

**PROPOSED WORK PLANS FOR CITY DEPARTMENTS**  
**Status Update for FY 2022/2023**  
**New Work Plans for FY 2023/2024**

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# POLICE DEPARTMENT

# **POLICE DEPARTMENT**

## **DEPARTMENT MISSION**

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

## **DEPARTMENT VALUES**

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

## **DEPARTMENT DESCRIPTION**

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

## FISCAL YEAR 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

*Status:* On March 16, 2022, the Department received a FY2021 Los Angeles/ Long Beach Urban Areas Security Initiative (UASI) \$83,625.00 grant award from the California Governor's Office of Emergency Services (Cal OES) for cybersecurity software, equipment, and personal protective equipment.

On September 2, 2022, the Department received a FY2023 \$110,000.00 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, 2023.

On September 21, 2022, the Department received a FY2022 \$18,304.65 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 September 22, 2022, the Department received a FY2022 \$14,468.00 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 radio communication headsets.

On January 25, 2023, the Department submitted a FY2023-24 Selective Traffic Enforcement Program grant application to the California Office of Traffic Safety in the amount of \$127,080.00 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	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 parking violations along the new MOVE Culver City bus lanes.	Collaboration between Transportation & Police Department Staff	Ongoing	AB917 Implementation
	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			Improvement in overall traffic and pedestrian safety

Culver City  
Project through  
high visibility  
patrol and  
directed  
enforcement

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*Status:* The Police Department achieved most of the FY2023 California Office of Traffic Safety grant objectives, which included the operation of a DUI checkpoint conducted with the assistance of additional personnel from our local California Highway Patrol office, as well as a participated in a number of collaborative DUI enforcement details as part of the South Bay DUI Task Force. Due to the continued concerns regarding COVID-19, combined with the fact that some of targeted groups for the educational presentations include vulnerable populations, such as our senior population, the Police Department did not meet its educational grant objectives in 2022. It is anticipated the Department will resume the educational programs grant objectives in 2023.

The positive trend of reduced fatal traffic collisions during the past five-year period continued, with only a single fatality collision in 2022, despite the fact that in 2022 traffic volume approached the levels seen pre-COVID-19. Despite the increase in traffic, the City experienced a reduction in the number of injury traffic collisions, decreasing by 20%, from 183 in 2021 to 147 in 2022. Reported injury traffic collisions in red-light photo enforced intersections remained low, with 13 reported collisions in 2019, 4 reported collisions in 2020, 7 reported collisions in 2021, and only 1 reported collision in 2022.

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 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 2022, however, with the stay-at-home restrictions reduced, or completely removed, there was a return in traffic volume nearing that of pre-COVID conditions. The numbers of injury traffic collisions were still down from the last pre-COVID year of 2019, decreasing by 44% from 264 in 2019 to 147 in 2022.

In regard to MOVE Culver City, Police Department personnel patrolled the project area, assessed the new traffic patterns, and educated and enforced traffic violations in the project area.

On August 8, 2022, the City Council approved a five-year agreement with All City Management Services (ACMS) for crossing guard services. On October 31, 2022, oversight of the City's Crossing Guard Program was transferred to the Parks, Recreation & Community Services Department.

Due to program start-up costs, the Automated Enforcement Program for Culver City Buses (AB917) was placed on hold by the Transportation Department.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	<p>Fill Department vacancies in order to restore the Park, Bike, Walk, and Talk Program</p> <p>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 outreach and assist with cleanup and sanitation efforts.</p>	Existing Staff	Ongoing	The effectiveness on crime reduction and prevention

*Status:* In response to community concerns regarding Creek safety, the Police Department re-deployed the Special Enforcement Team (SET) in January 2023. SET Officers are assigned to conduct high visibility patrols in the La Ballona Creek and adjacent neighborhoods. SET officers will 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.

Led by the Housing and Human Services Department, the Special Enforcement Team, along with the Police Department's Mental Health Evaluation Team (MHET) continues to work in collaboration with the Fire Department, Public Works Department and several non-profit organizations to provide safety and security for staff and the unhoused community members, as well as provide mental health resources and social services referrals to the unhoused population in La Ballona Creek.

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.

*Status:* The Police Department continues to work in collaboration with City Staff in creating and developing best practices for a non-police response to non-violent mental health related calls for service through the Mobile Crisis Interventions Service (MCIS) program. The MCIS team will be comprised of non-sworn and unarmed mental health and medical professionals.

The Police Department continues to provide City Staff data and analytics related to mental health calls and unhoused population calls for service. The data includes dates and times of the highest volume of calls, types of calls (violent vs non-violent), and the disposition of the calls. Police Department staff consult with the Housing and Human Services Department and City Manager's Office staff about crime prevention through environmental design as it relates to security and safety at the two Project Home Key housing locations.

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.



**DEPARTMENT SPECIFIC GOALS**

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Update, Enhance and Expand the Department's Information Technology	Improve Information Technology Stability and Sustainability	Enhance Mobile Audio Video Infrastructure  Enhance Network Security  Review/Enhance Wi-Fi Network  Hardware Equipment Replacement	Additional Funding for contractual services, Hardware and Software	June 2023	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.

On March 28, 2022, the City Council approved a contract with Avante Technologies in the amount of \$150,000 for the design, removal, and installation of network cabling for the Police Department. The project began in August July 2022 and is anticipated to be completed by the end of March 2023.

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 the end of February 2023 (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	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			

*Status:* In 2022, the Department held a three-day supervisory team building and strategic planning workshop. The workshop was attended by Command staff, sworn and non-sworn managers and supervisors. The workshop focused on Department goals, formulating a three-year strategic plan and succession planning. Due to the current changes in the leadership at the Police Department, the three-year strategic plan was delayed. The three-year strategic plan process will resume in the summer of 2023.

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.			

*Status:* Over the years, the Department has worked diligently to improve data collection and retention efforts. These efforts enhance the Department's ability to provide more accurate and transparent data to the public. Staff is working with a vendor to further streamline and automate RIPA data collection.

The Department continues to compile and publish an array of data and statistics on the Department website; use of force data (including race data), complaint and internal investigation data, the number of drone deployments (when and where deployed), arrest data (including race), arrest data related to police-initiated contacts versus community generated contacts, Narcan deployment, traffic stop detention and results (by race) and much more.

The Department is creating a comprehensive annual report to provide to the public. The annual report will provide a thorough analysis of each division (Patrol, Special Operations and Administration) and provide detailed information and explain the data being reported. The report will include narratives and images to further explain the different metrics and why they are important. The annual report will also be used as an engagement tool that will provide residents, business owners, and city staff with an opportunity to provide the Department with feedback.

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.

*Status:* The Department hired a Training Coordinator and implemented a department-wide Training Plan for all department personnel. The Training Plan includes mandated training courses required by POST, as well as training courses for specialized positions within the department.

Subject matter experts from the Department's Arrest and Control Team have provided hundreds of hours of training related to use of force, including de-escalation tactics, crisis intervention, as well as changes to the use of force law and department policy. Additionally, in December of 2022, the Arrest and Control Team and the Department's Emergency Response Team expanded the Integrating, Communications, Assessment, and Tactics (ICAT) training by partnering with members of the Fire Department and hosted a joint active-shooter and unified command training. This training included scenario-based training, which included all sworn Police and Fire staff.

In FY 2022/23 (July 1, 2022 to February 1, 2023), Police Department staff received a total of 2050 hours of de-escalation and use of force training, 424 hours of crisis intervention training, and 300 hours of critical incident response training.

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

*Status:* In 2022 the Department procured a wellness application that employees can add to their smartphone. The software is focused on employee wellness and provides anonymous resources for employees to utilize (i.e. financial advice, nutrition, fitness, mental health).

The Department's peer support program had a larger footprint in the organization and has assisted multiple employees in various aspects to ensure a positive impact on their well-being (i.e. death in family, family illness, etc.).

In 2022, the Department authorized officers to wear a load bearing vest instead of the traditional belt thus taking the pressure from the lower back in an effort to reduce injuries, the Department continues to assess the impact on injuries on duty.

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

*Status:* In 2022 the Department re-launched the annual Citizen's Police Academy, resulting in 18 citizen's graduating from the class.

The Partnership in Policing (PIP) Team held 43 neighborhood watch meetings and community engagement events throughout the City reaching hundreds of residents and business owners in an effort to build partnerships and assist in quality-of-life issues. Crime prevention, safety tips, unhoused neighbors, traffic concerns, crime trends, creek safety, and provided information on City resources. The PIP Team provided resources to residents and business owners to address quality of life issues.

## FISCAL YEAR 2023/2024 WORK PLANS

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

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

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Alternative Apprehension Technologies and Equipment	Less lethal technologies and equipment	Research pursuit mitigation technology	Additional Funding for technologies and equipment	June 2024	Identify and evaluate technologies
	Implement a city wide Automated License Plate Reader (ALPR) Program	Work with vendor and public works to install and implement program	Existing funds and city staff	December 2023	Implementation completed

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

# FIRE DEPARTMENT



# FIRE DEPARTMENT

## FISCAL YEAR 2022/2023 WORK PLANS

### CITY STRATEGIC PLAN INITIATIVE

#### Enhance Homeless Services

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

*Status:* Ongoing. The Department will continue to work with the City Manager's Office and the Housing and Human Services Department to better assist with the needs of the unhoused community.

- Provide fire safety education to the underhoused.

*Status:* Ongoing. A "Fire Safety Within Your Shelter" flyer was created and distributed on a weekly basis during outreach opportunities by Community Risk Reduction staff as part of the City's underhoused outreach team.

### DEPARTMENTAL INITIATIVES

#### Office of the Chief

- Explore the feasibility of a more structured approach to annual medical evaluations and fitness evaluations.

*Status:* Completed. The Department looked at various options based on criteria found in the National Fire Protection Association (NFPA) Standard 1582 and the Center for Public Safety Excellence (CPSE) Category 11, Criterion 11B.1.

- Obtain the Assistance to Firefighters Grant to fund the purchase of fire hose and chest compression devices.

*Status:* Completed. The Assistance to Firefighters Grant (AFG) has been awarded to the Department.

- Complete the Commission on Fire Accreditation International (CFAI) 2022 Annual Compliance Report.

*Status:* Completed. The Department's Annual Compliance Report was approved on October 17, 2022.

## 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.

*Status:* All three Fire Department Shifts will have had the training by June 1, 2023.

- Provide Peer Support training for selected members of the Fire Department through the Chiron Group.

*Status:* Completed. Six Fire Department personnel were trained to be peer support members.

- 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.

*Status:* Completed. The Major Incident Management Training was completed in September 2022.

## 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.

*Status:* Completed. Three Firefighters were sent to paramedic school this fiscal year.

- Work with the Human Resources Department to help streamline the hiring process for Ambulance Operator.

*Status:* Completed. The Human Resources Department has dedicated two of its members to assist in the hiring of Ambulance Operators. This has helped to streamline the process and make hiring more efficient.

- Manage the purchase of automated chest compression devices for the Culver City Fire Department and six other fire departments in the region.

*Status:* Completed. The Culver City Fire Department purchased and distributed 26 automated chest compression devices to six different agencies with Measure B funds. These agencies, in addition to Culver City, are Burbank, Long Beach, Monrovia, Montebello, Pasadena, and Santa Monica.

## Emergency Preparedness

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

*Status:* Ongoing. The Emergency Operations Plan will be completed in 2023.

- Participate in the Community Resilience Program with the Dr. Lucy Jones Center for Science and Society that the city applied for and was awarded.

*Status:* Completed. The program concluded in November of 2022.

- 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).

*Status:* Completed. The software has been purchased and uploaded. The training of staff on the program has been completed.

## **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.

*Status:* Completed. The 2022 California Fire Code and ordinance amendments were adopted by the City Council on December 12, 2022.

- Develop and implement a safety checklist for residences and business to be distributed by fire crews and CRR personnel.

*Status:* Completed. The Community Risk Reduction Home Safety Visit Questionnaire was developed for field use. Field personnel training and distribution will begin in 2023.

- Provide fire safety education to the underhoused.

*Status:* Ongoing. A “Fire Safety Within Your Shelter” flyer was created and distributed on a weekly basis during outreach opportunities by the Community Risk Reduction staff as part of the City’s underhoused outreach team.

## **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.

*Status:* Ongoing. The project is evolving into an Interagency Communications Interoperability (ICI) System coordinated standardization. Data from the City’s site would be accessible to all authorized ICI System technical personnel.

- 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.

*Status:* Ongoing. The replacement of new “Receive” antennas will be delayed until engineering of the P25 Phase II upgrade is complete. Nine antennas and four microwave dishes, along with all associated coax cable and waveguide have been removed, significantly reducing the load on the tower.

## **FISCAL YEAR 2023/2024 WORK PLANS**

### **CITY STRATEGIC PLAN INITIATIVE**

#### **Enhance Homeless Services**

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

### **DEPARTMENTAL INITIATIVES**

#### **Office of the Chief**

- Obtain the Assistance to Firefighters Grant to fund the purchase of EMS training aids.
- Complete the Commission on Fire Accreditation International (CFAI) 2023 Annual Compliance Report.
- Develop the documents required by the Commission on Fire Accreditation International (CFAI) for re-accreditation. The documents include the Self-Assessment Manual, the Community Risk Assessment/Standards of Cover, and the Department Strategic Plan.

#### **Suppression**

- Provide training for all Fire Department members to ensure continuity of care when working with the City's new Mobile Crisis Intervention team.
- Provide multi-jurisdictional swift water training with the Los Angeles Fire Department.
- Provide Major Incident Management Simulator Training for all captains and battalion chiefs through the Regional Training Group's Green Cell Division.

#### **Emergency Medical Services**

- Train with Culver City lifeguards and pool staff on the use of Automated External Defibrillators (AEDs) and Cardiopulmonary Resuscitation (CPR), as well as provide guidance to staff on actions they can take prior to Fire Department arrival to help provide patients with the best outcomes.
- Provide Cardiopulmonary Resuscitation (CPR) training to the public with the goal of training 500 people in hands only CPR.
- Send two firefighters to paramedic training.

### **Emergency Preparedness**

- Complete the update to the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services.
- Research, purchase and store a cache of disaster supplies in Fire District 3 (Fox Hills).

### **Community Risk Reduction**

- Conduct an annual sidewalk Cardiopulmonary Resuscitation (CPR) event for Culver City High School students.
- Enhance public safety along the Ballona Creek bike path by reviewing and updating the Department's response plan.
- Digitize all hydrant maintenance records in the Department's records management system.

### **Telecommunications**

- Upgrade the Public Safety Conventional repeater equipment. Existing repeaters are over 15 years old and no longer supported.
- Coordinate with Interagency Communications Interoperability (ICI) System's management to source environmental monitoring and security camera equipment for Culver City's radio tower site building.

# PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

# PARKS, RECREATION AND COMMUNITY SERVICES

## GOALS FOR FISCAL YEAR 2022/2023

### 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.

*Status:* The department will continue to modify, purchase, replace, and repair any tools or software needed for staff to perform their work effectively and efficiently. Park Maintenance has purchased turf maintenance equipment including compliant leaf blowers and hedgers. Currently, the department is working on creating division specific project timelines, such as creating inventory databases and equipment replacement priority spreadsheets. PRCS staff continues to monitor and evaluate industry best practices to identify tangible and intangible tools to improve effectiveness and efficiency.

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.

*Status:* Pipeline to Progress: PRCS professional development series includes mandatory staff trainings for part-time and full-time staff. These trainings focus on enhancing necessary skill sets to perform tasks more efficiently and effectively. The training series was launched with Priya Sodha from the organization Innergem, who led a two-part workshop on communication styles. Additional trainings will include but are not limited to customer service, teambuilding, computer programs, safety, time management, and effective communication. The Parks Division participates in regular mandatory safety trainings in cooperation with HR.

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.

*Status:* The department created a QR code working group comprised of four RCS Supervisors and one RCS Manager. The working group is responsible for developing a department-wide strategic process to collect and analyze patron feedback. To ensure the feedback we gather is relevant to obtaining our goals, this process will be streamlined. QR codes will be placed in primary locations throughout the operation for patrons to access and provide feedback quickly. Staff continues to collect patron feedback as we have traditionally done through surveys, customer cards, and verbal communication. PRCS completed a Fiesta La Ballona survey for all patrons and a racquet court survey targeting users of the park court system.

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.

*Status:* The purpose of the restructure is to provide a balanced workforce. The restructure will allow management to add or remove positions based on community and operational needs. After management conducted a departmental analysis of each classification, one Irrigation Maintenance Technician position was converted to a Senior Irrigation Technician, one Maintenance Worker II position was converted to an Irrigation Maintenance Technician, and one Recreation and Community Services Coordinator was added to the RCS division. The department will work with HR to convert two existing positions to maintain an effective workforce. The operations in the Parks Division were also restructured to allow Parks Maintenance Crew Leaders and Senior Irrigation Technicians to play a more active role with daily efficiency.

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.

*Status:* Due to staff retirements, inter-departmental transfers, and employees on modified work duty, the department reassigned staff to avoid gaps in programs and services. The employees were provided with the knowledge and resources to temporarily fill these gaps.

4. The timeframe for the action steps is July 2022 through June 2023.

*Status:* The department will continue to work to build and maintain an effective workforce. We currently have 10 full time vacancies within the department. These positions include park maintenance staff, administrative support, and supervision. Back filling these vacancies will bring our staffing levels up to par, which will help the department in maintaining an effective workforce.

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.

*Status:* We are in the process of completing formal evaluations for all full-time employees. Formal evaluations by the public through QR code surveys have been used for special events and Plunge operations. We are in the process for fine tuning QR Code evaluations for youth and adult programming. Informal evaluations include verbal and written responses from the public and Citizen Relationship Management (CRM) reports.



## 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.

*Status:* The department did not receive the necessary funding to accomplish the Parks and Recreation Facilities Master Plan in the FY 22-23 budget.

- **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.

*Status:* Parks, Recreation and Community Services is continuing to work with the City Attorney’s Office to form a timeline that is achievable for both departments.

- **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.

*Status:* Due to limited staffing, the park field allocation practices was assigned to our contract RCS Supervisor in January 2023. The first draft of the Park Field Allocation Practice has been submitted to management and is currently under review.

- **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.

*Status:* Transportation staff continue to research and schedule calls with other transit properties who have successfully implemented a micro transit program such as Golden Empire and Omni Trans. Tentative goal is that by FY 24-25 there would be a soft rollout of adapted services, depending on staffing and vehicles available in the coming months and years. Core Services of the reimagined Senior Mobility Services Program would be: 1) medical appointments 2) field trips (ex: weekly pickup on Tuesday at 2 PM to go to

grocery store) 3) Senior on demand door-to-door service. Transportation has already begun to work more with staff at the Culver City Senior Center to provide adequate transportation to and from our monthly educational field trips. In FY 22-23 these have included Stoneview Nature Center and the Ballona Wetlands.

- **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.

*Status:* PRCS staffed tables at the Martin Luther King, Jr. event, Fiesta La Ballona, Culver City Expo, Military and Public Service Day at CCHD, and the Fall Classic Hiring Job Fair in Los Angeles to advertise PRCS programs, services, and job opportunities. Staff have also posted job opportunities on the Los Angeles Community College Network, West LA College Network, and the Culver City Patch. Staff will have a table at the CSUN job fair in April 2023. When reviewing PRCS' social media, staff noticed the Plunge social media was inactive. Staff created a posting schedule to ensure messages from the Plunge were being distributed throughout the community. These messages included activities and special events specific to the Plunge and water safety tips.

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

*Status:* PRCS staff researched neighboring WCOG cities of Malibu, Beverly Hills, Inglewood, and West Hollywood to uncover how their volunteer programs are run. Staff interviewed all Coordinators of the different divisions within the department to discuss what their volunteer needs are. Preliminary volunteer positions have been created per division based on staff responses. The department is working with HR and the City Attorney's Office to create and define protocols and regulations for background checks. Training has begun on our online sign-up and tracking platform, Better Impact, and staff is developing the PRCS page for posting/marketing departmental volunteer opportunities.

- **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.

*Status:* Community Development and PRCS worked together to submit the annual MWELO report. PRCS is working with Public Works EPO to submit the report for 2023. Currently, PRCS is setting up a meeting in late February with IT and a representative from Cal Sense to discuss upgrading the system and installing new controllers. For this, PRCS needs cellular service, and the department is working with IT to move cellular service in the parks forward.

- **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.

*Status:* Currently, PRCS is researching cities on their best practice. Additionally, Marina Landscape has been scheduled to put mulch in all medians.

- **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.

*Status:* PRCS has continued the necessary field maintenance at multiple sites. For Syd Kronenthal Park, Parks Maintenance filled in low spots, added additional soil, and found and lifted missing valves. For Fox Hills Park, Parks Maintenance filled in low spots and brought additional soil to place on site for user groups to use as needed. For Culver City Park, Parks Maintenance filled in low spots, addressed fence line watering issues, repaired and/or replaced broken heads, found and lifted missing valves, and added seed and sod.

- **Park Hydration Stations:** Survey parks and add additional hydration stations where needed.

*Status:* Parks Maintenance is in the process of receiving quotes for hydration stations. An implementation plan with priority parks has been established.

## GOALS FOR FISCAL YEAR 2023/2024

### Continue to Maintain an Effective Workforce

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

## FISCAL YEAR 2023/2024 WORK PLANS

- Parks and Recreation Facilities Master Plan:** Hire a consultant to work with the community and staff in producing an update to, and extension of, the 2009 Parks and Recreation Master Plan. The Master Plan will comply with, and conform to, State of California Planning Law for the purpose of being incorporated as the “Parks and Recreation Element” of the City of Culver City’s General Plan. It will include an evaluation of the condition of the City’s parks and recreation facilities and the priority of each need in relation to the others. Extensive community outreach will be done. Based on this feedback, a 20-year vision for the future of Parks and Recreation will be created. It is anticipated that the Master Plan will be reviewed annually with major revisions and updates undertaken every five years or as the community’s socio-economic conditions would so dictate.
- CityRide (Senior Mobility) Services (collaboration with Transportation):** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Community Services Division of the Parks, Recreation and Community Services Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and reached out to other transit programs. Staff will use this feedback and input to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, and educations of our residents in the use of alternative mobility services. The tentative goal is that by FY 24-25 there will be a soft rollout of adapted services, depending on staffing and vehicles available in the coming months and years. Core Services of the reimagined Senior Mobility Services Program would be: 1) medical appointments 2) field trips (ex: weekly pickup on Tuesday at 2 PM to go to grocery store) 3) Senior on demand door-to-door service.
- Community Outreach, Marketing, and Recruitment:** Due to part-time staffing shortages in the FY 2022/2023, staff will continue to focus on community outreach, marketing, and recruitment. Staff will develop a plan that provides awareness of all PRCS programs and special events to the community at large. The plan will include internal and external marketing strategies and effective community outreach methods. Working with HR, staff will continue to pursue best recruitment practices focusing on part-time positions, such as lifeguards and recreation leaders.
- 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.
- Parks and Facilities Rental Procedures:** Utilizing the information from the Park Allocation Work Plan from FY 22-23, PRCS will ensure the Parks and Facilities rental procedures are streamlined and up to date. Staff will research best practices in the industry and begin revamping the rentals process, including modifying the PRCS parks and facilities rental webpage, updating and removing procedures, scheduling staff trainings, and creating new forms and evaluations on patrons’ experiences. The goal is to make the rentals process more transparent and efficient by employing faster and simpler working methods.

- **AB-1881 Model Water Efficient Landscape Ordinance (MWELo):** The Parks Division will continue upgrading citywide irrigation systems to ensure AB-1881 compliance. Staff will work with an irrigation consultant to review and evaluate the department's current system and partner with the departments of Public Works and Planning to ensure MWELo annual report is completed. Working with the IT Department and Calsense, staff plans to upgrade the Calsense Central Controllers throughout the City.
- **Bleacher Replacement Schedule:** PRCS staff will develop an evaluation tool for bleachers in the park system including a repair and replacement schedule. This tool will offer a comprehensive approach to how the Parks Division views its resources and the impact they have in the community.
- **Adult Sports Program:** PRCS Staff will build a foundation for the future implementation of an in-house Adult Sports Program. This foundation will include general rules and regulations, fee analysis including a survey for surrounding cities, equity and inclusion plan, analysis of staffing needs, and an operating budget. Areas which the department may consider evaluating include recruitment of officials and scorekeepers, code of conducts, coaching workshops, and team manager meetings. After implementing the foundation, the Adult Sports Program test program is tentatively scheduled to take place during the fiscal year 2024-2025.
- **Parks Maintenance staff tools:** Parks Maintenance will purchase electronic tablets with cell service to help staff be more efficient in the field. These tablets will be able to take pictures and staff will be able to upload them immediately to the work order system. They will be useful in tracking graffiti, work orders, staff time spent on projects, etc.

CITY ATTORNEY

# CITY ATTORNEY

## 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.

*Status (a/o 02/23/2023):* Ongoing. The City Attorney's Office continues to provide legal assistance and advice to City Council, Commissions, Boards and Committees and all City Departments on a wide variety of topics/issues. Our Office also continues to prepare and/or review a wide variety of legal documents, including ordinances, resolutions, agreements and other documents relating to a multitude of projects, topics and issues.

- **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.

*Status (a/o 02/23/2023):* 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 in June 2022, during the last quarter of FY 21-22. It is anticipated our Office will be conducting additional Public Records Act training and a claims and litigation training with Department liaisons.

*Status (a/o 02/23/2023):* Completed and ongoing. The AB1234/Brown Act/Conflict of Interest Training was held virtually on June 16, 2022. 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 2023. It is anticipated our Office, jointly with the City Clerk's Office, will conduct additional Public Records Act (PRA) training late this fiscal year/early next fiscal year. [PRA training has occurred in February and March 2022, in conjunction with the roll out of the City's new public records system NextRequest.] It is also anticipated that our Office will conduct claims and litigation training with Department liaisons during FY 22-23 and FY 23-24. Additional training will be held as needed. The claims and litigation training is anticipated to occur during calendar year 2023.

- **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.]

*Status (a/o 02/23/2023):* (1A) Completed. On October 25, 2021, the City Council adopted the Oil Termination Ordinance to resolve nonconforming oil and gas uses throughout the City and require their removal within a five-year time period; (1B) In progress. Preparation of Implementation Program related to the adopted Oil Termination Ordinance, including negotiation discussions related to tentative settlement agreement anticipated to be completed 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 (HWG), the CHAAP and tracking of the County's Baldwin Hills Community Health Assessment Study, and monitoring, review and comment of the County's CSD Amendment process initiated Spring 2023; (3) Ongoing. Regular attendance and participation with Phase 2 of the Los Angeles City/County JTTF; (4) Ongoing. Air quality monitoring of Baldwin Hills communities, including Culver City, has been delayed due to COVID-19, expected to initiate in Summer 2023. Regular coordination with the CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2023 and into 2024; and **(5) Ongoing.** Staff continues to monitor and, when applicable, comment on and participate in workshops/meetings relating to, federal, state and local agency regulations regarding to oil drilling operations (i.e., fracking, air and water quality, health, setbacks, etc.).

- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY 22-23. (Joint Project with Administrative Services Department.)

*Status (a/o 02/23/2023):* Partially completed and ongoing. Staff from the City Manager's Office, City Clerk's Office and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Due to other City Council-directed priorities, no work was conducted on this Project during FY 22-23. Subcommittee and staff will continue to review Policies throughout FY 23-24.

- **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.

*Status (a/o 02/23/2023):* Ongoing. Continue to assist the Public Works Department and the Planning and Development Department – Current Planning Division with the processing of wireless antenna applications in a manner that complies with the related federal time limitations for these applications. City Attorney's Office also continues to monitor federal and state telecommunications laws and regulations.

- **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.)

*Status (a/o 02/23/2023):* Partially completed and ongoing. A Working Group, consisting of staff from the City Manager's Office, IT Department, City Clerk's Office and City Attorney's Office working to prepare Administrative Policies and Procedures for an employee use of social media policy. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities to inform staff's update of the City's current policies. Due to other City Council-directed priorities, these two items have been delayed and it is now estimated these projects will be completed during 4th quarter of FY 22-23 or 1st quarter of FY 23-24.

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

*Status (a/o 02/23/2023):* 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 22-23. (Assist Community Development Department.)

*Status (a/o 02/23/2023):* Ongoing. Working in partnership with the Planning and Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during FY 13-14 and has continued through FY 22-23. Thus far in FY 22-23, several amendments have been completed, including downtown ground floor uses and a comprehensive parking standards update. Additional amendments will continue in FY 22-23, including, but not limited to, the annual Zoning Code clean-up.

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

*Status (a/o 02/23/2023):* 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, without required environmental review under the National Environmental Policy Act as well as other Federal statutes. The litigation was commenced by the City of Los Angeles in June 2019, and Culver City intervened in July 2019. The Court ruled in favor of Los Angeles and Culver City, and ordered the FAA to conduct the appropriate environmental study of the changes to the three flight paths. Our Office continues to monitor the FAA's progress with the environmental study.

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

*Status (a/o 02/23/2023):* 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 such as Onward advertisements on the side of City-owned vehicles. Onward has begun marketing residential internet services to multi-family residential customers. 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 02/23/2023):* Ongoing. Ting will complete all but a few remaining sections of its Culver City network buildout by the end of 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. City Attorney legal services will be required for drafting and reviewing various agreements, including the affordable housing internet agreement.

- **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.)

*Status (a/o 02/23/2023):* Partially completed and carryover. The Working Group had identified additional amendments to CCMC provisions that it planned to present in FY 22-23. Due to other City Council-directed priorities, this work has been delayed. Once presented and approved by Council, the project will continue with the template development for Phase Two followed by Phase Three into FY 23-24. During the current fiscal year, this project has been expanded to include a comprehensive review of the City's contract preparation/administration process, which is underway and expected to be completed prior to the end of FY 22-23 or first quarter of FY 23-24.

- **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 02/23/2023):* 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, as well as other City Council-directed priorities. Per Council direction and approval, staff anticipates returning to Council with an update and recommendations in Spring 2023.

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

*Status (a/o 02/23/2023):* Carryover. Housing staff and the City Attorney's Office were in the process of taking steps to implement the CCMC and Bylaws amendments adopted in 2019. Due to resources being diverted to the (1) implementation of the Rent Control and Tenant Protections Program, (2) emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, and (3) other City Council-directed priorities since 2022, this work plan has been delayed. 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 23-24. In addition, the LTMB has expressed an interest in expanding the scope of its mediation services and will be presenting a recommendation to City Council prior to the end of this fiscal year, or during first quarter of FY 23-24.

- **Housing Ordinances and Programs:** 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.]

*Status (a/o 02/23/2023):* In progress and ongoing. Staff has commenced work on one or more of these projects and the City Attorney's Office is assisting as needed. Thus far during FY 22-23, the City Attorney's Office has assisted the Housing Division with continued implementation of Rent Control and Tenant Protection Ordinances (see also individual work plan related to this item); continued assistance with the Landlord Tenant Mediation Board (see also other work plans related to LTMB); legal review of the Project Homekey Interim and Permanent Supportive Housing project program guidelines; preparation of license and operations agreements for the lead operator/service provider for Project Homekey; legal review of the implementation of the Safe Camping program guidelines and license and operations agreements and with the lead service provider; review and development of long-term leasing agreements with local motels to implement the temporary housing motel program; review of program participant temporary housing motel program participation agreement; and assistance with implementation of local incentives to enhance affordable housing activities. [Note: Some of these items have been identified as individual work plans for FY 23-24.]

- **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 02/23/2023):* Carryover. Due to other City Council-directed priorities, this project has been delayed. It is anticipated this project will get underway during FY 23-24.

- **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.

*Status (a/o 02/23/2023):* Partially completed. Our Office continues to work with the City Manager's Office on this proposed ordinance, which was introduced for first reading during the City Council meeting of February 13, 2023. Staff is planning to conduct education and outreach prior to bringing the proposed ordinance back for adoption. It is anticipated the proposed ordinance will return for consideration of adoption prior to the end 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.

*Status (a/o 02/23/2023):* 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 02/23/2023):* Ongoing. The City Attorney's Office continues to advise the EHRAC at its meetings, and advise and coordinate with City staff as the EHRAC implemented its programs in FY 22-23 based on its approved work plan. The work plan was approved by City Council on October 24, 2022. 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 02/23/2023):* In progress. In 2019, an Ad Hoc Subcommittee was appointed by the Civil Service Commission to work on updating certain rules. Staff and the current Ad Hoc Subcommittee continue to work on Rule revisions. Thus far in FY 22-23, the Commission has completed its review/update on Rule 3, which has been adopted and implemented. This item will continue into FY 23-24.

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

*Status (a/o 02/23/2023):* Ongoing. The City Attorney's Office has been assisting City staff with legal issues as they arise during the implementation of the ordinance, the application and permit processing, as well as the permit renewal process. The City currently has seven operating permitted cannabis businesses: one retailer and six non-retailers. The City Council approved the City's second cannabis storefront retail permit on August 8, 2022. That retailer is in the process of implementing ground-up construction on its retail location. The third storefront retail permittee is in the conditional use permit process. The City for the first time used the online permit renewal process for the storefront cannabis retail businesses in January 2023. The three non-storefront cannabis businesses remaining in the permitting process at the start of FY22-23 were notified in October 2022 that their applications were deemed abandoned. The City has not yet re-opened the cannabis permitting process for remaining permitting slots. The implementation of the Cannabis will continue into FY 23-24, 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 02/23/2023):* Ongoing and carryover. Continue to assist the City Manager's Office, as needed, with monitoring the collection of transient occupancy taxes (TOT) from hosting platforms. The City continues to collect TOT through a voluntary collection agreement with users of the marketplaces' largest short term residential rental platform, Airbnb. Completion of development of the short term residential rental program was placed on hold pending the completion of the permanent Rent Control and Tenant Protection Program, which went into effect in October 2020. Subsequently, this project was delayed due to resources being diverted to emergency operations and pandemic-related issues throughout calendar years 2020 and 2021, as well as other City Council-directed priorities since 2022. Staff met with the City Council Ad Hoc Short-Term Rental Subcommittee in September, 2021, to review the project status and policy direction that was given by the City Council in February 2019.

- **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.]

*Status (a/o 02/23/2023):* 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 22-23, staff continued with the implementation of the Program and additional guidelines and forms have been completed or are in progress. The City Attorney's Office has assisted the Housing Division with inquiries from landlords and tenants regarding interpretation and enforcement of the regulations, as well as the processing of landlord rent adjustment applications and tenant petitions regarding reductions to housing services. The Rent Control and Tenant Protections webpage has been updated and improved and additional communications, including mailers, brochures, flowcharts, a video, and social media, have been completed or are in progress. Development of additional guidelines and forms are ongoing.

- **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.

*Status (a/o 02/23/2023):* Ongoing. The City Attorney's Office continues to advise staff on developing issues pertaining to unhoused persons living in Culver City. This item is ongoing and will be carried over to FY 23-24.

- **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.

*Status (a/o 02/23/2023):* Ongoing. During FY 22-23, the City Attorney's Office worked with the City Manager's Office on the continuing issues associated with the Local Emergency, including two Public Orders related to COVID-19: the 43rd Supplement issued July 26, 2022 related to temporary use of public and private property, and the 44th Supplement issued on September 22, 2022 removed the requirement to wear a mask at indoor in-person City meetings. Our Office also worked with the Community Development Department – Economic Development Division to respond to inquiries regarding termination of the Commercial Tenant Eviction Moratorium (CTEM) and establishment of the CTEM repayment plans. It is expected that the City Council will terminate the COVID-19 local emergency in FY22-23, following the termination of the State of California's COVID-19 emergency on February 28, 2023. At that time, this item will be completed.

- **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 02/23/2023):* 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 22-23. Once approved by the Commission, the completed amendments to Chapter 9.10 will be presented to the City Council for consideration. (Note: Due to other City Council-directed priorities, this project has been delayed.)

- **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.

*Status (a/o 02/23/2023):* 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 assisted with issues relating to the City's compliance with waste regulations, including, but not limited to, implementation and compliance with the Ordinance.

- **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.]

*Status (a/o 02/23/2023):* Completed. The City Attorney's Office assisted the City Clerk's Office on all legal matters arising during the 2022 General Municipal Election.

- **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.



*Status (a/o 02/23/2023):* Completed. The City Council adopted City Council Policy Statement Number 2302, Town Plaza Use Policy, on November 14, 2022 by Resolution No. 2022-R089.

- **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.

*Status (a/o 02/23/2023):* In progress. At its October 24, 2022 meeting, the City Council determined to pursue dissolution of the Committee on Permits and Licenses (COPL), directed staff to draft an ordinance amending relevant provisions of the Culver City Municipal Code (CCMC), and authorized COPL approvals, revocations and other actions to continue to be processed administratively during the interim period. Staff in in the process of evaluating the CCMC to identify necessary code amendments and anticipate returning to City Council with a proposed Ordinance during the first or second quarter of FY 23-24.

- **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.

*Status (a/o 02/23/2023):* Carryover. Staff from Transportation and Police Departments and City Attorney's Office have been working to explore the implementation of this pilot program. Due to the current high cost of implementation the program was place on hold while the Transportation Department works to identify funding to implement the program.

## FISCAL YEAR 2023/2024 WORK PLANS

- **General Legal Assistance:** Provide legal assistance and advice to City Council, Commissions, Boards and Committees and all City Departments on a wide variety of topics/issues; provide legal assistance to other Departments relating to their respective Work Plans, including preparation/review of related ordinances, resolutions, agreements and other documents; and provide legal assistance, advice and review of records in response to Public Records Act requests.
- **Litigation and Claims:** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City. In conjunction with the Housing and Human Services Department – Enforcement Services Division, and the Planning and Development Department, proactively enforce the CCMC through civil litigation or other remedies.
- **Training:** Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held in June 2023, during the last quarter of FY 22-23. It is anticipated our Office will be conducting additional training for staff related to the Public Records Act and the Brown Act, as well as a claims and litigation training with Department liaisons.
- **Oil Drilling:** (1) Implementation of the Amortization Program for the IOF; (2) Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD) and related study groups, including Health Working Group (HWG), Health Assessment Steering Committee, County Health Assessment Advisory Panel (CHAAP) and review related to proposed Amendments to the CSD; (3) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; (4) Los Angeles County & City of Los Angeles collaborative partnership for the Just Transition Task Force (JTTF) addressing transition away from urban oil drilling; and (5) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e. fracking, air and water quality, health, setbacks, etc.). (Joint project with Planning and Development Department.) [2018 Strategic Plan Reference: Goal: Transform Inglewood Oil Field; Objective: Create a vision for future use of the Inglewood Oil Field; Initiative: Conduct Amortization Study.]
- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY 23-24. (Joint Project with City Manager's Office and City Clerk's Office.)
- **Telecommunications Applications Processing:** Assist the Public Works Department and Planning and Development Department – Current Planning Division with the processing of wireless antenna applications in a manner that complies with the related federal time limitations. Monitor state and federal telecommunications law and regulations.
- **Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies:** Drafting and implementation of new policies and procedures relating to Email

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

- 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, including efforts to streamline review smaller scale residential projects. Review Zoning Code for needed amendments to conform to State Law. Amendments will be considered throughout FY 23-24. (Assist Planning and Development Department.)
- General Plan Update: The City Attorney's Office will continue to assist the Planning and Development Department – Advance Planning Division in reviewing and revising the draft General Plan Elements.
- 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, Policies and Administration Update: A working group, consisting of Finance, the City Attorney's Office and multiple other Departments, to conduct a comprehensive update of the City's contracting/purchasing ordinance, policies and administration, including evaluation of a contract management system.
- Historic Preservation Program Update: Update to City's Historic Preservation Program, including CCMC Amendments (Assist the Office of Economic & Cultural Development – 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:** Landlord Tenant Mediation Board - Implementation of CCMC Chapter 15.09; interpretation and implementation of the housing statutes (SB2, SB35, SB 330, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit); interpretation and implementation of Rent Control and Tenant Protection Ordinances; and interpretation and implementation of SB91. (Assist the Housing and Human Services Department – Housing Division) [2018 Strategic Plan Reference: Goal: Enhance Housing and Homeless Services; Objectives: Decrease homelessness and increase options for affordable housing; Initiatives: Increase transitional housing for homeless families and work with private developers to increase affordable housing.]
- **Sign Code Update:** Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. (Joint Project with the Planning and Development Department/Current Planning Division.)
- **Sidewalk Vending Regulations:** A proposed Ordinance was introduced to the City Council for a first reading at the City Council meeting of February 13, 2023. Staff is planning to conduct education and outreach prior to bringing the proposed ordinance back for adoption. The City Attorney's Office will also work with the Finance Department to prepare application materials.
- **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, Human Resources Department, and the City Manager's Office with equity initiatives in the City, including the implementation of the Racial and Equity Action Plan (REAP), and continue to advise the Equity and Human Relations Advisory Committee (EHRAC).
- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Department to revise and update various Civil Service Rules.
- **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 Planning and Development Department with the development of a comprehensive ordinance permitting and regulating short term residential rentals. If approved by the City Council, work with the City Manager's Office and Planning and Development to develop the application process and forms, and a permit review and monitoring program. If needed, assist with the issuance of an RFP for a consultant to assist with permitting, monitoring and enforcement.

- **Rent Control and Tenant Protection Program:** Assist the Housing and Human Services Department – Rent Stabilization & Tenant Protections Division with the implementation and operation of the City’s permanent Rent Control and Tenant Protection Program, including the continuing development of guidelines, procedures and forms. [2018 Strategic Plan Reference: Goal: Enhance Housing and Homeless Services; Objectives: Decrease homelessness and increase options for affordable housing.]
- **City Manager’s Working Group on Homelessness:** The City Attorney’s Office will continue to participate in this Working Group led by the City Manager’s Office, consisting of staff from the Housing and Human Services, Public Works, Police and Fire Departments and the City Attorney’s Office, to monitor and address various issues relating to homelessness.
- **Park Regulations Update:** Assist the Parks, Recreation and Community Services Department with updates to CCMC Chapter 9.10, Parks, Public Buildings and Property.
- **Evaluation/Dissolution of Committee on Permits and Licenses:** Working group of the Finance Department and the City Manager’s and City Attorney’s Office evaluated the role and utility of the Committee on Permits and Licenses (COPL) and reviewed the existing interdepartmental workflow to increase overall efficiency. The City Council determined to dissolve the COPL, based on staff’s review and evaluation, and the working group will prepare related CCMC amendments for City Council’s consideration.
- **AB 917 Ordinance/Video Surveillance Enforcement of Parking Violations in Mobility Lanes:** Once funding is secured by the Transportation Department, assist and advise the Transportation Department and Police Department on a pilot program to place cameras on buses to enforce parking regulations at bus stops and bus-only lanes.
- **LTMB Recommendation to Expand Scope of Mediation Services** (Assist the Housing and Human Services Department – Housing Division).
- **Project Homekey** (Assist the Housing and Human Services Department – Housing Division).
- **Safe Camping** (Assist the Housing and Human Services Department – Housing Division).
- **Temporary Housing Motel Program** (Assist the Housing and Human Services Department – Housing Division).
- **Camping Prohibited in Public Places Ordinance:** Work with the City Manager’s Office, Public Works Department and Enforcement Services Division regarding implementation of the Ordinance.
- **Local Emergency on Homelessness:** During the pendency of the Local Emergency on Homelessness proclaimed on January 3, 2023 and ratified by the City Council on January 9, 2023, the City Attorney’s Office will assist the City Manager in his capacity as the Director of Emergency Services and advise the City Manager’s Office and City staff on legal matters pertaining to the implementation of the local emergency.
- **Meeting Procedures, Guidelines and CCMC Updates,** including decorum, rules of order, and public participation (Joint project with the City Clerk’s Office)

# PUBLIC WORKS DEPARTMENT

# PUBLIC WORKS

## DEPARTMENT MISSION

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

## DEPARTMENT DESCRIPTION

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

## FISCAL YEAR 2022/2023 WORK PLANS

### STRATEGIC PLAN INITIATIVES – 2018-2023 PRIORITIES – STATUS UPDATES

- **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 was implemented as part of the Move Culver City Project, including installation of dedicated bus and bike lanes along Washington Blvd. These improvements may be impacted by changes to or dissolution of the Move Culver City Project infrastructure.

Design of the Robertson Blvd segment of the Expo-to-Downtown Connector Project will begin in March 2023. Completion of design expected in FY 23-24. Construction expected in FY 24-25.

The Transportation Department is working with LA Metro on planning for an integrated bike share program. Completion expected in FY 23-24.

- **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:* In late 2022, the Public Works Department began the design phase of a project to improve sustainability, accessibility, and safety along 1.1 miles of the Ballona Creek Bike Path between Duquesne Ave and National Blvd (at Syd Kronenthal Park). The project, titled the 'Ballona Creek Bike Path Sustainability and Accessibility Project', is funded in part by a grant from the Baldwin Hills Conservancy. Construction will begin in FY 24-25.

In August 2021, the City Council approved a letter of support for the Streets For All Initiative to extend the Ballona Creek Bike Path from its current end at National Blvd and Syd Kronenthal Park to where the Creek ends at Cochran Ave and Venice Blvd in the City of Los Angeles. In February 2023, City Council approved a budget allocation of \$100,000 to Streets For All as a partnership contribution toward the total cost of a Feasibility Study for the project. City Council also provided direction to staff regarding future project phases.

## **FISCAL YEAR 2022/2023 – WORK PLANS – STATUS UPDATES**

### **DIVISION: 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.

*Status:* Staff determined that the 4 hours of backup power offered by the Power Share program was inadequate to meet the City's overnight backup power objective. The Senior Center is once again included in the Microgrid project. Willdan Engineering has now received all the documents from City staff that they requested, and they are finalizing modification of their prior electric load profiles, preparing updated solar/battery cost estimates, and preparing bid documents to release to competing energy service companies in Q4 of FY 22-23.

- Continue annual Sustainable Business Certification Program.

*Status:* Ongoing. The Sustainable Business Certification program administrator reports that interest in the program remains high and that the City is poised this year to certify more than the 10 required businesses. Program cycle begins each September – August.



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

*Status:* Design is completed. A topographical survey of the area has been completed and preparation of construction and bid documents are now underway. Permits will be issued, and the project will be bid out to competing landscape contractors Q4 of FY 22-23 with construction anticipated to occur this Q1 of FY 23-24.

- Begin tracking Public Works Department performance measure metrics for all divisions.

*Status:* In Spring 2022, the Public Works Department established performance measures metrics for a variety of activities in each division and began tracking. Performance measures will be reported in FY 23-24 budget process.

- Update the Culver City/Culver City Unified School District (CCUSD) Hazard Mitigation Plan. FEMA requires the plan be updated every five years to remain eligible to receive natural disaster relief funding and to obtain grant funding to implement the mitigation measures the plan contains in the future. Using FEMA grant funds, the City hired a Blue Ocean to prepare conceptual plans and cost estimates to complete several capital projects to build large cisterns above parks and playgrounds designed to capture, treat, and use storm water to irrigate the landscaping located just above them as a means to mitigate flooding, wildfire, and drought. To complete the remaining tasks contained in the 5-year update, staff released an RFP to competing consultants.

*Status:* In February 2023, the City Council approved a professional services agreement with Michael Baker International to prepare the five-year update to the Multi-Jurisdictional Hazard Mitigation Plan (CIP No. PO012). Plan preparation will be completed early FY 23-24 and then submitted for City Council and CCUSD Board approval.

## **DIVISION: 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.

*Status:* Draft rate study is under review by staff and will be presented to the City Council in Q4 FY 22-23.

- Present to City Council the final Pavement Management Report study in first quarter of FY 22-23.

*Status:* Report completed. Report's Executive Summary will be included in the City Council report for the award of the next paving project in Q3 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.

*Status:* Notice to Proceed to the consultant has been issued and preliminary engineering will be completed by Q4 FY 22-23.

- Collaborate with Finance Department to completely shift management of the Industrial Waste Program to the County of Los Angeles.

*Status:* Staff held several meetings with the County of Los Angeles and it was determined that it would not benefit City to have the County take over management of the Program.

- Collaborate with EPO Division to seek grant funding or allocate Measure CW funds to improve unpaved alleys.

*Status:* Options will be presented to the City Council in Q4 FY 22-23.

- Apply for grant funding to improve City public works infrastructure through the \$1.2 trillion Infrastructure Investment and Jobs Act.

*Status:* Ongoing. Staff continues to review public works infrastructure opportunities through various grant programs.

- Complete final design of the Bristol and Fox Hills Sewer Pump Station Diversion Project diversion to the new Bankfield Sewer Pump Station by Q2 FY 22-23 and begin construction Q4 FY 22-23.

*Status:* A notice to proceed was issued to the consultant in the Q2 FY 22-23 and the final design is expected to be completed by Q4 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.

*Status:* Delayed. The project was rebid in the Q3 FY 22-23.

- Complete street paving of Sepulveda Blvd from Venice Blvd to southerly city limits. Completion expected in summer 2023.

*Status:* Proposals for project design were received in Q3 FY 22-23.

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

*Status:* The first community workshop was held in Q3 FY 22-23. There will be additional workshops in FY 22-23 and FY 23-24. The permitting with Army Corps of Engineers and Los Angeles County Department of Public Works will take about one year. Construction expected in FY 24-25.

- 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.

*Status:* Construction expected to be completed in Q4 FY 22-23.

- 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.

*Status:* On hold due to other higher priority projects.

- Complete Citywide Sidewalk Survey.

*Status:* Delayed. A RFP for Citywide sidewalk survey will be issued in Q4 FY 22-23

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

*Status:* Staff is currently supporting such projects as Economic Development's Downtown Outdoor Expansion Project and repairs to the Ivy Substation building, Police Department locker room and driveway gate projects, various Park projects, and various projects for the Fire Department.

- Complete video of sewer mains and conditions assessments for sections that have not been lined with CIPP (cured-in-place liner).

*Status:* Delayed. An RFP will be issued in Q4 FY 22-23.

### **DIVISION: 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.

*Status:* On-going

- Apply for grant funding to continue design and construction of safety projects contained in the City's Local Road Safety Plan.

*Status:* On-going

- Reapply for funding for the Fox Hills Master Plan, covering land use and transportation. The transportation system analysis would include parking supply and management to meet shortage in the residential areas of the neighborhood.

*Status:* Delayed. Will begin in FY 23-24.

- Pursue funding of emergency vehicle preemption sensors and traffic signal upgrades citywide.

*Status:* In progress in coordination with Fire Department

- 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.

*Status:* Fiber optic upgrade under construction along Jefferson Blvd between Overland Ave and Duquesne Ave. Design along National Blvd and along Washington Blvd between National Blvd and Fairfax Ave to begin in FY 22-23. Construction to begin in FY 23-24. Battery Backup upgrade in progress for 15 locations and will be completed in FY 22-23. Will pursue additional funding in FY 23-24.

- Review and update the 2004 Neighborhood Traffic Management Project to reduce project timeline, introduce quick-delivery countermeasures to reduce cut-through traffic and excessive speeding, and reduce implementation costs.

*Status:* Anticipate beginning in Q4 of FY 22-23 and completion by Q2 of FY 23-24.

- Update the Local Road Safety Plan (LRSF) to identify current high-risk intersections and roadway segments in order to inform grant applications to fund traffic safety improvements.

*Status:* Delayed due to staffing limitations. Existing LRSF is still being utilized to guide current work and to apply for safety funding.

- 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.

*Status:* On-going. Washington Blvd and Culver Corridors to be completed by Q4 of FY 22-23.

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

*Status:* Delayed. Will begin in FY 23-24.

- 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.

*Status:* Not funded. Funding and policy exceptions attached to AB 773 have expired. Staff will explore next steps in Q4 of FY 22-23

- 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.

*Status:* In-progress. Complete and implement new speed survey and speed limits by Q4 FY 22-23

- 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.

*Status:* Delayed. Will begin in FY 23-24.

- 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.

*Status:* Design in progress. Will complete by Q4 FY 22-23. Pursuing construction funding.

- 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.

*Status:* On-hold.

- Implement the Safe Routes to School improvement plans at all public school neighborhoods, including painting, signage, traffic control measures, and curb ramps.  
*Status:* In progress. Meeting with school principals to update on-street curb uses. Will complete by Q4 FY 22-23.
- Implement redesign of Main St traffic operations and use.  
*Status:* In progress. Installation of automatic bollards to be completed in Q4 FY 22-23.
- Launch potential pilot for real time information about traffic incidents, construction activities, and traffic congestion.  
*Status:* Delayed. Will begin in FY 23-24.
- 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.  
*Status:* Delayed. Will begin in FY 23-24.
- 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.  
*Status:* Delayed. Will begin in FY 23-24.
- Coordinate with Transportation Department and LA Metro on planning for a coordinated bike share program and continue research on temporary alternatives.  
*Status:* Delayed by LA Metro.
- 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.  
*Status:* In progress. Construction to be completed in Q4 FY 22-23.
- 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.  
*Status:* In Progress. Design to be completed by Q4 FY 22-23. Construction to begin Q1 FY 23-24.
- 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.

*Status:* Completed.

- Perform community outreach with the Culver Crest neighborhood to inform improvements to the Quick-Build temporary redesign of the Kelmore Ave/Ranch Rd/Overland Ave intersection and seek funds to design and construct permanent intersection redesign.

*Status:* Scheduled for Q4 FY 22-23.

- 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.

*Status:* In Progress. Design to be completed by Q4 FY 22-23. Construction to begin in Q1 FY 23-24.

- Install approximately 500 new parking meters at locations.

*Status:* Delayed. Will begin in FY 23-24.

- Install 20 additional BlueTOAD devices to inform cut-through traffic through residential area.

*Status:* Delayed. Will begin in FY 23-24.

- Install video detection cameras at 20 additional intersections in order to manage vehicular, bike, and pedestrian detection, and collect turning movement counts.

*Status:* In progress. Installation of systems at 3 locations to be completed by Q4 FY 22-23. Will pursue funding for additional locations.

- Upgrade existing pedestrian yellow beacons at intersections of Boise Ave/Washington Blvd and Buckingham Pkwy/Sumner Way.

*Status:* On-hold. Upgrade at Buckingham Pkwy/Sumner Way part of Fox Hills Bike Lane Project.

- Support other Public Works division and other City Department CIP projects.

*Status:* On-going.

## **DIVISION: ENVIRONMENTAL OPERATIONS & PROGRAMS**

- 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.

*Status:* Ongoing. 111 waiver assessments plus an additional 1,267 initial space assessments completed by the City's consultant. 313 new locations were enrolled into organics collection program.

- 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.

*Status:* Ongoing. Staff has coordinated with LA Regional Food Bank and identified Tier 1 and Tier 2 businesses per SB1383. Survey sent to 80 restaurants in 3 business districts to determine interest in joining a City Food Recovery program in February 2023 and interviews/workshops to be conducted through June 2023 to develop a collection plan.

- Review capabilities of Recyclist and Go2zero applications to provide infrastructure for edible food generation data collection and to initiate self-reporting portal for businesses.

*Status:* In addition to developing of in-house educational material specific to SB1383 edible food requirements, have utilized the Go2Zero portal to log and track Tier 1 and upcoming Tier 2 jurisdictional requirements for edible food recovery compliance.

- 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.

*Status:* Delayed. CCUSD and West LA College were unable to meet the City's insurance requirements. This program will be revisited at a future time.

- Develop standardized Food Recovery Program Memorandum of Understanding for any businesses wanting to participate in program.

*Status:* Final MOU approved by City Attorney's Office May 2022.

- 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.

*Status:* Environmental Compliance Inspector position remained vacant in FY 22-23. In the 2022 calendar year, 336 signed certificates of compliance were received. As of February 2023 calendar year, 289 certificate of compliance have already been received from applicable businesses. Distributed educational material to the Chamber of Commerce along and attended the Culver City EXPO event. Additional public education efforts through social media and direct outreach will be conducted through Q4 FY 22-23.

- Resume Zero Waste implementation at City Facilities. Begin implementation at Police Department, Fire Stations, and Veteran's Memorial and other park buildings.

*Status:* Environmental Compliance Inspector position remained vacant in FY 22-23. Once filled, Inspector will continue implementation and inspection, along with educational campaign for new employees.

- Complete installation of backup generator at the Transfer Station and EPO customer service office facility to eliminate operational disruptions resulting from power outages.

*Status:* Staff confirmed with South Coast Air Quality Management District (AQMD) and determined the generator was still certified. Assessment required to determine if power and infrastructure are in place to connect the existing generator to the Transfer Station. Completion expected FY 23-24.

- 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.

*Status:* Evaluated Customer Service software solutions from several vendors and received pricing from two. Next step to coordinate with the Finance and IT Departments and Maintenance Operations Division to further evaluate the two options to determine best fit to replace existing software program. Vendor selection target Q4 FY 22-23.

- Complete Storm Water Pollution Prevention Plan for City facilities.

*Status:* SWPPP for Transfer Station uploaded to State Water Boards SMARTS site May 2022. SWPPP for Transportation Facility completed and uploaded to SMARTS October 2023.

- 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.

*Status:* Feasibility study to construct a full wet-weather sewer diversion project beneath the ballfields in the Park will be completed in Q1 FY23-24. Permitting and environmental work to begin Q1 FY 23-24 and design to begin in early 2024.

- Produce and disseminate materials to educate residents, businesses, and school children about storm water pollution.

*Status:* Ongoing. As the City's stormwater projects come on-line, educational components are included in each, such as educational augmented reality signage on the Culver Blvd project completed February 2023.

- 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.

*Status:* By Q4 FY 22-23, inspections of all industrial and commercial sites in the City will be conducted to determine best management practices are being undertaken and no illicit discharges occur into the storm drain system.

- 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.

*Status:* Project will be advertised for construction in March 2023 and construction is slated to begin by end of Q4 FY 22-23, completion to take 12 months.



- Stage a disaster simulation produced by consulting firm TetraTech  
*Status:* Last desktop exercise completed in 2019. Plan will be updated in FY 23-24 and another desktop exercise will be completed with all necessary City stakeholders.
- 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.  
*Status:* First newsletter expected by end of FY 22-23.
- 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).  
*Status:* Ongoing. Staff continues to administer existing grants and working with Finance to revise internal controls.
- Research, evaluate, and apply for new grant opportunities.  
*Status:* Ongoing. City received an \$800,000 Prop 50 grant for Citywide Stormwater Implementation Project Phase I (former Citywide Bioretention Basin Project) from Santa Monica Bay Restoration Commission. City received CalRecycle Beverage Container Grant to offset cost of Big Belly compactors.
- Begin new Citywide Bioretention Basin Project (Prop 50 Grant funded) by hiring consultant to assist with outreach and design.  
*Status:* Geotechnical and survey work to be completed Q3 FY 22-23, with design to be completed by Q4 FY 22-23.
- 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.  
*Status:* Delayed. Staffing shortages prevented investigation in FY 22-23, will evaluate in FY 23-24.
- Compile a list and inspect projects constructed under the City’s Low Impact Development Ordinance and identify the best management practices installed as required every 2 years.  
*Status:* Staffing shortages prevented investigation in FY 22-23, will evaluate in FY 23-24.
- 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.  
*Status:* Design was completed in December 2022 for 130 locations permitted by LACFCD, construction anticipated to begin in Q4 FY 22-23.

- Implement Clean Bay Restaurant Certification Program offered through the Santa Monica Bay Restoration Commission.

*Status:* Staffing shortages prevented participation in the Clean Bay Restaurant Certification Program, however, the Sustainable Business Certification covers similar compliance measures.

## **DIVISION: 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.

*Status:* Delayed. Maintenance Administration is awaiting placement of a new hire candidate to implement and manage system.

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

*Status:* Delayed. Graffiti Crew is awaiting placement of new hire candidates to implement program.

- Initiate a project in celebration of the 150<sup>th</sup> anniversary of Arbor Day to plant additional trees throughout the City.

*Status:* Delayed. Tree Crew is awaiting placement of a new hire candidate candidates to implement program. In honor of anniversary, City gave away 150 trees for Arbor Day.

- Coordinate with Police Department to decrease the number of parking meters requiring service. (3,600 blocked meters serviced in 2021)

*Status:* Delayed. Parking Meter Crew is awaiting start of the recruitment process to hire an additional Parking Meter Technician to implement.

- Increase sidewalk replacement by 50%. (3,457 sq ft of sidewalk in 2021) Requires an increase in staffing and materials allocation.

*Status:* Delayed. Concrete Crew is awaiting placement of a new hire candidate.

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

*Status:* Delayed. Asphalt Crew is awaiting new placement of a new hire candidate.

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

*Status:* Delayed. Asphalt Crew is awaiting placement of a new hire candidate.

- Decrease graffiti abatement response time. (800+ requests in 2021) Requires an increase in staffing.

*Status:* Delayed. Graffiti Crew is awaiting placement of new hire candidates.

## **FISCAL YEAR 2023/2024 – WORK PLANS**

### **DIVISION: ADMINISTRATION**

- Continue performance measure metric tracking for all Public Works Department divisions.
- Continue Certified Sustainable Business Certification Program.
- Complete Multi-Jurisdictional Hazard Mitigation Plan (#PO012) preparation and submit for City Council and CCUSD Board approvals in FY 23-24.
- Complete construction of Jackson Ave Pedestrian Walkway Renovation Project (#PS014) in FY23-24, which will demolish all the existing improvements and rebuild the pedestrian walkway between Jackson Ave and Farragut Dr.

### **DIVISION: ENGINEERING**

- Complete street paving of Sepulveda Blvd from Venice Blvd to southerly city limits. Completion expected in Q4 FY 23-24.
- Complete final design of Bristol and Fox Hills Sewer Pump Station Diversion Project to the new Bankfield Sewer Pump Station by Q4 FY 22-23 and begin construction in Q3 FY 23-24.
- Design and upgrade of the Hayden Sewer Pump Station, moving the electrical components of the station from below ground to a new above ground building. Completion expected in Q4 FY 23-24
- Issue RFP for a multiyear contract for ongoing integration, operation, and maintenance of City's sewer supervisory control and data acquisition (SCADA) system.
- Complete preliminary engineering to determine feasibility of diverting six Culver City properties on Hetzler Rd and Tompkins Way to the public sewer system.
- 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 Citywide Sidewalk Survey. Completion expected in Q1 FY 23-24.
- Complete video of sewer mains and conditions assessments for sections that have not been lined with CIPP (cured-in-place liner). Completion expected in Q3 FY 23-24
- Design and upgrade the City's streetlight system to parallel circuitry with a \$17 million grant received through State Assembly Bill Number 179.
- Apply for Regional, State, and Federal grant funding, especially through the \$1.2 trillion Infrastructure Investment and Jobs Act, for improvements to the City's infrastructure, with the assistance of City Council approved grant writing consultant.
- Improve unpaved alleys as directed by City Council.
- Manage multiple Capital Improvement Projects (CIP) and for other City departments.
- Continue to provide conditions of approval on development projects as requested by Planning and Development Department.
- Review private development plans that include grading and work in the public right of way.

- Inspect utility work in the public right of way.
- Review and issue Wireless Telecommunications Facilities permits (5G).
- Review and issue permits for Outdoor Dining and Parklets in the street.

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

- Apply for grant funding to continue design and construction of bicycle and pedestrian improvement projects identified in the City's Bicycle and Pedestrian Action Plan (BPAP).
- Apply for grant funding to continue design and construction of safety projects contained in the City's Local Road Safety Plan (LRSP).
- 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.
- Complete design of the Overland-Playa Pedestrian and Bicycle Improvements Project. Apply for grants to secure funding for construction.
- Pursue funding of emergency vehicle preemption sensors and traffic signal upgrades citywide.
- Complete Signalized Intersection Safety Improvements, Unsignalized Intersections Safety Improvement, and Overland HFST Safety Improvement HSIP funded projects.
- Pursue funding for upgrade of traffic signal interconnectivity citywide from copper to fiber optic and install battery back-up systems for all traffic signals citywide.
- 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.
- 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.
- Begin traffic studies for phase two of the Rancho Higuera Neighborhood Traffic Management Project to explore possible redesign of signalized intersections at Higuera St/Hayden Ave-Hayden Pl and Higuera St-Robertson Blvd/Washington Blvd in order to address cut-through traffic.
- Pursue grant funding for construction of the Fox Hills neighborhood bikeway network and the Fox Hills Neighborhood Traffic Management Program traffic calming countermeasures.
- Implement the Safe Routes to School improvement plans at all public school neighborhoods, including painting, signage, traffic control measures, and curb ramps.
- Complete project design of "Bicycle Boulevard" improvements on Farragut Dr between Duquesne Ave and Overland Ave as outlined in the BPAP and pursue funding for construction.
- Perform data driven analysis of traffic safety to begin targeted implementation of safety improvements.
- Coordinate with Transportation Department and LA Metro on planning for a coordinated bike share program and continue research on temporary alternatives.

- Complete construction of traffic signal modification at Matteson Ave and Sawtelle Blvd.
- Seek funds to design and construct permanent intersection improvements at the Kelmor Ave/Ranch Rd/Overland Ave intersection.
- Install approximately 500 new parking meters at locations citywide.
- Perform on-street parking rate study. Revise on-street parking rates to match City policies and goals.
- Install video detection cameras at 20 additional intersections in order to manage vehicular, bike, and pedestrian detection and collect turning movement counts.
- Support Finance Department to adopt new citywide fee schedule
- Support other Public Works divisions and other City CIP projects.
- Implement online permitting and request-platform for public ease of use and provide the City with reporting metrics.
- Support Ballona Creek Bike Path extension project as directed by City Council.
- Support Main St improvements as directed by City Council.
- Support Transportation Department on Move Culver City improvements as directed by City Council.
- Support Economic Development on Melvil St improvements as directed by City Council.

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

- Continue monitoring Industrial General Permit (IGP) compliance and reporting for the Transfer Station and Transportation Facility.
- Update and renew the LA County Public Health Department permit for the Transfer Station. Amend the Transfer and Recycling Station Transfer Processing Report as part of the process. This permit is renewed once every five years.
- Continue partnership with SoCal Recycling and CalRecycle on mobile beverage container CRV pilot program. Expand program by offering services on Sundays at the Jefferson Blvd location.
- Update plans for Transfer Station Addition to improve Americans with Disabilities Act (ADA) compliance and make room for expanded staff.
- Enter MOA with Ballona Creek Watershed Group agencies for cost-sharing of Ballona Creek Dry Weather projects.
- Enter new MOA for Ballona Creek Watershed Management Group and Marina Del Rey Watershed Management Groups.
- Represent the City on the Central Santa Monica Bay Watershed Area Steering Committee.
- Represent the City on the Santa Monica Subbasin Groundwater Sustainability Agency.
- Represent Public Works and the Environmental Programs & Operations at the quarterly Sustainability Sub-Committee meetings.
- Enroll an additional 700 commercial/multi-family accounts into organics program for SB1383 compliance.

- Enroll an additional 363 accounts into recycling program for SB1383 compliance.
- Complete design and apply for Measure W Regional funding for Syd Kronenthal Park Stormwater Project and investigate other funding sources.
- Inspect all 41 Tier 2 edible food generators per SB1383 jurisdictional compliance regulations, including Generator Types (e.g. restaurant >/250 seats, hotel with onsite food facility and >/200 rooms).
- Update Disaster Debris Master Plan and host full scale desktop exercise with all necessary shareholders. Include new best practices in emergency management and ensure that all personnel who would be involved in disaster management are included in desktop exercise.
- Plan and present educational workshops on SB1383 jurisdictional compliance, waste reduction ordinances (phase 3 on-premises reusable), and backyard composting. Educational outreach to be geared towards businesses, restaurants, and residents.
- Investigate feasibility of micro-composting hubs in City Parks, in coordination with PRCS Department.
- Continue implementing City's Stormwater Master Plan, including large CIPs and smaller green infrastructure such as rain gardens.
- Continue coordination with local non-profit environmental groups to assist with messaging. Engage volunteers to augment City staff in distributing educational outreach materials to businesses.
- Continue to coordinate quarterly collection events for the safe and sustainable disposal of e-waste, shredding, and hazardous waste. Will host a minimum of five events in conjunction with LA County and Homeboy Electronics Recycling.
- Develop a Hazardous Material Procedure for City Departments.
- Evaluate establishing a stormwater "in-lieu" development fee for projects above a certain threshold that cannot incorporate stormwater sustainability and to instead pay into a stormwater fund used to build stormwater projects
- 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.
- Increase daily volume of waste at Transfer Station up to permitted limit through agreements with third parties and other surrounding agencies.

#### **DIVISION: 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.
- Coordinate with Police Department to decrease the number of parking meters requiring service.

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



# INFORMATION TECHNOLOGY DEPARTMENT

# INFORMATION TECHNOLOGY

## 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.

*Status:* Ongoing. In January 2023, City Hall's Wi-Fi end-of-life infrastructure was successfully replaced and completed the extension of the City's Wi-Fi to Fire Station #1, Fire Drill Yard, and the Senior Center. Staff will be working with the PRCS Department to prioritize the deployment of Wi-Fi at city parks and funding will be requested to support this effort next fiscal year.

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

*Status:* Ongoing. IT has continued to work with city departments to identify manual workflows and processes that can be automated. 90+ online forms have been created to support various city processes including special events grants program, IT equipment reservations, and contract employee management.

### 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.

*Status:* Ongoing. Provided support and guidance for software installs, upgrades, new configurations, and troubleshooting issues. The Executime timekeeping software was upgraded to a new major release. Staff continues to support Finance in the configuration and roll-out of Executime to all staff.

- 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.

*Status:* Complete. Provided technical support for the Traffic Engineering Control Room upgrade. Staff assisted with the evaluation of hardware/software requirements, collaborated with other cities to research solutions, identified suitable vendor, scheduled, and oversaw the installation which included new video monitoring hardware (video wall).

- 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.

*Status:* The collaboration on the Transportation Technology Roadmap is in progress and on target to complete in fiscal year 2023-2024.

- 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. 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.

*Status:* In collaboration with Transportation staff have begun looking at the Wi-Fi marketplace for on bus and stop level solutions that are user friendly, offer high-quality connectivity, are affordable, and offer a robust network management environment.

- Provide support to the Transportation Department in the viability analysis and secure proposals on a design of a Mobility as a Service (MaaS) 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.

*Status:* Through the Technology Roadmap project, Transportation staff has been researching the Mobility as a Service application (MaaS) and determined that it will be more effective and user friendly to integrate with a regional MaaS application that would allow riders to use multiple transit systems for a seamless experience across the region. Transportation staff will continue to review the Los Angeles market and look for integrations with regional partners for a regional MaaS application and IT will provide support and needed.

## 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

*Status:* Ongoing. Completed major version upgrade, integration with the City's Geographic Information System (GIS), and initiated a project that will migrate the software platform from on-premise to a vendor hosted cloud solution. The migration is targeted for completion in May 2023.

- 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.

*Status:* Ongoing. Formed a Task Force engaged with evaluating and improving business procedures of employee processing using technology. The team held regular meetings with subject matter experts from the HR Department and Finance Department, collaboratively developed online forms improving interdepartmental coordination, and established new measures for improved asset management.

- 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.

*Status:* Ongoing. Enhancements for hybrid meetings have been implemented with a new Request to Speak form for improved service to the public and better ease of use for staff administering Council, Commissions, Boards and Committee meetings. Webex trainings continue as needed.

- 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:* Ongoing. Performed administrative updates required to keep functionality current. Expanded use of asset management and consolidated ticketing options for improved user-friendly experience. This effort will continue into next fiscal year as plans to streamline the IT Service process which will create a single point of reporting for all issues and requests.

- Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2023-24 implementation is the completion of a WORM-compliant records center and automated workflow. Analyze implementation of automated electronic document retention policies.

*Status:* Ongoing. In collaboration with the City Clerk's office, a software vendor has been selected that will facilitate EDMS automated retention. This includes functionality for file locking with audit trails and automated document retention in accordance with the City's retention policies. The software will provide staff with search and retrieval of immutable copies. Staff is working with

Finance to procure the software. This effort was delayed due to staff resource limitations, but it is expected that the project will begin in July 2023.

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

*Status:* Partially completed and ongoing. A working group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office working to prepare Administrative Policies and Procedures for an employee use of social media policy. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities to inform staff's update of the City's current policies. Due to other City Council-directed priorities, these two items have been delayed and it is now estimated these projects will be completed during 4th quarter of fiscal year 2022-2023 or 1st quarter of fiscal year 2023-2024.

- 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.

*Status:* Ongoing. This effort was delayed due to staff resource limitations. However, staff has continued to work with the audio-visual contractor to troubleshoot and repair hardware components as required. IT Staff will continue working in collaboration with the City Clerk's Office to draft a request for proposal to identify a vendor to assist with the evaluation, design and replacement of hardware. Staff will also evaluate software to enhance public meeting agenda management and workflows. This effort will continue into fiscal year 2023-2024.

- 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.

*Status:* Ongoing. Began Phase 1 for systems upgrade to an updated supportable platform. Migrated servers, databases, and map services.

- 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.

*Status:* Staff from the IT Department and Human Resources Department have collaborated to identify and document most common processes.

## NETWORK INFRASTRUCTURE ENHANCEMENTS

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

*Status:* Completed. 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 began in March 2022 and was successfully completed by November 2022.

- 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 has continued to work with Onward to identify and market to new customers, including the development of marketing materials such as Onward advertisements on the side of City-owned vehicles. Onward has begun marketing residential internet services to multi-family residential customers.

- 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.

*Status:* Ongoing. Ting will complete all but a few remaining sections of its Culver City network buildout by the end of fiscal year 2022-2023. 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

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

*Status:* Ongoing. On March 28, 2022, the City Council approved a contract with Avante Technologies in the amount of \$150,000 for the design, removal, and installation of network cabling

for the Police Department. The project began in August and is anticipated to be completed by the end of March 2023.

## FISCAL YEAR 2023/2024 WORK PLANS

### IT STRATEGIC DIRECTION AND POLICY

- Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations. In collaboration with the PRCS Department prioritize the deployment of Wi-Fi to city parks and install Wi-Fi at the Public Services building.
- 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 updates to the City's financial system, assisting the vendor Tyler with software installation and configurations. IT will review technical specifications, evaluate system needs, and maintain the server environment's security and backups.
- Continue collaboration with the Transportation Department and implement recommended strategies from the Transportation Technology Roadmap to improve daily operations and enhance its overall customer experience. Key projects include transition from a legacy public safety radio system to a more resilient and cost effective VOIP/radio hybrid system that will include and benefit multiple City departments. Technology improvements at major mobility hub include:
  - Westfield-Culver City Transit Center with public Wi-Fi
  - Real-time information displays for arrival times of buses
  - Video surveillance for improved safety
- Support Public Works Department with implementation of online permitting for Engineering requests from the public that reduces the amount of PDF documents on the City website. IT will provide review and guidance of technical specifications.
- Continue City Council and Other Commission, Board, and Committee (CBC) meeting support by working with the City Clerk's Office to keep abreast and implement the latest virtual and hybrid meeting methodologies, adapting them as needed to ensure the City is using solutions that maximize public participation and transparency.
- Support Planning & Development (P&D) Department:
  - Evaluate areas of day-to-day business needs to provide technology solutions and training



- Collaborate with P&D staff on data development and analysis that supports updates to Zoning, Land Use, General Plan, and Parcel and Address records and provides additional transparency to the public with online dashboards

## TECHNOLOGY ENHANCEMENT & REPLACEMENTS

- Ongoing support of the City's permit management system, Accela, for the upcoming fiscal year includes:
  - Completion of migrating to Accela Software as a Service (SaaS) for online permitting and payments
  - Online improvements and enhancements to permit operations that complies with Permits Streamlining legislation AB2234
  - Integration of enterprise electronic document review
  - Evaluation of an upgrade for mobile device users, migrating from Accela Inspector to Accela Mobile
- Implement staff on- and off-boarding (as well as change management) solutions to improve coordination between all City departments. An IT team established as the Employee Processing Task Force will continue collaboration with Finance Department and Human Resources Department to improve these processes, build measures of quality assurance and automation, as well as evaluate opportunities to connect systems and services of each Department. The goal of integrating with existing systems where possible is expected to reduce manual data entry while also improving efficiency and communication.
- Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings. Evaluate and identify technology that facilitates a seamless working environment for staff when remote and/or onsite. This may include recommendations for virtual workstations, enhanced virtual private networking, and other solutions that provide a secure and accessible platform for city staff.
- Ongoing enhancements to the City's IT service management to improve automation workflow, expand further asset management capture, more effectively correlate users to equipment for improved employee off-boarding processes, and simplify IT related requests as cases.
- Development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. Complete the implementation of a WORM-compliant records center and automated workflow. Analyze implementation of automated electronic document retention policies.
- 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 (AV) components that are approaching end-of-life and upgrade as necessary. Analyze opportunities to enhance the AV experience for Council and Commission meetings that are held in the Chambers in collaboration with the City Clerk's office.
- Upgrade Geographical Information Systems (GIS) website mapping applications Property Information Search and SIMS (Sewer Infrastructure Management System) for expanded functionality of searching, analyzing, and generating reports from GIS data.
- Continued development toward deploying Employee Portal on SharePoint that will synthesize information gathered between IT and HR to provide staff with a one-stop location for handling common employee needs.
- Update contracting/purchasing ordinance, policies, and administration. A working group, consisting of IT, Finance, the City Attorney's Office and multiple other Departments, to conduct a comprehensive update of the City's contracting/purchasing ordinance, policies and administration, including evaluation of a contract management system.
- In coordination with the Human Resources Department implement and monitor a citywide Certificate of Insurance Program; develop insurance requirements/limits based on contract types and provide tools that will guide contract liaison in developing contract terms.

## **NETWORK INFRASTRUCTURE ENHANCEMENTS**

- Work with the City Manager's Office to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses and multi-family residences. Maximize the efficiency and utilization of the network by working with the City's operator, Onward, to expand the customer base and provide ISP services to small businesses and multi-family residences.
- 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.
- Continue replacement of Network environment infrastructure that is at end-of-life to support best industry practices and security controls.

## **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.

- In collaboration with the Police Department to replace an end-of-life storage system that houses confidential/critical data, and the Department's centralized virtual machines repository.
- Work with the Police Department in identifying and replacing an aging in-car video and body worn camera system.
- Enhance network security, network infrastructure, and Wi-Fi capabilities within the Police Department.

# PLANNING AND DEVELOPMENT DEPARTMENT

# PLANNING AND DEVELOPMENT DEPARTMENT

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COMMUNITY DEVELOPMENT DEPARTMENT - The Community Development Department has undergone a major restructuring effort aimed at better serving our community. Functions from the former department have been moved into three different departments: the Planning and Development Department (Advance Planning, Current Planning, Building Safety), the Housing and Human Services Department (Housing, Code Enforcement), and the Office of Economic and Cultural Development within the City Manager's Office (Economic Development)

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## FISCAL YEAR 2022/2023 WORK PLANS

### ADMINISTRATION DIVISION

#### **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 Planning & Development (P&D), Transportation and Public Works Departments. Within P&D, the Advance Planning, Current Planning and Administration Divisions will participate in the 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 during 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 (TMA) that promotes, educates, and provides technical assistance to developers, employers and residents to ensure program compliance.

*Status:* Current Planning participated in the RFP selection process that was led by the Transportation Department. Current Planning and Advanced Planning continue to support this effort by being active participants in the TDM Study Working Group.

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

*Status:* On-going. Advance Planning (AP) staff integrated Short Term Mobility Plan programs into the GPU Mobility Element. AP staff participates in monthly Mobility meetings with Transportation and Public Works to coordinate on mobility issues. Current Planning providing support to Transportation and Public Works Departments on the TDM Ordinance update.

## **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.

*Status:* The BCR Action Plan has not been developed. However, policies and actions to promote and improve Ballona Creek have been included in the draft General Plan Update. Ballona Creek policies were added to the following General Plan Elements: Land Use, Community Health and Environmental Justice, Conservation, Infrastructure, Mobility, Parks, Recreation, and Public Facilities, and Safety. Planning staff will continue to support creek and path improvement projects in coordination with Public Works and Economic Development.

## **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.

*Status:* Current Planning provided a Zoning Clearance letter for the Project Home Key sites: 3868 and 3900 Sepulveda, verifying the use is in compliance with the City's Zoning Code. Current Planning and Building Safety reviewed and approved plans. Both divisions participated in the weekly update meetings. Currently all Housing and Code Enforcement programming information updates are under the Housing and Homeless Services Department.

## **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.).

*Status:* 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; City Attorney in process of preparing Implementation Program related to the adopted Oil Termination Ordinance. 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.).

- Incorporate findings in General Plan Update Land Use Element.

*Status:* Policies and discussions of the Inglewood Oil Field have been incorporated in the Land Use, Conservation, and Safety Elements of the draft General Plan (still under development).

## **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 I to implement project.

*Status:* Recruitments completed for Building Official, Deputy Building Official, Plans Examiner, and Permit Tech I. Other recruitments anticipated to be filled by end of fiscal year. Implementation of Permit Center is on-going and will include electronic plan review, permit issuance and other functions.

## **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:* The P&D Department prepares the department budget, administer contracts, workflow and financial administration, coordinate record retention implementation and coordinate related public outreach for four divisions: Administration, Advance Planning, Building Safety and Current Planning. The Rent Stabilization Unit is in Housing and Homeless Services.

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

*Status:* On-going. Public outreach via GovDelivery, Facebook, City website and Nextdoor.

## **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.

*Status:* Current Planning processed a Site Plan Review application and a Density and Other Bonus Incentive application. The Site Plan Review application was considered at a public hearing and approved by Planning Commission on August 10, 2022. The Density and Other Bonus Incentives was considered and recommended to the City Council for approval by the Planning Commission on August 10, 2022 and heard and approved by the City Council on September 19, 2022. Project construction is anticipated to begin as early as 2023 and be completed in 2024. Construction of the project is estimated to require approximately 15 months.

- 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.

*Status:* Coordinated with Public Works and Transportation on development and adoption of the Short Range Mobility Plan. Policies from this plan were incorporated into the draft General Plan Update (currently under development). Public Works and Transportation reviewed and commented on the General Plan transportation assumptions, which will be used as the basis for traffic modeling and environmental study. Current Planning continues to support this effort by initiating and guiding private development to support the efforts through the new development process and project design.

- 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.

*Status:* On-going. Implementation has been programed. Forms are drafted including the tenant impact mitigation plan. Website and GIS mapping is being tested. A mailer will be sent to property owners followed by public outreach and support. Per City Council direction. further studying incentives and cost sharing amortization schedule to represent to City Council. A concurrent approach to implementation and incentives will be programmed to streamline the process.

- Adopt Phase II Reach code amendment to mandate building electrification within the City.

*Status:* On-going. City website updated on Reach codes “Electrification” to include background, summary, history of community engagement, benefits, and rebate resources. Council presentation October 2022. Analyzed Statewide Reach Codes Program and published Single Family and Nonresidential 2022 Cost-Effective Studies. Monitoring Statewide Reach Code Program for publication of Multifamily, Pool & Spa 2022 Cost-Effective Studies. Once all Cost-Effective Studies are published and analyzed an Ordinance will be drafted for presentation to City Council.

- 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.

*Status:* Completed. The City Council adopted City Council Policy Statement Number 2302, Town Plaza Use Policy, on November 14, 2022 by Resolution No. 2022-R089.

## **BUILDING SAFETY DIVISION**

- Continue to provide the core services of the Building Safety Division:
  1. Process permit applications.
  2. Issue 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 licenses.
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.

*Status:* On-going: Building Safety coordinated and issued approximately 1,715 permits including 475 building permits, 475 electrical permits, 25 electrical vehicle service equipment permits, 100 electrical-solar permits, 275 mechanical permits, 350 plumbing permits, 15 demolition permits, performed approximately 6,000 inspections, assist 1800 customers at the public counter, process 225 property reports, review 600 applications for business licenses, and process 100 public record requests. 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 expand Accela online permitting capabilities. Create new Accela record types for soft story tracking and implement GIS mapping of building hazards.

*Status:* On-going. GIS integrated mapping for Soft Story is complete ready to go live. Creation of Accela Soft Story record subtype type is complete.

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

*Status:* On-going. Participating in EPR software evaluations and will continue collaboration with IT, initial launch targeted for 2024.

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

*Status:* Completed. Building Safety counter credit card terminal activated and in use.

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

*Status:* On-going. Forms and documents are being updated with 2022 Building Codes and new organizational structure.

- 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 service.
2. Reorganize counter service and customer queuing and workflow and create customer service computer kiosk to query permit and process information.

*Status:* On-going. Recent state legislation, AB2234, and emergence from the pandemic have brought into focus the demand for enhanced electronic services and virtual customer engagement. Pivoting to a primary focus of a virtual permit center encompassing electronic plan check, electronic permitting, and Accela Citizen Access program advancements are crucial to meet the demand. The virtual permit center may be augmented with an in-person point of interaction such as a kiosk.

- Adopt and implement Phase II (All Electric) “Reach” Code Amendment to establish more energy efficient City Building standards. Phase I has been implemented.

*Status:* On-going. Council presentation October 2022. Analyzed Statewide Reach Codes Program And published Single Family and Nonresidential 2022 Cost-Effective Studies. Monitoring Statewide Reach Code Program for publication of Multifamily, Pool & Spa 2022 Cost-Effective Studies. Once all Cost-Effective Studies are published and analyzed an Ordinance will be drafted for presentation to Council.

- Prepare an energy Reach Code website

*Status:* On-going. Created website with background summary, history of community engagement, benefits and rebates resources.

- Implement Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.

*Status:* On-going. Implementation has been programed. Forms are drafted including the tenant impact mitigation plan. Accela records subtypes are created. Website and GIS mapping is being tested. A mailer will be sent to property owners followed by public outreach and support. Per City Council direction, further studying incentives and cost sharing amortization schedule to represent to City Council. A concurrent approach to implementation and incentives will be programmed to streamline the implementation schedule.

- Construction coordination for Apple/Culver Crossing, 11111 Jefferson, and 8511 Warner.

*Status:* On-going. Oasis and Culver Crossing and 8511 Warner permit issued.

- Continue digitization of building records.

*Status:* On-going. First phase of large records digitization nearing transfer and Quality Control.

- Work with IT Department on the selection and implementation of an electronic plan check and customer query software.

*Status: On-going. Duplicate, participating in EPR software evaluations and will continue collaboration with IT.*

- Assist in the City-wide User Fee Study, resolution, and adoption of revised Building and Safety Fees.

*Status: On-going. Collaborating with Finance Department and NBS with data and suggested fees to consider studying.*

- Research, evaluate, and adopt 2022 California Code of Regulations with local amendments.

*Status: Complete. Codes adopted and effective January 1, 2022.*

- Website management and migration to new software solutions.

*Status: Complete. Provided support to IT for the website migration from Seamless Docs to Openforms and Nitro publishing solutions.*

## **ADVANCE PLANNING DIVISION**

### **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.

*Status:* On-going. Advance Planning (AP) staff continues to manage the California Department of Housing and Community Development grants awarded for the GPU project. The Local Early Action Planning grant, in the amount of \$150,000, is being utilized to study affordable housing feasibility along the Sepulveda Corridor. The Senate Bill 2 grant, in the amount of \$82,500, has been fully utilized to develop and adopt the 2021-2029 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.

*Status:* Participated in the RFP process with Current Planning and a consultant was selected to develop the TDM Ordinance. The Transportation Department is the lead in the effort. Advance Planning and Current Planning continues to support Transportation in their effort by being active participants in the TDM Study Working Group.

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

*Status:* On-going. Advance Planning (AP) staff integrated Short Term Mobility Plan programs into the GPU Mobility Element. AP staff participates in monthly Mobility meetings with Transportation and Public Works to coordinate on mobility issues.

### **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.

*Status:* On-going. The TDFM is finished and the Mobility Fee Improvement Ordinance is adopted. AP staff continues to coordinate GPU modeling for transportation impact analysis and CEQA compliance.

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

- Ballona Creek Revitalization (BCR) – Continue to collaborate with the Planning & Development Administration and Economic Development Division 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:* On-going. The Greening the Greenway project is underway through Public Works. Advance Planning staff is available to support creek and path improvement projects. The GPU project is updating long-term goals and policies for the creek in the following Elements: Community Health and Environmental Justice, Conservation, Infrastructure, Mobility; Parks, Recreation, and Public Facilities; and Safety. 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. The Housing Element is the only section of the GPU that City Council has adopted to date because of its separate State deadline unique from the rest of the GPU. The Housing Element includes a policy committing the City to comply with State housing laws. The Housing Element underwent a CEQA process that complied with SB 18 and AB 52 regarding Tribal consultation and the GPU's EIR timeline is scheduled to comply with SB 18 and AB 52. As the other Elements are drafted, the GPU team will ensure the policies align with applicable State regulations and are consistent with the adopted Housing Element.

## **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:* Completed. Advance Planning Division coordinated with the Public Works and Transportation Departments to complete the 2022 annual Carbon Disclosure reporting.

## **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:* Completed. AP was not requested to assist with any initiatives.

- 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.

*Status:* On-going. The GPU is in Phase four of five, “Policy + Plan Development.” AP is working with the consultant team to prepare the public draft General Plan. Growth forecasts and traffic modelling are being prepared for CEQA analysis.

## **CURRENT PLANNING DIVISION**

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

*Status:* Thus far during this FY 22/23 Current Planning has assisted 1,060 members of the public at the counter, conducted 221 property reports, prepared 4 zoning clearance and 9 zoning confirmation letters, reviewed 11 covenants, 64 address assignments, 596 applications for business licenses and permits, conducted 860 Building and Engineering plan checks/reviews and are managing 52 Discretionary Permits including Site Plan Reviews, Conditional Use Permits, Zone Changes, General Plan Amendments, Comprehensive Plans, and Conditional Use Permits including associated Environmental Analysis. One Clean-up Zone Text Amendments and 1 Zoning Code Amendments (parking) have also been completed.

- Coordinate Planning Commission site visits of previously entitled and built projects as needed. Coordinate joint City Council and Planning Commission meetings to discuss development issues. Provide report to Planning Commission on development activity and update on conditions of approval that required staff to review after project completion. Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

*Status:* Scheduling site tour to occur in third or fourth quarter of FY 2022-2023 for reporting in June 2023.

- Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

*Status:* On-going as opportunities are identified. As budget is limited, staff will be selected on a rotating basis. Current Planning staff attended the California APA Conference in October 2022, and will also attend the next California APA Conference in September 2023. In addition, staff attended the UCLA Annual Planning and Land Use Conference in January, 2023.

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

*Status:* In collaboration with IT all PDFs are being reformatted to comply with accessible regulations. In addition, applications are being formatted for online submittal. Thus far Fence, Sign, Temporary Use Permit, Temporary Sign Permit and Address Assignment applications are available for electronic submittal. On-going collaboration is occurring with GIS staff to update Zoning Maps to ensure information is correct so that once this becomes accessible to the public there will not be discrepancies. Lastly, collaboration with IT on a continuous basis to improve the information on the planning projects webpage as well as to improve the tracking of cases using the Accela permitting software including identifying and preparing for plan review software integration. This is on-going for FY 2022-2023 and will continue into FY 2023-2024.

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

*Status:* Current Planning and Advance Planning participated in the RFP process and a consultant was selected to develop the TDM Ordinance. The Transportation Department is the lead in the effort. Current Planning and Advance Planning continues to support Transportation in their effort by being active participants in the TDM Study Working Group.

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

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

- Text Amendments:

1. Condominium and Townhome Subdivision (ministerial review).

*Status:* This has been determined to be part of a larger Municipal Code Amendment in which Chapter 15.10 Subdivisions of Title 15: Land Use is amended. This effort has commenced with RFP being released in January, 2023 to select a consulting firm that will initiate the work in April, 2023. It is anticipated that this work may take approximately 12-18 months to complete. Therefore, it will be carried in FY 2023/2024.

2. Number of Permit Extensions Allowed (Chapter 17.595).

*Status:* This remains on the FY 2022/2023 work plan and is scheduled to be completed in the 4<sup>th</sup> quarter.

3. Architectural Features Related to Height Exemptions – (Chapter 17.300.025).

*Status:* Research was conducted, and it was determined a code amendment is not required.

4. Conform Code Requirements to State Law.

*Status:* This is an on-going effort which will be carried over to each fiscal year. Scheduled activities to commence are a Comprehensive Zoning Code Update to implement the Housing Element and anticipated Land Use Element and an Amendment to the Subdivision Chapter of the Municipal Code. This will be carried over for completion in FY 2023/2024.

5. Complete Mixed Use Residential Streamlining.

*Status:* This will begin with development of Residential Objective Design Standards for Multi-family and Mixed-Use Development. Efforts have begun and are anticipated to be completed in first quarter FY 2023/2024. Then, Zoning Code amendments will be proposed to streamline the development process for smaller scaled projects. Therefore, it will be carried in FY 2023/2024.

6. Complete Comprehensive Parking Standards Update.

*Status:* Completed October 2022

- Parkland In-Lieu Fee Study.

*Status:* In progress- Current Planning is scheduled to meet with the Finance Department to determine if it will be part of the larger City fee study.

- Residential and Mixed-Use Design Guidelines – part of Residential Streamlining Text Amendment.

*Status:* A consulting firm has been secured and has begun on developing Objective Design Standards. Work is expected to be completed in first quarter of FY 2023/2024.

- Sign Code Update: Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. Joint project with City Attorney.

*Status:* On-going. Will be carried over to FY 2023/2024.

- Update relevant Zoning Codes to address 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:* On-going. A portion of this work will occur as part of the Comprehensive Zoning Code Up-date lead by Advanced Planning. This is an ongoing effort as the Current Planning Division continuously updates the Code for compliance.

- Conform Zoning Code to SB 9 – Nonconforming and Parking Ordinances – Identify potential conflicts and conform code as necessary.

*Status:* Removed from work plan as deemed not necessary as a result of the Parking amendment and further analysis on SB 9 legislation.

- Hillside Study – Blair Hills.

*Status:* Incorporated into Advance Planning General Plan Safety Element Update.

## **FISCAL YEAR 2023/2024 WORK PLANS**

### **ADMINISTRATION DIVISION**

- Prepare department budget, administer department contracts, manage workflow and financial administration for four Divisions.
- Continue working with IT on electronic digitization of department files.
- Work with IT on implementation of AB2234 technology upgrade for Building Safety and Current Planning.
- Continue collaboration with Building Safety on implementation of a virtual “Permit Center” – online payments, expand online permitting, area improvements.
- Continue collaboration with Building Safety on implementation of Soft Story Seismic Ordinance Phase III including issuing public notice and order to comply, coordinate landlord appeals and tenant relocation with Housing and Homeless Services (HHS) as necessary for retrofit work.
- Continue implementation of Phase II Reach code amendment to potentially mandate building electrification within the City.
- Collaborate and assist Divisions with special projects or studies, including the City-wide User Fee Study update.
- Promote new construction and project updates via City website and social media. Update the Department and Division webpages as necessary.
- Continue coordination with City Clerk on Agendas, public outreach and record retention.
- Continue to assess and improve departmental processes and procedures.

### **ADVANCE PLANNING DIVISION**

- Adopt General Plan Update (GPU) – Complete the General Plan Update and required CEQA analysis. General Plan Update will be reviewed for adoption by Planning Commission and City Council.
- GPU Grant Funding – Utilize Local Early Action Planning grant to complete the Sepulveda Corridor Affordable Housing Feasibility Study. Seek new grant funding opportunities to implement the General Plan.
- State Planning Law Compliance – Ensure the City complies with the latest state planning and housing related laws, including; Senate Bills (SB) 9, SB 330 (housing), SB99, Assembly

Bill (AB) 747 (evacuation routes), SB 1241 (fire risk), SB 1000 (environmental justice), SB 379 (climate adaptation), Assembly Bill (AB) 1358 (Complete Streets), AB 1397 and SB 166 (housing), SB 18 and AB 52 (Tribal consultation).

- Mobility Coordination – Continue coordinating with the Public Works and Transportation Departments on mobility initiatives. Relevant projects include: developing a Transportation Demand Management (TDM) ordinance, implementing the Short Range Mobility Plan, monitoring and updating the Travel Demand Forecast Model (TDFM), and other projects as needed.
- Ballona Creek Revitalization (BCR) – Continue to collaborate with the Economic Development Division to support the Public Works Department in the Greening the Greenway project and other initiatives that arise related to revitalizing the creek.
- Government Coordination – Continue to meet with other government agencies to coordinate on issues related to the City. Agencies include; HCD, OPR, SCAG, WSCCOG, Los Angeles City/County, and other regional and local governments.
- General Plan and Housing Element Annual Progress Reports – Prepare reports for approval by City Council and submit to the state by April 1<sup>st</sup> every year.
- Zoning Code Update – Update the City's Zoning Code to implement the General Plan. Update. Updates include developing new zones with adequate height to allow higher residential densities, updating land use tables to include modern uses (ghost kitchens, EV charging stations), updating supportive and special needs housing regulations to comply with state housing law, and preparing an affordable housing ordinance.
- Implement the Housing Element – Carry out the implementation measures in the adopted Housing Element, including: apply for the HCD Pro-Housing Designation, study affordable housing tools to consider for adoption, study removing 56 foot height limit, and comply with SB 166 by monitoring our adequate sites inventory as development occurs to ensure we are meeting our Regional Housing Needs Allocation.
- General Plan Implementation – After the General Plan is adopted, carry out implementation actions. Priority actions include establishing regulations to guide development in the Special Study Areas, such as the Hayden Tract and Fox Hills neighborhood.
- Blair Hills Study – Identify hazard areas and analyze evacuation routes. Determine whether additional policies should be applied.
- Noise Study – Establish noise thresholds for CEQA.

## **BUILDING SAFETY DIVISION**

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

- Process permit applications.

- Issue construction permits.
- Coordinate inter-divisional workflow and routing of plans to various City Divisions.
- Conduct plan reviews for building code and municipal code compliance.
- Perform inspections for building code and Municipal code compliance.
- Facilitate with processing business license.
- Provide property record reports to real estate transactions.
- Provide documents for Public Records Requests.
- Assist with Planning Division on discretionary reviews.
- Collect Fees associated with building permits such as school fee, sewer facility fees, in-lieu Parkland fee, Art in Public Places fee, Development impact fee, etc.
- Continue to collaborate with IT on the expansion of Accela online permitting and inspection capabilities. (AB 2234)
- Continue to collaborate with IT Department on the testing and implementation of an electronic plan check software. (AB 2234)
- Continue to enhance Building Safety website information such as sample applications and permits for residential projects. (AB 2234)
- Implementation of the Virtual Permit Center:
  - Creation of a centralized Virtual Permit Center for the building permitting process encompassing electronic permit application submittals, electronic plan check, electronic workflow, electronic permitting, and Accela Citizen Access. Accela Citizen Access will include inter-departmental application processes for selected types of permits to simplify and coordinate permitting among various Divisions and Departments in development services to improve customer services.
  - The virtual permit center may be augmented with an in-person point of interaction such as a kiosk or public computer workstation to query records and process information.
  - Refine and implement Permit Tech II rotation training schedule.
- Continue adoption and implementation of Phase II (Electrification) “Reach” Building Code Amendment to establish more energy efficient City Building standards.
- Continue implementation of Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.
- Construction coordination for 11141 Washington Assisted Living Facility, Apple/Crossing, 11111 Jefferson (Culver Oasis), and 8511 Warner.

- Continue FTE Staff Recruitments – 2 Building Inspectors and Permit Tech II.
- Continue digitization of building records.
- Continue to collaborate with Finance on the City-wide User Fee Study Update.
- Work with Current Planning Division on the development of an ADU manual.
- Recruitment: Soft Story Seismic Program Limited Full-time staffing: 1 additional plan check engineer, 1 additional building inspector.
- SB 379 Expedited Solar Permitting, explore CALapp grant and SolarAPP+.

### **CURRENT PLANNING DIVISION**

- Provide core Division work including: providing general information/assistance at the public counter, preparing property reports, zoning confirmation letters, application and project reviews for licenses and permits, plan checks, public notices and discretionary permits. Process zoning code clean-up text amendments and conditions of approval update as needed. Review proposed development projects and environmental documents in adjacent jurisdictions for potential impacts to Culver City. Participate in regional/sub regional planning efforts with Southern California Association of Government, County of Los Angeles, and Westside Cities activities. Assist in preparation of Environmental Review documents, and studies as needed interdepartmentally and regionally. Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.
- Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Provide publicly accessible and user-friendly information online for public use to look up zoning information, development requirements, information on current projects, improved information on application requirements and filling out forms and submitting online applications. Enhanced reporting and use of Accela permitting software for application submittal and tracking.
- Traffic Demand Management (TDM) – Current Planning will participate in development of a Citywide Transportation Demand Management (TDM) Plan 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.
- Implementation of Oil Well Ordinance- Continue to work in collaboration with the City Attorney's Office is implementing the ordinance.
- Accessory Dwelling Unit (ADU) Prototype Plans and ADU Manual- This project was added to FY 2022/2023 workplan as a result of available SB 2 funds. It is anticipated to be

completed in the 2<sup>nd</sup> quarter of FY 2023/2024.

- On-going Text Amendments:
  1. Municipal Code Chapter 15.10 Subdivisions (Condominium and Townhome Subdivision)- This effort is a carryover from FY 2022/2023. It is anticipated to be completed in the 3rd quarter of FY 2023/2024.
  2. Conform Code Requirements to State Law- An On-going and annual process.
  3. Complete Mixed Use Residential Streamlining (including residential and mixed-use design standards)- This effort is a carryover from FY 2022/2023. It is anticipated to be completed in the 2nd quarter of FY 2023/2024.
  4. Parkland In-Lieu Fee Study - This will continue to occur in collaboration with the Finance Department City-wide User Fee update.
  5. Sign Code Update: Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations.
  6. Affordable Housing Incentive Program/Overlay- This was added in mid FY 2022-2023 work plan and will carry over into the FY 2023/2024. Proposals have not been received to date to determine anticipated completion date.
- Create On-Call Consulting Lists through an RFP process.
- Create a Landscape Ordinance.
- Development Standards for Properties with Abandoned Oil Wells.
- Evaluate current fence heights to determine if modification is needed.
- Evaluate current land use tables and conduct research of potential new uses to be added.
- Work with Finance in the City-wide Fee Study.
- Work with Building Safety to implement electronic plan review.
- Work with City Attorney's Office to amend Chapter 17.400.110 Telecommunications Facilities.
- Work with Advance Planning in implementing the GPU and Housing Element.

# HOUSING AND HUMAN SERVICES DEPARTMENT

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COMMUNITY DEVELOPMENT DEPARTMENT DISSOLUTION - HOUSING AND HUMAN SERVICES DEPARTMENT CREATION - The Community Development Department (CDD) has undergone a major restructuring effort aimed at better serving our community. Functions from the former department have been moved into three different departments: the Planning and Development Department (Advance Planning, Current Planning, Building Safety), the Housing and Human Services Department (Housing, Code Enforcement), and the Office of Economic and Cultural Development within the City Manager's Office (Economic Development).

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## FISCAL YEAR 2022/2023 WORK PLANS

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

### **DEPARTMENT ADMINISTRATION**

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

*Status:* Ongoing.

- State of California Housing and Community Development Department (HCD) Project Homekey (PHK) Round 2 grant application successful awarded \$26 million for the conversion of two local motel to interim and permanent supportive housing. a motel conversion project.
  - Successfully award \$1,109,600 million from County of Los Angeles Chief Executive Office of Homeless Initiative Cities and Council of Governments Interim Housing Grant (CCOGIHS) to support the interim housing component of PHK.
  - Family Self Sufficiency (FSS) Coordinator Grant from the US Department of Housing and Urban Development (HUD) successfully awarded \$67,000 for case management and supportive services to help Section 8 Housing Choice Voucher Program (HCVP) achieve economic independence.
  - Application submitted under the State of California Department of Social Services for \$5 million for the implementation of a Guaranteed Income (GI) pilot program. Application required 50% match. Application was denied.
- Continue the annual audit of Section 8 and the Low Mod Income Asset Fund with Finance Department.

*Status:* Annual audit commenced in February 2023.

- Continue file retention and destruction program.

*Status:* Ongoing

- Continue staffing the Advisory Committee on Housing and Homelessness (ACCOH).



*Status:* Ongoing.

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

*Status:* Ongoing

- Coordinate all request for mediation through the LTMB.

*Status:* Due to various Federal, State and local Eviction Moratoriums, there were two requests for mediation from July 1, 2022, 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:* The total grant award was \$160,000 under the SB2 Planning grant. Culver City awarded \$82,500 for the Housing Element Update and \$77,500 for Accessory Dwelling Unit (ADU) incentive program to provide pre-design plans. HCD granted a Time of Performance extension for the expenditure of funds to December 31, 2023.

The final reimbursement request in the amount of \$52,600 was submitted to HCD for the Housing Element Update. The final reimbursement request was received. The first reimbursement in the amount of \$14,800 was received. The second reimbursement request of \$15,100 was also received.

- Implementation of the COVID Emergency Rental Assistance Program (ERAP)

*Status:* This program was developed to address a temporary emergency. This program has concluded and been closed out. Five household were assisted under the 3-month component and 47 households were assisted under the 12-month program.

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

- Creation of the Housing and Human Services Department (HHS)

*Status:* On September 9, 2022, Council approved the creation of the Housing and Human Services Department. HHS will be comprised of three divisions, each with a common focus on ensuring Culver City residents, both housed and unhoused, have resources focused on their wellbeing and quality of life. Council approved a budget of annual expenditure and startup cost totally \$3.175 million for the creation of the HHS Department.

The three Divisions of HHS include:

1. Housing Services

2. Enforcement Services
3. Human Services and Crisis Intervention

- Onboard HHS Staffing (including Mobile Crisis Intervention Team)

*Status:* Total staffing levels of HHS is 27 full-time employees (FTEs). 19 of those positions are existing positions, and 8 are new positions, primarily in the Human Services and Crisis Intervention Division. HHS staff in collaboration with Human Resources is working to onboard the position listed below. Council approved job descriptions and adopted a resolution approving Salary Schedules related to Miscellaneous Employees under the HHS on November 14, 2022. The recruitment for the Human Services and Crisis Intervention Manager commenced February 2023. Recruitment for the Mental Health Clinician, Mental Health Specialist, Case Managers/Dispatch, Housing Assistant and Management Analyst will conclude prior to the end of FY2022/2023.

- Creation of the Mobile Crisis Intervention Team

*Status:* On September 9, 2022, along with the creation of the new HHS Department, Council approved a non-enforcement crisis intervention approach to public safety to enhance the City's ability to serve and protect the community. This approval was the genesis of the Mobile Crisis Intervention Team. The City will be able to directly engage people experiencing a mental health episode or substance abuse/dependency issues, while using a referral system that utilizes community partners in conjunction with City staff to provide additional follow up services both inpatient and outpatient.

The following positions will make of the Mobile Crisis Intervention Team:

1. One Mental Health Specialist
2. One Mental Health Specialist
3. Two Case Managers/Dispatch

- Activation of Safe Sleep Programming

*Status:* At the City Council Special Meeting on December 21, 2022, City Council directed staff to prepare for City Council's consideration an ordinance prohibiting camping in public places. City Council also gave direction to include in the ordinance the ability for City Council to designate safe camping and safe parking locations. On the Council Ad Hoc Subcommittee on Housing and Homelessness discussed the proposed program design and site planning for the Culver City Safe Sleep Site located at 10555 Virginia Avenue, Culver City to include the following infrastructure, services, and amenities:

- Onsite restrooms and showers
- 24/7 security and supportive services
- Daily meal service (hot evening meal and sack breakfast and lunch)
- Access to onsite weekly laundry service and medical care
- Pet area
- Pet food
- Picnic area/park benches
- Covered living space (rain and sun protection)

- Fire rated/temperature rated tents on platforms, including, temperature rated sleeping bags, lanterns and bath towels
- Onsite storage
- Onsite bike storage
- Implement Motel Master Leasing Program

*Status:* Staff in negotiation with local motels to long-term lease entire property or bank of room to provide temporary housing for unhoused residents awaiting Project Homekey or other interim and permanent supportive housing resources.

- Establish Safe Sleep and Motel Food/Nutrition Program

*Status:* Staff in negotiation with a local meal provider to provide food/nutrition to safe sleep and motel voucher program participation. Three meals will be provided daily with at least one hot meal daily. Dietary requirements and restriction (vegan/plant-based/diabetic) will be taken into consideration.

## **ENFORCEMENT SERVICES DIVISION**

- General Enforcement Complaints – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service: Year 2022 – 901 Requests.

*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 which took effect November, 2022. Continue Enforcement of these regulations.

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

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

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

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

*Status:* Ongoing

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

*Status:* Ongoing

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

*Status:* 139 properties currently under Amnesty. Actively working with several property owners on resolution of existing cases.

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

*Status:* Ongoing

- Continue Interdepartmental and interdivisional collaboration - Assist Public Works with enforcement of streets and sidewalk encroachments, polystyrene ban, illicit discharges to storm drains, water waste, outdoor dining regulations, parkway landscaping, and solid waste services. Assist Housing Division, Current Planning, and Building Safety Division with Code Enforcement and Housing Programs (e.g. tenant/landlord issues and substandard housing, concerns related to the unhoused population; zoning/land use enforcement, and unpermitted construction related to garage conversions, signs, outdoor dining, Cannabis, fences, hedges and walls, outdoor lighting, vacant buildings and demolition work.)

*Status:* Ongoing

- Code Enforcement Officer Safety Standards – SB 296 requires local jurisdictions that employ code enforcement officers to develop officer safety standards appropriate for the code enforcement officers employed in their jurisdiction.

*Status:* In Progress

- Staff Recruitments - Hire 2 additional Code Enforcement Officers; 1 additional Park Patrol Officer. Additional staff is needed to contend with the additional expectations placed on the Division. Several new ordinances have been adopted and enforcement has fallen upon this Division. The prohibition on camping in public spaces, sidewalk vending, sustainability regulations as well as increased requests for tenant protections and substandard housing investigations add to the current overburdened workload.

Park Patrol is currently understaffed, and an additional Officer is necessary to help address the increasing activities at the parks for both recreational use as well as the unhoused community. Park Patrol is responsible for monitoring 16 park locations on a daily basis. One situation can take an Officer out of service for a lengthy amount of time leaving the parks without coverage.

*Status:* Pending Approval

## **HOUSING AND RENT CONTROL DIVISION**

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

- Continue implementation of the Rent Control and Tenant Protections Ordinances- including contract administration and monitoring, dissemination of information related to housing and tenant rights, petition for noncompliance and rental adjustment analyses, rental registration/fees collection and enforcement, establishing program guidelines and procedures, community outreach, and monitoring and enforcement of program provisions.

*Status:* Since July 1, 2022, the Housing Division has received and responded to 784 telephone calls, 30 walk-ins, and 1,263 emails related to the various provisions of the Rent Control and Tenant Protections Ordinances. Two Rent Adjustment Applications were received, one is currently pending analysis by BAE Urban Economics. Five Tenant Impact Mitigation Plans have been received and approved. Two Tenant Buyout Agreements have been received for a total of \$24,110.00 in Buyout Amounts offered to tenants. There has been one Capital Improvement Application received and zero hearings have occurred. A total of 204 eviction notices have been sent to the Housing and Human Services Department, as required by the Tenant Protections Ordinance.

- Public Outreach and Communications

*Status:* There are two press releases and two mailers pending, which will further aid in our outreach and compliance efforts related to the protections extended under the Rent Control and Tenant Protections Ordinances.

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

*Status:* There are a total of 5,212 registered units and \$ 889,531.30 has been collected in rent registration fees and penalties.

- Legal Services

*Status:* The City contract with Bet Tzedek to provide legal services surrounding rent control, landlord/tenant rights and Fair Housing. Rent Control and Tenant Protections Program staff has made 111 referrals to Bet Tzedek for legal services. Bet Tzedek has served 68 residents and hosted 32 legal clinics.

- Rent Control and Tenant Protections Program Contracts- Monitor contract associated with the implementation of the Rent Control and Tenant Protections Ordinance implementation.

*Status:*

<b>Contract</b>	<b>Contract Total</b>	<b>Amount Billed to Date</b>
BAE Urban Economics, Inc.	\$70,116	\$12,244.80
Bet Tzedek	\$144,214	\$84,124.81
Sheri E. Ross – Hearing Officer	\$10,000	\$0*
Tripepi Smith & Associates	\$30,500	\$8,934
HdL Software, LLC	\$110,000	\$1,209.14

\* Hearings are only held when an Application for Rent Adjustment, Petition for Noncompliance, or Capital Improvement Pass-through decision is appealed. To date, we have not received any appeals – thus, not requiring the services of the Hearing Officer.

- Coordinate renter protection provision and capital pass-through appeals related to Soft Story implementation.

*Status:* In conjunction with Building Safety developed Tenant Impact Form and Guidelines.

## **Homeless Services and Prevention**

- Homeless Outreach Request

*Status:*

- City receives following outreach requests via calls/emails:
  - 5-20 requests a week
  - 520 requests within the last 6 months
- SJC receives following outreach requests:
  - LAHOP
    - 3-10 requests a week
    - 260 requests within the last 6 months
  - From the City to SJC
    - 5-20 requests a week
    - 520 requests within the last 6 months
- Implement Homekey Interim and Permanent Supportive Housing Motel Conversion Project.

*Status:* The State of California Housing and Community Development Department (HCD) announced on March 15, 2022, that Culver City was awarded \$26 million to provide interim and permanent supportive housing through the conversion of two local motels (3868 Sepulveda/Deano's and 3900 Sepulveda/ Sunburst). Escrow for the two motels closed August 2022 and construction started September 2022. Construction progress noted below. Due to project delays related unanticipated construction issues, project anticipated to come online July 2023.

- Sepulveda (Sunburst Motel) Construction Progress – 87%
- 3868 Sepulveda (Deano's Motel) Construction Progress - 78%

Exodus Recovery Inc., retained as the lead service provider/operator and a By Name List of future residents has been established with 73 applicants.

- Complete feasibility study, funding option and present findings to 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.

*Status:* Staff directed to pursue safe sleep programming at the Virginia Lot (10555 Virginia Avenue) to create interim serviced enriched housing for up to 40 unhoused neighbors. HHS in collaboration with the City Manager's Office, and Public Works has completed a site plan, interviewed potential service and meal provider, and started construction on the site infrastructure. Program opening project for late April 2023. The Venice Lot still under investigation for either safe parking, or interim/permanent supportive housing.

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

*Status:* Pending identification of service provider.

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

*Status:* Staff retained We Are RALLY (RALLY) a public relations and communications firm, through weekly collaboration calls has provided guidance to staff on messaging and outreach advice related to homelessness, managing outside vendors and production timelines, and communication support at events and meetings.

Rally's deliverables include: Planning and Messaging of Project Homekey Groundbreaking, Frontline Staff Messaging and Media General Talking Points on Encampments, City Website Content Plan Recommendations and Monitoring, Online and social media Workplan and Social Media Content Calendar, Project Homekey Community Engagement Plan.

In addition. RALLY conducted a Project Homekey input session with representatives from Culver City Mental Health Evaluation Team, St. Joseph Center, Upward Bound House, the Advisory Committee on Housing and Homelessness (ACOH), and the Culver City Palms Advocacy Group, to inform project scope of service and population served.

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

*Status:* Ongoing

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

*Status:* Pending

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

*Status:* From the period of July 1, 2022 – February 14, 2023, the following Individuals and families have been provided services and access to housing.

- Total # of Persons Served = 78
- Total # of Families Served = 33
- Total # of Children Served = 40
- Total # Persons Placed in Permanent Housing = 37
- Total # of Families Placed in Permanent Housing = 14
- Total # of Children Placed in Permanent Housing = 18

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

*Status:* Research of funding options is ongoing. For the period of April 6, 2022 – February 14, 2023, the following have been served through the Saint Joseph Center (SJC) Outreach Team:

- Number of Unhoused Enrolled=209
- Number of Unhoused Engaged=124
- Number of Unhoused Referred to Services=154
- Number Permanently Housed =9

- 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:* Ongoing

- Continue work with Committee on Homelessness (COH) to coordinate the 2023 Homeless Count.

*Status:* The Greater Los Angeles Homeless Count was conducted on January 25, 2023. Culver City will continue 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.

*Status:* Ongoing



- Continue implementation of Internal Emergency Motel Voucher Program.

*Status:* From the period of July 1, 2022, to current, a total of 15 participants served and \$190,000 expended.

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

- Continue administration of RAP Program serving 16 households.

*Status:* This program is ongoing. There are currently 12 households remaining on the program with a Housing Assistance Payments (HAP) of \$17,871 per month (\$214.449 annually).

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

*Status:* This program is ongoing. Covenant monitoring commences in December 2022.

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

*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.

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

*Status:* Ongoing.

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

*Status:* Ongoing.

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

*Status:* Ongoing.

- Continue Section 8 Landlord Incentive Program administration

*Status:* Ongoing

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

*Status:* Ongoing

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

*Status:* Ongoing.

- Work with Current Planning to develop Property Management and Maintenance Plan for the Wende Affordable Housing Units.

*Status:* Pending.

- Oversee implementation of Linkage fee to fund affordable housing.

*Status:* Ongoing.

- Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program.

*Status:* HHS staff work with Current Planning through the SB2 Planning Grant to develop pre-approved plan to attract property owners to develop ADUs.

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

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

*Status:* Ongoing.

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

*Status:* Ongoing.

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

*Status:* 11 Section 8 program participants currently enrolled in the FSS program. Recruitment currently being conducted.

- Apply for the HUD FSS Coordinator Grant

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

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

*Status:* Submission deadline is April 2022.

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

*Status:* Due to the pandemic, HUD waived the SEMAP requirement for 2021 and 2022.

## **FISCAL YEAR 2023/2024 WORK PLANS**

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

### **DEPARTMENT ADMINISTRATION**

- Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.
- 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.
- Investigate expansion of scope of the LTMB.
- Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09
- Continue 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.

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

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

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

and to receive feedback. Based on the evaluation and feedback, next steps for the growth or modification of the program will be developed and presented to the City Council.

- Continue Implementation of Safe Sleeping Programming
- Continue Implementation of Project Homekey Interim and Permanent Supportive Housing
- Continue Safe Sleep and Motel Food/Nutrition Program
- Continue Motel Master Leasing Program
- Homeless Outreach Request
- Complete feasibility study, funding option and present findings to Council for the production homeless and affordable housing resources at the Virginia Lot and up to 12 at the Venice Lot.
- Implement the local Homeless Management Information System (HMIS) to identify, track and maintain a database on unhoused residents.
- Continue implementation and message campaign for public outreach about unhoused community.
- Work with City Manager's Office to implement Safe Parking 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).
- 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 2024 Homeless Count.

## **ENFORCEMENT SERVICES DIVISION**

- Continue ongoing programs including enforcement of regulations for Leaf Blowers, Cannabis, Massage, and Amnesty, etc. (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, Police and Fire, City Attorney and City Manager's office.

- Implement Safety Plan for Code Enforcement Officers per State Law SB 296
- Hire additional staff for Enforcement Services and Park Patrol.

## **HOUSING AND RENT CONTROL DIVISION**

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

- Continue implementation of the Rent Control and Tenant Protections Ordinances
- Continue Public Outreach and Communications
- Continue Rent Registration Fee- Monitor rent registration rates and fees collected.
- Continue Providing Legal Services
- Continue Rent Control and Tenant Protections Program Contracts Monitoring

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

- Continue administration of RAP Program serving 16 households.
- Continue all affordable housing (504 units) covenant monitoring.
- Continue administration Mortgage Assistance Program (MAP) Loan Monitoring.
- 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 Home to address termite damage.
- Continue Neighborhood Preservation Program Rehabilitation grant (minor code compliance rehabilitation) program.
- Continue Section 8 Landlord Incentive Program administration.
- Continue implementation of Neighborhood Preservation Program Senior and Disabled grants for life safety repairs.
- Inclusionary Housing Mixed Use and monitoring of all income and affordable rent restricted units.
- Continue implementation of Linkage fee to fund affordable housing.

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

- 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.

# TRANSPORTATION DEPARTMENT



# TRANSPORTATION

## FISCAL YEAR 2022/2023 WORK PLANS UPDATE

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

#### MOBILITY SERVICES

- **CityBus:** To ensure that transit services reflect current needs as effectively as possible, staff will conduct a Comprehensive Service Analysis assessing demand for transit service and a detailed route performance analysis. We will evaluate alternative service scenarios to propose and implement adjustments to service and operations in response to the changing transportation landscape and post pandemic period. Additionally, staff will consider LA Metro's Next Gen changes, regional service connections versus need for local circulator service like the downtown and school Circulators introduced in FY22.
  - *Status:* In progress. Staff has been working to prepare for the Request for Proposal for the consultant services on the Comprehensive Service Analysis (CSA).
- **CityRide (Senior Mobility) Services:** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Senior Services division of the Parks & Recreation Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and will use the feedback and input garnered from these sessions to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, supplemental taxi services, and educations of our residents in the use of alternative mobility services.
  - *Status:* In progress. Staff have observed demonstrations from various software companies that provide this service and have met with other transportation agencies to learn best practices in this space to assess and prepare for implementation of on demand software 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.).
  - *Status:* In progress. Staff made a few major adjustments to the 1C1 and 5C2 Circulator services in FY23 based on evaluation of these pilot services. Staff extended the 1C1 route from City Hall to the Senior Center and Veterans Memorial Park. Through outreach

efforts, the extension resulted in a 180% increase in average monthly ridership. Another major improvement to the service has been a retrofitting of Dial-A-Ride vehicles to include the equipment necessary to broadcast real-time information to the public to make the service easier to use and more reliable. 5C2 service has also undergone a route revision to reach more student populations.

- **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 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.
  - *Status:* Staff are actively pursuing capital and operational funding opportunities from competitive grant programs and development agreements. Staff are also conducting early service planning efforts including ridership projections and operational alternatives analyses.
- **Fare Equity Initiatives:** 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.
  - *Status:* Ongoing. Presently five percent of CityBus ridership is coming from student GoPass holders. GoPass is the LA Metro initiated pilot program which expires June 30, 2023. Concurrently, Culver City Transportation Department's MOU providing fixed route extensions for school service also expires with Culver City School District. Staff is working with LA Metro to determine program's future beyond fiscal year 2023.
- **CityRide (Microtransit) Service:** The Department is partnering with LA Metro to implement Microtransit service pilot to leverage regional platform, branding, and Microtransit technology. The partnership will reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. The department will implement the first pilot service in the Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. Staff will also procure and prepare the vehicles for this service. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services. Staff will explore implementing a second pilot in the Westfield Culver City/Culver Pointe area and consider upgrading the dial-a-

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

- *Status:* The implementation of Microtransit has been deferred to FY24 due to limited staff resources.
- **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 and results in CY2023).
  - *Status:* Ongoing. The micromobility program continues to operate in FY2023, serving an average of 9,000 riders per month. City staff are working with a team of researchers from the USC Price School of Public Policy to conduct a comprehensive analysis of the micromobility program for future improvements.

Staff continue to work to bring Metro Bike Share to Culver City. Metro's program redesign has been delayed and is not anticipated to be completed until FY2024. Staff will begin discussions with Metro about fleet sizes, station locations, and other issues in anticipation of a program implementation in FY2024.
- **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.
  - *Status:* In FY2023, staff implemented the redesigned Employee Rideshare Program with improvements such as a simplified interface for employees to report their travel and benefits that better reward desirable travel behavior. To date, the program has incentivized more than 5,500 employee work trips by sustainable modes.

## MOBILITY MANAGEMENT

- **Prioritized City-wide Mobility Initiatives:** The Transportation Department will continue to collaboratively support the joint initiative of Community Development, Public Works as outlined in the adopted Short Range Mobility Plan. This five-year strategic plan provides the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.
  - *Status:* Ongoing. Transportation Department has been coordinating with Planning and Development Department and Public Works Department on Citywide mobility initiatives.
- **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 study in FY2023 and implementing the TDM program in FY2024.

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

## 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 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 late 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.
  - *Status:* In progress. Staff continued to monitor the Downtown corridor and oversaw mobility lane maintenance. The city released a Mid-Pilot Project Report analyzing the project data collected through July 2022. Data collection continued through January 2023, and the post-pilot analysis is currently in progress. Staff will present the findings from the pilot to the City Council in April 2023.
- **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.
  - *Status:* Staff has been evaluating the use of the first four battery electric buses (BEB) and assessing the feasibility of placing six additional BEB into revenue service in FY2023. The purchase of additional BEB is deferred to FY2024 to allow more time for assessment.

- **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.

- *Status:* Transportation has completed the design for Phase 1 of the electrification plan and issued an invitation for bids in November 2022. However, Transportation has been unable to reach an agreement with the awarded builder on the contract. This has provided the department with an opportunity to update the electrification program. Staff will return to City Council with a recommendation in FY2023.

- **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops and furniture 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 two new projects to enhance customer experience in the Culver City Transit Center and the Arts District. Staff will design and secure funds for enhancing the Culver City Transit Center by replacing the existing transit shelters with a larger canopy, enhanced security lighting, security video surveillance, public wi-fi, public art, digital information display and ticket (TAP) vending machine. With the introduction of the Circulator in the Arts District, there is a need for single poled shelters that could be installed at narrow sidewalk. They will include LED lighting, a new-real time electronic display and arts display case.

- **Status:** Staff have been working on implementing the technology related improvements at the Culver City Transit Center. Other bus stop improvement projects are currently deferred due to limited staff resources and long lead times for furniture orders.
- **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 five-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. Additionally, staff will explore the viability of 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.

- **Status:** Multiple initiatives in progress. Staff will complete the Transportation Technology Roadmap in Fiscal Year 2023. This roadmap will serve as the guiding document to upgrade existing technology and implement future proof infrastructure to prepare for upcoming available technology stacks. Deployment of enhanced bus stop technology is currently being discussed and scoped for high-use bus stops including at Culver City Transit Center and Expo Station. These enhancements will bring additional services including high-speed Wi-Fi, real-time large format displays, etc. Staff are continuing to explore deployment of high-quality Wi-Fi options onboard newer buses, but the upfront and recurring costs are prohibitively expensive at this time. Staff will continue to pursue Wi-Fi solutions that are user friendly, scalable, and cost effective for deployment.

Through the Technology Roadmap project, Staff have been researching the Mobility as A Service application (MaaS) and determined that it will be more effective and user friendly to integrate with a regional MaaS application that would allow riders to use multiple transit systems for a seamless experience across the region. Staff will continue to review the Los Angeles market and look for integrations with regional partners for a regional MaaS application.

Staff are aiming to complete an implementation of workforce management system for the department's operators in conjunction with the IT and Finance departments. This implementation that will begin testing at the end of FY23 will integrate payroll, employee

information, operational KPIs, etc. This integration will increase business intelligence and foster additional operational efficiencies through the use of technology products.

Staff have begun looking at the Wi-Fi marketplace for on bus and stop level solutions that are user friendly, offer high-quality connectivity, are affordable, and offer a robust network management environment.

Staff are also working to integrate multiple disparate databases that include TAP transaction infrastructure health monitoring, transit operations data, and fleet health Key Performance Indicators (KPIs) into a single Power BI dashboard to help foster data-driven decisions and provide staff with real-time business analytics.

- **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.
  - *Status:* Transportation has had discussions with technology providers, other transit agencies which have implemented pilots, City Attorney's Office, and Culver City Police about implementation of a pilot for Culver City. Currently, the financial requirements to implementation are high. Staff will continue to explore and identify funding to implement the pilot program.
- **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 to improve their reliability and bring new electric vehicles to market.
  - *Status:* Transportation has begun the pilot and purchased several telematics units which provide state of charge information and vehicle usage data which will enable analysis on which vehicles offer the greatest performance and cost efficiency to further inform long-term vehicle acquisition forecasting.
- **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.

- *Status:* Transportation is completing a Citywide Fleet Electrification Plan which will provide optimal locations to install charging infrastructure for both the public and city employees. This work is currently under contract with Energetics and will be integrated into Public Works who will be the lead on construction and installation of electric vehicle chargers citywide.

## **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 its 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.
  - *Status:* Transportation continues to monitor and plan on a ten-year basis. Management continues to occupy positions of leadership in regional bodies ensuring Culver City is central in discussions related to local, state, and federal funding. Continuing technical work to further enhance forecasting functionality to account for service changes is ongoing with the city's consultant. Transportation was successful in securing a \$5.4 million earmark from the state with the help of the City Manager's Office. Nationally, there is increasing apprehension about transit financing given declining ridership over the past decade and was further escalated by Covid19. Culver City, however, is buoyed by local operating subsidies provided by Proposition A & C as well as Measures R & M offering some stability considering long-term declines to passenger revenue. Operators outside of LA County face much larger challenges to long-term financial stability.
- **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 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.
  - *Status:* Staff is presently completing the utilization and electrification analysis with plans to complete by the end of the fiscal year. Staff has begun implementation of the CAM module its asset management software, AssetWorks, which will provide the needed functionality to forecast fleet requirements across city departments.



- **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.
  - *Status:* Staff continues to actively manage the portfolio of federal and state grants it receives in coordination with the Finance Department. Transportation continues training on a variety of grant topics to ensure the city remains in compliance with grantor regulations. The anticipated Triennial Audit has been deferred until Fiscal Year 2024.

## 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 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.

- *Status:* Transportation has continued the development of an automation software for time keeping and workforce management in the its existing computer aided dispatch/auto-vehicle locator (CAD/AVL) environment, CleverCAD. The overall project is still on pace for on-time completion with custom development for greater business efficiencies being made.
- **Transportation Asset Management Master Plan:** Staff will be incorporating the findings of the Transportation Facility Condition Assessment and the Long-Term Electrification Transition Plan that were both completed during FY 2021-2022 into the Transportation Asset Management Plan. The plan will include a ten-year forecast of capital improvements required to maintain our

assets in a state of good repair. This Plan will guide immediate and short-term capital improvement projects for all assets and outline software enhancements used to manage the operations, maintenance and replacements as required.

- *Status:* staff has implemented an asset management software for Transportation Facilities that includes asset inventory, preventive maintenance schedules, and corrective maintenance work. Training is on-going. The long-term electrification transition plan is still in the planning stages and should be finalized by end of fiscal year.

## FISCAL YEAR 2023/2024 WORK PLANS

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

#### MOBILITY PLANNING AND MANAGEMENT

- **Citywide and Regional Mobility Planning and Coordination:** The Department will continue to coordinate with Public Works and Planning and Development Departments on citywide and regional mobility planning implementation and funding. This includes working with Los Angeles Metro and the City of Los Angeles in preparing for the mobility services and infrastructure needed for the 2028 Olympics and beyond. The Department also work closely with the Westside Cities Council of governments and SCAG on regional transportation initiatives and studies.
- **Prioritized City-wide Mobility Initiatives:** The Transportation Department will continue to coordinate and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments as outlined in the adopted Short Range Mobility Plan. This five-year strategic plan provides the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.
- **General Plan Update:** The Transportation Department will continue to support Planning and Development Department on the General Plan Update.
- **Transportation Research and Innovation:** The Transportation Department will continue to research and bring the best and cutting-edge transportation practices to innovate City's mobility initiatives.
- **Comprehensive Mobility Service Plan (CMSP):** To maintain and enhance Culver City's thriving community through mobility, the Transportation Department will work to create a CMSP that includes a comprehensive analysis of its mobility services and programs, assessing the travel demands and patterns within Culver City and the surrounding CityBus service area, evaluating City and regional connections and growth, establishing ridership profiles and ridership forecasts, and recommending mobility service improvements to respond the needs of the community in the service area. The CMSP will align and integrate with the Short-Range Mobility Plan, the Transportation Demand Management Study, and the Culver City General Plan 2040 to establish a complete package of mobility plans and benchmarks. This work is fully funded through the Federal Transportation Administration (FTA) Route Planning Restoration grant program. Culver City was one of only 50 transit agencies nationwide (one of only two in the Los Angeles County) to receive this competitive grant.
- **Transportation Demand Management (TDM):** To maximize the efficiency of City's transportation system and support City's growth through mobility, the Transportation Department will complete the Citywide TDM Study and lead the implementation of a new TDM ordinance in a joint initiative with Community Development and Public Works Department. The effort will include creating a new TDM program, establishing staffing to manage the program, and developing an education and outreach program to foster mobility mode shifts. The program will incorporate innovative mobility management strategies to help achieve the City's mobility goals

of improving circulation and addressing traffic congestion. The project will research TDM best practices and engage with developers, employers, and other stakeholders through the public outreach process. The project will also recommend a practical and comprehensive TDM Plan, update relevant City policies and provide a roadmap for implementing other TDM-related recommendations. The department will also continue to work with employers in the City to educate and provide the information and resources to promote the use of mobility alternatives.

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

## MOBILITY SERVICES

- **CityBus:** The Transportation Department will continue to monitor, evaluate, and improve its CityBus service through service changes as well as the upcoming CMSP. The department will continue to work to bring up the operator staffing level and returning the service level to 100% pre-pandemic level of service. The department will also explore a transit ambassador program to enhance customer experience and provide a welcoming and visible presence to customers as they navigate the system.
- **CityRide (Senior Mobility) Services:** With the onset of COVID-19, the use of the Dial-A-Ride vehicle services fell to 23% of FY19 demand. Both the Transportation Department and the Senior Services division of the Parks & Recreation Department began community engagement with our senior community to reimagine a CityRide Senior Mobility program. Staff have conducted a series of focus groups and will use the feedback and input garnered from these sessions to draft and seek council support on a Reimagined Senior Mobility Services Program that would include a new software to support the provision of on-demand services as well as streamline the booking of group mobility trips, sharing the costs and trips with micro-transit, supplemental taxi services, and educations of our residents in the use of alternative mobility services. The upcoming CMSP will evaluate and recommend improvement to this service.
- **CityRide (Circulator) Service:** The Transportation Department will continue to monitor, improve and evaluate the Downtown Circulator (1C1) and School Circulator (5C1 and 5C2) to serve the ridership needs of the community. Both programs are considered pilots and have established goals for success. Staff will consider revenue options (such as standard fare collection, establishing a fee for private use of the mobility lane, etc.), alternative vehicles (such as smaller vehicles with higher frequency, autonomous vehicles etc.), and service delivery (such as on-demand, flexible feeder service etc.)
- **CityRide (Jefferson Circulator) Service:** The Transportation Department will explore a new Jefferson Circulator service that will turn Jefferson corridor into a high-quality transit corridor to support City's growth and sustainability and mobility goals. This service will connect major transportation nodes including Westfield Culver City Transit Center, Metro E Line La Cienega Station, and major commercial and residential areas along Jefferson Blvd. This service aligns with the GPU's overarching goals and policies of leveraging transit to balance and mitigate the

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

- **Fare Equity Initiatives:** Staff will continue to work with LA Metro Fareless Service initiative. Council has authorized a two-year pilot program (GoPass) with CCUSD ending June 30, 2023. Staff is communicating with LA Metro and the Culver City Unified School District about the future of the program and determining if feasibility beyond the existing Metro program is possible as a contingency if Council and the school district would like to extend beyond the pilot period without LA Metro's continuation. Additional discussions around implementation of a low-income pass benefit have been deferred in light of a major fare change by LA Metro introducing a system of fare capping. It is likely municipal operators like Culver City will be invited to participate which would have implications for any pass offerings developed by Culver City. Staff will present the possibility of fare capping or low-income passes to council for determination in Fiscal Year 2024.
- **CityRide (Microtransit) Service:** The Department is partnering with LA Metro to implement Microtransit service pilot to leverage regional platform, branding, and Microtransit technology. The partnership will reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. The department will implement the first pilot service in the Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. Staff will also procure and prepare the vehicles for this service. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services. Staff will explore implementing a second pilot in the Westfield Culver City/Culver Pointe area and consider upgrading the dial-a-ride paratransit service and/or replacing the late-night, less productive Culver CityBus fixed-route service with Microtransit.
- **CityShare (Micromobility) Services:** Staff will continue to manage the City's Micromobility Program (which currently includes private dockless e-scooter and electric-bike share). Staff will also collaborate with Public Works Department and LA Metro to establish an equity-based bikeshare service as part of the City's micromobility program. The details of this equity-based bike share program is pending LA Metro's future bikeshare study to redesign the bikeshare program. The city intends to join Metro Bikeshare in FY2024.
- **CityShare (RideShare) Services:** Staff will monitor and evaluate the new Program. This program aims to manage City employees' transportation demands and reduce single-occupancy vehicle trips through creative and robust program measures. The goal is to eventually wrap this program into City's future TDM program to showcase as a model program. Staff anticipates completing the pilot evaluation and recommend a permanent program in FY2024.

## IMPROVING TRANSPORTATION INFRASTRUCTURE

- **MOVE Culver City:** The project intends to provide mobility choices to the community and create the mobility paradigm shift through street transformation, expanded mobility services, enhanced access to mobility services, and better mobility user experience. The Downtown corridor tactical mobility lane on Culver and Washington Boulevards was launched in November 2021, with a minimum of a one-year assessment of performance. The Transportation and Public Works Departments have been working with the project consultant team to evaluate the performance of the mobility lanes on the improvement of mobility alternatives, while minimizing the impact on personal vehicular traffic. The Transportation Department will complete the evaluation and returning to the City Council with results of the evaluation and recommendations on next steps in late FY2023. Pending City Council direction, staff will: work on the next phase of the Downtown corridor project; commence the preliminary planning and designing concepts for the second tactical mobility lane (Sepulveda Boulevard or Jefferson Boulevard); and, create a pilot permit program for private shuttle use of mobility lanes. The Department will continue looking at funding options and securing monies for improvements.
- **Expand Battery Electric CityBus Fleet:** Staff will continue to monitor and evaluate the performance of the BEB fleet and develop procedures to improve operator performance, route performance, maximize battery life, charge management, and electricity management. This effort is in coordination with the update on the Facility Electrification Plan (in progress).
- **Transportation Facility Electrification:** Transportation staff is in the process of updating the Long-Term Facility Electrification Plan adopted by Council in September 2021. Staff is currently working with the Center for Technology and the Environment to return to City Council in efforts to reaffirm plan's timeline and approach to electrification or modify the existing project phasing to reduce upfront financial pressure on the Transportation Fund's limited capital resources. Additionally, it is increasingly clear that facility and space to manage a fleet of alternative vehicles will need further consideration. Staff has begun initial conversations related to facility expansion or locating a secondary site for fueling zero-emission buses. Assessment of facility requirements in consideration of current and future service is essential and will be incorporated in the evaluation. All work will be reported to council in an update to Transportation's Electrification Master Plan.
- **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops and furniture, establish a new mobility stop guidelines to support buses and alternative mobility options, and to expand our security and real-time information efforts for all bus stops within the system, with a target of serving 2/3 of our customer base. In FY 2024, we will continue our efforts in all these areas. Staff will also identify funding to enhance and create mobility stops throughout the city based on the future mobility stop guidelines.

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

- **Technology Infrastructure Enhancements:** In Fiscal Year 2024 staff will continue its collaboration with the Information Technology department and implement recommended

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

- **Video Surveillance Enforcement Pilot Program:** Staff will continue to identify the funding and, once funding is secured, work with City Attorney's Office and Police Department to implement a pilot program to install and use cameras on buses to enforce parking violations at bus stops and in bus-only lanes. This program will help to increase the reliability of public transit and keeping riders safe by discouraging vehicles from parking at bus stops, providing a safe boarding area for passengers as they embark and disembark from buses. The implementation of this bus lane violation technology will also support dedicated bus lane projects in the city and the greater Los Angeles area. The findings from this pilot program will support Staff's effort to influence the expansion of the legislation to cover moving violation in bus lane as well as bike lane violations.
- **CityFleet Electric Vehicle Pilots:** Transportation Department remains committed to the electrification of the City's entire vehicle fleet. The department will continue to work with each City department to introduce at least one electric vehicle into their fleet. The Transportation Department started incorporating one on one EV sedans replacements with the Fire Department, Community Development, and Public Works. The market supply-demand production schedules have delayed the actual delivery of vehicles.
- **City and Public Battery Electric Charging Infrastructure:** In support of its effort to expand zero emission vehicles within the city, the Transportation Department staff will collaborate with Public Works Department on installation of Battery Electric Charging Infrastructure. The City entered a five-year agreement with Carbon Solutions to explore the technical and financial feasibility of installing Electric Vehicle Charging Stations (EVCS) for public use at various City-owned facilities and curbside in the public right-of-way and, where feasible, install, own, operate and maintain the EVCS at Carbon Solutions expense. The partnership will explore expansion of the City's existing network of Level 2 charging stations where dwell time warrants their installation (such as in employee parking areas) and 300 kW or faster DCFC stations at City-owned facilities within one mile of the Interstate 10 and 405 corridors, and curbside near large employers and mixed use/multi-family dwellings where employers, landlords, or homeowners' associations will not install them on-site themselves.

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

- **Ten-Year Financial Projections and Funding:** Transportation forecasts growth in costs in Fiscal Year 2024. However, the negative externalities facing the financial condition of transit are nationwide and more acute in localities without sales' tax subsidies like Los Angeles. In efforts to manage the current environment, staff will continue to build on the increased technical capacity of its financial modeling in Fiscal Year 2024. The current ten-year projection is prioritized to meet the operational goals of 100% scheduled service and recruiting operators. These goals facilitate the service metrics of passenger trips and vehicle revenue miles, which will drive allocations for local subsidies in Fiscal Year 2025. Staff is forward planning its financial strategy within the context of wage increases across the department given its comparative position among municipal bus operators. Staff is also developing contingency plans to offset possible long-term declines in revenues from local subsidies through the use of federal formula grants for capital maintenance. Additionally, department staff maintain active leadership roles in regional entities which influence the direction funding allocations and advocate for transit resources. Several efforts to communicate what is being termed the "transit fiscal cliff" are underway and seek to gain additional operating support from the state and federal government.

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

- **Equipment Replacement Fund (ERF):** Transportation Department staff will continue working with on implementing the results of its vehicle utilization and electrification analysis, with a goal of enhancing and automating the funding needs for the ERF as was begun in Fiscal Year 2023. Staff has begun expansion of its use of capital asset management software to include whole life costing and is assessing the total cost of each fleet asset over its lifecycle to inform future year funding requests. Continuation of the goal to have an automated forecasting of fleet capital needs and associated expenditures to replace existing manual process will also continue in Fiscal Year 2024.
- **Grant Management:** Staff will continue to actively manage its grant portfolio and increase collaboration with the Finance Department. Transportation will expand the role of a new accountant staff position to assist in the reconciliation and audit preparation for planned 2024 audits. Transportation will assist in any efforts to implement grants management efforts citywide.

## DEPARTMENTAL INITIATIVES

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



- **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.

# FINANCE DEPARTMENT

# FINANCE

## FISCAL YEAR 2022-2023 WORK PLANS

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

#### **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's consultant, NBS, has begun preparation of a User Fee Study. Finance and NBS have been meeting with City departments to review and update the existing Master Fee Schedule, which was last adopted in Fiscal Year 2013-2014. After completing a final report, the City will begin the formal public hearing and adoption process.

The Fee Study's methodology and calculations will comply with the cost of service-based requirements provided by Article XIIIC, Section 1 of the California Constitution. Article XIIIC 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.

Finance staff has developed an annual report for Development Impact Fees. This report will be presented to the City Council with the Annual Comprehensive Financial Report for Fiscal Year 2021-2022.

#### **Conduct Transient Occupancy Tax (TOT) Audit Program and continue to monitor/recover TOT revenues**

- Work with a consultant to conduct the TOT audit program. Legal counsel will review and update the TOT ordinance for clarity. Staff, consultant 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.

*Status:* On hold. The audit was put on hold initially due to the COVID-19 pandemic and its impacts on the travel sector. Development of guidelines and education materials remained on hold due to staffing vacancies in the Finance department.

#### **Assist With Development of Revenue Generation Strategies**

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

*Status:* Ongoing. Finance staff continues to evaluate economic and policy conditions for revenue generating opportunities.

- **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.

*Status:* Complete. On November 8, 2022, voters approved Measure BL, which updated business license tax rates and classifications. The updated rates become effective on April 1, 2022 for new applicants. The new rates and classifications will be effective for existing businesses during the renewal period for calendar year 2024. Finance staff and the City Manager's Office are coordinating the implementation of Measure BL with the City's business tax consultant, HdL.

- **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.

*Status:* Complete. The City contracted with FM3 in Spring 2022 to conduct polling on the possibility of an affordable housing ballot measure. The polling was not favorable for success of such a measure. City Council did not elect to move forward with a measure as part of the November 8, 2022 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.

*Status:* Ongoing. Finance staff continues to work with City Departments and Divisions to maximize utilization of the CBE. As part of its efforts to improve the budget development process and streamline reviews, Finance implemented a new software program for the development of the budget book as part of the budget process for Fiscal Year 2022-2023. As part of the development of the Fiscal Year 2023-2024 budget, Finance staff will train and assist City Departments and Divisions to utilize this program along with the CBE.

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

*Status:* Ongoing. Finance staff continues to collaborate with City Departments and Divisions to develop budget and other documents to meet and exceed the standards for the GFOA awards program. The City has received the Distinguished Budget Presentation Award from GFOA and the Operating Budget Excellence Award for California Society Municipal Finance Officers for the Fiscal Year 2022-2023 Budget.

- 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.

*Status:* Ongoing. Finance staff continues to support and enhance the functionality of the City's ERP software to improve efficiency and reduce paper processes for all users.

## **FISCAL YEAR 2023-2024 WORK PLANS**

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

#### **Citywide User Fees and Development Impact Fees**

- Complete Citywide User Fee Study and bring to City Council for adoption. Prepare outreach materials and website updates to implement new fees. Begin a process of updating the Master Fee Schedule annually in conjunction with the budget.
- Prepare annual reports on Development Impact Fees which detail revenue generated and eligible expenditures of these funds.

#### **Business License Tax Rate and Classifications Update**

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

#### **Dissolution of Committee on Permits and Licenses**

- A working group of staff from Finance, Department and the City Manager's and City Attorney's Office evaluated the role and utility of the Committee on Permits and Licenses (COPL) and reviewed the existing interdepartmental workflow to increase overall efficiency. Based on staff's review and evaluation, the City Council directed staff to take steps to dissolve the COPL. The working group will prepare related CCMC amendments for City Council's consideration.

#### **Assist With Development of Revenue Generation Strategies**

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

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

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

### **DEPARTMENTAL INITIATIVES**

#### **Budget Program Updates**

- Ongoing training and system updates (as needed) of the Central Budget Entry Program (CBE) to assist City Departments and Divisions with developing their annual budget submittals, along

with streamlining review capabilities during the fiscal year. Staff will continue to explore the enhancement capability of CBE in Fiscal Year 2023-2024.

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

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

- Transition all City departments and divisions to the City's centralized time and attendance Software Program: A working group of staff from Finance, the City's Manager's Office, and IT to assist City Departments and Divisions, along with consultants, to transition employees to Executime, the City's time and attendance software, which is fully integrated with the City's financial enterprise resource planning (ERP) software. Currently, City Departments and Divisions use multiple timekeeping systems. This will enable the City to address the operational risks posed by the outdated timekeeping system, avoid integration-related issues and streamline review of employee timesheets and payroll information.
- Continued implementation of system enhancements to further reduce paper processes and improve overall City efficiencies which will include deployment/upgrades to modules within the City's financial ERP) software.
- Conduct comprehensive review of the City's Capital Improvements Projects Budget: Finance will hire qualified consultants to conduct comprehensive review of all City Capital Improvement Project budgets.
- Enhanced Finance Documents: Update Finance Department webpages to improve the public's access to services and information. Develop Budget in Brief document to provide a simple overview of the City's budget.

# HUMAN RESOURCES / RISK MANAGEMENT



# HUMAN RESOURCES / RISK MANAGEMENT

## FISCAL YEAR 2022/2023 WORK PLANS

### HUMAN RESOURCES

- **Administrative Policies**

- Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office.

*Status:* Ongoing. Continue to review and prioritize the revision of Administrative Policies to ensure compliance through new and/or updated legislation. Developed new COVID-19 Guidelines and process for facilitating the updated Paid Supplemental Sick Leave in accordance with Senate Bill 114 and Assembly Bill 152.

- **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.

*Status:* In progress. Completed RFP interviews for Citywide Classification and Compensation study for miscellaneous employees. Continue with selection of vendor and initiate commencement of study with an expected completion date by December 2023. Improved recruitment statistics by establishing priorities and a recruitment schedule to create efficiencies in filling vacancies. Continue to develop staff to gain cross-functional skills across varying human resources competencies.

- **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.

*Status:* Ongoing. The City is engaged with a consultant in the development of an updated EEO Plan with an estimated completion date of December 2023. The City has contracted with a consultant to perform a historical context study for future reparations programs, with an anticipated completion date by December 31, 2023. The Senior Human Resources and Equity Manager was hired January 2023 for additional staff support for the City's equity initiatives.

- **Labor Relations**

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

*Status:* Ongoing. Completed the meet and confer and adopted Rule 3 of the Civil Service Rules and Regulations. Continue working with Civil Service Ad Hoc Subcommittee and legal in the revision of the rules and meeting with labor groups.

- Labor Contract negotiations with the Firefighter Association, Fire Management, Police Officer Association, and the Police Management will begin in spring of 2022.

*Status:* Completed. Finalized labor contract negotiations resulting in successor Memorandums of Understandings with the Police Officers Association, Firefighters Association, Fire Management, and the Police Management Groups. Negotiations have commenced with miscellaneous groups Culver City Employees Association and Culver City Management Groups. In addition, met with the Firefighters Association in the development and implementation to recruitment and referral incentives and is currently working with the miscellaneous labor groups on potential incentives.

- **Succession Planning**

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

*Status:* Ongoing. Continue to develop staff in human resources competencies and sent staff to local training conferences on topics of recruiting; retaining; and inspiring the next generation of workers; the impact of quiet quitting and addressing it in the post-pandemic work climate; labor relations; CalPERS regulations and requirements; risk management and workers compensation trends; legal and legislative updates. The continued training and development of staff lends to preparing staff to take on new roles and ensures continuity as we face turnover and retirements.

- **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 held related to entry level workers' compensation regulations and COVID-19 protocols. Mandatory sexual harassment training completed Citywide included all employees, supervisors, and management staff. Identifying internal training topics to be held for both City staff and supervisors and management to ensure consistency and compliance.

- **Employee Wellness Programs and Initiatives**

- Continue to offer a comprehensive Employee Wellness Program.

*Status:* Ongoing. Engaged with potential vendors to enhance and identify achievable goals for the "Wellness Culver City Relaunch" approach by taking into consideration a 360 Wellness Engagement platform based on the Behavioral, Physical and Financial wellbeing for City employees and initiatives to align with this theme.

Added an enhanced Diagnostic and Preventive waiver benefit to the 2023 Delta Dental PPO plan to promote self-care and screening in alignment with employee wellness. In addition, increased employee frame allowance for vision coverage to align with the benchmark set by peer Cities.

## **RISK MANAGEMENT**

- Expand Departmental Employee Safety Recognition Incentive Programs.

*Status:* On hold due to current staff workload. The program will be implemented in FY 2023/2024 if the new proposed City Safety Officer is approved in the FY 2023/2024 Budget. This position will assist with citywide safety and compliance measures.

- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.

*Status:* Pending onboarding of new proposed City Safety Officer to better meet the challenges and safety needs of the City in a post COVID environment.

- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.

*Status:* Ongoing. Risk management implemented new quarterly claims review meetings with departments, human resources, and third-party administrator to review and discuss claims/losses and areas of improvement. In addition, provided training and overview of process for claims reporting and administration.

- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.

*Status:* Ongoing. Completed EFA for Information Technology Department and looking at internal and external resources to prioritize position updates.

- 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. The department is working together with department leaders and liaisons, and third-party administrator to ensure timely claim reporting, distribution of benefits and mitigating litigation. As of July 2022, through January 31, 2023, there have been a total of 68 claims reported, 2 claims have been litigated, and 39 claims have 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. Continue to review and evaluate settlement recommendations and review potential innovative and/or cost saving options through pending RFP for third party claim administrator. Settlement discussions are ongoing between Risk Management, third party administrator and legal counsel. As of February 2023, there are currently a total of five settlement recommendations pending legal review.

- Continue to manage EDD/Unemployment/State Disability Insurance Claims

*Status:* Ongoing. Continue to manage claims and review potential options for efficiency with other vendor services utilized to possibly provide facilitation of claims with City oversight.

- Implement and monitor the citywide Certificate of Insurance Program.

*Status:* On Hold. This initiative was placed on hold due to lack of staffing; however, contract programs are being explored that include the management of Certificates of Insurance. Additional research is being conducted to identify stand-alone programs that may support contract management programs being considered.

# FISCAL YEAR 2023/2024 WORK PLANS

## HUMAN RESOURCES

Human Resources has refocused its lens on building a solid and diverse workforce in the aftermath of the world changing COVID-19 pandemic, as employers continue to experience the impacts of what is known as the “The Great Resignation.” As a result, employers are rebounding and reevaluating longstanding practices, and the City of Culver City is no exception. This anomaly, now over a year old, is reflected by a significant number of the workforce who separated from their respective jobs during the pandemic. Notably, the City, has reported the loss of 182 employees over the past two (2) years due to resignations, retirements, etc.

The refined goals of Human Resources include the following:

- Improvement and expansion of the Service Delivery Model to departments
- Strategically position the City to attract the top echelon of candidates to build a more diverse workforce, not just ethnicity-wise, but one that is age diverse as well.
- Successfully retain current employees and add additional graded levels to critical positions which support the City in succession planning strategies.
- Implement innovations and consolidate onboarding and new employee orientation processes.
- Communicate existing and new “layers” of wellness/wholeness options to employees through resources, tools, and benefits offerings to mitigate and prevent employee burnout.
- **Improve Service Delivery Model**
  - Proactively manage the City’s liabilities by strengthening proficiencies of critical functions with the addition of the following new positions in Human Resources:
    - City Safety Manager
    - Management Analyst
  - Achieve efficiencies that are industry-prevalent by implementing an online onboarding system by July 1 to allow candidates to complete specific onboarding tasks prior to the first day of employment. This innovation will save hundreds of hours of staff time used to complete onboarding on a bi-weekly basis.
  - Continue to review processes and policies for streamlining and to improve the employees’ experience by leveraging the City’s technology and HRIS platform.
  - Conversion of employee and department paper forms to become fully electronic with data collection capability to measure and track responses for compliancy.
  - Redesign and implement by phases, a comprehensive Employee Wellness Program to include and communicate multi-faceted tools and resources.
  - For improved benefits administration and employee experience, consolidate third party administrator services for FSA, COBRA, and Direct Pay under one vendor.
  - Reconfiguration of the physical Human Resources office in City Hall to streamline spaces to include Risk Management staff.

- **Core Human Resources Functions**

- Proactive management of core HR functions and initiatives such as classification and compensation studies, administer recruitment, testing and selection, administer comprehensive benefits and leave program(s), personnel investigations, EEO compliance, labor and employee relations, legislation, trends, industry best practice(s), and provide consultative support and recommendation to departments and employees on personnel-related matters.
  - Human Resources is finalizing the selection process for a vendor to assist the City with a compensation and classification study to analyze the City's position in the market as it relates to salary and benefits for long-term recruitment and retention goals and programs. The study is expected to be completed by December 31, 2023.
  - An updated EEO plan, which is in alignment with the City's Racial Equity Action Plan (REAP) is in progress for release by December 31, 2023.

- **Administrative Policies**

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

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

- In accordance with City's Racial Equity Action Plan (REAP), an updated Equal Employment Opportunity (EEO) Plan is in progress for release by December 31, 2023.
- Invest in diversity, equity, and inclusion (DEI) training for elected and appointed officials, and city staff.
- Continue to provide staff support for the Equity and Human Relations Advisory Committee (EHRAC) and review the feasibility or continuance of certain partnerships such as My Brother's Keeper and related initiatives adopted by City Council in the Local Action Plan, that were paused due to the COVID-19 pandemic.
- Support the EHRAC in facilitating the 2024 Annual Martin Luther King Celebration event.

- **Labor Relations**

- If needed, finalize labor negotiations of the miscellaneous employees' MOU collective bargaining agreements set to expire June 30, 2023.
- 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.
- Review and implement levels within classifications.
- Reevaluate leave of absence programs and benefits menu to attract a more age-diverse workforce.

- **Training Program**

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

## **RISK MANAGEMENT**

Risk Management provides support to all City departments that may be negatively impacted by unforeseen risks or threats, natural or otherwise. These threats or risks pose financial and/or legal liabilities that could arise from a variety of sources, including management errors, accidents, and natural disasters. Unforeseen events can have a minor impact, yet equally, catastrophic and/or serious events can create financial burden(s). It is Risk Management's goal to create a systemic and integrated approach to help best identify, assess, manage, and mitigate significant risks.

### **Goals and Objectives**

- Increase Awareness of Risk Management Principles - Develop knowledge and understanding of what it means to operate in a "risk-aware" environment that represents a proactive approach to creating a transparent, risk resilient, responsible, and risk conscious environment by partnering with and educating department leaders.
- Provide exceptional Customer Service;
- Empower and Engage stakeholders to creatively solve problem and offer solutions
- Establish and implement best practice Emergency Preparedness Services; Loss Control and Safety Assessments; and Citywide Safety Training, Procedures, and Inspections;
- Promote Citywide Partnership - Develop trust in partnership with knowledge, collaboration, communication of new developments. In the process, Risk Management will be developing the following areas as proposed below:
- **Management of Insurance Requirements, Certificates and Endorsements**
  - Implement and monitor a citywide Certificate of Insurance Program; develop insurance requirements/limits based on contract types and provide tools that will guide contract liaison in developing contract terms; review contract language, etc.
  - Protect the City's assets and promote sustainable management of the City's resources through effective risk management and long-term planning.
- **Workers' Compensation**
  - Continue to ensure timely reporting of workers' compensation claims to the third-party administrator: compiling facts, data, completing mandated forms, accident reports, and coordinating investigations; provide training and engage injured workers.
  - Implement a Return-to-Work Program and create a Temporary Modified duty Agreement to be utilized by departments.
  - Oversight and partnership with the current claims administrator to ensure the programs claim management, administration of benefits, and litigation meet the City's expectations.
  - Complete Request for Proposal (RFP) for best-in-class administrators who can deliver resources and innovative tools that meets the City's requirements.

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

- **Safety**

- If approved in the FY 2023/2024 Budget, recruit and onboard a Citywide Safety Officer to manage and implement Citywide safety initiatives, including the facilitation of Occupational Medical Management; Loss Control and Safety Assessments; OSHA Compliance; Monitor Safety Performance of City Departments; Coordinate DOT random Drug and Alcohol Program; Creation of relevant Safety-related policies and procedures; Coordinates evacuation drills; Coordination of Annual Facility Inspections; Monitoring of Safety compliance.
- Expand Departmental Employee Safety Recognition Incentive Programs
- Evaluate the City's safety program for opportunities to enhance the program and create an organization of safety awareness.

# CITY MANAGER'S OFFICE



# CITY MANAGER'S OFFICE

## 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*

**Status:** Completed. The City Manager issued two Public Orders related to COVID-19 during FY22/23: the 43<sup>rd</sup> Supplement issued July 26, 2022 related to temporary use of public and private property, and the 44<sup>th</sup> Supplement issued on September 22, 2022 removed the requirement to wear a mask at indoor in-person City meetings. Working with the Crisis Communications Team, the City Manager's office released a monthly Coronavirus Update email and social media post informing the public about the latest public health information related to COVID-19. It is expected that the City Council will terminate the COVID-19 local emergency in FY22/23, following the termination of the State of California's COVID-19 emergency on February 28, 2023.

- 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*

**Status:** Ongoing. The City has continued to work with Onward to identify and market to new customers, including the development of marketing materials such as Onward advertisements on the side of City-owned vehicles. Onward has begun marketing residential internet services to multi-family residential customers.

- In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*

**Status:** Ongoing. Ting will complete all but a few remaining sections of its Culver City network buildout by the end of 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. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

- 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*

*Status:* Ongoing. The City currently has seven operating permitted cannabis businesses: one retailer and six non-retailers. The City Council approved the City's second cannabis storefront retail permit on August 8, 2022. That retailer is in the process of implementing ground-up construction on its retail location. The third storefront retail permittee is in the conditional use permit process. The City for the first time used the online permit renewal process for the storefront cannabis retail businesses in January 2023. The three non-storefront cannabis businesses remaining in the permitting process at the start of FY22/23 were notified in October 2022 that their applications were deemed abandoned. The City has not yet re-opened the cannabis permitting process for remaining permitting slots. The implementation of the Cannabis Ordinance will continue into FY 22-23, as additional businesses obtain permits to operate in the 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 (which was completed in FY21) as a template. *2018 Strategic Plan Reference: N/A*

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

- Work with the 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 years 2020 and 2021, as well as other City Council-directed priorities since 2022. Staff last met with the City Council's Ad-Hoc Short-Term Rental subcommittee in September 2021, to review the project status and policy direction that was given by the City Council in February 2019.

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

*Status:* Ongoing. As of February 22, 2023, neither the CCUSD Liaison Committee or West Los Angeles Community College Liaison Committee have met in FY22/23. It is anticipated that they will both meet in late FY22/23 or early FY23/24.

- 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*

*Status:* Ongoing. Staff from the City Manager's Office, City Clerk's Office and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Due to other City Council-directed priorities, no work was conducted on this Project during FY 22-23. Subcommittee and staff will continue to review Policies throughout FY 23-24.

- 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*

*Status:* On September 9, 2022, the City Council approved a new Housing and Human Services Department, which will include a Mobile Crisis Intervention team. The City will be able to directly engage people experiencing a mental health episode or substance abuse/dependency issues, while using a referral system that utilizes community partners in conjunction with City staff to provide additional follow up services both inpatient and outpatient. As of February 7, 2023, the City has opened the application for the Human Services and Crisis Intervention Division Manager job, which will close on March 10, 2023. This position will lead the Mobile Crisis Intervention division.

- 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:* The Assistant to the City Manager on Homelessness has led the City's weekly outreach and service days for individuals living in the encampment located in Culver City and continued the process of streamlining the City's response to homelessness through working inter-

departmentally. The City Manager's Office supported the Housing and Human Services Department with implementation of the 2018 Plan to Prevent and Combat Homelessness and kept the City Council and the public informed of homelessness policies, efforts, changes taking place in California and in the LA County region. Staff coordinated with local and regional partners to further Culver City's ability to tap into any potential resources and communicate Culver City's needs. City Manager's Office staff addressed inquiries from the community. The City Manager's Office has worked with the Housing and Human Services Department and Economic Development on the City's Homekey project, which began construction in late 2022 and is anticipated to be completed by July 2023. In January 2023, the City Manager's office worked with Housing and Human Services, Economic Development, and Public Works on the creation of a safe camping site at the City's Virginia Avenue parking lot, including working with the area businesses to mitigate impacts and communications with the community about the issue.

- 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*

*Status:* Ongoing. Due to recent reorganization of various City Departments and Divisions, this work plan item will be revisited at a later date.

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

*Status:* Ongoing. As of January 2023, the City has seen continued growth in the size of its audience on social media. There are 5,962 followers on the City's Facebook Page; 7,356 followers on the City's Twitter Feed; 16,367 Nextdoor Members; 3,415 followers on the City's Instagram feed; 626 followers on the City's Volunteer Twitter Feed; 1,346 followers on Fire Department's Facebook Page; 1,599 followers on the Fire Department's Twitter Feed; 3,858 followers on the Fire Department's Instagram Account; 4,994 followers on the Police Department's Facebook Page; 7,268 followers on the Police Department's Twitter Feed; 9,077 followers on the Police Department Instagram Account; 1,976 followers on the Parks, Recreation and Community Service's Department's Facebook Page; 1,105 followers on the Culver CityBus Facebook Page; 591 followers on the Culver CityBus Twitter Feed; and 43,864 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:* (As of February 20, 2023) Ongoing. The City Manager's Office leads or supports communications, legislative issues, and interdepartmental coordination related to the several topics, including the dissolution of the Committee on Permits and Licenses; the Sidewalk Vending Ordinance; Local Emergency on Homelessness; Safe Camping; the Town Plaza Use Policy, and the Inglewood Oil Field. The City Manager's Office worked with the City Attorney's Office and Finance Department to update the CCMC Chapter 11.01 Business Tax Regulations with new tax rates and updated definitions. The Ordinance passed by majority vote in the 2022 General Election.

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

*Status:* Ongoing. The Internal Audit Division (IAD) is diligently working on updating the current financial policies and procedures. The updated Cash Handling, Travel & Expense Reimbursements and Grant Management policies were presented to the Finance Department for their review. The IAD reviewed the Cash Handling process for Transit farebox cash counting and provided recommendations to make the process efficient. The IAD in conjunction with a third-party consultant audited the Downtown Corridor Monthly KPI Reports published on the Move Culver City webpage.

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

*Status:* Ongoing. The Finance Department upgraded the timekeeping software Executime to accommodate more departments to submit timekeeping information electronically. The review of the project management software for maintaining grants and contracts management software are in process by the departments.

## FISCAL YEAR 2023/2024 WORK PLANS

- Local Emergency on Homelessness: The City Manager, in his capacity as the Director of Emergency Services, will direct all City departments to implement the City's response to the Local Emergency on Homelessness proclaimed on January 3, 2023 and ratified by the City Council on January 9, 2023. This includes coordinating weekly outreach and service days, implementing the City's safe-camping site, completing and beginning operations at the Project Homekey interim and permanent supportive housing project and working with Housing and Human Services Department on collecting and presenting key performance metrics, communications to educate the community about the City's efforts around homelessness, and policies and procedures related to homelessness. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Work with the Housing and Human Services Department to launch the City's mobile crisis intervention program. It is anticipated that the initial phase of the Mobile Crisis Intervention Team will take approximately 18 months: hiring/development (6 months), training (6 months), and initial deployment and evaluation (6 months). The hiring process began in February 2023, so it is anticipated that training and initial deployment will both begin in FY23/24. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- Exploration of care gaps that exist within Culver City community. Research additional innovative services providers of healthcare that work outside traditional models.
- 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*
- Engage with various City departments on legislative advocacy. Work with the City Attorney's office on updates to the Culver City Municipal Code, policies and procedures, which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*
- Work with the City Council Ad-Hoc 2028 Olympics subcommittee to plan for cultural, economic development and capital improvement activities, as directed by the City Council, that will prepare to showcase Culver City during this important event. *2018 Strategic Plan Reference: N/A*
- Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses and multi-family residences. Maximize the efficiency and utilization of the network by working with the City's operator, Onward, to expand the customer base and provide ISP services to small businesses and multi-family residences. *2018 Strategic Plan Reference: N/A*
- 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 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 Finance Department to complete the permitting process for the two storefront cannabis businesses who are currently in the application process. Re-open the non-storefront permit application process for the remaining permit slots. Work with Finance to develop auditing and annual inspection procedures for eight existing businesses. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work with the City Attorney's Office and Finance Department to develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, develop the application process and forms, and a permit review and monitoring program. Issue RFP, if necessary, for a consultant for permitting, monitoring and enforcement. Monitor collection of transient occupancy taxes from hosting platforms. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- 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 the City Council Policies Ad Hoc Subcommittee, City Clerk, and City Attorney's Office to complete a comprehensive review of all City Council Policies and finalize a new policy manual. *2018 Strategic Plan Reference: N/A*
- Engage an internal auditing firm to conduct a City-wide internal controls review. The project is estimated to begin early in FY 2023/2024 and is expected to be completed before the close of the fiscal year. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- 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 MANAGER'S OFFICE  
CITY CLERK



# CITY CLERK'S OFFICE

## FISCAL YEAR 2022/2023 WORK PLANS

### 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.

*Status:* Ongoing.

### 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.

*Status:* Continuing. In addition to routine training, advice and support to Council and CBC's, protocols and training related to virtual meeting processes were developed and implemented to allow CBC's to provide virtual meeting options for the public.

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

*Status:* Ongoing. This effort was delayed due to staff resource limitations. However, staff has continued to work with the audio-visual contractor to troubleshoot and repair hardware components as required. IT staff will continue working in collaboration with the City Clerk's Office to draft a request for proposal to identify a vendor to assist with the evaluation, design and replacement of hardware. Staff will also evaluate software to enhance public meeting agenda management and workflows. This effort will continue into fiscal year 23-24.

- 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.

*Status:* Ongoing. Hybrid meeting processes are reviewed often to ensure best practices to allow the public to attend meetings remotely.

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

*Status:* Complete for 2022/23. Agenda language has been updated to reflect current meeting processes and provided as part of the agenda itself as well as provided as instruction on how to attend a meeting online.

- City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a

new policy manual. It is anticipated this project will continue through FY 22-23. (Joint Project with Administrative Services Department.)

*Status (a/o 02/23/2023):* Partially completed and ongoing. Staff from the City Manager's Office, City Clerk's Office and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Due to other City Council-directed priorities, no work was conducted on this Project during FY 22-23. Subcommittee and staff will continue to review Policies throughout FY 23-24.

- Provide and track mandated trainings for elected and appointed officials and City employees.  
*Status:* Ongoing.
- Oversee the annual recruitment and appointment process and implement an outreach plan to increase awareness of year-round opportunities to serve on a CBC.  
*Status:* Completed for FY 22/23.

#### **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.  
*Status:* Ongoing. In collaboration with the IT Department, a software vendor has been selected that will facilitate EDMS automated retention. This includes functionality for file locking with audit trails and automated document retention in accordance with the City's retention policies. The software will provide staff with search and retrieval of immutable copies. Staff is working with Finance to procure the software. This effort was delayed due to staff resource limitations, but it is expected that the project will begin in July 2023.

#### **Record Accessibility**

- Continue training of new Council and CBC members on use of Electronic FPPC Form filing system. Track and archive entered records.  
*Status:* Ongoing.
- Implement and update public-facing online portal for searchable City records and documents.  
*Status:* In process. Implemented and in process of reviewing records for public inspection. Estimated completion 2024.
- Review and update City Clerk webpages to ensure ease of access.  
*Status:* Ongoing.
- Implement new software to convert microfiche and microfilm records into electronic documents, contingent on funding.

*Status:* Equipment has been delivered. A new computer will be purchased and used to convert current requests to electronic documents before end of year. Historic documents will be scanned beginning in FY 23-24.

## Records Retention and Destruction Schedule

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

*Status:* The records retention schedule has been updated with new laws for calendar year 2023-24. Staff will update the schedule once the city department reorganization has been completed.

- 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.)

*Status (a/o 02/23/2023):* Partially completed and ongoing. A Working Group, consisting of staff from the City Manager's Office, IT Department, and City Attorney's Office working to prepare Administrative Policies and Procedures for an employee use of social media policy. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the Working Group is in the process of reviewing best practices and sample policies from other cities to inform staff's update of the City's current policies. Due to other City Council-directed priorities, these two items have been delayed and it is now estimated these projects will be completed during 4th quarter of FY 22-23 or 1st quarter of FY 23-24.

## Public Records Act – Electronic Request/Processing System

- Continue development of NextRequest, including updating the online portal with searchable records and documents.

*Status:* NextRequest has been implemented and over 600 records have been provided thus far for FY 22-23.

## 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.

**Status (a/o 02/23/2023):** Completed. The City Clerk's Office has completed all administrative responsibilities for the 2022 General Municipal Election.

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

*Status:* Ongoing.

## Electronic Filing System for FPPC Forms

- Update the Conflict of Interest Code in Spring 2023, as part of a biennial update. Joint update with HR.

*Status:* Expected completion by Spring 2023.

## Succession Planning

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

*Status:* Ongoing. The Deputy City Clerk vacancy has been filled as of February 2023.

### *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 additional Public Records Act training and a claims and litigation training with Department liaisons.

*Status (a/o 02/23/2023):* Completed and ongoing. The AB1234/Brown Act/Conflict of Interest Training was held virtually on June 16, 2022. 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 2023. It is anticipated our Office, jointly with the City Clerk's Office, will conduct additional Public Records Act (PRA) training late this fiscal year/early next fiscal year. [PRA training has occurred in February and March 2022, in conjunction with the roll out of the City's new public records system NextRequest.] It is also anticipated that our Office will conduct claims and litigation training with Department liaisons during FY 22-23 and FY 23-24. Additional training will be held as needed. The claims and litigation training is anticipated to occur during calendar year 2023.

## FISCAL YEAR 2023/2024 WORK PLANS

### 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 allow remote and in-person participation at City Council meetings by the public.
- Complete an equipment analysis for the Mike Balkman Council Chambers' audio-visual (AV) components that are approaching end-of-life and upgrade as necessary. Analyze opportunities to enhance the AV experience for Council and Commission meetings that are held in the Chambers (Joint Project with IT Department.)
- Review current agenda management software program options and modify as needed.
- City Council and Other Commission, Board, and Committee (CBC) Meeting Support – Continue to work with the IT Department to keep abreast and implement the latest virtual and hybrid meeting methodologies, adapting them as needed to ensure the City is using solutions that maximize public participation and transparency.
- Ongoing review of agenda format and related meeting documents and processes.
- City Council Policies – Comprehensive Update: Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will continue through FY 23-24 (Joint Project with City Attorney's Office)
- Update Meeting Procedures, Guidelines, and the CCMC, including decorum, rules of order, and public participation (Joint Project with the City Attorney's Office)
- Provide and track mandated trainings for elected and appointed officials and City employees, inclusive of best meeting practices and Brown Act Compliance.
- Oversee the annual CBC recruitment and appointment process and continue to increase awareness of the year-round recruitment ability, as well as to attract youth to participation opportunities.

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

- Continue development of the City-wide electronic document management system (EDMS) components and workflows to provide public and internal access to various official city documents. In development for FY 2023-24 implementation is the completion of a WORM-

compliant records center and automated workflow. Analyze implementation of automated electronic document retention policies.

### **Record Accessibility**

- Implement and update public-facing online portal for searchable City records and documents.
- Review and update City Clerk webpages to ensure ease of access.
- Implement new software to convert microfiche and microfilm records into electronic documents and provide training to staff.
- Implement County Program to allow Culver City to record its own documents such as easements, vacation of properties, etc. to further ensure accurate and complete records on file at the City.

### **Records Retention and Destruction Schedule**

- Continue to provide oversight and direction on the process for citywide records retention and destruction.
- Email Retention, Electronically Stored Information (ESI), and Employee Use of Social Media Policies: Drafting and implementation of new policies and procedures relating to Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department and City Manager's Office.)

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

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

### **Municipal Elections**

- Prepare for the November 8, 2024 General Municipal Election, to be consolidated with Los Angeles County, for election of three Council Members and any future ballot measures (if applicable). The election is expected to be called at a City Council Meeting in July 2024. Los Angeles County is scheduled to finalize and certify the results in time for approval and declaration at the December 9, 2024 City Council Meeting.
- Continue outreach to citizens and Culver City youth about the importance of voting.

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

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

## **Succession Planning**

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

## **Training**

- Conduct and/or facilitate training on various legal requirements applicable to City operations, including, but not limited to, the Brown Act, the Public Records Act, conflict of interest regulations, public contracting and subpoenas. The next AB1234/Brown Act/Conflict of Interest Training will be held in June 2023, during the last quarter of FY 22-23. It is anticipated our Office will be conducting additional Brown Act and Public Records Act training and a claims and litigation training with Department liaisons.

CITY MANAGER'S OFFICE  
ECONOMIC AND CULTURAL  
DEVELOPMENT



# ECONOMIC AND CULTURAL DEVELOPMENT

## FISCAL YEAR 2022/2023 WORK PLANS

### ECONOMIC DEVELOPMENT

- Manage Construction of Culver City Market Hall.

*Status:* Negotiating with developer on revenue-sharing agreement for Public Parking Garage. Project construction was delayed due to pandemic, but it is anticipated that construction will resume in Summer 2023.

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

*Status:* Reviewed tenant plans for first floor casual restaurant (Yanomi Hand Roll) and second floor restaurant. Facilitated coordination with Erewhon Market and parking operations.

- Coordinate completion of implementation documents for the Culver Steps and Town Plaza.

*Status:* In progress. Finalizing documentation for First Amendment of the Reciprocal Easement Agreement.

- Complete Media Park improvement plan and related implementation measures.

*Status:* Reviewed environmental reports from City of Los Angeles and coordinating potential easement along Culver Boulevard. Proposed Conceptual Plan to be presented to City of Los Angeles Parks and Recreation Board in Summer 2023.

- Implement AIP Phase IV Median Construction Drawings and Bid Project.

*Status:* Completed final plans and coordinating joint construction BID with Public Works in association with West Washington Stormwater Project to be released in Spring 2023.

- Implement Ivy Substation Capital Improvements.

*Status:* Completed final plans and coordinating joint construction BID with Public Works be released in Spring 2023.

- Implement Downtown Outdoor Expansion Space Project.

*Status:* Completed.

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

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

- 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:* Developed joint annual calendar for the Culver Steps, Town Plaza and Ivy Station. Served as liaison for City community events and filming events, including the Christmas Tree Lighting, Juneteenth, Taste of the Nation, Asian World Film Festival, Screenland 5k, Shakespeare in the Park, Artwalk and Roll and Love Local events. Completed Town Plaza Use Policy.

- Manage Economic Recover Task Force (ERTF) efforts related to the Buy Local campaign and transition the ERTF into an economic vitality task force (EVTF) 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 quarterly to maintain connections with businesses, not-for-profits, associations and residents to understand real-time recovery and economic issues impacting our community.

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

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

*Status:* Assist with business outreach and promotion as requested.

- Meet with creative economy, retail/restaurant/services, automotive, hospitality, real estate/development and non-profit stakeholders, and the City's top sales tax producers.

*Status:* Conducted virtual meetings with local real estate brokers, hospitality and select sectors via the EVTF meetings (four meetings per year). Business visitation with Yoga Six, Hilton, Pali Hotel, Westfield, Youth Innovation Center and IDS.

Create new BIDs where possible (including the Hayden Tract).

*Status:* On hold pending continued business participation. Continue to meet with West Washington stakeholders to assess interest. Currently working on Jefferson Boulevard Community Facilities District related transit corridor circulator.

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

*Status:* Identified vacate properties and interested participants in program. Coordinating with EVTF and Cultural Affairs to expand locations, finalize program guidelines and solicit interested participants in program.

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

*Status:* In progress pending approval of Chamber of Commerce MOU.

- Meet with Culver City biotechnology businesses.

*Status:* Established relationships with Bioscience LA and BioCom California to facilitate connections between their local members and the City.

- Promote and highlight the City, new construction and other programming via social media platforms.

*Status:* Promoted programs and projects via press releases and project updates on the web and via GovDelivery.

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

*Status:* Continue to implement programs related to business attraction and retention and facilitate connections and partnerships to promote business to business connections.

- Prepare 2022-2023 City Profile.

*Status:* In progress. Completion slated for Spring 2023.

- Identify developer via a Request for Proposals process and initiate construction for 9814 Washington Boulevard.

*Status:* Selected Rethink Development to implement mixed-use project. Assisted in easement agreement negotiations with Center Theatre Group and transferred property in December 2022. Currently reviewing proposed project modification and potential parking sharing program.

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

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

- Renew Memorandum of Understanding (MOU) with Chamber of Commerce.

*Status:* In progress. MOU to define partnership ventures including events, workshops and ribbon cuttings. Anticipated completion April 2023.

- Manage parking operations and complete improvements to parking lots and City garages.

*Status:* Supervise parking operator to manage parking lots and garages to include landscaping, sweeping and capital improvements as necessary. Completed major sewer repair below Ince Parking Structures and coordinated outreach for Safe Camping implementation at the Virginia and Venice Parking lots.

- Administer Farmers' Market operations.

*Status:* Released Request for Proposal, selected vendor, and entered into new five-year contract in October 2022. Meet monthly to review market operations, permitting and revenue performance.

- Administer Downtown BID and assist with renewal and implementation, including funds disbursement, permit assistance and the Management Agreement.

*Status:* Work with Downtown BID to progress their 2022/23 workplan, assessment collection, business outreach, and extend management agreement. Approved updated Memorandum of Understanding.

- Administer Arts District BID and assist with mixers, promotion, website development and Artwalk events.

*Status:* Worked with CCAD BID to progress their 2022/23 workplan, assessment collection, business outreach, and extend management agreement. Developed funding agreement for FY 22/23 CIP allocation and disbursements.

- Manage West Washington Business Association.

*Status:* Coordinated Love Local “Spooky Saturday” event in October 2022 to promote area businesses and district amenities. Continued outreach regarding economic recovery efforts and programs. Provide updates regarding Market Hall project and anticipated construction.

- Manage construction of TOD crosswalk improvements.

*Status:* Project paused per Move Culver City project determination and pending permanent improvement coordination.

- Coordinate construction of TOD streetscape improvements with new developments projects.

*Status:* Reviewed and implemented with each new TOD development project.

Staff Emergency Operations Center (EOC) as necessary.

*Status:* Ongoing.

- Explore Opportunities to advance Reimagine Fox Hills plan.

*Status:* Working with Advance Planning to incorporate project goals and objectives in the General Plan update.

- Implement Pop-up Retail - Prepare policies and procedures that facilitate retail businesses to operate on a temporary/short-term/exploratory basis.

*Status:* Permitted per Zoning Code. Creating pop-up retail “one-sheet” to highlight permitting and approval process.

- 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.

*Status:* Assisted Public Works with stakeholder outreach relative to the bike path improvement grant community outreach meeting in January 2023.

## **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 two full-time staff positions managing and coordinating all related activities and functions. To date, for FY 2022-2023, the CAC considered and provided input on the concepts of three new public art projects; considered recommendations for grants for the 2023 Performing Arts Grant Program; reviewed Artist Laureate Alexey Steele's activities for calendar year 2022; considered recommendations for selection of next Artist Laureate Katy Krantz and, reviewed reports and an annual plan as presented by Culver City Arts Foundation. The CAC has seven subcommittees, four of which have been very active: Public Art, 2023 Performing Arts Grant Program, Culver City Arts Foundation Liaison and Artist Laureate. Of these, the Public Art Subcommittee is a standing subcommittee that requires noticing and minutes in accordance with the Brown Act.

In 2022, CAC reviewed two reports prepared by staff of recent activities and upcoming plans. These reports were transmitted to City Council.

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

*Status:* Ongoing. Examples include Town Plaza Use Policies (Economic Development and City Attorney's Office), public art/historic preservation components as relate to new development and remodeling projects (Current Planning and Building Safety Divisions), planning/coordinating on future Creative Economy networking events, and participation in the Economic Vitality Task Force.

- 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:

Projects that received CAC input since July 2022 included:

- Green Open Space at Washington/National Blvds.: Approved a concept for A Frame for a Tree by LA based artist Charles Gaines and recommendation to City Council.
- Consideration and approval of a concept by Marc Fornes/THEVERYMANY in fulfillment of the percent for art requirement for projects at The Culver Studios and The Culver Steps (Hackman Capital Partners). Installation anticipated Fall 2023.
- Approved a concept by the Haas Brothers for a project at Shaefer Street and National Blvd. (Redcar).

Staff continues to work with, among others, Hackman Capital Partners, Redcar, Ltd., The Wende Museum, Bastion Development Corporation, REthink Development, and the developers for the

projects at 12300 Washington Blvd and 11111 Jefferson Blvd. on fulfillment of the Art in Public Places Program (APPP) requirement in conjunction with their projects. Coordination with Current Planning on new applications that trigger the APPP requirement is ongoing.

Culver Current, a digital temporary artwork created and installed at City Hall in 2019 by Nate Mohler, continues to activate the courtyard of City Hall at night, with plans to launch a new digital show in Spring 2023.

#### Artwork Collections Management:

- Assisted Hackman Capital Partners with completion of the restoration and re-siting of the artwork (Studio Pass by Jim Heimann), to a new location near Gate 2 at The Culver Studios.
- Working with tenant at 8620 Hayden Place on restoration and re-siting of permanent artwork (KING KONG GONE by Jim Heimann).
- Assisting Westfield Culver City with restoration/maintenance of three permanent artworks sited within the mall.
- Cleaning/waxing (i.e., routine maintenance) of certain City-owned sculptures.

#### 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 online and promoting Cultural Affairs programs). Explore connections with the Los Angeles Department of Cultural Affairs regarding plans for the 2028 Olympics.

*Status:* Ongoing.

- Cultural Tours Book and Otocast Mobile Phone App – Staff is fulfilling requests submitted online for the (red) tours books which are being distributed locally, regionally, and elsewhere within the US. The Culver City Historical Society is also sharing the books with the public. Approximately 85 copies were distributed since July 2022.
- Augmented Reality Postcards – Two postcards (featuring The Lion's Fountain and Culver Current at City Hall Courtyard) were created to attract visitors and locals to downtown. Staff continues to make those available to the public and refills them regularly. To date over one thousand have been distributed.
- Print Publications - Culver City Neighbors Magazine is publishing 6 articles per year written by the Cultural Affairs Division and highlighting arts activities.
- Public Events – Cultural Tours Books and postcards are distributed at events such as Fiesta La Ballona, Art Walk & Roll Festival, and those sponsored by Culver City Arts Foundation.
- City Website News and GovDelivery Bulletins - Cultural Affairs staff 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, performances and cultural 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.

- 2028 LA Olympics\_– The CAC plan to form an Ad Hoc Subcommittee focusing on cultural planning efforts for the 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.

*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 The Culver Studios, 9814 Washington Blvd. (REthink Development), American Legion Building and Helms Bakery Complex. Work involves coordinating and monitoring improvements in conformance with the US Secretary of the Interior's Standards for Rehabilitation.

Updates to the CCMC pertaining to the Historic Preservation Program had been delayed due to COVID-19 and the necessity to reallocate staff resources to various Economic Recovery Task Force efforts, as well as other City Council-directed priorities in 2022. Per Council direction and approval, staff anticipates returning to Council with an update and recommendations in Spring 2023.

- Continue to implement and promote the Performing Arts Grant Program (PAG) and focus on increasing the engagement with audiences and diversity of the applicants.

*Status:* Ongoing. During 2022, Staff administered contracts and promoted performances on behalf of 23 grant recipients. Based on evaluation reports collected from the grant recipients, over 13,000 people attended PAG performances. Notably, over 70% of the people that attended these grant performances went to The Kirk Douglas Theatre or The Actors' Gang's Summer Shakespeare in the Park. The remaining arts organizations struggled to overcome the effects of the pandemic on their attendance.

Grants for the 2023 season have been awarded to 29 performing arts organizations for in-person music, theatre, and dance events from January to December.

Received grant funding from the LA County Department of Arts and Culture to hire a Cultural Affairs intern from West LA College. Estimated start date is August 2023.

- 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 virtually until September 2022. In October 2022, Alexey Steele participated with a booth in the Art Walk & Roll Festival and, in November 2022 he presented an in-person live drawing session at The Wende Museum, featuring Culver City resident and business owner Candance Pilgram-Simmons. Alexey Steele presented two additional events featuring personal artworks and work by CCUSD students, in conjunction with Love My Neighbor / United Against Hate Week. The exhibition was a collaboration between the Artist Laureate, Village Well, CCUSD, and Culver City Arts Foundation. In January 2023 Mr. Steele provided the CAC with a summary report of his activities.

Staff and the CAC Artist Laureate Subcommittee began working on the recruitment of a new Artist Laureate in August 2022. The revised guidelines and online application were released and promoted, then five distinguished panelists with arts expertise scored the incoming applications and met to interview the four finalists. The CAC made a recommendation to the City Council that Katy Krantz be selected to serve a two-year term through December 31, 2024, as Artist Laureate. Ms. Krantz is a visual artist focusing on ceramics and also an arts educator. Ms. Krantz will be an advocate for all forms of art within the community and she envisions undertaking a socially engaged community project.

- 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. CAC Subcommittee is working with Cultural Affairs and Economic Development staff to create a plan for future Creative Economy activities and networking events. Staff and CAC continue to be participants and partners on Economic Vitality Task Force meetings and projects.

- Continue partnership with Culver City Arts Foundation (Culver Arts) to raise additional funds and promote awareness of the City's cultural programming.

*Status:* Ongoing. Donations were received from Culver Arts for 2023 Performing Arts Grant Program and in support the Artist Laureate Program. City Council considered a recommendation from Cultural Affairs Commission and agreed to deem the initial \$35,000 loan repaid. Culver City Arts Foundation reported on their activities at the Cultural Affairs Commission meeting in August 2022. Staff is working with Culver Arts Board members and the CAC on drafting a revised MOU.

- Develop a new Community Cultural Plan for Cultural Affairs that aligns with the Cultural Element of the General Plan Update and includes a Public Art Master Plan.

*Status:* On hold. This project will be carried over into the FY 2023-2024 workplan and will commence once the GPU is near completion.



## **FISCAL YEAR 2023/2024 WORK PLANS**

### **ECONOMIC DEVELOPMENT**

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

#### **Project and Programs**

- Assist Housing and Human Services Department with project management and construction of Project Homekey motel conversion and Safe Camping projects at City-owned sites. Supervise City's construction management consultant, review site work and related change orders and facilitate meetings between general contractor, architect, construction management and City departments.
- Manage and finalize remaining agreements related to the development and operations of the Culver Steps/Town Plaza to include the First Amendment of the Reciprocal Easement Agreement (REA), Operation & Maintenance Agreement and related schedules, Partial Delegation of Operations & Agreement Maintenance and Assignment of Parking Services Management Agreement, and the First Amendment to Shared Use and Access Easement Agreement.
- Facilitate the development of a Transit Community Facilities District along Jefferson Boulevard, in conjunction with Transportation and adjacent property owners/developers, to create a public circulator service between the Metro La Cienega Station and the Culver City Transit Center.
- Facilitate outreach between West Los Angeles College and adjacent neighborhood associations related to construction activities at 10100 Jefferson Boulevard.
- Assist in reinitiating construction of Culver City Market Hall and manage related agreements to ensure project compliance with DDA schedule of performance.
- Coordinate with Public Works for construction of the AIP Phase IV Median Project, comprising of seven new landscaped medians between Beethoven Street and Glencoe Avenue along West Washington Boulevard.
- Produce and assist with City-sponsored/community events, administer related agreements as required, including the production and approval for an annual calendar for the Culver Steps, Town Plaza Expansion and Ivy Station. Events include, but not limited to, Downtown Tree Lighting, Screenland 5K, Taste of the Nation, Juneteenth, Artwalk and Roll, Car Show, July 4<sup>th</sup> Fireworks, Fiesta La Ballona, Asian World Film Festival, and Love Local events.
- Streamline and digitize the special events permitting process and produce new public-facing materials explaining the process and requirements.
- Participate in planning for the 2028 Olympic Games and create connections with large employers and hospitality industry to encourage tourism. Work with Council subcommittee to conduct community outreach and assist with special programming and events as required.

- Manage Economic Vitality Task Force (EVTF) efforts with a focus on mid- and long-term economic vitality strategies and policies in conjunction with the General Plan Update and the Economic Development Implementation Plan (EIDP). Continue to convene task force to maintain connections with businesses, not-for-profits, associations, and residents to understand real-time economic issues impacting our community.
- Produce educational workshops in collaboration with the Culver City Chamber of Commerce, Los Angeles Economic Development Corporation (LAEDC), AJCC Worksource Center and Small Business Development Centers (SBDC) to provide relevant resources to business community.
- Implement Memorandum of Understanding (MOU) with Chamber of Commerce and explore workforce development opportunities to encourage local business recruitment.
- Continue working with West Los Angeles College to create and strengthen workforce development opportunities between the College and City businesses. Coordinate with the City's Workforce Development Subcommittee to explore other potential partnerships.
- Complete capital improvements on the Ivy Substation to include exterior masonry and roof replacement in coordination with Public Works.
- Monitor DDA schedule of performance for approved and ongoing construction projects and provide permit assistance and technical support as necessary to include 9814 Washington Boulevard and 3725 Robertson Boulevard.
- Progress Media Park Revitalization project and work with the City of Los Angeles to gain design approval and grant funding to implement improvement plan.
- Continue Choose Culver City - Buy Local program to raise awareness of local businesses and encourage consumers to shop, dine and obtain services locally and reduce leakage to neighboring communities. Produce Love Local events in commercial corridors throughout the City.
- Coordinate tenant buildout of The Culver Steps and Ivy Station, including facilitating communication with the internal staff, tenant, and the property owners.
- Provide business outreach and assistance to Transportation Department relative to Move Culver City Project for implementation and analysis.
- Manage Code Enforcement actions and/or research other opportunities to activate vacant/disinvested storefronts and properties with art.
- Work with the Cultural Affairs Committee Subcommittee and Cultural Affairs staff to create a plan for future Creative Economy activities and networking events.
- Support Ballona Creek Revitalization (BCR) efforts. Coordinate related outreach with Public Works and Advance Planning Division.

## Ongoing

- Manage Business Resource Center and business hotline to guide new and local businesses in navigating the permitting and approvals processes. Facilitate technical assistance to small businesses through partnerships with regional and state resources.
- Oversee parking operations at City facilities and implement necessary annual and capital improvements to ensure parking experience is user friendly and promotes a clean and pleasant aesthetic.
- Promote new construction, businesses and other programming via social media platforms and produce annual City Profile and attraction/welcome resources.
- Administer the Community Development Block Grant (CDBG) program in coordination with other City departments to facilitate approved projects and programs.
- Manage lease, parking agreements and Disposition and Development Agreements and monitor schedule of performance and review annual reports for Successor Agency including:
  - K-ZO
  - Kirk Douglas Theatre
  - Sony Pictures Entertainment
  - Westfield
  - Ivy Substation.
- Implement Town Plaza Use Policy and administer agreements as required, including the production and approval for an annual calendar for the Culver Steps, Town Plaza Expansion, and Ivy Station
- Oversee weekly Farmers' Market operations and coordinate monthly meetings to assess on-going performance.
- Administer Downtown Business Improvement District (BID) and assist with annual renewal and program implementation, including funds disbursement, permit assistance in accordance with Management Agreement. Conduct monthly district inspections and support and promote district events.
- Administer Arts District BID to assist with annual renewal and implementation, including funds disbursement and permit assistance in accordance with Management Agreement. Support and promote district events and annual Artwalk.
- Assess interest with Washington West Business District business owners to pursue creation of a BID.
- Administer West Washington assessment districts (No. 1, 2, 3) related to median improvements and maintain landscaping and lighting.
- Continue relationships with surrounding city partners to understand economic and regional trends.

## **CULTURAL AFFAIRS**

1. Continue core division functions, including support of the Cultural Affairs Commission (CAC) and its various subcommittees in implementing Cultural Affairs programs and projects.
2. Continue to assist and coordinate with other City departments/divisions on programs and projects that require specialized cultural knowledge.
3. Continue to implement the Art in Public Places Program, including commission of new art-works, 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.
4. Continue to implement the Historic Preservation Program in conjunction with new development projects. Continue review of Historic Preservation Program, including designation plaques, and recommend updates as appropriate.
5. Continue to implement and promote the Performing Arts Grant Program and focus on recruiting new and culturally diverse applicants and increasing the engagement with audiences. Continue to identify and facilitate where feasible (e.g., through the Art in Public Places Program) new performance venues.
6. Continue the Artist Laureate Program including new public programming and activities.
7. Continue to improve outreach, visibility, and promotional efforts (e.g., adding photos and art-works data to prominent publicly accessible database; initiating professional photography of public art, architectural elements, performing arts, and other city events; encouraging public participation in Artist Laureate activities; and promoting Cultural Affairs programs).
8. Explore cultural connections regarding plans for the 2028 Olympics and commence planning efforts.
9. Continue to partner with Community Development Department on the cultural and preservation elements of the General Plan Update. Incorporate goals identified in the creative economy engagement process and continue planning/ coordinating future networking events.
10. Continue partnership with Culver City Arts Foundation on programs and projects, and to raise additional funds and promote awareness of the City's cultural programming.
11. Develop a new Community Cultural Plan for Cultural Affairs that aligns with the Cultural Element of the General Plan Update and includes a Public Art Master Plan.
12. Review CCMC language pertaining to the Cultural Affairs Commission's powers and duties to ensure that it reflects the work of the CAC.