic delays, contract extensions were given to five (5) of those grantees, resulting in overlap of the 2021 and 2022 performances. Ten (10) of the contracts were fulfilled with virtual performances on a variety of digital platforms (YouTube, Vimeo, Zoom). Eleven (11) of the contracts were completed with in-person music, theatre and dance events, that welcomed live audiences to outdoor and indoor venues. Various safety measures, including vaccination confirmation, social distancing and masking protocols were enforced at those events. Notably, most live performances took place at City events (Fiesta La Ballona) or City-owned facilities (City Hall Courtyard, Senior Center, and Ivy Substation). Based on evaluation reports collected from the grant recipients, over 2,500 people attended performances and 10,000 online viewers participated during 2021.

Grants for the 2022 season have been awarded to 23 performing arts organizations for in-person events that will begin in March. Virtual performances were not eligible in 2022.

Partnered with the LA County Department of Arts and Culture for a grant-funded intern from West LA College.

- **Continue the Artist Laureate Program including new public programming and activities.**

Status: Ongoing. With the continuation of COVID-19, public programming continued to take place online. In the fall of 2021, two additional moderated virtual live drawing sessions were held featuring Culver City residents Rich Yamashita and George Kahn. Alexey Steele travelled to Russia where he participated in celebrations honoring the work of his father and promoted Culver City and his work here as Artist Laureate. Mr. Steele provided the CAC with a detailed report of his 2021 activities in January of this year. Due to the pandemic, Mr. Steele's term has been extended to a third year, through December 2022. Staff and the CAC Artist Laureate Subcommittee will begin working on the recruitment of a new Artist Laureate in late spring/early summer of 2022.

- **Continue to partner with Community Development Department on the cultural and preservation elements of the General Plan Update. Incorporate goals identified in the Creative Economy engagement process.**

Status: Ongoing. Worked with Advance Planning staff and the GPU consultants on completing tasks related to the General Plan Update as they relate to Cultural Affairs. These included participation in Technical Advisory Committee meetings, review and comment of an Arts and Culture Policy Framework and coordinating an update to the Cultural Affairs Commission in September 2021.

- **Continue partnership with Culver City Arts Foundation to raise additional funds and promote awareness of the City's cultural programming.**

Status: Ongoing. Donations were received for 2021 and 2022 Performing Arts Grant Program and to support the Artist Laureate Program. Culver City Arts Foundation reported on their activities at the Cultural Affairs Commission meeting in October 2021.

FISCAL YEAR 2022/2023 WORK PLANS

CULTURAL AFFAIRS

- Continue core division functions, including support of the Cultural Affairs Commission (CAC) and its various subcommittees in implementing Cultural Affairs programs and projects.
- Continue to assist and coordinate with other City departments/divisions on programs and projects that require specialized cultural knowledge.
- Continue to implement the Art in Public Places Program, including commission of new artworks, development of new cultural facilities, completion of major restorations and ongoing maintenance. Review and recommend revisions to Culver City Municipal Code Chapter 15.06 pertaining to the Art in Public Places Program.
- Continue to improve outreach and marketing efforts (e.g., updating public artworks online and promoting Cultural Affairs programs). Explore connections with the Los Angeles Department of Cultural Affairs regarding plans for the 2028 Olympics.
- Continue to implement the Historic Preservation Program in conjunction with new development projects. Continue review of Historic Preservation Program, including designation plaques, and recommend updates as appropriate.
- Continue to implement and promote the Performing Arts Grant Program and focus on increasing the engagement with audiences and diversity of the applicants.
- Continue the Artist Laureate Program including new public programming and activities.
- Continue to partner with Community Development Department on the cultural and preservation elements of the General Plan Update. Incorporate goals identified in the creative economy engagement process.
- Continue partnership with Culver City Arts Foundation on programs and projects, and to raise additional funds and promote awareness of the City's cultural programming.
- 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.