

PROPOSED WORK PLANS FOR CITY DEPARTMENTS
Status Update for FY 2020/2021
New Work Plans for FY 2021/2022

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POLICE DEPARTMENT

RESP. MGR.: MANUEL CID

FISCAL YEAR 2020/2021 WORK PLANS

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

Status: Ongoing; On November 9, 2020, the City Council approved the addition of three (3) full-time Jailers to provide the necessary personnel to maintain 24-hour coverage, seven days a week in the jail. The addition of three (3) Jailers enables the City to be in compliance with State regulations and the recommendations of the California Board of State and Community Corrections. Staffing the jail with full-time Jailers 24-hours, seven days a week, greatly reduces the city's exposure to civil liability, as well as improves the overall efficiency and effectiveness of the jail operation.

The Department's FY2020/21 Adopted Budget reduced staffing by four (4) sworn positions, five (5) non-sworn positions and reclassified one (1) Captain to a Lieutenant for a total staffing reduction in the amount of \$ 982,020.00.

Also, due to city employees' exposure to Covid-19, and the rising costs of Covid-19 tests by the city's prior vendor, staff researched and entered into an agreement with a local medical services provider to conduct city employee testing at a reduced cost per test.



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Evaluate Department Maintenance & Operations (M&O) expenditures	Review all expenditures	Existing Staff	Ongoing	Reduced costs

Status: Ongoing; The Department's FY2020/21 Adopted Budget eliminated funding for the Police Explorer, Reserve and Volunteer Programs, and professional services contracts for crime lab accreditation and crime lab services for a total Maintenance & Operations expenditure reduction in the amount of \$ 115,030.00.

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, equipment, vehicles, and mental health resources	Existing Staff	Ongoing	Grant funds are awarded

Status: Ongoing; On June 6, 2020, awarded \$41,660.00 from U.S. Dept. of Justice – Office of Justice Programs- Bureau of Justice Assistance – FY20 Coronavirus Emergency Supplemental Funding Formula Program Solicitation (CESF) to cover costs to prevent, prepare for, and respond to the coronavirus pandemic.



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On July 14, 2020, the Department received an \$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 Operations, Distracted Driving Operations and Traffic Safety Educational Presentations. The efforts are ongoing. The grant is to be completed by September 30, 2021.

On July 14, 2020, the Department received an \$86,000.00 grant award from the California Office of Traffic Safety, Traffic Records Improvement Project. Grant funds are used for the purchase and implementation of a traffic collision software program, an e-Citation software program, and hand-held e-citation devices.

On October 19, 2020, the Department received a \$16,058.67 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 October 20, 2020, the Department submitted a FY2021 Los Angeles/ Long Beach Urban Areas Security Initiative (UASI) Project application to the California Governor's Office of Emergency Services (Cal OES) in the amount of \$83,702.31 for cybersecurity software, equipment, and personal protective equipment.

On January 27, 2021, the Department submitted a FY 2021-22 Selective Traffic Enforcement Program grant application to the California Office of Traffic Safety in the amount of \$331,900.00 requesting funds to continue and expand Traffic Safety Operations, Education, and purchase additional hand-held e-citation devices.

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



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Status: Ongoing; We continue our efforts to reach the goals set forth in the Vision Zero project. This is accomplished through directed traffic enforcement in areas identified as having higher than normal rates of traffic violations or traffic collisions, and through participation in enforcement activities and educational programs sponsored in part through grants obtained from the California Office of Traffic Safety (OTS). OTS administers traffic safety grants to sponsor programs that reduce traffic deaths, injuries, and economic losses. The program maintains its ten priority areas of concentrations for education and enforcement focus: alcohol-impaired driving, distracted driving, drug-impaired driving, infant/child safety, pedestrian and bicycle safety, traffic records, emergency medical services, roadway safety, and motorcycle safety. In 2020 the Safe Routes to School (SRTS) program removed Law Enforcement from their program. We will continue to collaborate with our local school district in an effort to form new bonds of cooperation with our schools independent of SRTS, in order to continue to provide traffic safety education to parents, students and school staff in our community. The Police Department reached the majority of its grant objectives in 2020, however, some of the grant objectives could not be reached due to restrictions imposed on police operations by the presence of COVID-19. Assessing direct impact of grant funded operations on traffic safety for this assessment period was extremely difficult, due to the significant changes in traffic volumes and patterns caused by the presence of COVID-19.

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

Status: Ongoing; As a part the continued operation of the automated red-light photo enforcement program, intersections in the city were surveyed and assessed in an effort to utilize the program in the most productive manner possible. The system currently consists of 18 approaches, located at select intersections across the city. Evaluation of our automated red-light photo enforcement locations is based on traffic violation and traffic collision data. Our fatal traffic collision numbers have decreased over the last five-year period, from three per calendar year in 2016 and 2017, two per calendar year in 2018 and 2019, and only one in the calendar year of 2020. Our reported injury collisions decreased dramatically from 264 in 2019 to 130 in 2020, with the number of people injured in traffic collisions decreasing from 355 to 187 for the same two years. Hit and run injury collisions decreased from 16 in 2019 to 13 in 2020. Our alcohol-related injury collisions



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decreased from 16 in 2019 to 12 in 2020. As described above, the overall injury collisions saw a substantial decrease in 2020. However, based on the trends observed over the last five years, a significant portion of this reduction was most likely due to the overall reduction in traffic volumes in 2020 due to COVID-19.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Access collision data to identify intersections that have a higher rate of traffic collisions	Existing Staff	Ongoing	Reduction in traffic accidents

Status: Ongoing; To reach the goals set forth under Vision Zero, monthly traffic collision data is assessed to monitor collision rates on all city roadways. Annual collision rates are also examined to obtain larger sample sizes and to identify any long-term trends. Traffic violation enforcement efforts target any areas identified as having higher rates of traffic collisions and are adjusted based on data obtained. Traffic safety complaints from residents, and other roadway users are also collected and directed enforcement is utilized to address observed traffic safety concerns which may not be identifiable solely through traffic collision data. The overall traffic collision numbers showed a dramatic decrease in 2020, with injury traffic collision decreasing by nearly 50 percent. The presence of COVID-19 resulted in an extreme change in traffic volumes and traffic patterns in 2020, which is clearly the most significant factor in this reduction. Given the presence of this confounding variable in 2020 and the fact that traffic volumes and patterns will change again as the effects of COVID-19 wane, using collision data for this period would not produce results that would be reliable for making long-term changes and adjustments.



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Vision Zero Program; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Enhance communication with the Public Works Department for traffic engineering improvements	Collaboration between Public Works & Police Department Staff	Ongoing	Improved circulation and road sharing

Status: Ongoing; Personnel from the Traffic Section of the Police Department and the Traffic Engineering Division of the Public Works Department conduct quarterly meetings to discuss and coordinate safety and mobility improvement efforts. During the planning phases of large-scale traffic engineering projects, such as Move Culver City, Traffic Section personnel are asked to assess the impact these projects will have on traffic safety and to address enforcement concerns. The Traffic Section of the Police Department provides updated traffic collision data to the Mobility & Traffic Engineering Division of the Public Works Department to enable this division to independently review the data to further implement measures to improve traffic safety through traffic engineering improvements. The presence of COVID-19 in 2020 had an extreme impact on traffic volumes and traffic patterns. As a result, we saw improved circulation and road sharing. It is very difficult to determine the actual impact that the collaboration between the Police Department and the Traffic Engineering Division of the Public Works Department had on circulation and road sharing, given the presence of this significant short-term variable.

In response to Covid-19, police department personnel worked in conjunction with the public works department to adapt lane closures in our downtown and arts district area for outdoor dining. The police department was involved from the initial planning stages to our current education and enforcement approaches.



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	The Special Enforcement Team will continue to patrol by the creek	Existing Staff	Ongoing	The effectiveness on crime reduction and prevention

Status: Due to budgetary constraints caused by Covid-19, the police department unfunded 4 sworn officer positions, which caused the Special Enforcement Team (Bicycle Patrol) to be reassigned to other sections of the department. The enforcement and continued patrol of the Ballona Creek was conducted by the district patrol units.

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

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



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Identify homeless and mental health resources for officers to provide on patrol	Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved	Existing Staff	Ongoing	An increase in collaboration and communication among all parties

Status: Ongoing; The Culver City Police Department's Mental Evaluation Team (MET) continues to collaborate with homeless and mental health providers to provide coordinated case management. Daily, the MET works with the stakeholders in our community to help facilitate services to those in need. Once our MET has established contact with those in need, they work hand in hand with the different social service groups in our community to help coordinate long-term solutions.

The MET is committed to having good open communication and dialogue between all social service teams involved. The MET actively coordinates and attends regular meetings with the Culver City Homeless Committee, L.A. County Department of Mental Health, Los Angeles Homeless Services Authority, St. Josephs Center and LAPD's Systemwide Mental Assessment Response Team (SMART). Several times a month the MET, along with Code Enforcement and Public Works, visit local homeless encampments to offer outreach and assist them with cleanup and sanitation efforts.

Additionally, in response to Covid-19 and the threat that it posed to our unhoused population, the MET, housing department, fire department and the office of the city manager coordinated additional outreach efforts. Every Wednesday, members from these departments visit with our unhoused population and hand out Covid-19 educational literature, Personal Protective Equipment (PPE), food, and other outreach services.



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	Expand the Mental Health Evaluation Teams	Work with LA County Department of Mental Health to acquire an additional clinician	Acquire one (1) additional County clinician	June 2021	New team implemented

Status: Due to budgetary constraints, Los Angeles County was unable to provide the department with an additional mental health clinician.

As part of the FY2020/21 Adopted Budget, \$100,000.00 was reallocated from the Police Department for the purpose of providing additional mental health services and case management from Special Services for Groups (SSG) to augment existing services provided by the CCPD Mental Health Evaluation Team in partnership with a clinician from the Los Angeles County Department of Mental Health.

In addition, Chief Cid is a member of the Los Angeles County Alternative Crisis Response Committee, which is a group comprised of executive leadership from the Department of Mental Health, Police Chiefs, Fire Chiefs, and other mental health service providers from throughout LA County, whose focus, is in part, working on a regional crisis call center network, crisis mobile response teams (including non-police involved response), and crisis receiving and stabilization facilities.

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

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



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ADDITIONAL POLICE DEPARTMENT GOALS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Continue to participate in the Youth Diversion and Development Program	Continue to Collaborate with the Los Angeles County Department of Health Services and a local community-based organization	<ul style="list-style-type: none"> Continue to refer cases, follow progress and meet frequently to address issues Continue to create and implement strategies to improve the process 	Existing Staff	Ongoing	Minor youth offenders are diverted and not entering the criminal justice system

*Status: Ongoing; During the 2020-2021 fiscal year, the Culver City Police Department continued its commitment to the Youth Diversion Program. The diversion program has different components, which include collaborating with private and public entities to prevent juveniles from entering into the Juvenile Justice System, while also forging partnerships with the youth. The Culver City Police Department, Los Angeles County Department of Health Services and New Earth School collaborated during the 2020-2021 fiscal year to provide the Youth Diversion and Development Program (YDD). During the fiscal year of **2019-2020**, there were **48** referrals (Note: program began August 2019). During the fiscal year of **2020-PRESENT**, there were **11** referrals. These numbers have downturned due to the COVID19 pandemic, schools and retail stores being closed, and the reduction of juvenile arrests.*

The Culver City Police Department remains committed to continued collaboration with different public and private entities with the various Youth Diversion Programs that will divert juveniles away from the criminal justice system.



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

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Update, Enhance and Expand the Department's Information Technology	Improve Information Technology Stability and Sustainability	<ul style="list-style-type: none"> Rewire the Police Station's Network Upgrade the Station's Security System Hardware Equipment Replacement 	Additional Funding for contractual services, Hardware and Software	On-Hold	On-Hold

Status: Due to budgetary constraints caused by Covid-19, the department did not request funding to commence the department's information technology goal.



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Create and Implement a Three-Year Department Strategic Plan	<ul style="list-style-type: none"> Identify Department Goals Identify Effective and Efficient Allocation of Resources Succession Plan by identifying Employee Development Needs 	Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation and Input	Existing Staff	On-Hold	On-Hold

Status: The Three-Year Department Strategic Plan goal was tabled pending the City Council's policy adoption based on the results of the Public Safety Review and the department's command-level vacancies and the number of "acting" positions.

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Engage in the General Plan Update	<ul style="list-style-type: none"> Participate in the long-range planning document that sets forth the City's goals, policies, and direction for the twenty-five years. 	Engage with the City Consultant and the Community Development Department to provide public safety information and input on the future growth and expansion of the City	Existing Staff	Summer 2022	Completed

Status: Ongoing; Culver City Police Department Personnel have completed several surveys and provided input regarding the future of public safety for the city's long-term General Plan.



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Ensure Long-term Financial Stability	Assess Department resource needs (staffing, contract services, etc.) to improve efficiency and effectiveness	<ul style="list-style-type: none"> Explore options to civilianize current positions performed by sworn personnel Review staffing and/or contractual service needs to improve efficiency and effectiveness and reduce costs 	Existing Staff	Ongoing	Delivery of service improvements and reduced costs
	Evaluate Department Maintenance & Operations (M&O) expenditures	<ul style="list-style-type: none"> Identify and Submit training reimbursement opportunities to the California Peace Officer Standard and Training for eligible POST-certified courses Review all expenditures 	Existing Staff	Ongoing	Reduced costs



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

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Mobility and Transportation	Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Apply for California Office of Traffic Safety grants to cover overtime costs to conduct Bicycle and Pedestrian Operations, and Traffic Safety presentations	Existing Staff	Ongoing	Achieve the grant objectives and improving traffic safety
	Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Evaluate the automated red-light photo enforcement program. Survey intersections and review the feasibility to relocate and/or increase the number of approaches based on violations and accidents	Existing Staff	Ongoing	Reduction in traffic accidents



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
	Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Access collision data to identify intersections that have a higher rate of traffic collisions	Existing Staff	Ongoing	Reduction in traffic accidents
	Local Roads Safety Plan; Improve the safety of motorists, cyclists, pedestrians on streets and sidewalks	Enhance communication with the Public Works Department for traffic engineering improvements	Collaboration between Public Works & Police Department Staff	Ongoing	Improved circulation, road sharing and pedestrian safety
	Move Culver City Project; Reimagining of public spaces and prioritize people over cars in the design of public streets	Collaborate with the Transportation Department in furtherance of the Move Culver City Project through high visibility patrol and directed enforcement	Collaboration between Transportation & Police Department Staff	Ongoing	Improvement in overall traffic and pedestrian safety



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Revitalize Ballona Creek	Improve the Creek's safety for pedestrians and cyclists	<ul style="list-style-type: none"> District Patrol Units will continue to patrol the creek and maintain a visible presence The Mental Evaluation Team, along with Code Enforcement, Fire, Public Works, and the Office of the City Manager will visit homeless encampments in the creek to offer outreach and assist with cleanup and sanitation efforts 	Existing Staff	Ongoing	The effectiveness on crime reduction and prevention

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Enhance Housing and Homeless Services	<ul style="list-style-type: none"> Identify homeless and mental health resources for officers to provide on patrol 	<ul style="list-style-type: none"> Expand mental health resources and homeless partnerships with other government entities and non-profits 	Existing Staff	Ongoing	<ul style="list-style-type: none"> Additional resources are utilized



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
	<ul style="list-style-type: none"> Identify homeless and mental health resources that can serve as an alternative from law enforcement response to mental health related calls 	<ul style="list-style-type: none"> Collaborate with homeless and mental health resource providers to provide coordinated case management and encourage communication among all parties involved Collaborate with the City Council Subcommittee and City Staff to help with the development of a Mobile Crisis Response Pilot Program 	Existing Staff	Ongoing	<ul style="list-style-type: none"> An increase in collaboration and communication among all parties Pilot Program Launched

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



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ADDITIONAL POLICE DEPARTMENT GOALS

GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Continue to participate in the Youth Diversion and Development Program	Continue to Collaborate with the Los Angeles County Department of Health Services and a local community-based organization	<ul style="list-style-type: none"> Continue to expand the number of cases we refer, follow progress and meet frequently to address issues Continue to create and implement strategies to improve the process 	Existing Staff	Ongoing	Minor youth offenders are diverted and not entering the criminal justice system
Update, Enhance and Expand the Department's Information Technology	Improve Information Technology Stability and Sustainability	<ul style="list-style-type: none"> Rewire the Police Station's Network Upgrade the Station's Security System Hardware Equipment Replacement 	Additional Funding for contractual services, Hardware and Software	To be determined	Project Completed



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Create and Implement a Three-Year Department Strategic Plan	<ul style="list-style-type: none"> Identify Department Goals Identify Effective and Efficient Allocation of Resources Succession Plan by identifying Employee Development Needs 	Work with a Consultant to Solicit Community, Staff and Other Stakeholder's Dialogue, Participation and Input	Existing Staff	Ongoing	Completed and Implemented
Engage in the General Plan Update	<ul style="list-style-type: none"> Participate in the long-range planning document that sets forth the City's goals, policies, and direction for the twenty-five years. 	Engage with the City Consultant and the Community Development Department to provide public safety information and input on the future growth and expansion of the City	Existing Staff	Ongoing	Completed



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GOAL	OBJECTIVE	ACTION STEPS	REQUIRED RESOURCES	EST. COMPLETION	SUCCESS INDICATORS
Improve General Data Collection and Transparency	<ul style="list-style-type: none"> Continue Racial and Identity Profiling Act (RIPA) Data Collection and Reporting Continue Monthly Reporting of Use of Force and Professional Standards Unit Investigations data 	<ul style="list-style-type: none"> Work to improve data collection practices and public reporting for increased department transparency Assess data collected to evaluate possible alternative policing methods 	Existing Staff/ To be determined	Ongoing	Increased Data Reporting and Transparency
Increase Training	<ul style="list-style-type: none"> Procedural Justice, Implicit Bias, Fair and Impartial Policing and 21st Century Policing Training De-escalation, Crisis Intervention, Conflict resolution and Duty to Intercede Training Use of Force Policy retraining 	Work with Peace Officers Standards and Training (POST), outside private and public agencies, to seek and develop training opportunities. Develop internal subject matter experts and instructors	Existing Staff/ Additional Training Funds	Ongoing	<ul style="list-style-type: none"> Ensure department-wide completion of all listed trainings Assess through community interactions and Data (personnel investigations, uses of force, RIPA)



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

FISCAL YEAR 2020/2021 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

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

Status: Ongoing. The Department has and will continue to work with the Assistant to the City Manager on Homelessness to better assist with the needs of our homeless community.

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Obtain the Assistance to Firefighters Grant (AFG) to fund the purchase of new self-contained breathing apparatus (SCBA) and a compressor/fill station.

Status: Completed. On August 12, 2020, the Department of Homeland Security approved the Department's application in part. The air compressor/fill station/cascade system for filling SCBA was approved in full. The two RIC packs were approved at a reduced amount and the 60 SCBA were not approved.

- Explore options to retain and repurpose SAFER grant funds.

Status: Completed. The Department currently has less than two years remaining in the grant's period of performance. If the Department is approved to staff the third rescue now, there is the potential to recoup a portion of the grant funds. If the third rescue is not staffed within the period of performance, the Department will not be able to receive any of the SAFER grant funding.

- Complete the Commission on Fire Accreditation International (CFAI) 2020 Annual Compliance Report.

Status: Completed. On November 12, 2020, the Commission on Fire Accreditation International accepted the Culver City Fire Department's Annual Compliance Report and the Department retained Accredited Agency Status.

SUPPRESSION

- Replace Thermal Imaging Cameras on all front-line apparatus.



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

Status: Completed. Seven thermal imagers have been placed on frontline apparatus.

- Provide formal safety officer training to all captains and battalion chiefs.

Status: Completed. Current Captains and Battalion Chiefs have received the training.

- Work with the Transportation Department to track apparatus out-of-service time and implement measures to reduce the amount of time apparatus are unavailable due to mechanical issues.

Status: Ongoing. Significant progress has been made. The Transportation Department has worked diligently to ensure apparatus are made available as quickly as possible.

EMERGENCY MEDICAL SERVICES

- Work with Human Resources to reduce the amount of time it takes to hire ambulance operators. Goal = 3 months from application to start date.

Status: Ongoing. The Department is still working with the Human Resources Department to find ways to decrease the hiring time of Ambulance Operators.

- Expand the scope of practice for all Culver City Paramedics by joining emerging cardiac arrest and stroke treatment pilot programs.

Status: Completed. The Department is currently active in the Arrive Alive/ECMO (i.e., extracorporeal membrane oxygenation) study. The Department also participated in the Pre-Hospital Administration of Stroke Therapy –Trans Sodium Crocetin (PHAST-TSC) study, enrolling the County's only patients before the program was terminated by the drug manufacturer.

EMERGENCY PREPAREDNESS

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

Status: Ongoing. Staff were in the process of updating the EOP and creating the Disaster Cost Recovery Plan when the COVID-19 pandemic hit early last year. Focus shifted to activation and operating the Emergency Operations Center (EOC) in support of the declared



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

COVID-19 emergency and subsequent George Floyd Civil Unrest emergency. The update to the EOP and Disaster Cost Recovery Plan development will continue in FY2021/2022.

- Review and replace expired disaster supplies and stored water located throughout the City.

Status: Ongoing. Staff reviewed and replaced several supplies in FY2020/2021 and will continue efforts to complete the project in FY2021/2022.

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

Status: Ongoing. There has been significant progress in the enhancement of the CERT program. Staff modified training modules to include more hands-on experience with props. Additionally, CERT now has a dedicated volunteer to focus on CERT recruitment.

- Work with Human Resources to update the Disaster Service Worker (DSW) Program policies, procedures, and FAQs for City staff.

Status: Not completed. Coordination efforts resulted in several updated DSW program documents, including DSW instructions and FAQs. Staff will explore additional DSW updates again in the future.

COMMUNITY RISK REDUCTION (FORMERLY FIRE PREVENTION)

- Continue to enhance the Brush Inspection Program.

Status: Completed. In July 2020, all 452 residences falling into the Very High Fire Hazard Severity Zone were inspected using the new tablet inspection program.

- Implement Community Connect. This service is an easy, free, and secure way for community members to provide critical information to the Department's first responders.

Status: Completed. Community Connect is enabled. Staff shared program information via several marketing channels in February 2021.

- Implement digital (tablet) fire inspections.

Status: Completed. All Community Risk Reduction Division inspections were transitioned in 2020. Company-level business inspections were transitioned throughout the year, with full implementation being completed in 2021.



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

TELECOMMUNICATIONS

- Replace the Uninterruptable Power Supply (UPS) at the Baldwin Hills Tower site. Ensure that there is a minimum of 24 hours of battery backup for this mission critical communications infrastructure.

Status: Completed July 30, 2020

- Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life. This will be the second year of a three-year project.

Status: Not completed. This was the second year of a 3-year project which had been removed due to budgetary constraints.

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

Status: Ongoing. Staff have researched costs, benefits, and technical requirements and are continuing to explore the feasibility of a partnership with CCUSD, but COVID-19 has stalled progress.

- Work with the Interagency Communications Interoperability (ICI) Systems JPA to move the back-up master site (Dynamic System Resiliency) from Santa Monica to Culver City.

Status: Not completed. This is no longer a viable option due to lack of electrical power capacity.



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

FISCAL YEAR 2021/2022 WORK PLANS

CITY STRATEGIC PLAN INITIATIVE

Enhance Homeless Services

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

DEPARTMENTAL INITIATIVES

OFFICE OF THE CHIEF

- Obtain the Assistance to Firefighters Grant (AFG) to fund the purchase of patient gurneys and new self-contained breathing apparatus (SCBA).
- Complete the Commission on Fire Accreditation International (CFAI) 2021 Annual Compliance Report.
- Explore the feasibility of implementing a third rescue ambulance to utilize previously awarded SAFER grant funds.
- Complete the rollout of a public-facing platform for fire department metrics.

SUPPRESSION

- Provide expanded mental health and crisis intervention training to all Culver City firefighters.
- Build a firefighter survival training simulator at the Fire Department Training Facility.
- Provide Major Incident Management Simulator Training for Captains and Battalion Chiefs through the Regional Training Group's Green Cell Division.

EMERGENCY MEDICAL SERVICES

- Work with the Los Angeles County EMS Agency to develop and implement an Alternate Destination Transport Program which will allow Culver City paramedics to transport patients directly to psychiatric and sobering centers for focused care.
- Implement a digital narcotics program to track narcotic use via a secured web-based platform.



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

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

EMERGENCY PREPAREDNESS

- Update the Emergency Operations Plan (EOP) and submit it to the California Office of Emergency Services. Incorporate the comprehensive Disaster Cost Recovery Plan into the EOP.
- Review and replace expired disaster supplies and stored water located throughout the City and update expired items in employee emergency backpacks.
- Enhance the Community Emergency Response Team (CERT) program, focusing on training, coordination, and recruitment.

COMMUNITY RISK REDUCTION

- Identify dangerous fuel loads in the Very High Fire Hazard Severity Zone.
- Clear overgrown brush and fuel and establish a 1-, 3- or 5-year schedule to address fire danger areas.
- Create detailed digitized pre-fire plans for 100 buildings using the new First Due program.
- Implement a Fall Prevention Program in Culver City senior living facilities.

TELECOMMUNICATIONS

- Explore the cost, benefits, and technical requirements of moving local government radio users (e.g., Public Works, PRCS, Transportation) from the current public safety radio system to a commercial system. Consider partnership with CCUSD.
- Work with the Police Department, Public Works Department, and Transportation Department to identify and replace mobile/portable radios that are reaching the end of their service life.
- Add capacity to the existing battery backup at the Baldwin Hills Tower site. Ensure that there is a minimum of 48 hours of battery backup for this mission critical communications infrastructure.



FIRE DEPARTMENT

RESP. MGR.: KENNETH POWELL

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



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

FISCAL YEAR 2020/2021 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.

Status: Ongoing. Extended City's Wi-Fi to the Veterans' Memorial buildings (including the Teen Center and the Municipal Plunge). In the planning phase to extend City's Wi-Fi to the Veterans' Memorial Park (outdoor coverage).

- Continue to provide project management and technical oversight for an enterprise camera project with the objective of identifying a scalable enterprise camera solution to enhance security. Key locations include city parking garages, exterior perimeter of Fire Stations, city parks and additional city facilities.

Status: Ongoing. IT staff has been working with Community Development to identify a solution for providing a security deterrent for the City's parking structures. It was determined that an enterprise camera solution would not be implemented at this time. IT will continue to provide support to departments that have a need for camera installations.

- Migrate municipal network operations to the new fiber optic infrastructure, identify and contract with alternate Internet Service Providers to enhance broadband service for municipal operations.

Status: Ongoing. In August 2020 the City Manager executed an agreement with Inyo Networks/Onward to operate the Culver Connect Network. There has been a six-month transition period and effective March 1, Onward will begin in the role of operator. IT Staff will work with the new operator to develop a plan for transitioning to Onward to obtain ISP Service for municipal services.

Technology Support

- Continue to provide technical support to city departments on the use of software and hardware where appropriate. Continue the citywide training program to enhance the technical skills of city employees.

Status: Ongoing. Information Technology staff has provided one-on-one VPN (virtual private network) training as well as ongoing training to city staff in other targeted areas. Security Awareness continues to be priority especially in light of our increased remote workforce. Training has also been provided on the new website content management platform, WebEx



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Meetings, Microsoft Teams, and other software tools to facilitate collaborative work environments.

- In support of the City's General Plan Update, the IT Department will work with the Community Development Department to provide online tools that facilitates public comment, engagement and dialog. The department will also contribute to the General Plan Technology component as deemed appropriate.

Status: Ongoing. IT Staff has worked with Community Development on drafting and contributing to the General Plan Update Smart Cities Report. Community Development Department coordinated with the consultant to establish a hosted solution for the General Plan website.

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

Status: Ongoing. Support of the Transportation CAD System, assist in the upgrade of the Computrol System, and continuing to provide technical support of various Transportation projects and endeavors. Provisioned 103 E-mail licenses to transit staff who did not previously have access to City E-mail to enhance department communications.

Technology Enhancement & Replacements

- Continue to update city hall conference rooms with improved audio-visual functionality and virtual conference solutions.

Status: Ongoing. Expanded video-conferencing project with Cisco Webex Meeting software for all City public meeting use. IT Staff also implemented the Cisco add-on Webex Assistant which has voice driven capabilities with real-time meeting transcription and automated closed captions that make meetings more accessible for hearing-impaired CBC members and other participants.

- Update the City's website design and identify additional online services to enhance the city's website.

Status: Ongoing.

New Website - Implemented new website redesign with a higher level of web accessibility. The new website includes additional online forms, bilingual functionality, and inherent search tool.



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

Reservation System – In preparation for reopening City hall, a reservation system was completed but placed on hold.

Payment Solution – Developed and implemented an online payment solution to facilitate online payments for services related to permitting, refuse billing and miscellaneous payments.

- Continue to provide video-conferencing and virtual networking solutions that support telecommuting/remote work and virtual city meetings.

Status: Ongoing. Continue support of the City's remote workforce (includes 120 city loaned laptops). The video-conferencing upgrade in city hall conference rooms has been placed on hold due to a majority of city hall staff working remotely. Continue to leverage video-conferencing technology.

Enterprise Electronic Document Management System

- Continue to provide project management and technology oversight for the citywide Document Management System which will establish the storage strategy for all documents in accordance with the City's document retention policy. The project will facilitate online forms, electronic signatures, workflow, electronic storage of documents and will make documents accessible for eased storage, search and retrieval for city staff and the public where deemed appropriate.

Status: On Hold. Retention phase of the project placed on hold due to lack of funding.

Municipal Fiber Network – Culver Connect

- Continue to 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 considering new and innovative business models through an RFP process for network operator.

Status: Ongoing. Transition from the previous network operator to the new network operator occurred throughout FY20/21. Onward, the new operator, began as operator on March 1, 2021, which will cut annual expenses by over 50% in FY21/22. Additional network customers were added in FY20/21, tripling fiscal year annual revenue compared to FY19/20. The network is now cash flow positive and will be have positive net income in FY21/22.

Geographical Information Systems (GIS) Technology Enhancements

- Continue to develop online applications that support departments and make GIS data accessible to engage citizens, businesses, academics, and city staff to use data in a variety



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

of ways, create maps, and customize apps they can use to create new information. Explore additional open platform GIS tools that facilitate public facing consumption of GIS datasets.

Status: Ongoing. Provide support for Community Development's Travel Demand Forecast Model project, coordinated regularly with Advance Planning and consultant Fehr & Peers for map and data development and analysis. City department needs have been met by developing web applications using ArcGIS Survey123, examples of web applications include COVID-19 Noncompliant Business, Homeless Count, COVID-19 Open for Business, COVID-19 location tracking real time dashboard, Emergency Operations Center (EOC) Civil Unrest planning. Provided support for Fiber Optic expansion web mapping and application.

FISCAL YEAR 2021/2022 WORK PLANS

IT Strategic Direction and Policy

- Continue implementation of Wi-Fi strategy that leverages the municipal fiber infrastructure and extends the City's Wi-Fi to municipal locations in support of department specific operations.
 - a. Replace end-of-life Wi-Fi infrastructure at City Hall
 - b. Extend City's Wi-Fi to Fire Station #1 and Fire Drill Yard
 - c. Extend City's Wi-Fi to the Senior Center

Technology Support

- Continue to support and implement technology enhancements for remote workforce. The IT Department will continue to support the remote workforce of City staff by procuring laptops, assisting with printers/scanners needed for home business use, and making web-based solutions available where possible.
- Implement an enterprise management solution for the increasing quantity and use of City iPads. Cloud based software will provide next-generation device management for the entire lifecycle of Apple devices including deploying and maintaining software, responding to security threats, distributing settings, installing updates, and asset management.
- Support Finance Department with implementation of upgrades to the City's financial system. IT will provide review and guidance of technical specifications, creating a virtual server environment, and assisting the vendor Tyler with software installation and configuration of the software which includes a budget dashboard and a tool for supporting budget book development.
- Support Public Works Department with implementation of new system from vendor Cubic for traffic analysis and facilitating decision-making. IT will provide review and guidance of



INFORMATION TECHNOLOGY

RESP. MGR.: MICHELE WILLIAMS

technical specifications and vetting compatibility and use on City PCs and the network environment.

- Provide support and collaboration to the Transportation Department to implement a technology roadmap process. By creating a plan of action, or technology roadmap, staff will implement and phase in new technology solutions as well maintain existing ones. Our technology roadmap process will integrate strategic goals, new system capabilities, release plans, milestones, resources, training, challenges, and status reports, and will serve as an important tool to improve the technological systems and efficiency of the Transportation Department. Staff will incorporate and develop plans for new initiatives such as:
 - *Communications (Radio future – cellular Voice over Internet Protocol)*
 - *IoT (Internet of Things)*
 - *Bus on-board architecture (i.e. Automatic Passenger Counters, Public Wi-Fi, etc...)*
 - *Cloud & Hosting Services*
 - *Real-time performance metrics (KPI, knowledge base, tools, reporting ...)*
 - *Customer Information*
 - *Connected & Autonomous Vehicles (Bus Signal Priority, future buses etc...)*
 - *Mobility as a Service (Next CCBus integration with other systems and mobility services)*
- Plan and collaborate with the Transportation Department on the installation of new security camera system throughout the Transportation Facility. The security camera system must meet the State of California's regulations for recording and storage retention through the procurement of upgraded equipment. The current surveillance system has reached the end of its useful life and lacks the capacity established by the state of California. Metro's Prop 1B Transit Security Bridge funds have been allocated to the Transportation Department to use for this project.

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



INFORMATION TECHNOLOGY

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- 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.

Network Infrastructure Enhancements

- To ensure redundancy, availability of services, and securing the City's data:
 - a. Replacement of current end-of-life data storage system
 - b. Continue replacement of virtual environment infrastructure
- In order to meet the public demand for additional options for high-speed home internet service, work with the City Manager's Office to assist with the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Through partnerships with Ting establish a free public wi-fi location.

Public Safety Division

- Rewiring Police Department's network cables - The Police Department's network cabling was installed over twenty years ago and digital usage has increased dramatically over the years. The current cabling is inadequate and there is failing network wiring in certain parts of the building which highlights the need to replace the network cables. The new cabling will meet and exceed the department's need for the foreseeable future and will help provide resiliency to the department's network.
- Replace Security Camera System – The current security camera system provides external and internal monitoring of the police station, including the jail facility. On many occasions, the system has failed and required extensive troubleshooting to bring the system back online.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

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

GOALS

A) Ensure Long-term Financial Stability

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

1. The short-term (1 year) objective is to determine which methods of marketing and advertising will provide the best Return-on-Investment (ROI) and greatest reach for the PRCS Department. In consecutive years, asking registrants how they heard about classes, programs, events, and activities will help determine continued marketing efforts and/or alternative methods that should be sought.

Status: The short-term objective to determine the best Return-on-Investment (ROI) and greatest reach has been identified as QR codes. The codes would allow customers to scan using their smart phone and automatically be linked to the PRCS webpage.

2. The action steps are to (a) determine what are the best advertising and marketing options to communicate programs, classes, events, and activities to the community beyond what is currently being done; (b) select which options provide the best ROI and greatest reach for the PRCS Department; and, (c) try one or more of these options; (d) (future years) seek feedback on how participants heard about the program, class, event or activity to determine success or whether to seek alternative methods.

Status: The action steps have evolved and were adjusted as follows:

- a) Partner with IT to establish QR codes that link to PRCS webpages
- b) Retool all fliers, postcards, and other hard copy marketing material to add QR codes and update followers on social media platforms
- c) Reformat electronic and hard copy program, event and service evaluation forms to better capture how participants heard about us.

3. The human and financial resources necessary to accomplish these action steps will be staff time for all action steps, utilization of a contracted marketing firm for the first and second action step and participants in the fourth action step.



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

- a) Staff is working with IT to establish and implement QR codes.
- b) Create a marketing and social media campaign to promote QR Codes.
- c) Revise PRCS Electronic and hard copy Evaluation Forms to collect data on marketing efforts including QR Codes by August 15, 2021.

4. The timeframe for the action steps is as follows: (a) July through December 2020; (b) January through March 2021; (c) April through June 2021; and, (d) July 2021 and beyond.

Status: The timeframe has been adjusted, with all tasks scheduled to be completed by August 15, 2021.

5. The indicator for success will be increased awareness and enrollment in classes, programs, events, and activities.

Status: The compiling of evaluation responses as to how the public became aware of our programs, events and activities will be on-going.

FISCAL YEAR 2020/2021 WORK PLANS

- Streamline and improve paperwork, processes, policies, and regulations to maintain Department-wide consistency and continuity while improving internal and external customer service.

Status: As part of the internal streamlining process, PRCS has undertaken a comprehensive paper file audit and implemented a records destruction program in compliance with the City Council adopted Records Retention Schedule. During this process, staff has gained a broader understanding of the Records Retention Schedule and its use. To improve external customer service, staff is taking the OpenForms training offered by the Information Technology (IT) Department. OpenForms are live forms on the City's website that are more efficient and user-friendly than the forms that were previously used by the Department.

As a cost saving measure, we did not renew a contract with Tripepi Smith for design of our quarterly activity guide "Culver City Living". Instead, PRCS Staff reformatted their initial layout and created more targeted marketing pieces, such as e-flyers which are colorful, focused and not text heavy. These items work better for sharing information on social media,



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GovDelivery posting, and email blasts through ActiveNet, as well as for traditional printed flyers for posting in parks and other sites.

- Develop a Department orientation for new employees as well as an ongoing part-time staff training program as strategic tools for continued growth, increased productivity and retention that will assist with improving the level of customer service and quality of programs.

Status: The PRCS Department is consolidating existing orientation material to streamline the onboarding process of any new employees. We're working closely with Human Resources staff on including department specific information with their new City employee orientation process. These efforts will give Recreation and Community Services Coordinators consistent tools to orient new employees to the department.

Additionally, an ongoing training program is currently in the development phase. This program will include all full-time staff acting as both the trainers and trainees. Cross training, staff development, teamwork, and professional growth will be the objectives for the program.

- Expand senior programs, classes and/or events to at least one facility outside of the Senior Center and/or become virtual for individuals at home, in order to bring programs to the community versus the community coming to the Center.

Status: Since March 2020, Senior Center classes, concerts and events have transferred entirely out of the Senior Center and gone virtual and telephonic. The Newsletter is currently being called the "Safer At Home Guide". Support groups, educational workshops and services such as Tax Aide have gone virtual as well. Current online classes include Heartfulness Meditation, Line Dancing, MindBodyDance, Tai Chi, Yoga, Zumba and others. We have hosted a luau and sing-alongs, adventures to National Parks, Metro public art sightseeing and so much more – all online. We have begun revamping the Senior Center Newsletter to better align with the Culver City Living publication.

We have also taken programming and services directly to our seniors door including: "Drive-By with the Culver City Fire Department," the "On the Porch" interview series, "Santa on Your Doorstep" for adults with developmental disabilities, flower bouquet delivery with Amazon Studios, plant delivery with community donations, handmade quilt delivery from Westside Quilters, "Blind Date with a Book" book delivery from the Senior Center library, yarn delivery to our knitters and crocheters, and more. Once the Senior Center building reopens, we will continue to offer hybrid (online and in-person) services and activities.

- Identify one new partner to offer a program for individuals with disabilities in order to expand service delivery. Partnering with an organization or business will allow for the program to be self-sustaining.



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Status: Staff added LA Goal and local performers as partners that have worked with us to expand services. Since March 2020, we've offered virtual and door-to-door events that were enhanced by donations from the community and entertainers providing their services pro bono. New programs have included a virtual luau with live entertainment broadcast from our Senior Center studio, "Santa at Your Doorstep," the "Drive-Through Abilities Carnival" and our partnership with LA Goal to advertise their virtual art show.

- Develop a plan for collecting relevant opinions regarding the types of classes and programs that the community feels are lacking or underserved in our current offerings and begin implementation of the plan with at least two different types of outreach efforts in order to continue meeting the changing needs of the community.

Status: Due to the coronavirus pandemic, staff found a need to stay better connected with the community and hear their needs. We were able to address this in new, virtual ways which included the creation of a continually updated Virtual Recreation Center (VRC), online and social media-based events and scavenger hunts, virtual Fiesta La Ballona, Zooms with Santa, MLK JR. Events, online classes and entertainment as well as "drive-through" holiday celebrations for senior citizens.

In November, we heard of the challenges teens were facing and held a joint meeting with counselors and leadership from Culver City High School, City leaders and staff where we learned in greater depth the needs and struggles of our teen population. New PRCS teen programs were developed which began in January 2021. Enrollment numbers are strong and we were grateful for the promotion done by school district leaders.

We have and continue to meet the needs of working families by providing our Rec Extension program from 8 am to 5 pm. This program allows children from first to eighth grade an opportunity to complete distance learning school work as well as fun park activities in a safe, small-group environment supervised by PRCS staff. We started with 3rd through 6th graders. Base on feedback from parents, we expended in January 2021 to include the other grades.

We'll continue to expand the use of Social Media platforms such as Facebook, Instagram, Nextdoor and Twitter to hear from the public. We're working with IT to add Tik Tok and Facebook Live.

- Evaluate current part-time staffing levels as well appropriateness of classification to meet the program needs for all City-operated programs and PRCS-managed facilities with the goals of providing safe, high-quality and consistent programs and customer service, while maintaining fiscal responsibility.



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Status: We experienced much part-time staff attrition due to the coronavirus pandemic and realized that we did not have a sufficient amount of part-time staffing to support programming. We then worked with Human Resources to conduct three recruitments. We were able to hire ten new staffers by the end of 2020. After evaluation of individual skills and job specs, a decision was made to re-classify a few employees. Interviews to replace vacant Recreation Specialist positions are scheduled for February 2021.

Multiple meetings with management and supervisors took place with the goal of resetting standards and expectations and division of duties for staff performance, accountability and efficiency. A total of six part-time staff trainings have or will be held. Staff has also implemented new safety and program protocols which became necessary due to the coronavirus pandemic.

Regarding safety and consistency in programming, our staff did an outstanding job of pivoting during the pandemic to offer newly imagined, quality programs such as "Zoom with Santa," Rec Extension distanced learning, park and field rentals to local business owners displaced from indoor services, ongoing lap swimming opportunities for the community, new outdoor teen activities and innovative older adult offerings such as expanded home meal delivery, monthly special events, weekly calls to members and virtual classes.

- Partner with the contracted irrigation consultants to begin conducting citywide irrigation audits to determine current irrigation system levels of noncompliance with the Model Water Efficient Landscape Ordinance (AB 1881). Determine the necessary system upgrades to bring the City's irrigation into compliance with the ordinance. This includes all parks, City facilities, medians, and greenbelts. Based on the audit results, an assessment of the costs to upgrade the citywide irrigation systems will be conducted. Continue to work with the IT Department and Calsense to upgrade the Calsense Central Controllers System to the new wireless systems throughout the City.

Status: The Veterans Memorial Park and Syd Kronenthal Park irrigation audits have been completed. The consultant is finalizing the equipment upgrades and the costs for these audits. The next audits inline to perform are at Culver City Park and Culver City Park ball fields.

- Replace and add new parcourse exercise equipment at Blanco Park, Lindberg Park, Veterans Memorial Park, Fox Hills Park and replace drinking fountains with hydration stations at Syd Kronenthal Park, Culver West Alexander Park, Culver City Park Skate Park, and Tellefson Park, with the goal of replacing and adding parcourse equipment and hydration stations at other parks over the next several years. After the installation of parcourse exercise equipment at the first three parks (Blanco, Veterans Memorial Park and Lindberg) is completed, Parks Division staff will be assessing Fox Hills Park for upgrades and



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replacement of parcourse exercise equipment. Based on this assessment and available funding, the top three exercise stations that have been identified as priorities will be completed first. The goal is to complete three to five exercise stations at Fox Hills Park over the next fiscal year. The next sites slated for the installation of hydrations stations are Tellefson Park, Syd Kronenthal Park and Culver West Alexander Park.

Status: The Blanco Park and Lindberg Park equipment installations are complete. The Veterans Memorial Park install will begin at the completion of the Outdoor Basketball Courts project and we anticipate the completion by the end of April 2021. The Parks Division is in the process of conducting the site survey of the Fox Hills Park PAR equipment that needs replacement.

New hydration stations were installed at Veterans Memorial, Culver City and Tellefson Parks. Parks staff is working with Public Works staff and contractors to install new fountains at Syd Kronenthal Park and Culver West Alexander Park next.

- Continue working with Community Development and the Parks, Recreation and Community Services (PRCS) Commission to assist with aspects that pertain to parks, recreation, open space, etc. for the General Plan Update.

Status: PRCS staff has provided continual updates during the last one year's process at each milestone in the process. We have also met with the General Plan Advisory Committee to provide more updates effective February 4, 2021.

- When necessary, provide childcare for City-approved public meetings including City Council, Commission, Board, and Committee meetings as directed by the City Council.

Status: No further discussion has taken place regarding this directive from City Council due to all public meetings currently taking place online. Staff has a draft plan outlined in anticipation of the future implementation of this program.

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

GOALS FOR FISCAL YEAR 2021/2022

A) Ensure Long-term Financial Stability

Marketing: Diversify advertising and marketing of PRCS programs, events and services in order to reach a wider audience, including those who do not subscribe to GovDelivery or



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RESP. MGR.: ARMANDO ABREGO

follow the Department/City on Social Media. This includes, but is not limited to brochure printing and mailing, door hangers, direct mail, and paid advertising.

1. For this fiscal year, the primary goal is to collect evaluation form data and identify which method of marketing are working best including QR Codes. As well as identify partner businesses and organizations that can include PRCS QR Codes in their mailings. Finally, identify opportunities to have QR Codes included in any City direct mailing campaign.
2. The action steps are to:
 - a) *Review and compile two sessions of evaluation forms to collect data.*
 - b) *Begin to identify the most effective types of marketing tools based on this data.*
 - c) *Reach out to businesses and organizations, including the Culver City Unified School District (CCUSD), to get information regarding their customer/subscriber notification/publication practices. Then, we will create a master notification calendar using this information. This calendar will provide an avenue for PRCS to request that these groups include our marketing pieces (e.g., flyers, postcards, notes with QR Codes, etc.) along with their notifications/publications.*
 - d) *Reformat electronic and hard copy program, event and service evaluation forms as needed.*
3. The human resources necessary to complete the action will be accomplished by re-directing existing staff at all levels to lead small teams to address these action steps in a defined, timely manner.
4. The timeframe for the action steps is July 2021 through June 2022.
5. The indicator for success will be applying the information/data collected to adapt programming, services, and events to better meet the needs of the community.

FISCAL YEAR 2021/2022 WORK PLANS

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



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- **Infield Maintenance Schedule:** In an effort to better maintain high use park ball field infields, staff is creating a manageable maintenance schedule to fill in low spots, level infields, and keep the perimeters established, per the PRCS-initiated *Turf Consultant's Report on Park Fields in Culver City*. ("Turf Report"). Existing outdated equipment will be used until new equipment, per the recommendations of the Turf Report, can be purchased through the equipment replacement fund. The schedule will include a timeline for fence line & backstops repairs and replacement of outdated bleachers.
- **SB-1383 Compliance:** The City is mandated to use 3,100 tons of organic material (mulch and compost) in all of the city's landscape areas and facilities, where applicable. The goal of the mandate is to displace that amount of green waste tonnage going into landfills. The City is now required by the state to track and report quantitatively how they are complying with this new mandate through accurate record keeping of the purchase of the certified organic material, where it was used, and regularly reporting to the state. Ongoing discussions are being held with Public Works Department/Environmental Programs and Operations staff on the details and how to implement this, and the cost impact to the City and each department's budget.
- **Expand Youth Programs:** Continue the expansion of programs for teenagers beyond Teen Center-based activities which have historically attracted only middle school aged students. The focus will be on connecting teens to outdoor recreation experiences at various parks, community, and cultural field trips (when allowed) and other diverse offerings where respect, inclusion and fun are key elements. Senior & Social Services will continue to research and expand teen resources for mental health support including identifying viable space to host services. We'll continue working with CCUSD on collaborative outreach plan and the development of programs and services to target this age group.
- **Develop Non-Traditional Programming:** The pandemic has underlined the value and necessity of non-traditional programming. We will continue the development of virtual programming and events for all age groups. Special emphasis will be placed on senior citizens who may be isolated and unable to participate in site-based activities. New programming will include, but not be limited to, education, art and fitness classes, live performances and "drive-by" or "drive-in" events.
- **Offer More Safety Trainings:** Increase the number of safety trainings offered for both staff and the public. Each of our five part-time swimming pool managers has current certification to teach CPR, First Aid and Lifeguard Training courses. This resource was left untapped this year due to the coronavirus pandemic. We are very hopeful that we can resume these programs and expand their reach in the 2021/22 fiscal year.



PARKS, RECREATION & COMMUNITY SERVICES

RESP. MGR.: ARMANDO ABREGO

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



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RESP. MGR.: CAROL SCHWAB

FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES

Goal: Ensure Long-term Financial Stability

Objective: Identify new revenue sources to maintain financial stability

Initiatives:

- **Revise Business Tax Structure**

Status: If directed by the City Council, City Attorney's Office will prepare/review any necessary code amendments and agreements, and will assist with any necessary actions (e.g. prepare resolutions) to place a measure on the ballot, and provide legal assistance as needed.

- **Explore opportunities for Public/Private Partnerships**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Maximize opportunities for partnerships with 2028 Olympics**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Objective: Maximize existing sources of revenue

Initiatives:

- **Increase Sales Tax by ¼ cent**

*Status: **Completed.** This was adopted in November 2018. The City Attorney's Office assisted with the necessary actions (e.g. prepare resolutions) in placing the measure on the ballot.*



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RESP. MGR.: CAROL SCHWAB

STRATEGIC PLAN INITIATIVES

Goal: Enhance Mobility and Transportation

Objective: Improve transportation infrastructure

Initiatives:

- **Improve circulation by creating alternative modes of transportation**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Reduce traffic congestion through recommendations from TOD visioning and microtransit**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Goal: Revitalize Ballona Creek

Objective: Increase utilization of Ballona Creek

Initiatives:

- **Extend Ballona Creek bike path to improve mobility and provide greater access to the Metro**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

Goal: Enhance Housing and Homeless Services

Objective: Increase options for affordable housing

Initiatives:

- **Implement Community Development Housing Plan in partnership with LA County**

Status: City Attorney's Office will assist with any necessary agreements or other documents to facilitate this effort, and provide legal advice as needed.

- **Work with private developers to increase affordable housing**

Status: City Attorney's Office will assist with any necessary code amendments, agreements or other documents to facilitate this effort, and provide legal advice as needed.



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Objective: Decrease homelessness

Initiatives:

- Increase transitional housing for homeless families

Status: City Attorney's Office will assist with any necessary code amendments, agreements or other documents to facilitate this effort, and provide legal advice as needed (see related Departmental Work Plan).

Goal: Transform Inglewood Oil Field

Objective: Create a vision for future use of the Inglewood Oil Field

Initiatives:

- Conduct Amortization Study

Status: City Attorney's Office is managing the Amortization Study project (see related Departmental Work Plan) and facilitating coordination with other Departments as needed.



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DEPARTMENTAL WORK PLANS

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

*Status (a/o 02/18/2021): **Ongoing.***

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

*Status (a/o 02/18/2021): **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 is tentatively scheduled for June 25, 2020, during the last quarter of FY 19-20.

*Status (a/o 02/18/2021): **Completed and ongoing.** The AB1234/Brown Act/Conflict of Interest Training was held virtually on June 25, 2020. 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 2021. It is also anticipated that our Office will conduct Public Records Act training and claims and litigation training with Department liaisons during FY 21-22.*

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

*Status (a/o 02/18/2021): (1) **Partially completed and in progress.** Amortization Study was released in Summer 2020 for public review and consideration/direction by the Oil Drilling Subcommittee and subsequently the City Council. On October 29, 2020, the City Council adopted a Resolution declaring its intent to evaluate the establishment of an approximate five-year phase-out period for the amortization of nonconforming oil and gas uses within the City. Per the direction of the City Council, a proposed Amortization Program to resolve*



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nonconforming oil and gas uses is in the process of being drafted. It is anticipated a proposed Ordinance will be presented to the City Council for consideration during FY 20-21; (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 and tracking of the County's Baldwin Hills Community Health Assessment Study; (3) Ongoing. Air quality monitoring of Baldwin Hills communities, including Culver City, has been delayed due to COVID-19, possibly to initiate in Summer 2021. Regular coordination with CARB and SNAPS public process, including review of periodic reports and attendance at periodic workshops, anticipated through 2021 and into 2022; and (4) Ongoing. Staff continues to monitor and, when applicable, comment on and participate in workshops/meetings relating to, federal, state and local agency regulations regarding to oil drilling operations (i.e. fracking, air and water quality, health, setbacks, etc.); and 5) On hold. The Specific Plan project remains on hold and may be abandoned and superseded by the Amortization Program, if adopted.

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

Status (a/o 02/18/2021): Partially completed and ongoing. Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 21-22. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but resumed in February 2021.)

- **Telecommunications Procedures Update, Including Review of Design and Use Standards:** Assist the Public Works Department with implementation of the recently updated wireless antenna application process and related design and use standards for wireless antennas in the public rights-of-way. (Joint project with Public Works Department.)

Status (a/o 02/18/2021): Ongoing. Continue to assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal time limitations for these applications. City Attorney's Office also continues to monitor federal and state telecommunications laws and regulations.

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



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Email Retention, Electronically Stored Information (ESI) and Employee Use of Social Media (Joint Project with Information Technology Department.)

*Status (a/o 02/18/2021): **Partially completed.** A Working Group, consisting of staff from the City Manager's Office, IT Department, Administrative Services Department and City Attorney's Office prepared Administrative Policies and Procedures for a Social Media Policy regarding the City's presence on social media, including a Customer Use Policy, which was approved by the City Manager and implemented in FY 17-18. In addition, the Working Group is in the process of drafting a separate administrative policy regarding employee use of social media, with an anticipated completion date prior to the close of FY 20-21. With regard to the Email Retention and Electronically Stored Information (ESI) policies, the activity for these policies was initially put on hold pending the selection of an Email/Cloud storage solution. The IT Department has completed its implementation of Microsoft's Office 365 Cloud solution, which also includes an E-Discovery module. The Working Group is in the process of reviewing best practices and sample policies from other cities, with the goal of completing Email Retention and ESI policies during FY 21-22. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but will resume in early 2021.)*

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

*Status (a/o 02/18/2021): **Ongoing.** The City Manager's Office anticipates completing the renewal of the Torrance Valley Pipeline franchise agreement by the end of FY20/21. The agreement will serve as a template for the renewal of the three remaining pipeline franchise agreements. The City Attorney's Office is assisting with these efforts as needed.*

- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 20-21. (Assist Community Development Department.)

*Status (a/o 02/18/2021): **In progress.** Working in partnership with the Community Development Department regarding several Zoning Code Amendments to update and clarify provisions in the Zoning Code. This work commenced during FY 13-14 and has continued through FY 20-21. Thus far in FY 20-21, amendments regarding child care facilities in industrial zones, fitness studio parking, accessory dwelling units, micro units, SROs and SRO parking, single family development standards, establishing extended stay hotels/hotels as a permitted land use, and affordable housing requirements for mixed use projects have been completed. Other amendments, including a comprehensive parking standards update, are continuing during the last part of FY 20-21. Further amendments will continue in FY 21-22, including, but not limited to, short-term rentals, ADU update, condominium and townhome*



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subdivision, sign code, Administrative Modifications and Administrative Use Permits, permit extensions, architectural features related to height exemptions, and application submittal requirements.

- **LAX/FAA Overflights:** 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, working with the City's federal lobbyist on Congressional actions involving overflights and the FAA, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Additionally, in July 2019, the City intervened in the City of Los Angeles' litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The City Attorney's Office will continue to manage this litigation.

*Status (a/o 02/18/2021): **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. The City's contract with its federal lobbyist was terminated at the end of FY 19/20, as part of overall City cost-cutting due to the COVID-19 pandemic. However, 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. The City Attorney's Office continues to manage the litigation against the FAA related to the implementation of changes to three flight paths that impact the City. The litigation was commenced by the City of Los Angeles in June 2019, and Culver City intervened in July 2019. The litigation is ongoing, and briefs have been filed with the court.*

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

*Status (a/o 02/18/2021): **Ongoing.** The Municipal Fiber Network (Culver Connect) is fully operational. During FY 19-20, laterals were constructed to connect buildings to the network. Transition from the previous network operator to the new network operator occurred throughout FY20/21. Onward, the new operator, will begin as operator on March 1, 2021, which will cut annual expenses by over 50% in FY21/22. Additional network customers were added in FY20/21, tripling fiscal year annual revenue compared to FY19/20. The network is now cash flow positive and will have positive net income in FY21/22. 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. With regard to a separate, but related project, the City Attorney's Office has assisted the City Manager's Office and the*



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Public Works and Information Technology Departments to permit Ting Internet's citywide fiber network.

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

*Status (a/o 02/18/2021): **Partially completed and in progress.** The Working Group has identified additional amendments to CCMC provisions that it plans to present in FY 21-22. Once Council approves, the project will continue with the template development for Phase Two followed by Phase Three into late FY 21-22. During FY 20-21, some work was initiated with regard to insurance requirement updates, accessibility requirements and the creation of an online bid process. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but will resume in early 2021.)*

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

*Status (a/o 02/18/2021): **In progress and ongoing.** In 2019, the City Council approved release of an RFP for consultant services to help facilitate the program update and that the scope of work including development of a Mills Act Program and addressing criteria for Culver City qualifying as a Certified Local Government. City Council also authorized incorporating a community advisory committee into the process. Our Office will assist Cultural Affairs Division throughout the project. Due to time-sensitive demands of new and on-going development projects and other advance planning and special projects, staff had to temporarily suspend work on this project for the remainder of 2019. Further, due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project continued to be placed on hold. Staff will be returning to City Council with an update and recommendations in FY 21-22.*

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



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*Status (a/o 02/18/2021): **Partially completed and in progress.** Amendments to the LTMB Bylaws and an Ordinance amending the CCMC were adopted by the City Council on June 10 and June 24, 2019, respectively. Housing staff and the City Attorney's Office are in the process of taking steps to implement the CCMC and Bylaws amendments. Due to resources being devoted to the implementation of the interim rent control program and the development of the permanent rent control and tenant protection program, as well as resources being diverted to emergency operations and pandemic-related issues throughout calendar year 2020, this work plan was placed on hold. It is anticipated that work will recommence and be completed during FY 21-22.*

- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Inclusionary Housing Ordinance; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit). (Assist the Community Development Department/Housing Division)

*Status: (a/o 02/18/2021) **In progress.** Staff has commenced work on one or more of these projects and the City Attorney's Office is assisting as needed.*

- **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 02/18/2021) **Carry Over.** Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold. It is anticipated this project will get underway during 4th quarter of FY 21-22.*

- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures. (Joint Project with the Fire Department.)

*Status: (a/o 02/18/2021) **Carry Over.** Staff is assisting, as needed, with Public Works' and the Fire Department's preparation of a Debris Management Plan. No new amendments to CCMC Chapter 3.09 are contemplated for the remainder of this fiscal year. This item will be carried over to FY 21-22.*

- **Sidewalk Vending Regulations:** The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during the 1st quarter of FY 20-21.



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*Status: (a/o 02/18/2021) **In progress.** Staff has met with the Ad Hoc Subcommittee several times, as well as had extensive discussion with PRCS, CDD and Public Works. There are still several issues to be resolved, including ensuring consistency with the Town Plaza use policy, before this proposed ordinance may be brought to City Council. Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but is anticipated to resume in the first part of 2021. It is anticipated that amendments to the CCMC will be presented to the City Council during FY 21-22.*

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

*Status: (a/o 02/18/2021) **Monitoring.** The County's program is still on hold as they monitor potential state law amendments. There have been no requests or complaints regarding any micro kitchens operating in the City. City staff and the City Attorney's Office will continue to monitor this matter.*

- **Implementation of Equity and Human Relations Advisory Committee:** Assist the Equity Subcommittee and the City Manager's Office with implementation of the newly formed Equity and Human Relations Advisory Committee, as needed.

*Status: (a/o 02/18/2021) **Ongoing.** The Equity and Human Relations Advisory Committee (EHRAC) held its first meeting in July 2020, after members were appointed by City Council at the end of FY 19-20. The City Attorney's Office advised the EHRAC at its meetings as the EHRAC prepared a work plan over several months. The work plan was approved by City Council in January 2021. The City Attorney's Office will continue to advise and assist the EHRAC as it implements its work plan.*

- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Division

*Status: (a/o 02/18/2021) **Carry over.** Staff began meeting with the Civil Service Commission Subcommittee in January 2019. Several Rules have been reviewed and revisions have been drafted. The project was put on hold until the role of the Civil Service Commission is determined, which has been delayed due to staff resources being devoted to the pandemic and other immediate issues. This item will be carried over to FY 21-22.*

- **Website Governance Policy:** Assist the City Manager's Office and Information Technology Department in formulating a draft Website Governance Policy, which will include a policy and protocols for the City's community calendar.



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*Status: (a/o 02/18/2021) **Completed.** The Website Governance Policy was completed in July 2020.*

- **Implementation of Flavor Ban:** Assist with the implementation of the City's prohibition on flavored tobacco products, which will go into effect on November 27, 2020 for Tobacco Stores and May 25, 2020 for all other Tobacco Retailers.

*Status: (a/o 02/18/2021) **Completed.** The City Attorney's Office worked with (1) the City Manager's Office to create a web page with information regarding the Flavor Ban; (2) the Finance Department to update the Tobacco Retailer License application to facilitate the implementation and enforcement of the new restrictions; and (3) the Community Development Department – Enforcement Services Division to educate Tobacco Retailers regarding the new rules and respond to complaints of violations. The City Attorney's Office will continue to assist with enforcement efforts, as needed, as part of its day-to-day operations.*

- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office continues to work with the City Manager's Office and Finance Department to implement the ordinance, including any legal issues that arise during the application and selection processes.

*Status: (a/o 02/18/2021) **Ongoing.** The City Attorney's Office has been assisting City staff with legal issues as they arise during the implementation of the ordinance, which includes contracting with the County for health inspections, the application and permit processing, as well as the permit renewal process. There are five permitted (non-storefront) cannabis businesses currently operating in the City, holding a total of nine permits (three of the businesses hold multiple permits, as permitted by law). No storefront retail permits have been issued, as this process is still ongoing. In addition, the City Attorney's Office is managing one appeal filed in the Superior Court by one of the unsuccessful storefront applicants. The implementation of the Cannabis Ordinance will continue into FY 21-22, as additional businesses obtain permits to operate in the City.*

- **Short-Term Rental Ordinance:** Assist the City Manager's Office 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.

*Status: (a/o 02/18/2021) **Ongoing and Carry Over.** 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,*



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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. Now that the permanent Rent Control and Tenant Protection Program is in place, development of the short term residential regulations will resume in FY21/22.

- **Rent Control Program:** Assist the City Manager's Office and the Housing Division with all aspects of the City's Interim Rent Control Program and any future permanent Rent Control Program.

*Status: (a/o 02/18/2021) **Partially Completed and Ongoing.** Permanent Rent Control and Tenant Protections Program were adopted by City Council in September 2020 and went into effect in October 2021. Staff has created many of the necessary guidelines and forms, such as for determining the annual permissible rent increase, for landlords to apply for rent adjustments, and the required rent control notice. A new rent control webpage is active and additional communications are planned in Spring 2021. Development of additional guidelines and forms are ongoing. Development of cost recovery fees will occur in Spring 2021 after approval of rent control related budget adjustments.*

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

Status: (a/o 02/18/2021) The Public Works Department will be presenting a discussion of potential amendments to the City Council on March 8, 2021. Our Office will assist staff with preparing an Ordinance consistent with the City Council's direction, which would be presented to City Council for consideration at a future City Council meeting.

- **2020 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.

Status: (a/o 02/18/2021) The City Attorney's Office assisted with the preparation of ordinances, resolutions and ballot measures during the period preceding the November 3, 2020 Election, and responded to a wide variety of legal issues and questions. The City Attorney also prepared impartial analyses for a public-initiated ballot measure and a City-initiated ballot measure (Measure RE). The City Attorney's Office has continued to work with the Finance Department and the City Manager's Office on the implementation of Measure RE, which was approved by the City's electorate.

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



2021/2022
PROPOSED BUDGET

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*Status: (a/o 02/18/2021) **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 21-22.*



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FISCAL YEAR 2021/2022 WORK PLANS

- **General Legal Assistance:** Provide legal assistance to other Departments relating to their respective Work Plans.
- **Litigation and Claims.** Ongoing review and approval or denial of claims. Review and manage all litigation and liability matters involving the City.
- **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 2021, during the last quarter of FY 20-21. It is anticipated our Office will be conducting a Public Records Act training and a claims and litigation training with Department liaisons.
- **Oil Drilling:** (1) Amortization Program for the IOF; (2) Community Advisory Panel (CAP) for the County of Los Angeles Baldwin Hills Community Standards District (CSD) and related study groups, including Health Working Group and Health Assessment Steering Committee; (3) California Air Resources Board's (CARB) Study of Neighborhood Air Near Petroleum Sources (SNAPS) Program; (4) Monitoring and, when applicable, commenting on and participating in workshops and/or meetings relating to, federal, state and local agency regulations, including collaborating agencies, regarding oil drilling operations (i.e. fracking, air and water quality, health, setbacks, etc.); and (5) Inglewood Oil Field (IOF) Specific Plan Project (Ordinance/Regulations). (*Note: The Specific Plan project remains on hold and may be abandoned and superseded by the Amortization Program, if adopted.*) (Joint project with Community Development Department.)
- **City Council Policies – Comprehensive Update:** Working with the City Council Policies Ad Hoc Subcommittee to complete a comprehensive review of all City Council Policies and finalize a new policy manual. It is anticipated this project will be completed by the end of FY 21-22. (Joint Project with Administrative Services Department.)
- **Telecommunications Applications Processing:** Assist the Public Works Department with the processing of wireless antenna applications in a manner that complies with the related federal time limitations. Monitor state and federal telecommunications law and regulations. (Joint project with Public Works Department.)
- **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.)



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- **Pipeline Franchise Renewals:** Complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. (Assist City Manager's Office.)
- **Zoning Code Amendments:** Multiple amendments/updates to Zoning Code. Amendments will be considered throughout FY 21-22. (Assist Community Development Department.)
- **LAX/FAA Overflights and FAA Regulations:** The City Attorney's Office will continue to advise and assist the LAX/FAA Ad Hoc Subcommittee and the City Manager's Office regarding LAX and the FAA, including, local and regional overflight concerns related to noise and air quality, monitoring the LAX Specific Plan expansion project, new and proposed development adjacent to LAX, and proposed transit facility. Our Office will also work with the Subcommittee as needed on the FAA's program announced in FY 20-21, to develop new regulations for unmanned aerial vehicles (UAVs, commonly called drones). Additionally, to the extent the lawsuit against the FAA related to the implementation of changes to three flight paths that impact the City remains unresolved, the City Attorney's Office will continue to manage the litigation in FY 21-22. City Attorney's Office will continue to assist where necessary with the Subcommittee's work through national groups, including the National League of Cities, to continue Congressional lobbying and policy-making efforts.
- **Municipal Fiber Network Project:** Assist Information Technology Department with the Project as needed.
- **Ting Internet Citywide Fiber Network Project:** Assist the City Manager's Office and the Information Technology and Public Works Departments with the Project as needed.
- **Contracting/Purchasing Ordinance and Policies Update Working Group Project:** Conduct a comprehensive update of RFB, RFP and RFQ documents and bid protest procedures, and review insurance and indemnity issues, relating to City contracting and purchasing. (CCMC amendments were adopted by City Council during FY 17-18 and 19-20, completing Phase 1 of the project. Working Group is continuing with Phase Two— updating related procurement templates, as needed; and Phase Three— implementation and training.) (Joint Project with Finance, Public Works and Transportation Departments, and the City Attorney's Office.)
- **Historic Preservation Program Update:** Update to City's Historic Preservation Program, including CCMC Amendments (Assist the Administrative Services Department – Cultural Affairs Division).
- **Implementation of CCMC and Bylaws Amendments Relating to LTMB:** Implementation of amendments to the CCMC and LTMB Bylaws regarding LTMB role and new notice



CITY ATTORNEY

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provisions for landlords regarding availability of mediation services. (Joint Project with the Community Development Department/Housing Division.)

- **Housing Ordinances and Programs:** Committee on Homelessness – LA County Homeless Initiative/Economic Empowerment Ordinance; Landlord Tenant Mediation Board - Implementation of CCMC Chapter 15.09; interpretation and implementation of the housing statutes (SB2, SB35, etc.); interpretation and implementation of local incentives to enhance affordable housing activity (i.e. fee waivers, parking reduction, SB1818, Mixed-Use Ordinance/Community Benefits, employer tax credit); interpretation and implementation of Rent Control and Tenant Protection Ordinances; and interpretation and implementation of SB91. (Assist the Community Development Department/Housing Division)
- **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.)
- **Update Disaster and Emergency Services Ordinance and Continue Implementation of Emergency Plan:** Prepare necessary amendments to CCMC Chapter 3.09, Disasters and Emergencies; and continue to implement various emergency preparedness measures, including working on any Emergency Plan components, such as the Debris Management Plan. (Joint Project with the Fire Department.)
- **Sidewalk Vending Regulations:** The City Attorney's Office will work with the Council Ad Hoc Subcommittee, City Manager's Office, Enforcement Services Division and PRCS Department on amendments to the CCMC pursuant to the new state law in effect as of January 1, 2019. It is anticipated that amendments to the CCMC will be presented to the City Council during FY 21-22.
- **Micro Kitchens:** Monitor potential amendments to state law, as well as the status of the County of Los Angeles Public Health program that is currently on hold, as they continue to monitor state law as well. Potentially assist staff with adopting CCMC amendments should the need arise.
- **Equity Projects:** Continue to advise and assist the City Council Equity Ad Hoc Subcommittee, Administrative Services, and the City Manager's Office with equity initiatives in the City, including the implementation of the Racial and Equity Action Plan (REAP), and continue to advise the Equity and Human Relations Advisory Committee (EHRAC).
- **Review and Revise Certain Civil Service Rules:** Joint Project with Human Resources Division to revise and update various Civil Service Rules; on hold until staff discusses various issues with the bargaining groups and the role of the Civil Service Commission is determined.
- **Implementation of Commercial Cannabis Ordinance:** The City Attorney's Office will



CITY ATTORNEY

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continue to work with the City Manager's Office and Finance Department to implement the ordinance, including any legal issues that arise during the application and selection processes for storefront retail establishments, permit applications and renewals for the non-retail businesses, and any enforcement issues that may arise.

- **Short-Term Rental Ordinance:** Assist the City Manager's Office and Community Development Department with the development of a comprehensive ordinance permitting and regulating short term residential rentals. If approved by the City Council, work with the City Manager's Office and Community Development to develop the application process and forms, and a permit review and monitoring program. If needed, assist with the issuance of an RFP for a consultant to assist with permitting, monitoring and enforcement.
- **Rent Control and Tenant Protection Program:** Assist the City Manager's Office and the Housing Division with the implementation and operation of the City's permanent Rent Control and Tenant Protection Program, including the development of guidelines, procedures and forms; and the development of the residential rental registration process and collection of a residential rental fee, if approved by City Council.
- **Amendments to Polystyrene Ban:** Assist the Public Works Department with CCMC amendments to the existing polystyrene ban.
- **City Manager's Working Group on Homelessness:** The City Attorney's Office will continue to participate in this Working Group led by the City Manager's Office, consisting of staff from the Community Development, Public Works and Police Departments and the City Attorney's Office, to monitor and address various issues relating to homelessness.
- **COVID-19 Local Emergency:** During the pendency of the COVID-19 Local Emergency proclaimed in March 2020, the City Attorney's Office: (1) will continue to prepare Public Orders for the City Manager in his capacity as the Director of Emergency Services, advise the City Manager's office and City staff on legal matters pertaining to the implementation of the Public Orders, as well as work with staff on the reopening of City Hall when appropriate; (2) continue to review and assist with policies and procedures pertaining to COVID-19 protocols in City facilities and for City employees; (3) continue to work with the Economic Recovery Task Force (ERTF) as the community addresses the wide-ranging effects of COVID-19 on the City's businesses; and (4) work jointly with the Community Development Department – Economic Development Division to implement and enforce the Commercial Tenant Eviction Moratorium.
- **Park Regulations Update:** Assist the Parks, Recreation and Community Services Department with updates to CCMC Chapter 9.10, *Parks, Public Buildings and Property*.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2020/2021 WORK PLANS

ADMINISTRATION

- **Public Safety Review**

- Directed by the City Council to lead a comprehensive 90-day review to examine public safety resources and services, and to review and recommend changes to the Culver City Police Department's use of force policy.

Status: Continuing. City Council reviewed reports and recommendations at its October 12, 2020 and January 25, 2021 meetings. Staff has been directed to work with the Ad Hoc Crisis Intervention Subcommittee to develop a Request for Proposal (RFP) to obtain a project manager to assist with the development of a mobile crisis intervention program.

CITY CLERK

- **Legislative and Advisory Body Support**

- Oversee City Council meetings and provide other support and guidance to staff that serve as secretaries to Commissions, Boards and Committees (CBC).

Status: Continuing. In addition to routine training, advice and support to Council and CBC's, also developed and implemented protocols and training related to virtual meeting 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 be completed by the end of Fiscal Year 21-22. (Joint Project with City Attorney's Office)

Status: Partially completed and ongoing. Staff from the Administrative Services Department and City Attorney's Office are working with the City Council Policies Ad Hoc Subcommittee to conduct a comprehensive review of all City Council Policies and make recommendations to the City Council. Several policies (approximately 20) involving various subject matters have been reviewed and revised to date. Subcommittee and staff will continue to review Policies throughout FY 21-22. (Note: Due to resources being devoted to emergency operations and pandemic-related issues throughout calendar year 2020, this project was placed on hold, but has resumed as of February 2021.)



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Provide and/or track mandated trainings for elected and appointed officials and City employees.

Status: Complete and ongoing. AB1234 annual training completed in June 2020, will occur again at the end of June 2021; AB1661 annual training plan for elected and appointed officials is being developed jointly with the Human Resources Division.

- Develop and distribute a Commission, Board, and Committee (CBC) Manual and Handbook to provide guidance to CBC members and candidates.

Status: Completed. The manual and handbook are located on the City's website.

- Oversee the annual CBC candidate recruitment outreach and selection process.

Status: Complete and ongoing. Recruitment completed in June 2020; Special interim recruitment underway, anticipated to be completed in March 2021; Preparation for 2021 annual recruitment will occur April – June 2021. Applications have been made available year-round and staff is developing an outreach plan to increase awareness.

- Develop and implement a process for a biannual written report-back to City Council on CBC activities.

Status: In development but not implemented due to delays caused by Covid-19. Planning underway for implementation in FY 2021-22.

- **Municipal Elections**

- Continue to prepare for the first General Municipal Election to be consolidated with Los Angeles County to elect three Council Members and to place any potential measures on the ballot. The election will be called at a City Council Meeting prior to July 13, 2020. Los Angeles County is scheduled to finalize and certify the results for approval and declaration at the December 14, 2020 City Council Meeting.

Status: The November 3, 2020 Election was completed, and results were certified. Seating of new members is complete.

- Work with LA County, providing outreach regarding Vote Centers/New Voting System.

Status: Complete and Ongoing. Coordinated with LA County to establish voting centers in Culver City for the General Election held in November 2020. Currently coordinating with LA County on the Senate District 30 Special Primary Election.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

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

Status: Complete and ongoing.

- **Document Management System** (Joint Project with Information Technology Services Department and Konica Minolta)

- 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 2020-21 implementation is the completion of a WORM-compliant records center and automated workflow.

Status: Workflows and components WORM-Compliant records center were placed on hold for 2020-21 due to staff resources being devoted to emergency operations and pandemic-related issues.

- **Records Retention and Destruction Schedule**

- Continue to provide oversight and direction on the process for citywide records destruction. An updated schedule will be completed in FY 2020-21.

Status: Complete. The schedule has been updated and was adopted by City Council on February 8, 2021.

- **Passport Services**

- Review passport application services and program to identify opportunities for improvement.

Status: Passport Services were halted in March 2020 when City Hall was closed to the public. Without certification, Culver City is currently not in compliance and would require a new certification process and training period for new staff, when City Hall is open to the public once again.

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

- Procure Electronic Request/Processing System for Public Records Requests (PRR) and provide training for Departmental staff PRR processes.

Status: Funding for the new PRR system was removed during FY 20-21 budget reductions. Training for staff regarding the PRR process is ongoing.

- **Electronic Filing System for FPPC Forms**

- Implement an online program for electronic filing of forms required by the Fair Political Practices Commission (FPPC).



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Status: Complete. Program has been implemented and was used by City Council candidates to provide electronic candidate filings during the November 2020 election. The Forms 700 for 87200 filers, as well as those staff listed in the City's Conflict of Interests Code, can now be filed electronically and are due no later than April 1, 2021. The biennial update of the Conflict of Interest Code will occur in Spring 2021.

CULTURAL AFFAIRS

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

Status: Ongoing. The CAC meets on average 10 times per year with a relatively small staff managing and coordinating all related activities and functions. To date, for FY 2020-2021, the CAC considered and approved three new permanent artwork concepts under the Art in Public Places Program, considered recommendations for grants for the 2021 Performing Arts Grant Program and reviewed the work for the past year of Alexey Steele, Culver City's Artist Laureate. The CAC has seven subcommittees, three of which have been very active and meet 1-2 times per month: Public Art, 2021 Performing Arts Grant Program, and Artist Laureate. Of these, the Public Art Subcommittee is a standing subcommittee that requires noticing and minutes in accordance with the Brown Act.

- Participate and implement various initiatives of the Economic Recovery Task Force (ERTF) as it pertains to Cultural Affairs.

Status: Ongoing. Cultural Affairs has coordinated closely with Economic Development staff and participated in the ERTF on a regular basis since the spring of 2020. Cultural Affairs has been involved in supporting and facilitating discussions of the Arts and Culture Working Group, in developing and presenting options for a positive community messaging program (potentially to include street light pole banners), implementation of a new Virtual Performing Arts Center on the City's website, and participating in a new pilot program involving temporary art in empty storefronts and businesses throughout the city.

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

Status: Status: Ongoing. Three new permanent artwork concepts were approved by the Cultural Affairs Commission (CAC) in conjunction with new development:

- Veronika Kelldorfer for Brick & Machine
- Alex Prager for 8888 Washington Blvd.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- *Luna Ikuta for Haven (11924 Washington Blvd)*

Staff continues to work with Hackman Capital Partners, Redcar Ltd., Hillside Memorial Park, and The Wende Museum on fulfillment of the Art in Public Places Program (APPP) requirement in conjunction with their projects as well as coordinate with Current Planning staff on new applications that trigger the APPP requirement. Several of the artworks approved by the CAC for Ivy Station have been installed while others are in fabrication. Entrada is moving forward with fabrication of an artwork by Rob Ley which was approved by the CAC in 2018.

In December 2020, a Request for Quote (RFQ) was released through Dyson & Womack for the Washington/National TOD Gateway public art with responses due in early March 2021. Staff and the CAC continue to emphasize diversifying artists represented in the permanent public art collection.

Completed: major restoration of Crossed Currents, an RFP for the maintenance of all City-owned sculptures, physical condition reports and photographs of entire public artworks under the APPP, both private and City-owned and a covenant for Bloom Dimension. Instigation of The Lion's Fountain sculpture addition and ground re-design, including RFP for contractor and amended contract for artist.

Began documentation for possible re-siting of King Kong Gone in the Hayden Tract and added new safety signage for Culver Current, Crossed Currents and The Lion's Fountain.

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 anticipated to resume in FY 21-22

- Continue to improve outreach and marketing efforts (e.g. updating public artworks on City website and promotion of Cultural Affairs programs).

Status: Ongoing. Staff completed a major website update during 2020. Pages were migrated and updated with a new, more engaging layout, additional photos and current information about programs and artworks. Service pages and forms were added for enhanced user interaction.

Enhanced information pertaining to public artworks and search capabilities were incorporated into the new website as well as mechanisms for easier public access to request Cultural Tour Books. Approximately 150 books have been mailed to requestors during the COVID-19 period, as previous dissemination avenues were not available.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Continue to implement the Historic Preservation Program in conjunction with new development projects. Review Historic Preservation Program and recommend updates as appropriate.

Status: Ongoing. Staff worked closely with Current Planning staff and developers on preparation and implementation of findings of Historic Resource Evaluations for various projects, including 10858 Culver Blvd., 4080 Lafayette Pl., and 11469 Jefferson Blvd. Coordinating and monitoring improvements in conformance with the Secretary of the Interior's Standards for various historic sites, including The Culver Studios and the Citizen Building are ongoing.

Updates to the CCMC pertaining to the Historic Preservation Program have been delayed due to COVID-19 and the necessity to reallocate staff resources to various Economic Recovery Task Force efforts. Per Council direction and approval, staff anticipates returning to Council with an update and recommendations in FY 21-22.

- Continue to implement and promote the Performing Arts Grant Program, including focus on increasing the number of applications and diversity of the applicants.

Status: Ongoing. During 2020, Staff administered contracts and promoted performances on behalf of 16 grant recipients. As of March 2020, all performances were converted to online platforms and the existing contracts were extended and/or amended to accommodate COVID-19 precautions. Despite the challenges for all performing arts organizations, only one school-based group decided to cancel completely. The other 15 grant contracts were fulfilled with creative and inspiring virtual music, dance and theater events. Audiences continued to participate in these performances, and reactions were supportive and encouraging.

The grant guidelines and electronic application for 2021 were published on the City website in September 2020. 23 grant applications, including 7 from new applicants, were received for the 2021 Performing Arts Grant Program. The online grant application was updated and simplified, and some guidelines were temporarily relaxed to encourage newer groups to apply. Promotion for online and in-person performances will continue from April to December 2021.

- Host a Culver City Art Excursion Event during the Americans for the Arts Annual Convention in June 2021.

Status: Closed. Event was canceled due to COVID-19.

- Continue Cultural Venue Enhancement Projects.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Status: Postponed. Projects planned to enhance Veterans Memorial Auditorium have been delayed due to COVID-19.

- Continue the Artist Laureate Program including new public programming and activities.

Status: Ongoing. With the onset of COVID-19, much of the public programming component shifted to online. Artist Laureate Alexey Steele responded in numerous ways to meet the needs of the Culver City community, emphasizing art as a vehicle for emergency relief and involved children, youth, and the elderly, as well as less-recognized and at-risk populations in his various projects during 2020.

- Continue to work with CAC to present plans to City Council for short- and long-term Creative Economy engagement.

Status: Completed. The final stakeholders meeting report was presented to the Cultural Affairs Commission in June 2020 and to City Council in August 2020 and is posted on the City's website. Short-term action steps were identified in the report and are incorporated in the Cultural Affairs Work Plan for FY 2021-2022. Long-term strategic actions (3-5 years) were also described in the report and will continue to serve as a guide for the Commission, Division and General Plan Update, where applicable.

- Continue to partner with Community Development on the cultural and preservation elements of the General Plan Update (GPU).

Status: Ongoing. Worked extensively with Advance Planning staff and various GPU consultants on completing review and updates to various Existing Condition Reports pertaining to Cultural Affairs. These included: Arts, Culture & Creative Economy, Historical and Cultural Resources, and Cultural Case Studies.

- Create a sustainable plan to maintain and increase funding and staff for Cultural Affairs Division, including supporting internship programs and other partnerships.

Status: On hold due to limited opportunities to establish new internships and partnerships due to COVID-19.

- Continue partnership with Culver City Arts Foundation to raise additional funds for the Performing Arts Grant Program, Artist Laureate Program, Temporary Artworks, Cultural Corridor and Cultural Facility Enhancement.

Status: Ongoing. Donations were received for 2021 Performing Arts Grant Program and to support the Artist Laureate Program. Culver City Arts Foundation reported on their budget and activities at the Cultural Affairs Commission meeting in July 2020 and to City Council in August 2020.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

Human Resources

- **Administrative Policies**

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

Status: Administrative Policy review was placed on hold due to staff resources being reassigned to COVID-19 related issues throughout calendar year 2020. Policy development, administration and training has been focused on responding to the COVID-19 pandemic. The following policies and procedures have been implemented:

- *Families First Coronavirus Response Act*
 - *Emergency Paid Sick Leave*
 - *Expanded Family Medical Leave Act*
- *COVID-19 Prevention Guide*
- *Re-Opening Plan*
- *Daily Infection Control Procedures*
- *Cleaning and Disinfecting Policies*
- *Physical Distancing Policy*
- *Customer Service Protocols*
- *Employee Health and Wellness*
- *Employee Testing and Return to Work*
- *Building Access and Public Appointment Portal*
- *Emergency Telecommuting Policy and Agreement*
- *Emergency Operations Center (EOC) Staff Reassignment*
- *AB 685 Notification to Employees and Labor Representatives*

- **Core Human Resources (HR) Functions**

- Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitment, testing and selection, administer protected leave programs, conduct and oversee personnel investigations and provide support to departments on employee performance management.

Status: Ongoing. Throughout the year, HR representatives' coach, counsel, and advise employees and departments on various issues pertaining to relevant Memoranda of Understanding and city policies/procedures, including interpretation and applicability; staffing and reorganization options; performance management; employee benefits; and retirement issues.

- **Equity Programming and Support**



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Update the City's Equal Employment Opportunity (EEO) Plan; Provide staff support for the Equity and Human Relations Advisory Committee; and facilitate diversity, equity and inclusion training for elected and appointed officials, and city staff.

Status: Staff developed bylaws for the Equity and Human Relations Advisory Committee (EHRAC); provided support, technical advice and administrative assistance to new EHRAC members as well as assistance in developing and disseminating a community survey and creating a work plan; facilitated three equity-related community conversations with the City Council Ad Hoc Equity Subcommittee and a diversity, equity and inclusion training session to appointed officials.

A request for proposals (RFP) was developed and consultants interviewed for the development of the City's Racial Equity Action Plan (REAP). It is expected that the REAP will be presented to City Council for consideration and adoption in FY 21-22.

The EEO Plan update has been delayed and will be completed in FY 21-22.

- **Labor Relations**

- Conclude negotiations with Firefighters and Fire Management bargaining units for successor MOUs which expired on December 31, 2019. Negotiate for successor Memoranda of Understanding with CCEA and CCMG for MOUs expiring on June 30, 2020 and the Police Management Group whose MOU is to expire December 31, 2020.

Status: One-year successor agreements have been negotiated with Culver City Employees' Association and Culver City Management Group with terms ending on June 30, 2021; Culver City Firefighters' Association and Culver City Fire Management Group with terms ending on December 31, 2021; and with Culver City Police Management Group with a term ending on June 30, 2022. Continued discussions with the labor groups in relation to revisions to the Civil Service Rules and alternatives to the Civil Service Commission

- **My Brother's Keeper**

- In accordance with the adopted Local Action Plan, expand the Student Internship Program for My Brother's Keeper (MBK) members for a paid summer internship. Develop a mentoring program for all students who participate in the Student Internship Program. The goal of this program is to develop leaders, introduce and encourage public sector employment and provide peer mentoring.

Status: On hold due to COVID-19.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- **Succession Planning**

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

Status: On hold due to COVID-19.

- **Training Program**

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

Status: Ongoing. Training sessions focused on policies related to COVID-19 and return to work protocols. Mandatory sexual harassment prevention training provided to employees and supervisors.

RISK MANAGEMENT

- Continue to offer a comprehensive Employee Wellness Program. Conduct a survey to solicit feedback from employees on current program and potential program ideas.

Status: Ongoing. Promoted health and wellness benefits offered by the City through a customized video, printed publications and virtual training sessions. Also facilitated the purchase and placement of hand sanitizing stations at City facilities.

- Expand Departmental Employee Safety Recognition Incentive Programs.

Status: On hold due to COVID-19.

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

Status: Ongoing. Developed and administered comprehensive return to work procedures related to COVID-19. Continued to facilitate and monitor mandatory Cal-OSHA training and ensure facilities are inspected on a regular basis. Updated the City's Injury Illness Prevention Plan (IIPP). Coordinated the following safety training sessions:

- OSHA – Personal Protective Equipment
- Hearing Conservation
- Respiratory Protection
- Slips, Trips and Falls



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

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

Status: Ongoing. Continue to provide reports to departments to use as a tool to inform training, safety and equipment needs, as well as to highlight the cost of injuries.

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

Status: Ongoing. No EFJA's have been updated in FY 20-21.

- Oversee the worker's compensation claims program, ensuring timely reporting of workers' compensation claims to the third-party administrator; Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations.

Status: Ongoing. Risk Management and Department staff work together to ensure prompt reporting of claims. The early notification allows for timely delivery of benefits, better claims management, and reduction in litigation. 87 new claims have been opened to date in FY 20-21, and 42 of those already closed.

- Review and evaluate settlement recommendations. Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.

Status: Ongoing. In regular communications with the Third-Party Administrator and legal counsel to strategize on claims settlement. A total of 8 cases have been settled in FY 20-21.

- Implement and monitor the citywide Certificate of Insurance Program.

Status: On hold due to COVID-19.

- Oversee property valuations on all city owned property.

Status: Complete.

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

Status: Ongoing management of claims. Due to increased benefits and the unavailability of work hours for certain staff due to site and program closures, staff has processed an unprecedented number of claims in FY 20-21.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

FISCAL YEAR 2021/2022 WORK PLANS

CITY CLERK

- **Core City Clerk Functions**

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

- **Legislative and Advisory Body Support**

- City Council Meetings and other CBC Body Support – Work with IT department to develop potential hybrid meeting attendance models to allow remote and in-person participation by the public post pandemic restrictions
- 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. (Joint Project with City Attorney's Office)
- Provide and/or track mandated trainings for elected and appointed officials and City employees.
- Oversee the annual recruitment and appointment process and implement an outreach plan to increase awareness of year-round opportunities to serve on a CBC
- Implement the process for a biannual written report-back to City Council on CBC activities.

- **Document Management System** (Joint Project with Information Technology Services Department and Konica Minolta)

- 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 2021-22 implementation is the completion of a WORM-compliant records center and automated workflow



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- **Record Accessibility and Electronic Request/Processing System**
 - Continue training of new members on use of Electronic FPPC Form filing system, track and archive entered records.
 - Make City records more accessible through development of an online portal for searchable resolutions and ordinances.
 - Develop an electronic workflow for Public Records Request processes and provide training and support to staff and general public.
- **Records Retention and Destruction Schedule**
 - Continue to provide oversight and direction on the process for citywide records destruction.
- **Municipal Elections**
 - Provide off-election year outreach to citizens and Culver City youth about the importance of voting.
- **Succession Planning**
 - Provide training, job shadowing and knowledge transfer within City Clerk's Office to address potential workforce gaps.

CULTURAL AFFAIRS

- Continue core division functions, including support of the Cultural Affairs Commission (CAC) and its various subcommittees in implementing Cultural Affairs programs and projects.
- Continue to participate and implement various initiatives of the Economic Recovery Task Force as pertain to Cultural Affairs, including a Virtual Performing Arts Center.
- Continue to implement the Art in Public Places Program, including commission of new artworks, development of new cultural facilities, completion of major restorations and ongoing maintenance. Review and recommend revisions to Culver City Municipal Code Chapter 15.06 pertaining to the Art in Public Places Program.
- Continue to improve outreach and marketing efforts (e.g. updating public artworks on City website and promotion of Cultural Affairs programs).
- Continue to implement the Historic Preservation Program in conjunction with new development projects. Review Historic Preservation Program and recommend updates as appropriate.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- Continue to implement and promote the Performing Arts Grant Program, including technological upgrades and focus on increasing the number of applications and diversity of the applicants.
- Continue the Artist Laureate Program including new public programming and activities.
- Continue to partner with Community Development Department on the cultural and preservation elements of the General Plan Update. Incorporate applicable goals identified in the Creative Economy engagement process.
- Continue partnership with Culver City Arts Foundation to raise additional funds and promote awareness of the City's cultural programming.

Human Resources

- **Administrative Policies**
 - Review and revise relevant Administrative Policies in collaboration with the City Attorney's Office.
- **Core Human Resources Functions**
 - Continue to manage core HR functions such as conduct classification and compensation studies, administer recruitment, testing and selection, administer protected leave programs, conduct personnel investigations and provide support and advice to employees and departments on personnel-related matters.
- **Equity Programming and Support**
 - Update the City's Equal Employment Opportunity (EEO) Plan; Continue to provide staff support for the Equity and Human Relations Advisory Committee; and facilitate diversity, equity and inclusion training for elected and appointed officials, and city staff. Continue to develop programming related to My Brother's Keeper and related initiatives adopted by City Council in the Local Action Plan.
- **Labor Relations**
 - Negotiate successor agreements with Culver City Employees Association (CCEA) and Culver City Management Group (CCMG) for Memoranda of Understanding (MOU's) expiring on June 30, 2021, Culver City Firefighters' Association and Culver City Fire Management Group with terms ending on December 31, 2021; and with Culver City Police Officers' Association and Police Management Group with MOU's expiring on June 30, 2022. Continue to engage with labor groups in relation to revisions to the Civil Service Rules and alternatives to the Civil Service Commission.



ADMINISTRATIVE SERVICES

RESP. MGR.: SERENA WRIGHT-BLACK

- **Succession Planning**
 - Develop internal training, job shadowing and knowledge transfer program to address potential workforce gap.
- **Training Program**
 - Develop a comprehensive citywide training program to address skills gap and provide professional development to prepare for promotional opportunities.

RISK MANAGEMENT

- Continue to offer a comprehensive Employee Wellness Program.
- Expand Departmental Employee Safety Recognition Incentive Programs.
- Evaluate the City's safety program for opportunities to enhance the program to create an organizational safety culture.
- Continue providing quarterly claim reports to each department, providing a summary of reported claims/losses and incurred expenses.
- Continue to update Essential Functions Job Analysis (EFJA) for various job classifications in support of the workers compensation program.
- Oversee the worker's compensation claims program, ensuring timely reporting of workers' compensation claims to the third-party administrator; Compiling facts, data, completing mandated forms, accident reports, and coordinating investigations.
- Review and evaluate settlement recommendations. Identify the City's short and long-term risk exposures through coordination with the claims administrator and legal counsel for best possible results.
- Continue to manage EDD/Unemployment/State Disability Insurance Claims.



TRANSPORTATION

RESP. MGR.: ROLANDO CRUZ

FISCAL YEAR 2020/2021 WORK PLANS

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

Mobility Services

- Conduct the Comprehensive Mobility Service Plan (CMSP) to rethink mobility services and management and offer the public with options that will reduce single-occupancy vehicle trips and emissions.

Status: Due to the pandemic, the Transportation Department will revisit the Comprehensive Mobility Service Plan in FY2022-2023 when CityBus, CityShare, and CityRide performance returns to more typical and less variable levels. In the interim, staff will continue to monitor performance using our Key Performance Indicators and adjust our services to provide the safest and most efficient service possible.

- Plan for and implement/pilot new and innovative mobility services and technologies such as on-demand microtransit to improve mobility options and reduce vehicle miles traveled.

Status: Staff spent the year collaborating with LA Metro to evaluate their efforts to develop a comprehensive Countywide microtransit program. The Transportation Department is now formalizing a partnership with Metro to leverage regional platform, branding, and Microtransit technology to reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. Culver City intends to lease own vehicles and utilize our operators to provide the service. The application, branding, and process will follow LA Metro's program.

Due to the reduced transportation demand during pandemic, Staff is holding back on the recommendation to implement this Microtransit service until sometime after the mobility lanes on Culver Boulevard and Washington Boulevard and the Circulator service are established. Staff intends to pilot a Microtransit service that will include Hayden Tract Business District, the E Line Culver City Station area, and Downtown Culver City in FY2021-2022. Given the changing transportation patterns and demands due to the pandemic, 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.

- Pursue the development and implementation of a performance management program to facilitate high success levels and measure the effectiveness of operations and employees. The program includes the integration of performance-based plans utilizing key performance indicators, establishing state of good repair targets, and establishing safety targets. Create an annual City Mobility performance report that summarizes performance compared to the stipulated targets.



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Status: In FY 2020-2021, staff have successfully implemented a process for regularly compiling, reviewing, and reporting on the agency's Key Performance Indicators. The Transportation Department's Management team reviews these metrics monthly, then reports quarterly to the Mobility Subcommittee. Staff also plan on presenting the agency's annual performance metrics to City Council at the end of the Fiscal Year. These metrics are intrinsically linked to the organization's strategic goals and allow Leadership to monitor and assess the agency's Operational and Financial performance, resulting in more informed decision making and the ability to grasp and address challenges. These new procedures have been communicated and formally documented in the Department's Standard Operating Procedures, and staff will continue to follow these new practices in the coming years.

- In pursuit of furthering the clean air goals of the City and complying with the state mandate for transit fleets to fully transition to zero emission vehicles by 2040, staff will pursue vehicle electrification options for all mature markets and pursue expansion pilot project opportunities for those still in development. Within transit, battery electric buses will be pursued in FY21, replacing existing CNG-powered buses. Within other city departments and general use, the Transportation Department will continue to evaluate the City's motor pool program to improve fleet efficiency and further reduce greenhouse gas emissions.

Status: In early FY21 Culver City staff successfully kicked off the Electrification project outlining to staff and Council the Transportation Department's policy for the electrification of the City's fleet. The policy considers market-readiness by vehicle subtype and operational requirements by using City Departments. The Transportation Department has applied for grant funding and continues to seek low-cost opportunities to introduce zero-emission vehicles to the fleet, either through grant funded pilot projects or with direct replacements when an asset is retired from service.

To comply with state requirements associated with the City's transit fleet, staff issued an RFP to hire a third-party consulting firm with the subject matter expertise to assist with program management and to draft a Long-Term Electrification Transition Plan for the Transportation Department, which will be submitted to the California Air Resources Board to satisfy Innovative Clean Transit program requirements. Staff also gained Council authorization and issued a purchase order to procure four new battery electric buses and a depot charger from New Flyer of America Inc, with a scheduled delivery date in August of 2021. Staff are planning to procure six additional battery electric buses in the upcoming fiscal year, bringing the total to ten, as well as planning to incur costs for the design of the fueling infrastructure necessary for the first ten buses.



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Mobility Management

- Work with other departments to update the City's Transportation Demand Management (TDM) Ordinance to manage mobility, as well as incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.

Status: During FY21, Staff has been working with Public Works and Community Development Departments on a list of TDM measures that can be applied toward developments. Staff will continue working jointly with these departments to update the TDM Ordinance and will also work to establish a TDM program in the future.

- Administer, manage, and grow the City's Micromobility Programs (Scooter share and the future bikeshare). Incorporate the concept of first and last mile connections with fixed route system, including the development of "Mobility Hubs" centered around bus stops and other key locations within the City.

Status: During FY2020-2021, Staff has rebranded micromobility as part of the Transportation Department's CityShare service, which includes the City's e-scooter share pilot program and the future bike share program. Staff has executed the operating agreement with Wheels to provide e-scooter share service in the City. Due to the lowered demand during the pandemic, the e-scooter share program is currently operating with one operator. Given the circumstances, there was expected variability in the operator's performance and declines have been seen in the total number of trips from FY21 Q1 to Q2. The creation of bike share program has been postponed to FY2022-2023. Staff will work collaboratively with Public Works to deploy an alternative bikeshare program in FY2021-2022 to support multi-modal mobility in the area. Staff will also start the planning on the update to the micromobility program requirements and guidelines with the long-term objective to manage and refine micromobility within the City to enhance and offer a well-rounded network of mobility services.

Improving Transportation Infrastructure

- Continue to work with City departments, regional stakeholders, and partners to gain an understanding of the costs associated with installation of electric vehicle supply equipment (EVSE) at various locations where fleet vehicles are parked for city and public use. Using the results of this study, create a plan to develop the City's electrical infrastructure to support the deployment of additional electric vehicles at City facilities and throughout the community for public charging.

Status: The Transportation Department continues to work with other City departments, regional stakeholders, and local utilities to better understand the costs associated with the infrastructure enhancements required to facilitate electric vehicle fleet use. Transportation is supporting Public Works SCAG funded study on Electric Vehicle Charging Stations, that will



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assist Culver City in promoting the development and deployment of Public Electric Vehicle (EV) charging infrastructure.

Staff continues to work with Public Works to analyze associated infrastructure improvements required to charge an electric vehicle fleet at City owned facilities. During FY21, staff awarded a contract to the Center for Transportation and the Environment to perform a detailed analysis and develop plans for the Transportation Facility in advance of the electrification of the Culver CityBus bus fleet. Staff will use its learned experience from this study and explore grant opportunities to do the same for other City locations.

- Collaborate with the Public Works Department on the Expo-Downtown Bicycle Connector Project to consider the design to improve our CityBus service and consider elements such as bus stops, new bus circulator service with autonomous vehicles, and future bus-only lanes. The Comprehensive Mobility Service Plan Project will assist in the evaluation of the service options and will also include a comprehensive transit lane feasibility study for all major transit corridors (such as Sepulveda Boulevard, Washington Boulevard, Jefferson Boulevard, Culver Boulevard, and Overland Avenue) in the City.

Status: In FY 2020-2021, with the direction from the City Council, Staff started the planning and implementation of the MOVE Culver City Project to pilot mobility lanes (bus and bike lanes) on three major transit corridors (Culver and Washington Boulevards, Sepulveda Boulevard, and Jefferson Boulevard) through the tactical urbanism approach. Staff hired a consultant team and kicked off the project for the first corridor in the Downtown Culver City / E-Line Culver City Station / Arts District area in October 2020. The initial phase of the first corridor project included a robust and comprehensive community engagement process that included multiple roundtable meetings and workshops where community stakeholders, including residents and businesses, were able to provide input and feedback on the design of the project. Transportation staff also created the Community Project Advisory Committee (CPAC) as a forum for stakeholders and experts to advise and provide technical expertise on the project, and finally a project website was launched to provide information and updates on the project. With the final design approved by the City Council, Staff is currently working to procure the contractor(s) and materials necessary to install the mobility lanes and various other project components in May and for the go live targeted for May/June 2021. Due to this project, the Expo-Downtown Bicycle Connector Project has been postponed and may be replaced with the mobility lanes pending the evaluation of and recommendation from the MOVE Culver City Project.

- Implement Bus Stop Improvements Phase 2 Project to expand on the use of LED solar powered real-time bus stop signs with security lighting throughout Culver CityBus service area and continue to replace older furnishings and improve sidewalk and roadway within the Culver City limits.



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Status: Staff created a comprehensive Bus Stop Improvement Plan to replace all bus stop furniture within the City of Culver City by the end of the CY2022, including increasing our LED solar powered real-time signs to reach 67% of our customers at all Culver CityBus bus stops. Staff implemented a five-year agreement with a bus stop furniture maker and a contract with a construction company to complete the upgrade of fifty (50) bus stops by July 1, 2021. Staff is now fast tracking and intends to complete before the end of the Fiscal Year the bus stops that are being impacted by the Move Culver City project, including introducing the new "Gateway" Mobility Stop in up to three locations. This project will continue into FY 2021-2022 as Bus Stop Improvement – Phase 3.

- Expand and enhance Transit Technology projects to improve the reliability and service delivery of fixed route and other mobility services. Staff will create a technology roadmap that incorporates plans to design and implement Mobility-as-a-Service (MaaS) application, Radio Voice over Internet Protocol (VoIP) for better radio voice quality, public Wi-Fi on buses, automated payroll for departmental employees, in addition to route scheduling, daily dispatch, workforce management and timekeeping to improve operational efficiency.

Status: Due to the onset of the COVID pandemic and other competing priorities, implementation of a comprehensive Technology Roadmap was pushed out to FY 2021-2022. However, staff moved forward with the critical project of designing and implementing MAIOR, a Transit Scheduling and Operations Workforce Management software solution. This solution will integrate with our recently implemented CAD/AVL system NextCCBus. This project formally kicked off in October of 2020 and is currently in the design phase.

The Transit Scheduling Suite will feed into the CAD/AVL system and will help us optimize our vehicle and operator scheduling, address real-time service changes and most importantly help us control our operating costs. This Workforce Management will receive data from our CAD/AVL system and automate what are currently burdensome manual tasks such as time keeping, attendance tracking, benefits management and the manual generation of the Bus Operator Daily Assignment Sheet to a computer-based program, which monitors all applicable city state, federal regulations. The MAIOR software suite will also allow Operators to access their daily work schedule; accruals; notifications; disciplinary documents; performance reviews etc. from an Operator's personal computer or cellular device. Staff will continue to develop, test, train and implement the MAIOR software suite throughout the next two fiscal years.

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

- Develop a ten (10) year financial plan for the Transportation Department that includes all revenue sources, operating and capital needs, and identifies funding gaps. Pursue and secure additional transportation funding sources to fill those gaps via public-private partnerships, competitive grants, and TDM fees. Incorporate Transit Capital Improvement Plan into the City-wide capital program.



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Status: Staff is currently evaluating long-term financial needs to accomplish ten-year objectives. This effort is continuing to evolve considering the pandemic. Funding sources like farebox revenue are currently contracting whereas federal assistance is likely to expand. Staff is using the previously generated five-year plan on revenue forecasts to incorporate the effects of farebox revenue, local, state, and federal assistance as well as the long-term aid likely to be provided through federal stimulus in the near-term. These forecasts are being expanded to ten years based on current estimates.

Operating expenditures are forecasted based on current trends and adjusted to reflect our anticipated service changes. Reliable long-term forecasts are truly dependent upon the completion of the Comprehensive Mobility Service Plan. To forecast future costs for the electrifying of the fleet, staff has hired a consultant and is completing a strategic cost analysis. The cost analysis will include the savings of using electricity as a fuel to fold into the operating forecasts and the increased costs of infrastructure that will be folded into the facility capital plan. These recommendations will be brought to council in 1st Quarter FY 2021-2022. The team also has completed a facility condition assessment, which included a ten-year forecast of facility and equipment needs that will be folded into the Capital Plan that includes vehicle forecasts.

Understanding that there is an immediate shortfall resulting from the capital needs to electrify the fleet, staff has been aggressive in its applications for grant funds and is expanding staff to continue seeking grants. A grant calendar has been created and will be reported on Quarterly to the department head to ensure progress towards matching the future operating and capital needs to our revenue.

- Complete analysis of Culver City Vehicle and Supporting Equipment Replacement Fund. Identify funding shortages and perform a city vehicle utilization study by the end of FY21.

Status: Placed on hold due to staff limitations; analysis to be performed and completed by the end of FY 2021-2022.

- Procure and implement a data management system to aggregate data from multiple sources, enabling enhanced performance monitoring and reporting functions, with specific support for the complex National Transportation Database (NTD) submission.

Status: This effort has been indefinitely placed on hold due to budget constraints and lack of staff resources.



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- Implement the City's newly developed Internal Controls processes and procedures to ensure cash handling, grants management, reporting, fleet utilization and asset management are in compliance with government accounting standards and City policies.

Status: Staff is revising the Department's business processes to align with internal control recommendations as outlined in the Moss Adams report provided to the Finance Advisory Board in 2019. Efforts to meet internal control recommendations are as follows:

- *Transportation is pursuing the use of the Munis system to integrate management of grant awards with ERP system. It is expected that staff will begin the development of requirements for integration of program and financial data by the close of FY 2021 Quarter 3. In the interim, internal processes have been created to track the status of every grant.*
 - *Segregation of Duties: The Transportation Department has begun implementation of the findings outlined in the Moss Adams Cash Handling Internal Controls Improvement report. Staff duties are being aligned with the hiring of an expanded secretary position to handle accounts payable duties and have further segmented responsibilities for revenue collection with current staff.*
 - *Cash handling has been further refined with the development of standard operating procedures which ensure greater accountability for individual cashier till reconciliations and management oversight of cashier activity.*
 - *Transportation staff updated its Transportation Asset Management plan in October 2020 to address the internal controls and include an Asset Management Software plan. Staff has begun to implement improvements to expand the department's ability to manage its fleet and facility assets, utilizing our two asset management software and is in the process of hiring the new Facility Supervisor to coordinate asset management activities.*
- Incorporate sound project management principles in the planning, operating, and capital programs within the Transportation Department, including Quarterly reporting of performance.

Status: In FY2020-2021, staff underwent a process of implementing and rolling out robust project management policies and procedures to assist staff in the successful implementation of capital projects. The Transportation Department oversees a variety of complex capital projects that range in complexity of scope, resources, and energy. Staff created and implemented a Standard Operating Procedure for project management. A critical component of this was to begin a Quarterly review of the agency's major capital projects with the entire Leadership team. Staff now generated a quarterly update that includes a detailed overview of the project's status and performance with regards to scope, budget, and timeline, as well as justification or reasons for deviation. The update also includes a breakdown of current risks, mitigation strategies, what was accomplished in the previous quarter and what will be



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accomplished in the upcoming quarter. This exercise helps foster intradepartmental collaboration, transparency and accountability and helps to convey critical information across all levels of organization that may be impacted by a project. Staff will complete an introduction of a capital call process for FY 2021-2022 budget, generating a complete list of needs for the future, funded and unfunded. These new procedures have been communicated and formally documented in the Department's Standard Operating Procedures, and staff will continue to follow these new practices in the upcoming year.

Departmental Initiatives

- Expand on communication efforts by pursuing a well-constructed strategy for driving community and employee engagement. Community engagement programs will foster two-way communication that improves understanding of services provided and embraces feedback for performance improvement. Employee engagement programs will provide transparency and pursue involvement in recommendations and decisions.

Status: The pandemic's arrival and existence during FY 2021-2022 has changed the scope and our vision of engagement for our employees and community. We have turned to technology solutions. All our employees have received access to city email and by the end of FY21 will have easier virtual access at work, on their phones or home computers. We have started using automated surveys to get feedback and are continuing to use virtual employee focus groups and committees.

Community engagement efforts have also turned towards expanding our technology outreach with social media and virtual focus group and committee meetings. Our largest efforts have been in the rollout of Move Culver City, with over 100 different community efforts, multiple mailings reaching 10,000 community residents and over 30,000 social media hits. All new procedures have been communicated and formally documented in the Department's Standard Operating Procedures, and staff will continue to follow these new practices in the upcoming year.

- Continue to develop and implement a Safety Management System (SMS) within the Culver City Transportation Department. The SMS is a proactive risk management approach that includes a safety policy, safety risk management, safety assurance, and safety promotion.

Status: The department implemented and certified our Public Transportation Agency Safety Plan (PTASP) in July of 2020, meeting the original deadline established by the Federal Transit Administration. The certified plan that complies with the Federally mandated Safety Management System included the introduction of three employee safety committees to support and engage our employees in SMS activities. Staff continues to develop policies and procedures to support our SMS principles and integrate safety into all our CityBus, CityFleet, CityRide, CityShare, and Mobility planning services. During the coming years, the



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established Safety Management Committee will review and update our PTASP to continue working towards an optimal level of system safety

NEW WORK PROGRAMS FOR FISCAL YEAR 2021/2022

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

Mobility Services

- **CityBus and CityRide Services:** Continue to monitor and evaluate existing fixed route and on-demand services and initiatives to propose and implement adjustments to service and operations in response to the changing transportation landscape and post pandemic period. Utilize performance measures/key performance indicators to prioritize and improve service delivery.
- **Circulator Service:** The Transportation Department is expanding our fixed route service with the implementation of the new one-year pilot Circulator service in late FY21. Staff will monitor and adjust as needed to serve the ridership needs of the community. In addition to evaluating the performance, staff will research, and consider other alternative mobility choices to meet our goal of moving people easily throughout the downtown corridor with the intent of coming back to council with a plan to continue, modify, or terminate the service. 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...).
- **Fare Equity Initiatives:** In order to support the goal of creating an accessible, equitable, and sustainable public transportation system, staff intends to work with and explore a partnership with LA Metro and the LA County free fare initiative. As a first step, staff will explore and seek funding for a pilot program to provide free fare for low-income residents (target date January 2022) and for students K-12 (target date August 2022). Staff will budget funds necessary to perform a Title VI review, establish metrics for measuring success and to return with a recommendation to Council in the 2nd Quarter of FY2021-2022.
- **Microtransit:** Staff is partnering with LA Metro to implement Microtransit service in late FY 2021-2022 utilizing our operators and leased vehicles. The Microtransit pilot will leverage regional platform, branding, and Microtransit technology to reduce overall program costs while providing seamless connectivity and mobility user experience across the region and maintaining Culver City's management and operations of such service. Goal is to have a partnership agreement with Metro in place by end of calendar year 2021 and implement the service in calendar year 2022 for the first pilot area in Hayden Tract Business District, E Line Culver City Station, and Downtown Culver City. Staff will work



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with the businesses to assess the transportation needs and timing of employees' returning to work to determine the service implementation date and refine the service to address the demands. After the service is established, Staff will evaluate the pilot and recommend how this new mobility service would integrate with and refine the CityBus and CityRide services.

- **Expand Battery Electric Bus Fleet:** In accordance with the Innovative Clean Transit rule and in compliance with City policy related to fleet electrification, the Transportation Department will procure and place into revenue service six additional battery electric buses by December 2022. Staff will continue to monitor performance and develop procedures to improve operator performance, route performance, maximize battery life, charge management, and electricity management.
- **CityShare (Micromobility) Services:** Staff will continue to manage the City's e-scooter share program, expanding when possible and collaborate with Public Works Department to establish bikeshare service as part of the City's micromobility program. As the Council approved LA Metro bike share program has been postponed to FY2022-2023 due to LA Metro's recommendation, staff will work collaboratively with Public Works to deploy an alternative bikeshare program in FY2021-2022 to support multi-modal mobility in the area.
- **CityShare (RideShare) Services:** Staff will be reviewing and modifying the existing Culver City RideShare program in light of the pandemic to better understand how best to support the shift of traffic demands and to promote working from home and / or use of other mobility services should they come to work. CityShare will eventually encompass the management of programs and monitoring of local business rideshare programs, as developed in the Transportation Demand Management program.

Mobility Management:

- **Prioritized City-wide Mobility Initiatives:** The Transportation Department will engage and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation departments to develop a process to identify and prioritize city-wide mobility initiatives. This three-year strategic plan will provide the basis for the individual departments to secure funding, perform preliminary planning and implement a project plan by the individual departments.
- **Transportation Demand Management (TDM):** The Transportation Department will engage and collaboratively support the joint initiative of Community Development, Public Works, and the Transportation Departments to prepare interim parking and mobility zoning code amendments for new entitlements projects in the pipeline pending development of a new TDM Ordinance in 2021-2022. The departments will utilize a consultant to research best practices and will include a program to incentivize and promote the use of alternative modes of transportation by residents, visitors, and workers.



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Improving Transportation Infrastructure

- **MOVE Culver City:** Staff will continue to develop and implement quick-build mobility lane pilots on three major transit and access arterials (Culver and Washington Boulevards, Sepulveda Boulevard, and Jefferson Boulevard). With guidance from City Council, Mobility Planning Staff began the design and implementation of the mobility lanes on the first corridor (Culver and Washington Boulevards) starting in October 2020 and will procure the contractor(s) and materials and install the mobility lanes with the go live targeted for May/June 2021. In FY 2021-2022, Transportation staff will closely monitor the first corridor pilot project to respond and pivot to any changes needed to make the lane successful, report quarterly on the performance of the mobility lane, and to come back with a recommendation on next steps after the first twelve months. During the first part of the fiscal year, Transportation staff will work with Public Works and the Community Development departments and the Downtown Business Association to also assess and create a long-term vision for the Downtown. In the latter half of the fiscal year, staff will also kickoff the preliminary planning and designing concepts for the additional tactical mobility lanes in the Sepulveda and Jefferson corridors. Staff intends to bring a recommendation by the end of the Fiscal Year on these two corridors, with a goal of implementations being done in FY2022-2023.
- **Transportation Facility Electrification:** In support of the goal to electrify the bus fleet by 2028, Transportation staff will complete the Long-Term Facility Electrification Plan by 2nd Quarter FY 2021-2022. Staff anticipates that construction of permanent infrastructure (Phase I of LT Facility Electrification Plan) to support operations of 10 battery electric buses will begin in early 2022 and completed by the end of CY 2022.
- **Bus Stop Improvements – Phase III:** In FY 2020-2021, staff created a Comprehensive Bus Stop Improvement Plan (BSIP) to update all of Culver City bus stops by the end of CY2022, establish a new mobility guideline to support buses and alternative mobility options, and to expand our security and real-time information efforts for all bus stops within the system, with a target of serving 2/3 of our customer base. In FY 2021-2022, we will continue our efforts in all these areas.
- **Technology Roadmap:** In order to best support the agency's business initiatives going forward, staff will implement a technology roadmap process for the Transportation Department in collaboration with the Information Technology department. By creating a plan of action, or technology roadmap, staff will implement and phase in new technology solutions as well maintain existing ones. Our technology roadmap process will integrate strategic goals, new system capabilities, release plans, milestones, resources, training, challenges, and status reports, and will serve as an important tool to improve the technological systems and efficiency of the Transportation Department. Staff will incorporate and develop plans for new initiatives such as:
 - *Communications (Radio future – cellular Voice over Internet Protocol)*



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- *IoT (Internet of Things)*
 - *Bus on-board architecture (i.e. Automatic Passenger Counters, Public Wi-Fi, etc...)*
 - *Cloud & Hosting Services*
 - *Real-time performance metrics (KPI, knowledge base, tools, reporting ...)*
 - *Customer Information*
 - *Connected & Autonomous Vehicles (Bus Signal Priority, future buses etc...)*
 - *Mobility as a Service (Next CCBus integration with other systems and mobility services)*
- **Facility Video Surveillance:** Plan and collaborate with the City's Information Technology department on the installation of new security camera system throughout the Transportation Facility. The security camera system must meet the State of California's regulations for recording and storage retention through the procurement of upgraded equipment. The current surveillance system has reached the end of its useful life and lacks the capacity established by the state of California. Metro's Prop 1B Transit Security Bridge funds have been allocated to the Transportation Department to use for this project.

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

- **Ten-Year Capital Forecast:** Building on FY 2020-2021 efforts, the Transportation Department will begin to construct a financial model that will factor in all capital sources of funding and program them against evolving project estimates to create a long-term forecast and outlook. This will be folded into the Operational Revenue and Expenditure plans. Staff will utilize a third-party consultant to assist with the development financial intelligence that will inform and validate the model. The resulting ten-year forecast will provide a working document for continual update and ongoing review as additional sources of capital are identified and secured.
- **Equipment Replacement Fund (ERF):** Transportation Department staff will reconcile the ERF against vehicle replacement data derived during staff's study of asset utilization (to be completed by January 2022). During FY 2021-2022, staff will be implementing a new capital asset management software that will allow staff to perform whole life costing and analyze the total cost of each fleet asset over its lifetime, from budget approval and procurement through to disposal including purchase, utilization, maintenance, operation, and disposal. This system will also automate forecasting of fleet capital needs and associated expenditures, thus replacing our current manual process.
- **Grant Management:** Recognizing the long-term funding gap identified in prior fiscal years, the Transportation Department will seek and apply for federal, state, and local opportunities to increase departmental revenue to finance the prioritized capital projects. Additionally, the department will apply for any new opportunities it identifies or is awarded from intergovernmental sources such as federal stimulus. The department will also ensure it remains in good standing with all grant funding organizations, including the completion of



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program updates this year on Title VI and the Equal Employment Opportunities. Staff will collaborate with the Human Resources department on the update of our citywide EEO program to meet the federal requirements. Transportation will further standardize its reporting and processes to ensure it is utilizing all available funding resources in the most efficient and productive way and maintains full compliance with all grant funding requirements.

Departmental Initiatives

- **Workforce Management & Business Process Improvements:** The Transportation Department has committed to embracing technology with the goal of enhancing its service and improving overall operations and business processes. To achieve this goal, the agency has contracted with Clever Devices, Ltd. to implement the MAIOR software suite. This software solution is an integrated system to our CleverCAD system that provides fixed-route scheduling and run-cutting tasks as well as improves the efficiency of routinely performed operational tasks including management of employee personnel information, bidding, daily scheduling, workforce management, daily dispatching, employee performance management, and timekeeping / payroll integration. Staff will complete the Design Phase the MAIOR Workforce Management software and begin the development phase in FY 2020-2021. Staff is anticipating the deployment of this phase by Spring of 2022. Phase II will carry into future years.
- **Facility Master Plan:** Staff will be incorporating the findings of the Transportation Facility Condition Assessment completed during FY21 and the Long-Term Electrification Transition Plan that will be completed during FY 2021-2022 into a detailed Facility Maintenance and Facility Asset Management Plan for the Transportation Facility. The plan will include a twenty-year forecast of capital improvements required to maintain the Culver City Transportation Facility in a state of good repair. This Plan will guide immediate and short-term capital improvement projects including charging station installations, air conditioning replacements, and roof repairs as well as longer term projects like renewable energy generation and storage solutions.
- **Short Range Transportation Plan FY 2022-2024:** In FY 2021-2022, staff will begin updating the agency's Short-Range Transportation Plan (SRTP) for Fiscal Years 2022 through 2024. As a recipient of Federal and State funding, the Culver City Transportation Department is required to complete and submit a plan to LA Metro as LA County's Transportation Planner on a triennial basis. The SRTP outlines the agency's challenges, financial position, priorities, and initiatives, and is intended as a strategic guide for implementing the agency's mission and vision over the next three years.



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES – 2018- 2023 Priorities

Goal: Enhance Mobility and Transportation

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

Status: Mobility and Traffic Engineering Division made significant progress during FY 20-21 in the continuous effort to achieve a multi-modal transportation system.

The Division completed the Bicycle and Pedestrian Action Plan (BPAP), which was approved by Council in June 2020. Staff also applied for multiple grant programs during FY 20-21 to implement projects contained in the BPAP.

Additionally, staff produced Complete Streets Design Guidelines to guide both the City's capital projects, as well as public improvements through private development.

Implementation of Metro Bike Share is ongoing. We are currently waiting for updates from Metro on changes to their Bike Share program.

The plan of action and schedule for the Expo-to-Downtown Connector have changed to accommodate establishment of pilot mobility lanes, however, a Metro Active Transportation (MAT) grant was recently awarded to the Public Works Department for implementation of bicycle and pedestrian improvements on Washington Blvd between Landmark St and Helms Ave.

Goal: Revitalize Ballona Creek

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

Status: The Departments of Public Works and Community Development collaborated on a Sustainable Transportation Planning grant application for planning, preliminary design, and community outreach for the Ballona Creek Extension project, which unfortunately was not selected for funding. The Public Works Department, however, was awarded a grant from the



PUBLIC WORKS

RESP. MGR.: CHARLES HERBERTSON

Baldwin Hills Conservancy for design and construction of sustainability, accessibility, and safety improvements on the Ballona Creek Bike Path between Duquesne Ave and National Blvd.

ADMINISTRATION

- Veterans Memorial Complex/Senior Center Microgrid Next Steps: Hire a consultant to modify existing electric load profiles to reflect electrification of the facilities as an additional option to consider, to prepare updated solar/battery cost estimates as a result, to prepare bid documents to hire an energy firm that would own the equipment via a Power Purchase Agreement, to help staff evaluate and select an energy firm, and to negotiate a contract with the selected energy firm. Funding for this to be requested through the FY20-21 budget.

Status: As a result of pandemic-related budget constraints, this project has been placed on hold and will be re-evaluated for implementation in FY 21-22.

- Employee EV Charging at City Hall: Increase City Hall's eight existing 240-volt (Level 2) charging stations on P2 for employee use by an additional 4 for a new total of 12. Nearly all the existing EV charging stations are now occupied and expanding the program to include 4 additional stations will encourage staff to acquire EVs. The existing transformer will handle up to 4 more stations. Additional funding required through the FY 20-21 budget process.

Status: All existing EV Charging Stations created for employee use are now occupied. As a result of pandemic-related budget constraints, expanding the number of EV Charging Stations at City Hall for employees has been placed on hold and will be re-considered for implementation in FY 21-22.

- Certified Sustainable Business Certification Program: Continue the program for a fourth year under the existing 2-year consultant contract.

Status: As a result of pandemic-related budget constraints, this annual program has been placed on hold and will be considered for continuation in FY 21-22.

ENGINEERING

- Implement the City's Capital Improvement Program FY 20-21

Status: Multiple projects were completed in FY 20-21.

The Real Time Parking Project was completed in FY 20-21, which displays available parking spaces to the public at Cardiff, Ince, and Watseka Parking stations, as well as future Expo parking at Washington Blvd and National Blvd.



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Construction of the \$6 million Bankfield Sewer Pump Station project was completed in FY 20-21. This project was awarded "Project of the Year" by APWA for projects in the drainage, water, and wastewater category for cities with populations less than 50,000.

In FY 20-21, the City completed the Skatepark Restroom/Office project.

Also completed in FY 20-21 was the \$2.5 million Citywide Adaptive Traffic Control System. This project replaced all 106 traffic controllers with new 2070 traffic controllers. The project also updated all traffic timing at intersections to improve the efficiency of movement of vehicles, bicycles, and pedestrians.

The Engineering Division continues to work closely with the Mobility and Traffic Engineering Division to manage the construction of several of grant funded projects.

- Complete final design of Bristol and Fox Hills Sewer Pump Station Diversion to new Bankfield Sewer Pump Station.

Status: Design of this \$6 million project is 90% complete. The final design plans and specifications will be completed by Spring 2022.

ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Implement food waste and compostable paper products recycling program for single family residents. Staff will continue to add businesses in accordance with AB 1826 and SB 1383.

Status: Fully implemented for single family residents, on-going for commercial.

- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials. Staff will update municipal code to include new recycling and organics mandates required by State Legislation and by the City.

Status: Aerobic Digestion RFP developed in second quarter FY 20-21. Release of RFP anticipated in third quarter FY 20-21.

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

Status: As a result of pandemic-related constraints, this the program did not get implemented with the CCUSD or WLA College. SB 1383 Food Recovery Agreements were in review with the City Attorney's Office in second quarter FY 20-21. Research costs to purchase a stake



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bed vehicle and research non-profit partnerships to donate food for city transport is planned for fourth quarter FY 20-21.

- Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to insure compliance with both the original Polystyrene Ordinance and the new amendment.

Status: Adoption of an amended ordinance was postponed in response to pandemic-related restaurant closures. An Environmental Compliance Inspector was hired in first quarter FY 20-21 and contacted several restaurants providing take-out and delivery that were reported as non-compliant with the current ordinance. Staff presented Proposed Polystyrene Ordinance Amendment to the Sustainability Sub-Committee in second quarter FY 20-21. Staff presenting Amendments to City Council in third quarter FY 20-21. Ordinance adoption anticipated in fourth quarter FY 20-21.

- Fats. Oils. Grease. (FOGS) Collection Program: The City will continue to research franchising the collection of FOGS citywide. Staff will research the possibility of franchising the FOGS Program. If determined that the franchise would be more environmentally sustainable, the City will issue an RFP for collection of the FOGS materials citywide.

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

- Zero Waste at City Facilities: Staff will begin implementation of Zero Waste Program at Police Department (Q1 and Q2) and Parks/Veterans Building (Q3 and Q4).

Status: In February 2020, staff had begun coordinating with PRCS and the Police Department to implement zero waste programs at those facilities. As a result of pandemic-related budget constraints, this program has been placed on hold and will be considered for implementation in FY 21-22.

- New Container Installment Program: Several multi-family residences within the City remain without automated container service. Staff will continue adding recycling programs to multi-family complexes with more than 10 units.

Status: Program completed. EPO delivered recycling containers to 910 multi-family units to comply with recycling legislation.

- Household Hazardous Waste Collection Program (HHW Program): Staff will award a contract and implement HHW curbside Collection program during the 3rd quarter of FY 20-21.

Status: Staff developed an educational HHW Video (under Educational Resources) in first and second quarters FY 20-21. During second quarter FY 20-2, staff awarded two contracts



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for HHW Program: (1) Homeboy Electronics Recycling for quarterly events and MF events; and (2) ACT for transfer station collection, emergency services and SF collections. HHW curbside collection program will be implemented in fourth quarter FY 20-21. A fee for this service will be invoiced to residents wishing to use this collection service. Otherwise, residents will still have the option to use LA County services.

- Transfer Station Structural Improvements. Staff will send out a request for construction bids for Transfer Station structural improvements during the first quarter FY20-21 with anticipated construction during the second quarter FY 20-21.

Status: Budgeted funds were used to repair structural damages to the transfer station floor. Repairs were completed in second quarter FY 20-21. (A video of the Transfer Station Floor Repair is available for viewing.) A bid to construct a push wall at the Transfer Station will be published in third quarter FY 20-21.

- Route Optimization Program: Staff has researched various software programs to enhance collections performance. Routing Optimization program to be implemented in FY 20-21.

Status: As a result of pandemic-related budget constraints, this program has been placed on hold and will be re-evaluated for implementation for FY 21-22.

- Customer Billings Software: Current software used to bill customers for waste management monthly services is outdated and needs replacing. Purchase and implementation of new billing system, if approved by other departments in FY 19/20, will be dependent upon rate structure.

Status: As a result of pandemic-related budget constraints, this program has been placed on hold and will be re-evaluated for implementation for FY 21-22.

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

Status: Ongoing.

- Stormwater Quality Master Plan: Staff to continue developing Stormwater Quality Master Plan comprising of regional, green streets, and low impact development projects that collectively will comply with the Ballona Creek EWMP and MS4 Permit. Work will include data collection; coordination with other City departments, Ballona Creek Watershed Group, utility companies, and Culver City Unified School District; project prioritization based on 5-year and 10-year program; seek private-public partnership opportunities; prepare concept reports; coordinate and conduct public outreach; and pursue Grant funding opportunities.



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Status: Draft SWQMP completed. On November 10, 2020, consultants from Blue Ocean presented the draft SWQMP to the Sustainability Sub-Committee, which included identification of priority projects such as Syd Kronenthal Park. In third and fourth quarters of FY 20-21, staff will determine next steps regarding outreach and prioritization of implementation.

- Storm Water Program Management: Ongoing work with Ballona Creek and Marina Del Rey watershed agencies to implement Enhanced Watershed Management Programs (EWMPs) and Coordinated Integrated Monitoring Plans (CIMPs) submitted to the Los Angeles Regional Water Quality Control Board (RWQCB) as required to comply with the current National Pollution Discharge Elimination System (NPDES) permit and applicable Total Maximum Daily Load (TMDL) regulations. On-going participation with the Central Santa Monica Bay Watershed Area Steering Committee.

Status: The City continues working with Ballona Creek and Marina del Rey watershed agencies discussing the upcoming CIMP updates and submit RAA-related projects. The MS4 Annual Report has been submitted. Staff continues to hold a seat on the WASC during FY 20-21.

- Storm Water Public Outreach and Facility Inspections: Produce and disseminate materials to educate residents, businesses and school children about storm water pollution. Conduct facility inspections of restaurants, retail fueling stations and other commercial/industrial sites to verify appropriate storm water BMPs are used. Implement Clean Bay Restaurant Certification Program (Clean Bay Program) through the Santa Monica Bay Restoration Commission (SMBRC). Staff will continue stormwater outreach throughout the year with community meetings and CCUSD.

Status: During FY 20-21, the City developed a sustainability mascot named "Olive" who will be featured on t-shirts for Adopt-A-Creek events, produced an Adopt-A-Creek Video, and created an educational coloring book. A new tab was added to the EPO Trash & Recycling webpage, titled "Educational Resources," which includes outreach, such as videos, the coloring book, and posters. Staff regularly attends the CCUSD sustainability meeting to discuss programs.

- Culver Blvd Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Blvd from Sepulveda Blvd to Elenda St to comply with Ballona Creek Watershed EWMP. Project will be in full construction with anticipated completion September 2021.

Status: Construction began February 2020 and continues on schedule, with completion expected second quarter FY 21-22. During FY 20-21, staff submitted reimbursements to the State for the Prop 84 Grant Funds in the amount of \$ 7.7M. The City received \$540,000 from Measure W Municipal Funds for the project in second quarter FY 20-21. The Beverly Hills



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and Culver City agreement was executed and funds from Beverly Hills are anticipated for fourth quarter FY 20-21. The City received a grant from the Metropolitan Water District for \$500,000 in second quarter FY 20-21.

Staff designed Manhole Covers specific to the project that were received in third quarter FY 20-21. The City awarded a contract with Trigger Inc. to develop an augmented reality campaign for future educational outreach about the project.

- Mesmer Pump Station Diversion Project: Develop Mesmer Pump Station as a dual sanitary sewer station and dry weather diversion pump station. Urban runoff from Centinela Creek will be diverted to Mesmer Pump Station for conveyance to Hyperion Treatment Plant for treatment to comply with Ballona Creek Bacteria TMDL. Design completed by Q2 FY 20-21 with construction to begin Q4 FY 20-21.

Status: The City received a 404 permit from the Los Angeles County Flood Control District. The Army Corp 408 permit was approved. The City was awarded \$950,000 from Measure W funding and \$607,846.99 from GLAC IRWM. Design was completed fourth quarter FY 20-21.

MOBILITY & TRAFFIC ENGINEERING

- Apply for regional, state and federal grants to fund infrastructure and non-infrastructure projects that support the City's multi-modal transportation system. Staff applied for the State Sustainable Transportation Planning and Office of Transportation Studies (OTS) grant programs for the development of Complete Streets Design Guidelines and Citywide Safety Education Program. Staff will continue to apply for grants in 2020 including Highway Safety Improvement Program (HSIP) and Active Transportation Program (ATP) grants for infrastructure and non-infrastructure projects.

Status: Mobility and Traffic Engineering Division submitted six Highway Safety Improvement Program (HSIP) grant applications, two Active Transportation Program (ATP) applications, one Office of Traffic Safety (OTS) application, one Baldwin Hills Conservancy application, one Metro Active Transportation (MAT) grant application, one Quick-Build application, one Southern California Association of Governments (SCAG) Sustainable Communities application, and two State Sustainable Transportation Planning grant applications. As of February 2021, the following projects had been awarded funding:

- *\$157,000 Quick Build grant to redesign the intersection of Overland Ave, Ranch Rd, and Kelmore St using temporary devices for the purposes of enhancing visibility, safety and operational conditions;*
- *\$1,956,529 MAT (Metro Active Transportation) grant for design and construction of pedestrian improvements and Class IV bikeway on Washington Blvd in the vicinity of the E-Line Station;*



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- \$1,952,500 of SB1 funds awarded by the Baldwin Hills Conservancy for the design and construction of sustainability, safety, and accessibility improvements on the segment of the Ballona Creek Bike Path from Duquesne Ave to National Blvd (1.1 miles);
 - \$47,000 OTS grant for citywide multi-modal traffic safety education program for seniors, working adults, school age students, and transients; and
 - \$842,496 grant of Measure M sub-regional funds for the design of pedestrian improvements, as well as Class II & IV bike lanes on Overland Ave and Playa St corridor between Washington Boulevard at the northerly end and the Culver City Transit Center at the southerly end. The corridors alignment extends for a length of 2.8 miles.
 - \$842,496 of Measure M sub-regional fund for the design of pedestrian improvements, as well as Class II&IV bike lanes on the Overland Avenue and Playa Street corridor between Washington Boulevard at the northerly end and the Culver City Transit Center at the southerly end. The corridors alignment extends for a length of 2.8 miles.
- Bike Share Program: Implement Bike Share Program that addresses Council strategic goals and objectives. Council approved the establishment of Metro Bike Share in Culver City. Staff conducted locations review and identified twelve station locations to be established in 2020. Currently coordinating with Metro to establish the agreement to implement and operate the Program. Program implementation to occur in 4th quarter of FY19-20 with continuing operations, observations and data collection occurring into FY20-21.

Status: Based on recommendations by the Bicycle and Pedestrian Advisory Committee (BPAC) and City Council, the number of bike share stations has increased from 12 to 15 locations and associated field work was completed. The number of Classic and Electric bikes has also been agreed upon. Metro, however, requested postponing deployment of a Metro Bikeshare Program in Culver City for a couple of years, until their ongoing changes in equipment and contractor are completed. In the meantime, the Public Works Department will seek recommendations from BPAC regarding alternative Culver City providers until such time it is possible to join a Westside Metro Bikeshare Program.

- Establish a multi-modal data collection program. This includes a bi-annual automated and manual traffic counts for road segments and intersections, respectively. This program should also include speed surveys every five to seven years, to adequately set and enforce speed limits. Staff commenced a comprehensive database using intersection and segment counts collected as part of the General Plan update, data collected for development traffic studies, signal timing charts, etc. Staff also coordinated with the Police Department and updated the collisions data in CrossRoads software, which will be updated quarterly. Staff will seek funding to perform the speed surveys and additional multi-modal volume count locations.

Status: Although traffic conditions during the Covid-19 pandemic prevented staff from conducting traffic volume and speed surveys in calendar year 2020, staff contacted all consultants who previously performed traffic studies in Culver City, gathered available counts, and developed a ten-year database 2009 – 2019 covering peak-period intersection



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turning-movement counts and daily segment counts. The database includes the 2019 intersection and segment counts performed as part of the Travel Model and General Plan updates.

Signal timing charts at numerous intersections had to be changed to accommodate multi-modal traffic conditions during the pandemic. New and archived signal timing charts are maintained in the recently updated Transparsity software.

The M&TE team continues to coordinate with the Police Department to manage and analyze collisions data. The current CrossRoads system will soon be updated to the electronic citation system Brazos, which is compatible with the State's database.

- Implement ATP grant funded Safe Routes to School project. The scope of work includes a cycle track on Elenda St along with improved lighting, high visibility crosswalks, two HAWK signals, and curb extensions at multiple locations. Council approved Project plans, staff will proceed to seek bids and retain a contractor by end of April 2020. Construction of the project will take place in FY 19-20 and 20-21.

Status: Construction of the Safe Routes to School project is ongoing, completion expected by end of FY 20-21. New center medians, bulbouts, and curb ramps are currently in place. Poles of the two HAWK signals are backordered and will be installed once received. Also to be installed are the remaining signage and pavement markings. The Engineering Division is assisting with managing the construction project.

- Congestion-relief project, Sawtelle Blvd, I-405 ramps at Matteson Ave, Sepulveda Blvd. In addition to community-initiated neighborhood traffic management projects, staff will coordinate with Caltrans and seek improvements that could relieve congestion at these locations in FY 19-20 and 20-21.

Status: As a result of the pandemic, this project has been delayed. Traffic analysis, community consultation, design, and construction are currently scheduled for FY 21-22 and FY 22-23.

- Intelligent Transportation System (ITS) improvements. Coordinate with Los Angeles World Airports (LAWA) on the development of the Decision Support System for the coordinated Intelligent Transportation System (ITS) projects between LAWA, the City of Los Angeles, Caltrans, the City of Inglewood and Culver City., as well as proceed with implementation of remaining Culver City ITS project elements such as the Dynamic Messaging Sign (DMS). Staff participated in the selection process of a consulting team that will develop the DSS to serve Inglewood, Culver City, and LAWA. Staff will also proceed with the remaining ITS devices and improvements in Culver City during the remainder of FY 19-20 and FY 20-21.



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Status: Coordination between Culver City, LAWA, Caltrans, and the City of Inglewood is ongoing, and the DSS consultants' team was selected. Most of the ITS devices and improvements in Culver City funded by LAWA are constructed or in the design phase, with the overall project completion planned for FY 21-22. The Engineering Division will assist with the construction phase of the project.

- Develop an Annual Signal Upgrade Program. Some of the improvements, such as replacement of faded LED signal lamps, installation of reflective back plates, etc. are systematic improvements and expected to be outlined in the Local Road Safety Plan. Additional improvements will include signal upgrades to meet current ADA compliance requirements, as well as identifying recommended locations for implementing protected left-turn operation. Establishment of this program is important from a safety and operational perspective. Staff will seek City funding to initiate this annual program starting in FY 20-21. This is in addition to seeking grant funds including under provisions of the HSIP grant program as applicable, as well as inclusion in development improvements when applicable. In the first year of establishment, staff may pursue a system-wide review to optimize operations.

Status: Budget constraints have prevented development of a locally funded Signal System Upgrade Program. Safety related signal upgrades, including systematic improvements, are outlined in the Local Roads Safety Plan, which will be considered by Council in April 2021. To support planned improvements, staff submitted six Highway Safety Improvement Program (HSIP) grant applications for signal upgrades and other safety improvements, such as high friction pavement, enhanced lighting, signage and markings.

The Public Works Department completed design and construction of the Adaptive Traffic Signal System, which will be tested post-pandemic.

The Public Works Department also assisted the Transportation Department in the design and construction of the Transit Signal Priority project.

- Paid Parking Program. Installation of approximately 2000 additional parking meters within three fiscal years' time frame. Council recently approved the installation of 558 new parking meters and 30 pay stations which is planned to take place by the end of FY 19/20. About 1500 additional parking meters are planned for installation and incorporation into the program in FY 20-21 and FY 21-22.

Status: On November 18, 2019, Council approved the retention of IPS for installation of 558 smart meters and thirty pay stations. As a result of the pandemic, IPS stopped field work for most of 2020 to protect the safety of its staff, and only recently resumed at a reduced capacity. The 558 smart parking meters, the smart locks, poles, and thirty pay stations have been purchased. These meters will be utilized to replace older existing meters that are using 2G communication technology. There are currently 618 of this type of meter that require



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replacement before the end of 2021 as 2G communications will no longer be supported. As of February 2021, IPS had installed fifteen of the pay stations – twelve on Sepulveda, two in the A Frame and Lucky parking lots, and one at the Access building at National Blvd and Washington Blvd. The remaining pay stations will soon replace the meters on National Blvd, to mitigate ADA compliance issues, and on Hayden Pl.

As a result of pandemic-related budget constraints, the purchase and installation of 1,500 additional parking meters has been placed on hold and will be rescheduled for implementation in FY 21-22 and FY 22-23.

Seventy-five parking meters were temporary eliminated in FY 20-21 as a result of the outdoor dining expansion in the Downtown area (on Culver Blvd and Irving Ave) and in the Arts District (on Washington Blvd), which was implemented in response to pandemic-related public health restrictions.

- Establish a City-based Transportation Demand Management (TDM) Program, as well as a TDM Tool Kit and monitoring program to be deployed by development projects. Public Works will coordinate with the Community Development and Transportation Departments on the development of an employer-based TDM program to be used by City employees, as well as a TDM Tool Kit to be utilized by development projects as applicable.

Status: Coordination between the three departments is ongoing. Also ongoing is the update of the General Plan and development of the City's first Climate Action Plan. TDM is expected be a main factor in reducing Vehicle Miles Traveled (VMT) and Green House Gas (GHG) emissions.

- A Multi-modal Safety Education and Encouragement Program. This is an enhanced safety education program to cover all school grades, as well as working adults, seniors, and transients. The program will also aim to increase walking and cycling, including by City employees through lunch seminars for example. Staff recently applied for an OTS grant to initiate this safety education program. Staff will also seek annual City funds starting in FY 20-21 to ensure sustainability of the program.

Status: The School Safety Education Program, sponsored by the Public Works Department and the Culver City Unified School District, has been expanded using Office of Traffic Safety (OTS) grant funds to also target seniors, working adults, and transients. The program activities were modified to conform with pandemic-related health and safety guidelines. In FY 20-21, staff developed a multi-modal safety education brochure, shared with BPAC in February 2021. This multilingual brochure will be finalized and published on the City's web site and shared through social media outlets, in addition to post-pandemic physical distribution at traffic stops and special events.



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- Fox Hills Bike Lanes on Green Valley Circle based on community consultation and associated approval process. Plans have been developed but are subject to revisions based on additional community consultation. Community representatives wish to pursue back-in parking if feasible.

Status: Two sets of design plans for the Green Valley Circle bike lanes were developed in consultation with the community. In addition to bike lane implementation, however, Fox Hills community members also requested deployment of traffic calming measures, the provision of back-in angle parking, and other measures that would impact the City's ability to implement bike lanes within the neighborhood. The Public Works Department determined that the area should be assessed as part of a Master Planning effort. Staff recently submitted a grant application with the State Sustainable Transportation Planning Grant Program to fund the planning, community consultation, and preliminary design of the transportation system improvements in that neighborhood. The Public Works Department teamed with Community Development Department on the grant application to also assess land use opportunities within the commercial sector of the Fox Hills area.

- Update of the City's Neighborhood Traffic Management Program. This program update will soon be carried out to maximize the benefits of neighborhood traffic management within reasonable time frames and associated planning and implementation budget.

Status: An in-house update of the City's Neighborhood Traffic Management Program (NTMP) is presently underway. Development of the Bicycle and Pedestrian Action Plan and Complete Streets Policy were prioritized over the NTMP so that the City could plan projects and qualify for Metro funding. Those planning documents have since been completed and approved by City Council.

- Assessment of Signage, Pavement Markings and other Traffic Control Devices. Work with the Public Works Maintenance Operations Division on enhancements of signage and pavement markings to meet current MUTCD requirements including installation and retroreflectivity requirements.

Status: Ongoing. All speed limit signs and most warning signs have been replaced. Faded stop signs are currently being replaced. Enhancements to pavement marking are also underway.

Mobility and Traffic Engineering and Maintenance Operations division teams are pursuing establishing a database for systematic tracking of signage inventory and upgrades to enhance efficiency and facilitate future work.

- School Areas Assessment, and recommendations of on-site and public improvements. Staff initiated quarterly meetings with elected officials, schools and District representatives, Manager of the SR2S Program and interested parents. This is in addition to the meetings



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and safety nights being held at the different school sites, and other SR2S activities. Staff already completed the safety audits of areas around the El Marino and El Rincon Elementary Schools and will continue with the remaining schools by the end of FY 20-21. Recommendations and associated implementation are currently limited to enhancement to signage and pavement markings, limited intersection design modifications using temporary traffic control devices, adjustment to signal operations as feasible, and addition of curb ramps where deficient.

Status: Assessment of all elementary, middle, and high school areas has been completed and improvement plans were prepared and shared with the School Safety Committee. (The School Safety Committee is staffed by the Public Works Department and consists of members of City Council, as well as representatives of Culver City Unified School District, the Police Department, Walk-n-Roller Program Manager, and parent volunteers.) Plans have since been revised based on Committee recommendations, and implementation of improvements in the El Marino Elementary School area are currently underway using general funds. Remaining improvements in the other school areas will be implemented in FY 21-22 using CDBG funds.

- Mobile Phone Applications that serve traffic and parking operations. Such applications are currently available to facilitate payment for parking incident or construction activity notification and congestion prediction, etc. Staff will pursue the deployment of such applications as feasible within Culver City, and possibly as pilot projects to minimize the fiscal impacts for initial deployment and monitoring.

Status: As a result of pandemic-related budget constraints, limited staff resources, and completing pandemic-related activities, this project has been placed on hold and will be re-evaluated for implementation for FY 21-22. In the interim, staff is attempting to secure local or grant funding.

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

Status: A project-specific interactive map and survey were deployed in FY 20-21 to seek community input, as part of development of the Local Roads Safety Plan (LRSP). As a result of pandemic-related budget constraints, limited staff resources, and completing pandemic-related activities, this project was then placed on hold. A recently secured intern with GIS expertise will commence work in spring 2021.



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FISCAL YEAR 2021/2022 WORK PLANS

ADMINISTRATION

- Veterans Memorial Complex/Senior Center Microgrid Next Steps: Restart project placed on hold as a result of pandemic-related budget constraints. Hire a consultant to modify existing electric load profiles to reflect electrification of the facilities as an additional option to consider, to prepare updated solar/battery cost estimates as a result, to prepare bid documents to hire an energy firm that would own the equipment via a Power Purchase Agreement, to help staff evaluate and select an energy firm, and to negotiate a contract with the selected energy firm.
- Employee EV Charging at City Hall: Restart project placed on hold as a result of pandemic-related budget constraints to increase City Hall's eight existing 240-volt (Level 2) charging stations on P2 for employee use by an additional 4 for a new total of 12. Nearly all the existing EV charging stations are now occupied and expanding the program to include 4 additional stations will encourage staff to acquire EVs. The existing transformer will handle up to 4 more stations.
- Certified Sustainable Business Certification Program: Resume project placed on hold as a result of pandemic-related budget constraints. Proposed to continue the program for a fourth year under the existing 2-year consultant contract.
- Jackson Ave Pedestrian Walkway Renovation: Continue project #PS014 to demolish and rebuild the pedestrian walkway between Jackson and Farragut. In FY 20-21, \$50,000 was set aside to hire an architect to prepare construction documents. In FY 21-22 budgeted \$200K to construct the project. Project remains on course and its budget will not change.
- City Hall Centennial Garden: Resume this project #PF019 placed on hold as a result of pandemic-related budget constraints. Construction documents completed in FY 21. Propose bidding out and building Phase One (along Lafayette) at cost of \$895K.

ENGINEERING

- Implement Capital Improvement Program FY 21-22
 - Design and upgrade of the Hayden Sewer Pump Station: This project is will move the electrical components of the station from below ground to a new above ground building. Design is expected to begin in third quarter FY 21-22.
 - Street Paving: Centinela Ave from Bristol Pkwy to westerly City limits will be completed in second quarter of FY 21-22.



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- Ballona Creek Bike Path and Landscape Improvement Project: Complete the design and manage the construction of this project from National Blvd to Duquesne Ave. \$1.9 million of the \$2.8 million project total is funded by Baldwin Hills Conservancy.
- Sidewalk Survey: Survey the condition of about 25% of the City's sidewalks.
- Plan Check & Inspection of Citywide Ting Microfiber Project: This project will begin construction in April 2021 and expected to be completed by third quarter of FY 20-21.
- Pump Station Diversion Project: Construction of the Bristol and Fox Hills Sewer Pump Station diversion to the new Bankfield Sewer Pump Station is expected to begin in the second quarter of FY 21-22 and be completed by summer 2023.
- New Left Turn Phasing: Complete the construction of the \$2 million Highway Safety Improvement of new left turn phasing at 12 major intersections by the second quarter FY 21-22.
- Higuera Bridge Replacement Project: Construction of the new \$7 million federally funded Higuera Bridge over Ballona Creek. Work will begin in Summer 2021 and be completed by Spring 2023.
- Culver Blvd Realignment Project: Construction of the Culver Blvd realignment between Sepulveda Blvd and Elenda St will be completed by second quarter FY 21-22.

ENVIRONMENTAL PROGRAMS & OPERATIONS

- Organics Recycling Program Commercial: Ongoing. Implement food waste and compostable paper products recycling program for commercial accounts. Staff will continue to add businesses in accordance with AB 1826 and SB 1383.
- Organics Recycling Program Technology: Research, review and use alternative technologies for processing organic materials.

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

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



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

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

- Polystyrene Ban: Environmental Compliance Inspector will continue visiting food preparation establishments to ensure compliance with both the original Polystyrene Ordinance and amendments if approved by council fourth quarter FY 20-21.

If amendments are approved, staff will develop outreach for amended ordinance.

- Zero Waste at City Facilities: Resumption of Zero Waste Program placed on hold as a result of pandemic-related budget constraints. Staff will begin implementation at Police Department in first and second quarters FY 21-22 and Parks/Veterans Building third and fourth quarters FY 21-22.
- Household Hazardous Waste Collection Program: Curbside collection will be available for residents in first quarter FY21-22.
- Transfer Station Structural Improvements: Construction of a new transfer station push wall will begin in first quarter FY 21-22.

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

- Route Optimization Program: Restart Routing Optimization program placed on hold as a result of pandemic-related budget constraints. Staff has previously researched various software programs to enhance collections performance.
- Customer Billings Software: Restart project placed on hold as a result of pandemic-related budget constraints. Current software used to bill customers for waste management monthly services is outdated and needs replacing. Purchase and implementation of new billing system will be dependent upon rate structure.
- Storm Water Pollution Prevention Plan (SWPPPs) for City facilities: Staff will be assigned to determine SWPPP's for city facilities.
- Stormwater Quality Master Plan: Staff will continue developing Stormwater Quality Master Plan comprising of regional, green streets, and low impact development projects that collectively move the City toward compliance with the Ballona Creek EWMP and MS4 Permit. Work will include: (1) data collection; (2) coordination with other City departments, Ballona Creek Watershed Group, utility companies, and Culver City Unified School District; (3)



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project prioritization based on 5-year and 10-year program; (4) identification of private-public partnership opportunities and investigate the potential for an in-lieu program for developments; (5) preparation of concept reports; (6) coordination and implementation of public outreach; (7) and pursuit of grant funding opportunities.

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

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

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

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

Continue stormwater outreach through community meetings and CCUSD.

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

- Culver Blvd Median Infiltration Project: Implement 85th percentile storm storage, retention, and infiltration system along Culver Blvd from Sepulveda Blvd to Elenda St to comply with Ballona Creek Watershed EWMP. Construction completion anticipated August 2021 for the stormwater portion of the project and October 2021 for the realignment of Culver Boulevard This project is being coordinated with the Engineering Division.
- Mesmer Pump Station Diversion Project: Develop Mesmer Pump Station as a dual sanitary sewer station and dry weather diversion pump station. Urban runoff from Centinela Creek will be diverted to Mesmer Pump Station for conveyance to Hyperion Treatment Plant for treatment to comply with Ballona Creek Bacteria TMDL. Bid to be developed, issued, and award first quarter FY 21-22, and construction to begin second quarter FY 21-22.
- Washington Blvd: The Washington Blvd Stormwater and Urban Runoff Project will help the City comply with the Los Angeles Regional Water Quality Control Board's Municipal Storm Sewer System Permit. The City is partnering with Costco to capture stormwater and urban runoff before it enters the storm drain systems. Construction kick-off in second quarter FY 21-22.



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- **FEMA Grant:** The City was awarded \$196,000 from FEMA (administered by CalOES) to address mitigation items associated with drought, flooding, and wildfire as identified in Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) developed in 2017. In FY 21-22 City will complete update to the Multi-Jurisdictional Hazard Mitigation Plan.
- **Disaster Debris Management Plan (DDMP):** The DDMP is a guidance document to help prepare the City and residents in the event of a disaster. Plan focus is on disaster debris collection and FEMA reimbursements. Tetra Tech will simulate a disaster during the first or second quarter of FY 21-22.
- **Homeless Encampments:** Clean-up is ongoing.
- **Short-Lived Climate Pollutants:** Senate Bill 1383: Adopt an enforcement ordinance, Environmental Preferable Purchasing Policy, provide additional organics container to all commercial establishments, and conduct quarterly and annual waste audits to be in compliance with SB 1383 by third quarter FY 21-22.

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

- **Cart Replacement Program:** EPO currently services approximately 24,000 carts on a weekly basis. Due to wear and tear, staff estimates 60% of the existing carts are in poor condition and require replacement. In FY 21-22, staff will evaluate the cart supply and determine the number of carts requiring replacement.
- **Cart and Bin Cleaning Program:** Staff will issue an RFP in FY 21-22 to provide commercial and residential cart and bin cleaning services.
- **New Pedestrian Litter Collection Truck Delivery:** To ease collection operations, in FY 20-21, the City purchased a new Pedestrian Litter Collection Vehicle, which will be delivered first quarter FY 21-22.

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

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



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MOBILITY & TRAFFIC ENGINEERING

- Seek Grant Funds: Apply for regional, state, and federal grants to fund infrastructure and non-infrastructure projects that advance the City's multi-modal transportation system, including projects contained in the Bicycle and Pedestrian Action Plan, Local Roads Safety Plan, and bicycle and pedestrian mobility projects listed for funding by development fees.
- Bike Share Program: Join the Metro Bike Share Program with a fleet of Classic and Electric bikes when deployed in the area in FY 22-23.

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

- Multi-modal Data Collection Program: The Mobility and Traffic Engineering Division established a comprehensive multi-modal database, using data collected over the ten-year period 2009 – 2019 during the General Plan update, developments traffic impact analysis, and other traffic studies. In FY 21-22, Division staff will continue to collect data documented during upcoming development projects and City capital projects, which will allow staff to focus resources on conducting speed surveys post-pandemic. Available speed surveys data is more than seven years old, and updating the data is essential for setting speed limits on the differing street types, evaluating traffic calming projects, and supporting the Police Department's enforcement efforts without being challenged.
- City's Neighborhood Traffic Management Program (NTMP): Complete update of the NTMP to maximize benefits of the program and improve its time frame and budget efficiency. The updated NTMP is planned for Council consideration in FY 21-22.
- Traffic Calming Projects: Complete construction of the Rancho Higuera Neighborhood Traffic Management Plan. Also proceed with review of other areas, such as the Fox Hills neighborhood, once it is again possible to collect data post-pandemic.
- Implement Safe Routes to Schools: Implement improvement plans for all elementary, middle, and high school areas. Plan recommendations include: enhancement of signage and pavement markings; limited intersection design modifications using temporary traffic control devices; adjustment to signal operations, as feasible; changes in parking regulations to improve visibility and operational conditions; and addition of curb ramps where deficient.
- Intelligent Transportation System (ITS) improvements: Continue coordination with Los Angeles World Airports (LAWA), Caltrans, and the City of Inglewood on completing the design and construction of the Decision Support System (DSS) and other ITS project



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elements, including signals upgrade and the Dynamic Messaging Sign (DMS) planned for installation in Culver City.

- Signal Adaptive System: Operate and test the already implemented signals adaptive system on major corridors throughout the City, as warranted by traffic volumes and streets configurations post-pandemic.
- Implement Safety Improvements: The LRSP will be considered by City Council in April 2021. The Mobility and Traffic Engineering Division staff will continue to seek grant funds, development fees, and other project funds to gradually implement safety improvements contained in the LRSP. LRSP improvements include: replacement of faded LED signal lamps; installation of reflective back plates; other systematic signal upgrades; implementing protected left-turn operation at recommended locations; enhancements to street lighting; application of high friction pavement surface; enhancements to signage and pavement markings; and upgrades to traffic control devices at intersections and crossings.
- Congestion-Relief Project – Sawtelle Blvd, I-405 Ramps at Matteson Ave, Sepulveda Blvd: In addition to the planned community outreach and consultation, staff will coordinate with Caltrans and the City of Los Angeles to achieve improvements that could relieve congestion at project locations. Planning, design, and construction is planned for FY 21-22 and FY 22-23.
- Paid Parking Program Upgrade: The Mobility and Traffic Engineering Division staff will complete implementation of the 558 smart parking meters and thirty pay stations previously approved by Council.

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

- Real Time Information: Staff will research feasible applications for deployment in Culver City provide receive real-time information about traffic incidents, construction activities, traffic congestion, etc. Staff will consider implementing pilot projects to minimize the fiscal impacts of initial deployment and monitoring.
- Transportation Demand Management (TDM) Program: Achieving TDM is essential for reducing Vehicle Miles Traveled (VMT) by development projects and reducing overall Greenhouse Gas (GHG) emissions. Internally, the City's departments of Community Development, Transportation, and Public Works will continue to collaborate on all TDM elements covering parking, cycling, walking, use of transit, land use intensification and connectivity, management of peak traffic, and other factors. The City will also continue to



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coordinate with Metro, SCAG, and neighboring cities on similar efforts, including consideration of congestion pricing.

- **Multi-Modal Safety Education and Encouragement Program:** Unsafe travel behaviors are the primary factors in traffic collisions, including fatal and severe injury collisions. Expansion of the multi-modal traffic safety education program is intended to ameliorate such behaviors as DUI, distracted driving, speeding, and right of way violations. The Program will also seek to increase cycling and walking by community members of all ages and physical abilities.
- **MUTCD Requirements RE: Signage, Pavement Markings and Other Traffic Control Devices:** The Mobility and Traffic Engineering Division staff will continue to work with the Maintenance Operations Division on the gradual enhancement of signage and pavement markings to meet current MUTCD requirements, including installation and retroreflectivity requirements.

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

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

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

- **Pilot Slow Streets Program:** Following an evaluation of the Pilot Slow Streets Program, staff will continue to work with the cooperating neighborhoods to meet their travel and safety needs on a more permanent basis. The evaluation will benefit from the update of the NTMP and improvements recommended in the BPAP and LRSP.
- **Outdoor Dining Program:** In addition to the outdoor dining accommodations made during the pandemic, Public Works staff developed Guidelines for a permanent Parklet Program, typically established in parking zones without the need for lane closures. Staff will promote the Parklet Program and will work with restaurants and other businesses who are interested in its deployment.
- **Implementation of Mobility Lanes:** The Public Works staff will continue to work with the Transportation Department on implementation of Mobility Lanes along Culver Blvd and Washington Blvd, including changes in signage, pavement marking, delineations, and signal modifications.



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

- Capital Improvement Projects (CIP) Support: The Mobility and Traffic Engineering Division staff will continue to support and coordinate with Public Works Engineering and Environmental Programs & Operations Divisions on CIP, including grant-funded projects such as Culver Blvd Realignment, Ballona Creek Bike Path Improvements, and Washington Blvd Stormwater and Urban Runoff projects.
- Implement public improvements in the Opportunity Corridor of Farragut Dr between Duquesne Ave and Overland Ave (approximately 0.7 miles) as outlined the Bicycle and Pedestrian Action Plan adopted by Council. As a designated "Bicycle Boulevard," improvements on Farragut Dr will include physical traffic calming devices and bikeway enhancements to signage and pavement markings.



COMMUNITY DEVELOPMENT

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The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2020/2021 WORK PLANS

ADMINISTRATION DIVISION

On-Going Projects / Programs

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

- Collaborate with Transportation and Public Works Departments on City Council mobility initiatives including Move Culver City, Tactical Mobility Lane, mobility grants, long range mobility planning in General Plan.
- Collaborate with Transportation and Public Works Departments on mobility fee for new project entitlements to be adopted in 2020-2021 following adoption of TDFM Mobility Model.

Status: TDFM Model adopted in 2020. Mobility fee to be adopted in 2021. Move Culver City Public outreach underway and preliminary plans prepared, on-going interdepartmental meetings underway to refine mobility goals and objectives and establish departmental roles in promoting mobility.

- Collaborate with Public Works and Transportation Departments on new draft TDM Ordinance. Prepare interim TDM measures related parking and mobility conditions for project entitlements and parking and related Zoning Code amendments to advancing mobility goals.
- *Status: TDM measures including new mobility/parking development conditions to be completed in 2021. New TDM Ordinance will be drafted in 2021/2022*

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

- Coordinate Division work to develop a Ballona Creek Revitalization (BCR) action plan.

Status: CDD Divisions and Public Works Department studied BCR implementation measures with Civic Spark Fellows through August 2020.



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Adopt the recommendations of the BCR action plan as part of the General Plan Update Mobility and Recreation Elements.
Status: GPU in production.
- Identify and determine feasibility of potential BCR recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.
Status: GPU in production.

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

- Coordinate and implement Council approved affordable housing programs with Housing Division.
Status: Three Affordable Housing Studies completed in 2020, five Affordable Housing Programs implemented or in production (Affordable ADU, Emergency Rental Assistance Program (ERAP), Mixed Use Inclusionary Housing Ordinance adopted, Linkage Fee Study and related draft ordinance, Rent Stabilization and Tenant Protection).
- Participate with City Manager, City Attorney, Public Works, Police and Fire Departments and Enforcement Services and Housing Divisions on homeless encampment outreach and clean ups.
Status: On-going
- Coordinate and Implement approved Homeless Services Programs.
Status: On-going

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

- In collaboration with City Attorney: 1.) Commence amortization study of Inglewood Oil Fields; 2.) Work with County of Los Angeles Baldwin Hills Community Standards District (CSD) and California Air Resources Board (CARB); 3.) Study Neighborhood Air Near Petroleum Sources (SNAPS); and 4.) Monitor related workshops and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations. Incorporate findings in General Plan Update Land Use Element. (Inglewood Oil Field Specific Plan on hold).
- *Status): Partially completed and in progress. Amortization Study released Summer 2020 for public review and City Council direction. October 2020, the City Council adopted*



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Resolution declaring its intent to evaluate the establishment of an approximate five-year phase-out period for the amortization of nonconforming oil and gas uses within the City. Proposed draft Ordinance will be presented to the City Council for consideration FY 20-21

V. Development Services Improvements

- Development Services "Permit Center"

Status: Completed recruitment of Deputy Building Official as Permit Center Manager, permit workflow review in process, tracking and reporting established. Permit Tech II work rotation delayed due to City Hall closure due to pandemic.

- Prepare new Permit Center operations refinements including customer work station, directional signage, payments on 2nd floor.

Status: On hold during City Hall closure due to pandemic.

- Expand online permitting

Status: Online permitting for solar water heater installations and other plumbing permits not requiring plan submittal have been implemented. Other online permitting will be implemented over next fiscal year. (Sandblasting, drywall replacement, appliance gas vent, furnace, heater – floor/recessed/unit, residential pool/spa/hot tub, backflow device, water service, shower, lavatory, lawn sprinkler, dishwasher). Accela Citizen Access online payments available during the next fiscal year.

VI. Administration

- Administer contracts and workflow for seven Divisions (including new Rent Stabilization Unit) in Housing Division.

Status: On-going and organize New Rent Stabilization Unit with Housing Division in 2021

- Complete Phase II "Reach" Building Code and Soft Story Code amendments with Building Safety Division in 2021

Status: Code amendments public outreach completed in March, Council ordinance consideration April 2021.



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Complete record retention implementation for all Department divisions.

Status: Delayed during City Hall closure due to pandemic

BUILDING DIVISION

On-Going Projects / Programs

- Continue to expand Accela permitting capabilities with supplemental permits, Plan Check Status report, Metric Reports, GIS (mapping of special permit districts and special permit issuance requirements), and other operational improvements such as expanding on-line permitting.

Status: Completed 2020. On-going - Testing phase underway for Accela Citizen Access (ACA) online permit for simple permits. Completed Building Safety Division plan review and inspection report metrics. Automated applicant construction notices. Implemented online application and payment for building record reports. Implemented online application, payment, and issuance of "Over the Counter" permits (roofing, water heater, window replacement, plumbing repairs, residential electrical, plumbing).

- Enhanced Building Safety website information including applications, code information, bulletins and handouts.

Status: Completed 2020. Successfully updated Building Safety Division webpage applications and forms and instructions for applications and plans submittal and inspection requests to conform with new City's Open Cities platform.

- Commenced implementation of the Permit Center:
 - Coordinate Building Safety, Current Planning application process for selected types of permits to improve customer services.
 - Improve public counter customer service with new kiosk to query permit and/or development services process information status.
 - Staffing - Implement Permit Tech II rotation schedule for interdepartmental work.
 - Technology – Install related hardware and software as needed for implementation.

Status: Application processing completed for select permits. Physical improvements and staffing delayed due to City Hall closure resulting from COVID-19



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Adoption and Implementation of Phase II (Electrification) "Reach" Building Code Amendment to establish more energy efficient City Building standards.

Status: Deferred until 2021. Phase I of Reach Codes adopted in 2019, effective 2020. Successfully conducted 9 community outreach sessions for Phase II discussion. Prepared summary of public outreach for website posting and next steps for Code adoption in 2021.

- Adoption and Implementation of Soft Weak Open-Front (SWOF) Ordinance for mandatory Soft-Story Seismic Retrofit Code Program.

Status: Completed city-wide Soft Story survey in 2019. Completed 3 online community outreach meetings concerning the program in 2020. Completed Technical Advisory review from SEAOSC Safer Cities Committee in 2020. Draft ordinance and develop technical guidelines based upon community and Technical Advisory input. SWOF Ordinance adoption in 2021.

- Construction coordination for major commercial projects: Entrada, Brick and Machine, The Culver Studios, Apple and Ivy Station Projects, Culver Public Market, Citizen Market Hall, and Synapse Office Building and related Automated Parking Garage (8888 Washington).

Status: Construction on Entrada, Brick and Machine, Ivy Station, Culver Public Market, Citizen Market Hall, Synapse is proceeding. Culver Studios (K and L Buildings) complete, Certificate of Occupancy (C of O) in 2021. Ivy Station residential and office buildings complete, C of O in 2021, hotel C of O in 2021. Citizen Market Hall C of O in 2021. Culver Public Market delayed due to pandemic. Brick and Machine construction underway. Entrada construction underway, C of O expected 2021. Synapse C of O 2021.

- Staff Recruitments – Recruitments of 2 Permit Technicians and 1 Building Inspector.

Status: Delayed during City Hall closure due to pandemic.



COMMUNITY DEVELOPMENT

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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Completed Building Safety Division metrics reporting for the first half (6 months) of FY 20-21:

FY 20-21 Q1-Q2 (Jul 1, 2020 to December 31, 2020)*	
Permit applications processed	1,501 (747 w/ plans submittal and review)
Permits issued	1,348
Inspections performed	6,135
Reports of building records issued	265
Business licenses processed	160
Plan check revenues	\$453,000
Permit revenue	\$1,061,000

*Full fiscal year calculations will be compiled in June 2021.

ENFORCEMENT SERVICES DIVISION

On-Going Projects / Programs

- General Enforcement Complaints – Continue ongoing citywide enforcement services. Respond to complaints and violations observed. Requests for Service: Year 2019 – 1373.

Status: Year 2020 – Requests - 779

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

Status: Ongoing. 52 Leaf Blower permits issued.

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

Status: Reviewed licenses and inspect as needed for 4 businesses.

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



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Status: Massage businesses were closed most of the year due to the pandemic. Inspections are resuming with 5 inspections currently pending.

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

Status: Performed 55 cleanups at a cost of \$74,007. Worked with Public Works Department on RFP for new Contract. Current Contractor has been providing services for the past 5 years.

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

Status: 161 properties currently under Amnesty. Actively working with 41 property owners on resolution.

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

ADVANCE PLANNING DIVISION

On-Going Projects / Programs

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

- General Plan Update (GPU) Grant Funding – Manage existing grants and seek new grant funding and partnership opportunities to support the update process.



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Status: Ongoing. California Department of Housing and Community Development grants were awarded to promote housing production in Culver City. The Planning Grants Program award will fund the Housing Element and the Local Early Action Planning award will fund the Sepulveda Boulevard housing production study.

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

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

Status: Ongoing. Division staff took part the consultant procurement process, kicking the project off, and participated in various engagement activities.

- Traffic Demand Management (TDM) – Coordinate with CDD Administration, Current Planning Division and Transportation and Public Works Departments on TDM strategies and programs, including the Parking and TDM Ordinances.

Status: Ongoing. Division staff prepared materials and coordinated between Departments to start a discussion on preparing a TDM Ordinance and participated in discussions on the Parking Ordinance.

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

- Travel Demand Forecast Model (TDFM) – Collaborate with the Public Works and Transportation Departments on the travel demand model and related tasks.

Status: Travel Demand Forecast Model; updated Transportation Study Criteria and Guidelines; transportation review fee; vehicle miles traveled tool completed; Trip Generation Rate Development Memo; VMT Metrics, Thresholds, and Case Studies Memo; Mobility Fee Nexus Study and Economic Analysis; and Mobility Fee Program completed.

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

- Ballona Creek Revitalization (BCR) – Collaborate with the Administration and Economic Development Divisions to develop a creek revitalization action plan.

Status: No action was taken in FY20/21 due to COVID-19 budget cuts.



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

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 follow 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 team will ensure GPU policies follow all applicable agency regulations.

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

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

Status: Ongoing. The City reported for calendar year 2020.

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

- GPU Speaker Series – Hold events to inform, educate, discuss community members' issues of concern, and inspire the community to take part in the GPU process.

Status: Completed. No action was taken in FY20/21 due to COVID-19 budget cuts. As the first phase of the GPU is complete, no future events are planned.

- Governmental Alliance on Race Equity (GARE) – Participate in the City's Governmental Alliance on Race Equity (GARE) program.

Status: Ongoing. Division staff did not take part in the cohort this year due to staffing strains caused by the pandemic. However, staff did take part in the City Manager's Public Safety Review process including the GARE team's review of the Police Department's use of force policies and the Chief's Advisory Panel.

- General Plan Update (GPU) – Update the General Plan, including citywide visioning, equitable community engagement, existing conditions documentation, land use and transportation alternatives, draft policy frameworks, technical analyses, and ensuring consistency with existing City plans (e.g., TOD Visioning Study, Reimagine Fox Hills.



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

studies, Large Single-Family Home Design Guidelines, Hillside Study, Draft Inglewood Oil Field Specific Plan, Community Culture Plan, Bicycle and Pedestrian Action Plan, La Ballona Safe Routes to Schools, and other related projects and plans).

	GPU Required Topics								Other Topics Addressed								
	Land use	Circulation (New	Housing	Open Space	Conservation	Noise	Safety	Environmental	Parks and	Urban Design	Economic	Climate Change	Art and Culture	Infrastructure	Smart Cities	Governance	Implementation
2018-2023 Strategic Plan Goals																	
Ensure Long-Term Financial Stability	X	X	X				X	X			X	X	X	X	X	X	X
Enhance Mobility and Transportation	X	X	X			X	X	X		X	X	X		X	X	X	X
Revitalize Ballona Creek	X	X		X	X		X	X	X	X	X	X	X	X		X	X
Enhance Housing and Homeless Services	X	X	X				X	X		X	X	X		X	X	X	X
Transform Inglewood Oil Field	X			X	X		X	X				X				X	X

Status: Ongoing. Completed deliverables during Fiscal Year 2020/2021 include:

- Community Engagement Plan
 - 1 City Council visioning study session
 - 1 City Council/Planning Commission land use strategies workshop
 - Planning Commission Housing Element and preferred land use alternative study sessions
 - Project updates to Planning Commission, Cultural Affairs Commission, and Committee on Homelessness
 - 15 General Plan Advisory Committee meetings
 - 6 Technical Advisory Committees meetings
 - 1 Community Land Use Strategies Workshop
 - 1 Community Visioning Festival Workshop (150 participants)
 - 36 Stakeholder interviews
 - 4 Pop-up meetings
 - 15 Speaker Series events
 - 1 Interactive project website
 - 8 Online Educational Forum videos and micro surveys on topic-specific existing conditions reports
 - 1 Online Issues and Opportunities Visioning survey (250+ responses)
 - 1 Online Public Safety survey (2,500+ response)



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- 1 Online story bank
- Volunteer communications network
- Existing Conditions Reports
 - Mobility and Transportation;
 - Socioeconomic Profile and Market Analysis;
 - Land Use and Community Design;
 - Arts, Culture, & Creative Economy and Cultural Case Studies;
 - Parks, Public Facilities, and Public Services;
 - Infrastructure;
 - Climate Hazards;
 - Environmental;
 - Greenhouse Gas Inventory
- Collaborate with UCLA Students on UCLA Comprehensive Project: Analysis and Recommendations for the Culver City General Plan Update
- Vision and Guiding Principles
- Land use strategies/models for change, alternatives for areas of change, and alternatives analysis
- Economic recovery strategy (best practices memo, recommended policies and actions memo)
- Sepulveda Boulevard housing production study (retail demand model, property assessment, concept design studies, pro forma analysis of development feasibility, incentives/standards)

CURRENT PLANNING DIVISION

On-Going Projects / Programs

- Provided public information and assistance; conducted property reports; prepared zoning confirmation letters, reviewed applications for licenses and permits; conducted plan checks; and managed discretionary permits.

Status: On track to complete annual projections of: Assisting 4,800 members of the public at the front counter, conducting 350 property reports, preparing 24 zoning confirmation letters, reviewing 414 applications for licenses and permits, conducting 1009 plan checks, and managing 202 discretionary permits including Site Plan Review approvals, Zone



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Changes, General Plan Amendments, Comprehensive Plans and Conditional Use Permits

- Reviewed development projects and their environmental documents proposed in adjacent jurisdictions for potential impacts to Culver City.

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

- Participated in regional/sub regional planning efforts such as coordination with Southern California Association of Government activities and the Westside Cities group.

Status: Ongoing participation in regional/sub regional planning efforts including coordination with Southern California Association of Government activities related to the development and establishment of the 7th cycle Regional Housing Needs Assessment, and Westside/Palms Neighborhood Council.

- Implementation and discretionary case processing associated with the Washington/National Transit Area Development (TOD) projects:

Status:

- Apple Building – complete, occupancy 2021
- Ivy Station residential and office buildings complete, occupancy 2021, Hotel under construction, hotel restaurant TI under construction, complete 2021
- 8888 Washington – building shell complete, TI in process, occupancy 2021
- 3725 Robertson – Entitlement complete, construction 2021, occupancy 2022
- 3434 Wesley – under construction, occupancy estimated 2021

- Participated with other City Departments and Divisions in preparation Environmental Review documents, and studies.

Status:

- Bicycle and Pedestrian Action Plan – complete 2020
- General Plan – complete 2022
- Transportation Planning Grant – complete 2021
- Travel Demand Forecast Modeling (TDFM) and Transportation Demand Management Ordinance - complete 2021
- Mobility Fee - complete 2021
- Fiber Optic CEQA filing - complete 2020
- Tactical Mobility Lane - complete 2021



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- *Motel Re-Use Study – completed 2020*
- *Mixed Use Inclusionary Nexus Study – completed 2020*
- *Emergency Shelters Mapping – completed 2020*
- *SB2 Grant Review – completed 2020*
- *General Plan Update Technical Study Reviews – completed 2021*

- Processed annual zoning code clean-up text amendments, annual conditions of approval update, and “look-back” conditions update.

Status: Clean-up Zone Text Amendment – completed August 2020

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

Status: Carried over to next fiscal year due to pandemic.

- Provided General Plan Update (GPU) status to Joint Council / Planning Commission.

Status: Completed Jan. 27, 2021.

- Created Accela permitting software reports to track project applications and permit processing.

Status:

- *Current Planning Plan Check Processing and Tracking Report - completed 2020*
- *Current Planning Entitlement Processing and Tracking Report – completed 2021*
- *Current Planning Administrative Application Processing and Tracking Report – completed 2021*
- *Current Planning Revenue and Receipt Report – completed 2020*

- Coordinated Planning staff meeting with Culver City development/real estate industry professionals.

Status:

- *Mixed-Use Inclusionary Ordinance – Completed 2021*
- *Comprehensive Parking Ordinance – Spring 2021*

- Coordinated Planning Commission site visits of previously entitled and built projects.

Status: Carried over to next fiscal year due to pandemic.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Updated Current Planning applications, handouts, summary sheets, and informational documents for easy public use and understanding.

Status:

- *Accessory Dwelling Unit Development Standards Summary Sheet - complete*
- *Mechanical Permit Application - complete*
- *Fence Application - complete*
- *Online submittal capabilities - complete*
- *Allowed Projections into Setbacks Summary Sheet - complete*
- *Multiple Business Sign Program Template – complete*
- *Upper Culver Crest Hillside Design Standards - complete*
- *Address Assignment Application - complete*
- *Sign Application - complete*

- Implement Permit Center improvements for Current Planning Division. Provide publicly accessible computer and printer at Permit Center for public use to look up zoning information, development requirements, information on current projects, fill out and submit online applications and print resources. Build out Development Permit Center on second floor including cubicle rearrangement, furniture, related equipment and supplies, software, and counter configuration.

Status: Carried over to next fiscal year due to pandemic.

- Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.

Status: Ongoing

- Complete revision to Single Room Occupancy Parking, Zoning Code Section 17.400.106.

Status: Completed Feb. 2020

- Complete revision to Minimum Unit Sizes (Micro-Units).

Status: Completed Feb. 2020

- Complete revision to Single Family Residential Design and Development Standards.

Status: Completed July 2020

- Complete revision to Extended Stay Hotels in Commercial Zones.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Status: Completed Feb. 2021

- Complete revision to Fitness Studio Parking Ratio.

Status: Completed July 2020

- Complete revision to Mixed-used Zone for Affordable Housing.

Status: Completed Feb. 2021

- Complete revision to Single Room Occupancy Parking

Status: Completed Feb. 2020

- Complete Comprehensive Parking Standards Update Parking

Status: In progress, expected completion in March/April 2021

- Complete Sign Code Update

Status: Carried over to next fiscal year due to pandemic.

Planning Division FY20/21 Pending Development Projects

Anticipated Projects

PROJECT ADDRESS	DESCRIPTION	STATUS
11469 Jefferson Blvd	150+ room boutique hotel SPR	MND out for public review, pending Planning Commission consideration Feb./March 2021
11039 Washington Blvd	4 new auto bays for Volvo dealership care repair; CUP	Incomplete application
5645 Sepulveda Blvd	4-story medical office; SPR	Incomplete application
3975 Landmark St	Stacked/Automated parking, CUP	Incomplete application
5914 Blackwelder Street	New office building, ASPR	Incomplete application
2921 La Cienega Blvd	Tandem Parking (addition & conversion), AUP	Complete 2020



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11620 Washington Blvd Vista Del Sol	33,747 sq. ft. expansion SPR, CUP Mod	Incomplete application
4044 Madison Ave.	4-Unit Condominium ASPR TPM	Complete 2021
3868-3900 Sepulveda Blvd.	New 5 story, 156 room hotel SPR	Incomplete application
11224 Venice/3801 Sepulveda	Beer and Wine (off-sale) incidental to convenience store, CUP, ZCMA	Incomplete application
3826 Girard Ave.	4-Unit Condominium ASPR TPM	Complete 2020
11141 Washington Blvd	Senior Housing, TBD, TBD	Complete 2020
4233 East	4-Unit Condominium ASPR TPM	Complete 2020
3336 & 3340 Helms Ave	8-Unit Condominium; ASPR TTM	Complete 2020
4080 Lafayette Pl,	5-unit condo, ASPR, TTM	Complete 2020
12727 Washington Blvd	Mixed Use in both CC and LA 82 Units in CC, 35 Units in LA, 17880 sq. ft. of ground floor retail, CP	Incomplete application
4095 Sawtelle Blvd,	4-Unit Condo ASPR, TPM	Complete 2020
3907 Prospect Ave;	New 3rd unit property with 2 existing units; ASPR	Complete 2020
5977 Washington Blvd;	CUP for car stacker	Incomplete application
2929 La Cienega Blvd	CUP/Mod to add Vehicle Spray Booth	Incomplete application
8570 National Blvd	AUP for Alcoholic Beverages, Outdoor dining, Tandem Parking AUP	Complete 2020
3808 College Ave	6-Unit Condominium; ASPR, TTM	Complete 2020
11111 Jefferson Blvd.	Mixed Use 50,000 sq. ft. of retail with 200+ residential	Complete 2021



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RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

HOUSING DIVISION

On-Going Projects / Programs

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

- Prepare Rent Control and Tenant Protection Ordinances and work with City Manager and City Attorney's Office.

Status: On-going. Since 07/01/2020, Housing staff has responded to 1,843 emails and 59 telephones from both tenants and landlords related to the Ordinances. A total 1,993 rental units are enrolled in the Rental Registry and 1,454 Rental Registration Certificates have been issued. There are 5,885 covered units. Due to the pandemic collection of rent registration fees is suspended.

During Q2 staff will continue to develop and implement the following area:

- Staffing, Budgeting, and Program Implementation
 - Contract Administration
 - Program Infrastructure Development
 - Monitoring and Enforcement Procedures
- Work with Advance Planning and Current Planning Division on the Implementation of the Senate Bill 2 (SB2) Planning Implementation Grant award.

Status: In process – Contract with the State of California Housing and Community Development Department (HCD) executed 09/16/2020. Housing and Advance Planning currently assembling request for funding reimbursement for Q1 and Q2 to support the Housing Element Update.

- Emergency Shelter Survey Review (and potential safe parking) follow-up.

Status: Survey completed, for 75-80 bed seasonal shelter on publicly owned property Council to provide further direction.

- Motel Re-use Survey and Feasibility Study

Status: JKA retained to conduct a Motel Reuse Feasibility Study that commenced April 2020. 6 candidate motels identified for reuse. Study findings to be presented to Council in early 2021.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Modular/Manufactured Housing Program Survey

Status: Program recommended to be discontinued and funding realigned to support additional grants for Affordable Accessory Dwelling Unit Program.

- Implement the Affordable Accessory Dwelling Unit (ADU) Program.

Status: Public outreach commenced December 2020 in collaboration with Current Planning and Building Safety Divisions connecting ADU applicants and ADUs built in the last 24 months. Measure H and Innovation Grant funds to be used to supplement program, a Housing Navigator was retained to match potential qualified ADU tenants with property owners.

- Coordinate annual single audit with the Finance Department.

Status: Modified audit was conducted due to COVID-19.

- Continue a file retention and destruction program.

Status: Program funding delayed for contract work due to pandemic

- Assist Advance and Current Planning with the Housing Element Update.

Status: On-going.

- Work with SJC in the implementation of the Cedar Sinai Homeless Awareness and Education Program.

Status: Pending due to pandemic

- Continue implementation of the Senior/Disabled Persons Mobile Home Replacement Program.

Status: Two applicants are approved for the programs and new coaches to be installed 2021.

- Staff Committee on Homelessness (COH) and review mission and work product

Status: On-going

- Coordinate 2021 Homeless Count.

Status: Completed Internal Count of homeless persons within Culver City with five teams from the Housing Division, City Manager's Office, Culver City Police and Fire Departments and the Saint Joseph Center Homeless Outreach Team.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Staff the Landlord Tenant Mediation Board (LTMB).

Status: On-going.

- Coordinate request for mediation through the LTMB and oversee Ordinance lease addendum for LTMB mediation services

Status: Ongoing.

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

Status: Long and Short-Term Safe Parking Programs were presented to Council on 05/11/2020.

- Oversee the Implementation of the Statewide Eviction Moratorium.

Status: Council enacted Eviction Moratorium on 03/16/2020 through 06/30/2021. Housing Division has responded to over 5,719 emails and 152 telephone calls.

- Develop and Implement the COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP). *to prevent evictions among low-income Culver City renters impacted by COVID-19.*

Status: Eleven applicants were approved for the 3-month catch up grant. A total of 58 applicants were approved for the 12-month rental assistance program.

- Emergency Motel Voucher Program.

Status: 7 unhoused persons have funded for the program. A total of \$100,526 has been expended to date to provide this temporary housing solution.

- Complete Globe affordable housing project with Habitat of Humanity.

Status: Completed December 2020.

- Continue Upward Bound House Homeless Outreach and Case Management Contract –

Status: Since July 1, 2020 the following number of families and persons have been served and placed in permanent housing.

- *Total # of Person Served: 108*
- *Total # of Families Served: 42*
- *Total # of Children Served: 57*



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Total # of Persons Placed in Permanent Housing: 52
- Total # of Families Placed in Permanent Housing: 20
- Total # of Children Placed in Permanent Housing: 32
- Total # of Children Served From CCUSD: 2

- Continue Administration of Homeless Outreach Services through contract service with the Saint Joseph Center (SJC).

Status: In Process - Homeless outreach services were expanded to include evenings Tuesdays through Friday until 10pm and Saturdays to 2pm and has accomplished the following:

- Supportive Services = 107
- Engaged Through Outreach = 57
- Served/Referred to Supportive Services/Housing = 184
- SPDATS Given = 38
- Permanently Housed = 6

- Conduct affordable Housing Covenant Monitoring of all MAP, senior housing, mobile home park units, groups homes and all former Agency assisted units.

Status: Ongoing. Monitoring commences in November annually.

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

Status: Ongoing. Loan monitoring is conducted on a quarterly basis. There are currently 13 outstanding MAP loans, totally \$570,740.

- Continue to oversee Metropolitan Property Management contract for Jackson Avenue Apartments.

Status: On-going. Contract monitored monthly.

- Continue administration of Rapid Re-Housing (RRH), RAP Program, Section 8 Homeless Prevention, Neighborhood Preservation Program, Vacancy Loss and Damage Claim Program, Rehabilitation grant program.

Status: In Process -

- There are currently 16 RAP program participants. Monthly rental costs for these program participants is \$19,935 (\$239,220 annually).
- Landlord incentives were provided to 4 unhoused program participants totaling



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- \$12,200 for security deposits, vacancy loss and holding fee.
- There are 6 unhoused program participants identified to participate in the RRH (\$30,000).
- The rehabilitation programs are pending due to the pandemic.

- Oversee the implementation of the Updated Plan to Prevent and Combat Homelessness.

Status: On-going.

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

Status: Under review with Housing Council Subcommittee

- Investigate the Braddock/La Fayette site for redevelopment as new special needs housing.

Status – Under review with Housing Council Subcommittee

XVI. Section 8

- Administration of the Section 8 Program serving 210 households and Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households.

Status: On-going. Thirteen program participants currently enrolled in FSS. Counseling is conducted on a monthly basis or whenever the program participants request a meeting or requires crisis intervention. Five participants have generated escrow accounts totaling \$36,426.

- Apply for the HUD FSS Coordinator Grant

Status: Completed - Applied for the FSS Grant in November 2020 and notified by HUD in January 2021 that \$36,400 was awarded in grant funding.

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

Status: Pending – Requirement waived by HUD due to the pandemic.

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

Status: Pending – Requirement waived by HUD due to the pandemic.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

ECONOMIC DEVELOPMENT DIVISION

On-Going Projects / Programs

XVII. Strategic Plan 2018-2023, Goal 1- Ensure Long-term Financial Stability

(Explore opportunities for public/private partnerships)

- Managed Fox Hills Master Plan, Media Park Plan, Culver Public Market, The Culver Steps and Ivy Station Redevelopment projects.

Status: Fox Hills Master Plan delayed due to funding and economic results from pandemic. Resumed work on Media Park – SWA Group selected to prepare preliminary design plan and study relocation of the Farmers' Market. Community workshops conducted, coordination with City of Los Angeles, preliminary design plan to be completed May 2021. Worked to finalize documents and coordinate tenant build-out of The Culver Steps.

- Coordinated Streetscape and Crosswalk improvements.

Status: Coordinated with new development projects (Apple, Ivy Station, Synapse, Platform, Access, Culver Steps, Brick and Machine, Haven, Lucky, The Oliver).

- Managed Business Resource Center for new and expanded business permitting, and economic recovery

Status: Managed Business Resource Center via the online system and business hotline to assist businesses through the business permitting process.

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

Status: Audited parking operations and implemented corrective measures. Issued Request for Proposals (RFP) for City Council review in April to select a parking manager to oversee the City's off-street parking operations. Installation of cameras to be implemented in Summer 2021. Completion of improvements to the parking office and parking lots is delayed due to funding restrictions created by pandemic.

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



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RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

Status: Delayed due to the City transitioning management of its fiber network from Mix Networks to Inyo Networks (Onward). Resumed outreach in Summer 2021.

- Implemented Ivy Substation capital improvements.

Status: Prepared 90% drawings for improvements relative to the roof and wall structures. Final review in process with Public Works, Cultural Affairs and Public Works. Project on hold due to funding restrictions created by the pandemic.

- Organized an architecture/design/engineering and biotechnology stakeholder groups.

Status: Conducted first meeting in Summer 2021.

- Create new Business Improvement Districts.

Status: Organized a group of Hayden Tract property owners to discuss implementation of a Property-based business improvement district. Discussions were delayed by the property owners due to the pandemic.

- Produced business/educational workshops.

Status: Attended and provided bi-weekly pandemic and other business-related information/updates during recurring Chamber of Commerce Business Roundtables. Currently exploring a business workshop relative to social media promotion in collaboration with the Chamber.

Partnered with the Chamber of Commerce on three Economic Development events with the Los Angeles Economic Development Corporation and Small Business Development

Center to disseminate information to Culver City businesses related to legal assistance, social media and "How to Start Your Business".

- Developed plans for next steps to redevelop 10858 Culver Boulevard and 9814 Washington Boulevard improvements and/or identify interim uses.

Status: 10858 Culver Boulevard (Community Garden) - Prepared a Comprehensive Plan to entitle a six-unit affordable housing project. An RFP was issued in Spring 2021.

Status: 9814 Washington Boulevard (Paskan) - Executed Exclusive Negotiating Agreement with Center Theater Group for development of the property. An RFP was issued in Spring 2021.



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Administered Farmers' Market.

Status: Worked with the market manager to revise operations in response to the pandemic.

- Administered Downtown Business Improvement District (BID).

Status: Worked with the Downtown BID work plan, adopted 2020, to progress their 2021 workplan and assessment collection. Participated in monthly discussions to exchange information and conducted reoccurring maintenance inspections to ensure public spaces in downtown were maintained properly. Inspections suspended due to the pandemic and resumed Summer 2021.

- Administered Arts District BID.

Status: Worked with the Culver City Arts District BID work plan, adopted 2020, to progress their 2021 workplan, assessment collection and complete median project.

- Conducted Arts District Visioning.

Status: Delayed due to funding and economic results from pandemic.

- Administered Memorandum of Understanding with Chamber of Commerce.

Status: Participated in bi-weekly discussions with the Chamber of Commerce to support businesses and disseminate information during the pandemic.

- Managed Economic Recover Task Force (ERTF).

Status: The ERTF achieved the following in response to the pandemic.

- Organized task force comprised of more than 50 business, property owners, residents.
- Convened five task force meetings.
- Conducted meetings with stakeholders from the arts, entertainment/technology, retail, automotive, real-estate and hospitality industries including the City's top sales tax producers.
- Implemented Street Closures in Downtown and Arts District.
- Expanded outdoor dining opportunities in the downtown.
- Worked with Current Planning to issue Temporary Use Permits for outdoor dining on private property.



COMMUNITY DEVELOPMENT

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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- *Temporarily reduced monthly parking rates in City off street parking facilities.*
- *Implemented methods to activate/utilize vacant storefronts and properties*
- *Worked with Current Planning Division to temporarily reduce parking requirements for takeaway food and beverages.*
- *Worked with City Attorney to prepare order regulating delivery fees by third part providers.*
- *Conducted outreach via Business Assistance Card (English and Spanish) mailed to all business without an active email.*
- *Created Pandemic protocol poster (English and Spanish) to be posted in all businesses.*
- *Developed a shop local campaign "Love Local, Buy Local Campaign: #ChooseCulverCity".*
- *Worked with Cultural Affairs Division to create Performing Arts Marketing Sponsorship and Development of Virtual Performance Arts Center (in progress).*
- *Worked with Cultural Affairs Division to develop Storefront Art Poster Project to activate vacant spaces and commercial corridors and promote local artists.*
- *Collaborated with University of Southern California to assess future office/work from home trends and impacts.*
- *Monitored programs and resources available through federal, state and county governments to help small businesses and employers navigate this economic disruption.*
- *Created a Pandemic business information webpage to inform businesses of assistance and resources.*

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

(improve circulation by creating alternative modes of transportation and reduce traffic congestion through recommendations from TOD visioning and microtransit.)

- Participated in Move Culver City.

Status – Managed business/community outreach and coordination which included three business roundtables with outreach to 20+ business stakeholders, 20 business specific meetings (one-on-one) to discuss plan details, organizing team field visits with six businesses, participation in more than ten meetings to discuss design details and development, design of a bi-lingual postcard and attendance at all CPAC and team meetings to date.

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

(Build partnership between L.A. City, Baldwin Hill Conservancy and L.A. Metro)

- Coordinated with Public Works Department and Advance Planning Division on Ballona



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FISCAL YEAR 2020/2021 WORK PLANS (CONTINUED)

- Creek Revitalization project.

Status: Delayed due to funding and economic results from pandemic.

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

(Work with private developers to increase affordable housing)

- Managed Affordable Housing Linkage Fee Study and Draft Ordinance.

Status: Economic Planning Systems (EPS) retained to prepare a nexus study and perform community outreach. EPS's findings and recommendations presented to the City Council Spring 2021.

XXI. Other Programs

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

Status: Implemented 15 of the 43 work program items identified in the EDIP.

- Pursued Los Angeles Economic Development Council Business Friendly City Award and other grants/awards.

Status: Submitted application Summer 2021.

- Prepared new City Economic Development webpage.

Status: Completed 2020.

- Prepared 2020-2021 City Profile.

Status: Completed Spring 2021.

- Administered the Community Development Block Grant program.

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

- Managed Town Plaza filming permits.

Status: Ongoing.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

The Community Development Department guides the development of the City and is comprised of seven divisions which include Administration, Building Safety, Current Planning, Economic Development, Enforcement Services, Housing, and Advance Planning. Each Division plays a separate but mutually supporting role in community building to carry out the mission of the department.

FISCAL YEAR 2021/2022 WORK PLANS

ADMINISTRATION DIVISION

On-Going Projects / Programs

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

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

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

- Continue to coordinate Division work to develop a Ballona Creek Revitalization (BCR) action plan.
- Adopt recommendations of the BCR action plan as part of the General Plan Update Mobility Element.
- Identify and determine feasibility of potential BCR recreational improvements including incorporating PRCS Recreational Master Plan in General Plan Update.

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

- Implement affordable housing programs with Housing Division.
- Collaborate on implementation of approved Homeless Services Programs.

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

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



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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

and meetings related to Federal, State and local agency oil field regulations related to oil drilling operations.

- Incorporate findings in General Plan Update Land Use Element.

V. Development Services Improvements

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

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

New Projects / Programs

- Prepare new Transportation Demand Management (TDM) implementation measures and collaborate with Transportation and Public Works Departments on new TDM Ordinance
- Mixed-Use Ordinance/Inclusionary implementation
- Linkage Fee Ordinance implementation
- Rent Stabilization Ordinance implementation and new Housing Division Unit organization
- 9814 Washington Boulevard (Paskan Property) implementation
- Wende Comprehensive Plan/Community Garden Adoption
- Collaborate on new mobility initiatives such as Move Culver City, Tactical Mobility Lane, mobility grants, long range mobility planning in General Plan.

BUILDING DIVISION

On-Going Projects / Programs

- Continue to provide the core services of the Building Safety Division:
 - Process permit applications
 - Issuing construction permits
 - Coordinate inter-divisional workflow and routing of plans to various City Divisions



COMMUNITY DEVELOPMENT

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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- 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
 - 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 expand Accela online permitting capabilities. Create new Accela permit types for supplemental permits (separate addendum permits for additional work outside of permit scope or revised scope of work), GIS mapping of special (building hazard areas or permit districts and special permit issuance requirements).
 - Continue to work with IT Department on the selection and implementation of an electronic plan check software.
 - Work with IT Department on integration of Accela payment and Finance cashier system.
 - Continue to enhance Building Safety website information such as applications and code information and bulletins and handouts.
 - Continue Implementation of the Permit Center:
 - Create inter-departmental application process for selected types of permits to simplify and coordinate permitting among various divisions and departments in development services to improve customer services.
 - Reorganize counter service and customer queuing and workflow and create customer service computer kiosk to query permit and process information.
 - Refine and implement Permit Tech II rotation schedule.
 - Continue 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 Entrada, Brick and Machine, The Culver Studios, 11141 Washington Assisted Living Facility, Culver Public Market, Synapse Automated Parking Garage (8888 Washington), and 8511 Warner.
 - Staff Recruitments – Recruitments of 1 or 2 Permit Technicians, 1 Building Inspector, 1 Plan check engineer.



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue digitization of plans and permits.

New Projects / Programs

- Work with IT Department on the selection and implementation of an electronic plan check and customer query software.
- Work with IT Department on integration of Accela payment and Finance cashier system.
- New building permit fees studied and new fee resolution adoption.
- Permit Center physical reconfiguration to enhance development service workflow. - customer computer kiosk (with necessary hardware and software) to query permit and process applications.
- Recruit Permit Tech II staff to implement inter-division, inter-departmental work rotation schedule.

ENFORCEMENT SERVICES DIVISION

On-Going Projects / Programs

- Continue ongoing programs including enforcement of regulations for Leaf Blowers, Cannabis, Massage, and Amnesty. (see above)
- Continue ongoing general enforcement and assistance for interdepartmental and interdivisional collaboration with Public Works, Current Planning, Building Safety, Housing, Finance and Parks, Recreation & Community Services.
- Complete staff recruitment for one Code Enforcement position.

ADVANCE PLANNING DIVISION

On-Going Programs / Projects

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



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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

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

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

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

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

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

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

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

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

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



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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 2021 annual reporting, in collaboration with City Departments, to quantify the City’s progress in reducing greenhouse gas emissions.

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

- Governmental Alliance on Race Equity (GARE) – Continue helping with the Public Safety Review initiative and any other GARE initiatives as requested by the City Manager’s Office.
- General Plan Update (GPU) – Continue working on the GPU project, including equitable community engagement, land use alternatives, policy frameworks, technical analysis, plan preparation, and CEQA compliance.

CURRENT PLANNING DIVISION

On-Going Projects / Programs

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



COMMUNITY DEVELOPMENT

RESP. MGR.: SOL BLUMENFELD

FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

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

New Projects / Programs

- Text amendments:
 - Accessory Dwelling Unit update
 - Condominium and Townhome Subdivision
 - Administrative Modifications and Administrative Use Permits– Chapter 17.550) – Approval with or without conditions after making mandatory findings
 - Number Permit Extensions Allowed (Chapter 17.595)
 - Architectural Features Related to Height Exemptions – (Chapter 17.300.025)
 - Submittal Requirements – Comprehensive Plans, SPR, CUP, AUP, AM
 - Conform Code Requirements to State Law
- Parkland In-Lieu Fee Update

HOUSING DIVISION

On-Going Projects / Programs

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

- Continue investigation of short and long-term funding sources for the continuation of Housing Division administration, programs, and projects.
- Continue the annual single audit with Finance Department.
- Continue file retention and destruction program.
- Continue staffing the Committee on Homelessness (COH).



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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue staffing the Landlord Tenant Mediation Board (LTMB).
- Coordinate all request for mediation through the LTMB.
- Provide notice to all landlords of requirement for LTMB and mediation services under CCMC Chapter 15.09
- Continue joint administration of SB2 grant funding with Advance Planning.

XV. Rent Control/ Tenant Protection Ordinance

- Continue implementation of statewide Eviction Moratorium (dispute resolution) until rescinded.
- Continue implementation of Rent Control and Tenant Protection Ordinances including contract administration and monitoring, coordination of hearings and hearing officer, housing and tenant rights, rental adjustment analysis, rental registration/fees, program guidelines and procedures, community outreach, and monitoring and enforcement of program guidelines.

XVI. Homeless Services and Prevention

- Ongoing implementation of emergency shelter feasibility study and funding options.
- Ongoing implementation of feasibility study for a motel conversion(s), examine funding and implementation options for emergency shelter and/or permanent supportive housing.
- Research with City Manager's office, establishment of local Homeless Management Information System (HMIS) to identify, track and maintain a database on the unhoused community.
- Research with City Manager's office, investigation, implementation and messaging campaign for public outreach about unhoused community.
- Research internal alternative outreach, wellness and response measures for unhoused residents.
- Work with City Manager's office to implement Safe Parking Program.
- Restart outreach for implementation of Cedars Sinai Homeless Awareness and Education Program.



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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Continue Upward Bound House Homeless Outreach and Case Management Contract Implementation.
- Explore funding options for Homeless Outreach contract services through contract service with the Saint Joseph Center (SJC).
- Continue administration of Rapid Re-Housing Program for six program participants as part of the Los Angeles County Homeless Initiative.
- Investigate and implement strategies of the Los Angeles County Homeless Initiative include an Economic Empowerment Ordinance.
- Continue LA County Homeless Incentive Program (HIP) (including holding fee/signing bonus, vacancy loss, security deposit, and damage claims) to attract landlord participation.
- Continue work with Committee on Homelessness (COH) to coordinate the 2022 Homeless Count.
- Continue implementation of Senior/Disabled Persons Mobile Home Replacement Program.
- Continue implementation of COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP).
- Continue implementation of Internal Emergency Motel Voucher Program.

XVII. Low- and Moderate-Income Housing Asset Fund

- Continue administration of RAP Program serving 16 households.
- Continue all affordable housing (400 units) covenant monitoring.
- Continue administration Mortgage Assistance Program (MAP) – 13 units; Loan Monitoring (\$2,000).
- Continue monitoring Metropolitan Property Management contract for 9 units at Jackson Avenue Apartments.
- Continue rehabilitation of Jackson Avenue Apartments including installation of new roof and new kitchen and bathroom countertops and cabinets.



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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- 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.
- Investigate the Braddock/La Fayette site for new housing production.
- Inclusionary Housing Mixed-Use Ordinance covenant monitoring.
- Oversee the implementation Inclusionary Housing Mixed Use and monitoring of all income and affordable rent restricted units.
- Oversee implementation of Linkage fee to fund affordable housing.
- Continue implementation of Affordable Housing Accessory Dwelling Unit (ADU) Incentive and Amnesty Program (\$300,000).

XVIII. Section 8

- Continue administration of the Section 8 Program serving 210 households.
- Conduct required Housing Quality Standard (HQS) Inspection per US Department of Housing and Urban Development (HUD) and California Redevelopment Law (CRL) rules/regulations.
- Continue contract monitoring of Section 8 Family Self Sufficiency (FSS) Program serving 25-27 households
- Apply for the HUD FSS Coordinator Grant
- Prepare and Submit for HUD approval the Section 8 Annual Year Plan.
- Conduct SEMAP review and submit to HA and HUD for approval.



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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

Economic Development Division

On-Going Projects / Programs

- Complete Construction of Culver City Market Hall.
- Coordinate tenant buildout of The Culver Steps and Ivy Station Redevelopment.
- Manager construction of TOD crosswalk improvements.
- Coordinate construction of TOD streetscape improvements with new developments projects.
- Manage West Washington Business Improvement District.
- Manage Business Resource Center for new and expanded business permitting.
- Manage parking operations and complete improvements to the parking office, parking lots and installation of security cameras in the City garages.
- Work with Information Technology and City Manager's Office to implement the City's fiber network business plan.
- Implement Ivy Substation capital improvements.
- Meet with entertainment/technology, retail, automotive and hospitality stakeholders and the City's top sales tax producers.
- Create new BIDs where possible (including the Hayden Tract).
- Initiate Code Enforcement actions and/or research other opportunities to activate vacant/disinvested storefronts and properties.
- Pursue LAEDC Business Friendly City Award and other grants/awards.
- Produce business/educational workshops in collaboration with the Chamber of Commerce, Los Angeles Economic Development Corporation (LAEDC) and Small Business Development Centers (SBDC).
- Promote and highlight the City, new construction and other programming via social media platforms.
- Implement programs identified in the Economic Development Implementation Plan (EDIP).
- Prepare 2021-2022 City Profile.
- Identify developers for 10858 Culver Boulevard and 9814 Washington Boulevard via a Request for Proposals process.
- Administer the Community Development Block Grant (CDBG) program.
- Administer Memorandum of Understanding (MOU) with Chamber of Commerce.
- Administer Farmers' Market and examine potential site alternatives.
- Administer Downtown BID and act as liaison for renewal and implementation, including funds disbursement, permit assistance and the Management Agreement.
- Administer Arts District BID and assist with mixers, promotion, website development and Artwalk events.
- Serve as liaison for city community events, administer related agreements as required, including production for annual calendar for Culver Steps and Town Plaza Expansion.



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FISCAL YEAR 2021/2022 WORK PLANS (CONTINUED)

- Conduct Arts District Visioning.
- Continue to coordinate on Ballona Creek Revitalization (BCR) project.
- Staff Emergency Operations Center (EOC) as necessary.
- Manage Economic Recover Task Force (ERTF) including expansion of the Buy Local and Open for Business programs.

New Projects / Programs

- Partner with Public Works to obtain grant for Reimagine Fox Hills plan.
- Review and reorganize the technology stakeholder group to effectively represent the digital entertainment and technology industry.
- Form new architecture/engineering and design stakeholder group.
- Conduct business outreach meetings with Culver City biotechnology businesses.



FINANCE

RESP. MGR.: ONYX JONES

FISCAL YEAR 2020/2021 WORK PLANS

STRATEGIC PLAN INITIATIVES

Citywide User Fee Study

- Complete Citywide User Fee Study and review of Development Impact Fees and bring to City Council for adoption.

Status: In-progress

The development of the Citywide User Fee Study and the review of Development Impact Fees is currently in progress. This project was delayed due to COVID-19. Finance staff will continue to work with consultants during the next fiscal year as the City's fee structure will be continually assessed for proper valuation in conformity with the associated program expenditure obligations and expense recoupment efforts.

DEPARTMENTAL INITIATIVES

Policy Project Development – Part II of Internal Audit Function

- Staff will continue to update policies and procedures as recommended by Moss Adams, and the updated policies and procedures will be put into place through the end of FY2020/2021. This phase of the policies and procedures include Financial Reporting, Accounts Receivables, Debt Management and Investments. The final optional phase will include updating the employee manual for Human Resources.

Status: In-progress

It is anticipated that the following policies and procedures will be finalized by June 2020: Internal Controls Audit Framework, Accounts Payable, Purchasing Purchase Card and Reimbursement, Grants Management and Cash Handling. There are no recommended changes to the Debt Management and Investment Policy.

Staff has also implemented about 70% of the internal control recommendation from Moss Adams. Recommendations that require software changes or implementation of new software modules will continue to be worked on into FY 2021/2022.

Enhanced Fraud, Waste Abuse Program

- The hotline for reporting Fraud, Waste and Abuse (FWA) of City's resources was setup and made available to residents and employees on the City's website in October 2019. The procedures for reviewing and investigating reports will be updated with the recommendations by Ad-Hoc subcommittee for Internal Controls.

Status: In-progress

Finance has drafted a Fraud, Waste and Abuse policy to provide guidance on fraud prevention, the monitoring of the FWA hotline complaints and investigations. The final version of the policy will be presented to the Policy Committee in March 2021 and then



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forwarded to City Council for review and approval. Staff has also created quarterly FWA reports that provide the status of complaints received from the FWA hotline and any updates regarding the fraud prevention program. The final phase of this project will be to educate City Staff and residents about the FWA Hotline.

Implement New Purchase Card Process (P-Card)

- Enhancing purchasing card process by transitioning to new card vendor for improved policy integration; efficient data importing to accounting system; and ease of user allocation at department for more expeditious review to limit opportunities for fraud/misuse.

Status: In-progress

Finance staff has initiated the process of transitioning the City's P-card services by completing implementation training from the new vendor and the establishment of new system-wide set-up with enhanced security controls. The next phase of this project will be to finalize the integration of the Vendor's system to the City's general ledger system and to conduct a City-wide rollout of user-training.

Update 10-Year Fiscal Sustainability Plan

- Update/refine Ten-year Fiscal Sustainability Plan by creating a more dynamic and interactive ten-year forecast that shows various budget scenarios such as: new business development, economic recession, reducing pension liabilities, meeting all city service levels and required infrastructure improvements.

Status: Complete

Staff has been working with Urban Futures, Inc. (UFI), an outside consulting firm, in further developing an updated Ten-year Financial Forecast program. The financial forecast has been refined to enable Finance staff the ability to update the program quickly with current financial data, streamline entry for new business development and cannabis scenarios, a new dashboard to easily forecast economic recession scenarios, assist staff in projecting the breakeven point to meet all city service levels and required infrastructure improvements, and it creates graphs and charts for presentations/documents.

Conduct Transient Occupancy Tax (TOT) Audit Program

- HdL has been selected to conduct TOT audit program. Staff and HdL will develop a program with guidelines and provide training to hotels/motels on preparing TOT remittance forms and submitting the correct amount of TOT.

- **Status: On-hold**

The TOT audit program was put on the hold due to impact of the COVID-19. The hotel industries were largely affected by the pandemic, many hotels had to close their doors and other hotels operated below their normal capacity levels. This audit program will be revisited in FY 2021/2022.



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Update Investment Policy

- Update Investment Policy to meet the requirements of current financial environment. Obtain guidance and assistance from California Municipal Treasures Association (CMTA) on improving current Investment Policy and receive CMTA Investment Policy Certification.

Status: In-progress

The Investment committee met and discussed the annual performance of City's investment portfolios with the Investment Advisors. The Investment Committee reviewed the various options for changes in policy presented by the staff and Investment advisors and decided to continue with the current Investment policy and the current investment portfolio allocation. The final phase of this objective is to submit the Investment Policy to CMTA for their certification program.

FISCAL YEAR 2021/2022 WORK PLANS

STRATEGIC PLAN INITIATIVES

Citywide User Fee Study

- Complete Citywide User Fee Study and review of Development Impact Fees and bring to City Council for adoption.

Full roll-out of Measure RE and audit program

- Culver City residents approved the amendments to the collection rate of Real Property Transfer Tax in November 2020 elections. The new Measure RE will be in effect from April 1, 2021. The City will be rolling out the new process of collecting additional tax under Measure RE and audit program for this revenue type during FY 2021/2022.

Conduct Transient Occupancy Tax (TOT) Audit Program and work with the Finance Advisory Committee (FAC) to determine ways to recover TOT revenues

- HdL has been selected to conduct TOT audit program. Staff and HdL will develop a program with guidelines and provide training to hotels/motels on preparing TOT remittance forms and submitting the correct amount of TOT.
- Staff will work with the FAC members and the City Attorney to look at potential revenue sources to recover lost TOT revenues as a result of the Corporate Housing program.

DEPARTMENTAL INITIATIVES

Policy Project Development – Part II of Internal Audit Function

- Staff will continue to update policies and procedures on a regular basis as recommended by Moss Adams.



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- Finalize the implementation of the remaining Moss Adams internal control recommendations, including recommendations that require software changes or implementation of new software modules.

Budget Program Updates/Processes

- Continue roll-out of the Central Budget Program to assist City Departments and Divisions with developing their annual budget submittals, along with streamlining review capabilities during the fiscal year.
- Work with City Departments and Divisions in developing material to meet new criteria requirements for the Government Finance Officers Association (GFOA) award program. Items will include Performance Measures and Department organizational charts.
- Continued implementation of system enhancements to further reduce paper processes and improve overall City efficiencies, which will include deployment/upgrades to modules such as Personnel Actions, Employee Expense, and Accounts Payable programs within the City's financial enterprise resource planning (ERP) software.



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- Work with Finance to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment, and Internal Control Review. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. The Finance Department has created an Internal Audit Framework policy that will be presented to the Policy Committee and City Council for review and approval. Staff has also successfully implemented over 60% of the eighty detailed internal control recommendations from Moss Adams. Some of the recommendations which require the implementation of new software will take additional time and funding in order to transition. Staff has established a Fraud, Waste and Abuse (FWA) Hotline, generated quarterly FWA reports (posted on the City Website), and prepared a FWA policy for Committee and Council consideration. The Finance Department has created Administrative Grant Policies and Procedures, and staff is working on implementing a project accounting program in Munis to track all grant activity.

- With the new Assistant to the City Manager for Homelessness and working with the Housing Division, support the City Council's direction regarding efforts to explore creative methods to identify affordable and workforce housing opportunities and address homelessness. Work will be done to address numerous priorities, including the following seven goals of the program: Increase bridge housing options and the number of people served; expand homelessness prevention programming; Increase access to affordable and supportive housing across the city; enhance data tracking and homeless outreach activities among city staff and service providers; expand community education efforts around homelessness and raise awareness about available resources and best practices; create local programs to increase workforce training and job opportunities; and enhance local and regional coordination. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*

Status: In progress. Working with the Housing Division, efforts are underway to implement the seven goals of the program to address housing and homelessness. The goals include projects to increase housing options, such as completing the Motel Reuse Study and launching the Accessory Dwelling Unit (ADU) program. Work also includes launching a system to track data and communicate outreach activities among City staff, including Code Enforcement, Fire Department, Police Department, St. Joseph's outreach team, and other affected City departments. Staff is working with the Committee on Homelessness to launch an educational and outreach campaign and to launch the Safe Park program. Staff continues to work with the Westside Cities Council of Governments on regional housing and



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homelessness solutions and is in active collaboration with the City and County of Los Angeles to address encampments and strengthen service provider relationships.

- Obtain City Council direction on a permanent rent control and tenant protections program. Working with the Housing Division, implement the program by creating the necessary processes, forms, and administrative policies. Communicate about the program to stakeholders including tenants and landlords. Develop and obtain City Council approval for cost recovery fees, if desired by City Council. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*

Status: In progress. Permanent rent control and tenant protections programs were adopted by City Council in September 2020 and went into effect in October 2021. Staff has created many of the necessary guidelines and forms, such as for determining the annual permissible rent increase, for landlords to apply for rent adjustments, and the required rent control notice. A new rent control webpage is active and additional communications are planned in Spring 2021. Development of cost recovery fees will occur in Spring 2021 after approval of rent control related budget adjustments.

- Work with Information Technology Department to leverage Culver Connect, the City's fiber-optic network, to stimulate economic development by providing high speed internet access to City businesses. Maximize the efficiency and utilization of the network by transitioning to a new operator who will also provide ISP services to small businesses. *2018 Strategic Plan Reference: N/A*

Status: In progress. Transition from the previous network operator to the new network operator occurred throughout FY20/21. Onward, the new operator, began as operator on March 1, 2021, which will cut annual expenses by over 50% in FY21/22. Additional network customers were added in FY20/21, tripling fiscal year annual revenue compared to FY19/20. The network is now cash flow positive and will be have positive net income in FY21/22.

- Work with the Finance Department to complete the permitting process for eight non-storefront and three storefront cannabis businesses who are currently in the application process, working with Finance. Re-open the non-storefront permit application process if additional permit slots are available. Develop auditing and annual inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. Culver City has five permitted non-storefront cannabis businesses and five non-storefront businesses remain in the process of completing their permit applications. The three storefront retail applicants remain in the permitting process and are expected to complete the process in FY21/22. The Los Angeles County began periodic public health



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permit inspection program through an agreement with the City in FY20/21. The Finance Department collected quarterly tax returns from permittees and processed permit renewals for existing applicants throughout the year. Cannabis tax revenue for the first two quarters of FY20/21 grew to \$731,000, compared to \$29,000 for the first two quarters of FY19/20.

- Work with the City Attorney's Office to complete the renewal of the Torrance Valley Pipeline franchise agreement. Review and update the City's oil pipeline franchises, using the Torrance Valley franchise agreement as a template. *2018 Strategic Plan Reference: N/A*

Status: In progress. Staff anticipates completing the renewal of the Torrance Valley Pipeline franchise agreement by the end of FY20/21. The agreement will serve as a template for the renewal of the three remaining pipeline franchise agreements.

- Develop and obtain City Council approval for a comprehensive ordinance permitting and regulate short term residential rentals. If approved by the City Council, work with Community Development to 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: In progress. Staff continues to collect Transient Occupancy Tax 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 program. Now that the permanent rent control program is in place, development of the short term residential regulations will resume in FY21/22

- Collaborate with the Culver City Unified School District and West Los Angeles 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: In progress. The CC-WLAC liaison committee met in February 2021 to discuss ongoing construction at WLAC, future development at 10100 Jefferson Boulevard, and safe parking. Staff facilitated one meeting of WLAC with representatives from the adjacent homeowners associations in February 2021 to discuss ongoing construction at WLAC. The CC-CCUSD liaison committee met in February 2021 to discuss student support services and sustainability.



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- Work with the Transportation Department on strategy and policy development for improving circulation and reducing traffic congestion through expanding numerous modes of transportation. *2018 Strategic Plan Reference: Enhance Mobility and Transportation*

Status: In progress. The Transportation Department leads the tactical MOVE Culver City project in coordination with other City departments. MOVE Culver City's Downtown Corridor will connect Downtown Culver City with the E-Line station and the Arts District by creating mobility (bus and bike) lanes in both directions on Culver and Washington boulevards. Since November 2020, staff has participated on the MOVE Culver City project team, particularly in the areas of community outreach and communications.

- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space and potentially increasing opportunities for public meeting space. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*

Status: In progress. Due to the COVID-19 pandemic, Stay at Home and Safer at Home Public Health Orders, many City Hall staff have been telecommuting since March 2020. Largely for these reasons, the planning for restructuring and reorienting of the offices in City Hall has been put on hold. Over the past several months, the Public Works Department has been working with many City Hall departments to install COVID-protective partitions in workspaces for employees who are working in City Hall.

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

Status: In progress. Due to budgetary constraints this year, the City has reduced the scope and funding for the City's communications consultant. In light of these changes, staff has increased efforts to work more closely with staff regarding content for social media.

As of January 2021, the City has seen continued growth in the size of its audience on social media. There are 5,201 followers on the City's Facebook Page; 6,795 followers on the City's Twitter Feed; 14,158 Nextdoor Members; 2,701 followers on the City's Instagram feed; 537 followers on the City's Volunteer Twitter Feed; 1,153 followers on Fire Department's Facebook Page; 1,383 followers on the Fire Department's Twitter Feed; 2,834 followers on the Fire Department's Instagram Account; 4,073 followers on the Police Department's Facebook Page; 6,557 followers on the Police Department's Twitter Feed; 7,049 followers on the Police Department Instagram Account; 1,324 followers on the PRCS Department's Facebook Page; 800 followers on the Culver CityBus Facebook Page; 378 followers on the



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Culver CityBus Twitter Feed; and over 38,000 subscribers on the City's GovDelivery platform. The City's communications consultant and staff have monitored comments, inquiries, and requests for service from stakeholders through various social media channels and the media. Whenever appropriate, staff and the consultant have noted the comments and questions and have informed other City staff to respond to inquiries.

When the City's Emergency Operations Center (EOC) was activated for the COVID-19 pandemic, one of the Assistant City Managers was named Crisis Communications Officer. The EOC Director assembled a team to support his efforts which included staff from the City Attorney's Office, Community Development/Economic Development, and the Fire Department. This group's efforts include preparing and distributing regularly scheduled Coronavirus updates to the community and City staff, social media posts (with the support of the communications consultant), and regular coordination with staff at the Los Angeles County Department of Public Health and other public agencies.

Additionally, due to restrictions on public gatherings during the COVID-19 pandemic to slow the spread of the virus, City departments, Commissions and the City Council have held meetings, workshops, and programs virtually. Staff in the City Clerk's Office and Information Technology Departments have pivoted during this time to help ensure public participation during these meetings.

- 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: Staff will renew efforts to work on the Sidewalk Vending Ordinance and other City policies with the support of various staff and the Ad Hoc Street Vendors Subcommittee.

- Support the City's work as a participant in AARP's Age Friendly Community program. 2018 Strategic Plan Reference: N/A

Status: The City's Parks, Recreation and Community Services Department has made significant efforts to help our community's senior population receive home delivered meals and special celebratory holiday gifts during the pandemic. The Senior Center has also created the monthly Safer at Home Guide for seniors. The Guide includes health and wellness activities, listings of Virtual Senior Classes, concerts, and workshops in addition to a Trivia section and important information about COVID-19.



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- The City Manager will continue to lead the City's response to COVID-19 as the Emergency Services Director. The City Manager and staff continue to work with all departments through the EOC on issues such as public orders and compliance with health guidelines to keep the public safe, public and employee communications, employee policies and procedures, vaccination planning, fiscal stabilization, and cost recovery. *2018 Strategic Plan Reference: N/A*
- Work with Finance to continue to enhance internal controls and oversight based on the recommendations of the Cash Handling, Grants Management Compliance, Enterprise Risk Assessment, and Internal Control Review. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work with the Housing Division and City Attorney's Office to implement the permanent rent control and tenant protections programs. Complete development of the residential rental registration process and collection of a residential rental fee, if approved by City Council. Created any additional processes, forms, and administrative policies necessary. Bring on board new staff and consultants to assist with the implementation of the program. Communicate about the program to stakeholders including tenants and landlords. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- 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*
- Work with the Crisis Intervention Subcommittee to hire a project manager who will lead the work to design a Crisis Intervention Program for behavioral and mental health needs. *2018 Strategic Plan Reference: Enhance Housing and Homeless Services*
- 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



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to City businesses. Maximize the efficiency and utilization of the network by working with new operator to expand the customer base and provide ISP services to small businesses. Expand the Culver Connect network through joint-build activities with Ting Internet. *2018 Strategic Plan Reference: N/A*

- In order to meet the public demand for additional options for high-speed home internet service, work with the Public Works Department and the Information Technology Department to permit the completion of Ting Internet's citywide fiber network, including citywide fiber-to-the-home. Develop partnerships with Ting to provide high-speed internet at a lower cost for affordable housing residents, free internet service to Culver City serving non-profit organizations, and a free public wi-fi location. *2018 Strategic Plan Reference: N/A*
- Work with the Finance Department to complete the permitting process for five non-storefront and three storefront cannabis businesses who are currently in the application process. Re-open the non-storefront permit application process for the remaining permit slots that are available. Work with Finance to develop auditing and annual inspection procedures. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work with the City Attorney's Office to update three remaining oil pipeline franchise agreements, out of the City's five oil pipeline franchises, using the Torrance Valley franchise agreement (anticipated to be completed in FY21) as a template. *2018 Strategic Plan Reference: N/A*
- 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*
- Work with the Finance Department to implement the new tiered rate structure for the City's real property transfer tax, approved by voters as Measure RE in November 2020, including communications, audit and recovery mechanisms, and a process to determine eligibility for affordable and new multi-family residences. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- 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-



CITY MANAGER

RESP. MGR.: JOHN NACHBAR

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 Transportation Department on strategy and policy development for improving circulation and reducing traffic congestion through expanding numerous modes of transportation. *2018 Strategic Plan Reference: Enhance Mobility and Transportation*
- Develop a plan and funding mechanism to restructure and reorient the offices in City Hall, creating a more efficient use of space, considering current work from home changes, and potentially increasing opportunities for public meeting space. *2018 Strategic Plan Reference: Ensure Long-term Financial Stability*
- Work to improve the City's overall communications and increase opportunities for community engagement and public notification. Expand access to information and allow stakeholders to play an active role in discussing public policy and setting priorities. *2018 Strategic Plan Reference: N/A*
- Work with the City Attorney's Office and various City departments on updates to the Culver City Municipal Code, policies and procedures which may be needed following the adoption of new legislation. *2018 Strategic Plan Reference: N/A*