



Legislation Details (With Text)

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**In control:** City Council Regular Meeting

**On agenda:** 2/20/2018      **Final action:**

**Title:** Review of Current City Work Plan and Process for New Work Plan (City Manager Moe).  
DISCUSS AND PROVIDE DIRECTION

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. City Work Plan, 2. Manhattan Beach Strategic Plan

Date	Ver.	Action By	Action	Result
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**TO:**  
Honorable Mayor and Members of the City Council

**THROUGH:**  
Bruce Moe, City Manager

**FROM:**  
Kendra Davis, Management Analyst

**SUBJECT:**  
Review of Current City Work Plan and Process for New Work Plan (City Manager Moe).  
**DISCUSS AND PROVIDE DIRECTION**

**RECOMMENDATION:**  
Staff recommends that City Council discuss and provide direction regarding the City’s Work Plan.

**FISCAL IMPLICATIONS:**  
There are no fiscal implications associated with the recommended action.

**BACKGROUND:**  
The City’s Work Plan (Attachment 1) lists the City Council’s priority projects and tasks which were developed from the City’s Strategic Plan Pillars framework. The attachment provides a review the number of projects being coordinated throughout the different departments, current status, estimated timelines and completion dates, and the alignment with the Manhattan Beach Strategic Plan (Attachment 2).

At the City Council Retreat on May 3, 2017, the City Council reviewed the City’s Work Plan and provided direction regarding active and future projects. Additional projects were added by City Council, and staff continues to work on those priorities. Staff updates the Work Plan as necessary to reflect changing timelines or project completion.

## **DISCUSSION:**

Periodic review and updating of the Work Plan is a best practice. This provides the City Council with the opportunity to review, re-prioritize and modify existing items as well as add new items as necessary. To that end, staff is in the process of scheduling a new Work Plan meeting at the Council's earliest convenience.

In recent years, the City has utilized outside consultants to facilitate the development of the Strategic Plan/Work Plan. While this has been beneficial, staff is suggesting a new approach in which staff will guide and assist the City Council in the process.

The suggested format is as follows:

1. Council and staff will review the existing Work Plan. Modifications may be made to existing items, including removal, reprioritizing or elimination.
2. City Council, and then staff, will be provided an opportunity to suggest new Work Plan items.
3. Once all items are identified, Council will vote on each plan item. A majority vote of the Council will be necessary to include the item on the next Work Plan.
4. The final list will be prioritized (this may occur at the Work Plan meeting, or at a subsequent City Council meeting).

The community will also be provided the opportunity to provide input, including submission of ideas via Open City Hall in advance of the Work Plan meeting, as well as through attendance at the meeting, or via email. The Open City Hall option will also be posted to Next Door. Twitter and Facebook will also be utilized.

Once the Work Plan is adopted, staff recommends that future updates be presented quarterly so that City Council has the opportunity to review the projects and priorities while maintaining alignment with the community's needs.

For this evening's City Council meeting, staff will highlight and provide status for a few of the current Work Plan items. Staff will also provide an update on the date for the next Work Plan meeting as well as accept input regarding the proposed Work Plan meeting format.

## **PUBLIC OUTREACH/INTEREST:**

In addition to the outreach listed above, staff will notice and advertise this meeting as regularly scheduled City Council meetings are noticed. It will be posted on the City's website, as well as on social media. Copies of the agenda will be available at City Hall, the Manhattan Beach Library, Joslyn Community Center and the Police Department lobby.

## **ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

## **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**Attachments:**

1. City Work Plan
2. Manhattan Beach Strategic Plan