



## Legislation Details (With Text)

**File #:** 21-0291 **Version:** 1  
**Type:** Gen. Bus. - Staff Report **Status:** Agenda Ready  
**In control:** City Council Regular Meeting  
**On agenda:** 10/5/2021 **Final action:**  
**Title:** Update on Fiscal Year 2021-2022 City Council Work Plan Report (City Manager Moe).  
RECEIVE REPORT

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Work Plan Summary, 2. City Council Work Plan (35 Items), 3. Completed Work Plan Items (19 Items), 4. Departmental Involvement Matrix

Date	Ver.	Action By	Action	Result
10/5/2021	1	City Council Regular Meeting		

**TO:**  
Honorable Mayor and Members of the City Council

**THROUGH:**  
Bruce Moe, City Manager

**FROM:**  
George Gabriel, Assistant to the City Manager

**SUBJECT:**  
Update on Fiscal Year 2021-2022 City Council Work Plan Report (City Manager Moe).  
**RECEIVE REPORT**

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**RECOMMENDATION:**  
Staff recommends that the City Council receive the report on the Fiscal Year 2021-2022 City Council Work Plan.

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

**BACKGROUND:**  
Based on past practice, the City Council reviews a Work Plan document that lists the City Council's priorities. The document allows the City Council to receive an update on projects that staff is undertaking (based on City Council direction) and allows the City Council to review projects they may want to proceed with.

The City Council's current Work Plan was approved at the June 1, 2021, City Council meeting. Based on direction provided at that meeting, staff updated the Work Plan to reflect the priorities identified by City Council.

## DISCUSSION:

The current Work Plan reflects the City Council's priorities for the foreseeable future (Attachment #1). Additionally, staff has provided a summary of all the work plan items (Attachment #2) which includes status, previous target date of complete and current target date of completion.

The City Council Work Plan features consistent layouts, priority levels on projects, funding sources and images. Priority levels are organized in the following A, B, and C categories with the following definitions.

- A - Critical
- B - Important
- C - Normal

Since the last City Council Work Plan update on June 1, 2021, two work plan items were added. At the August 24, 2021, meeting, City Council directed staff to add a Work Plan item pertaining to the long-term use of for outdoor dining and business use on the public right-of-way and private property. This item, titled "Long-Term Outdoor Dining and Business Uses on Public and Private Property" has been added and will be further discussed at the October 5, 2021, City Council meeting. Additionally, consistent with City Council direction, staff has added placing solar panels on City facilities on the existing Work Plan item titled, "Environmental Sustainability Work Plan."

Additions have also been made to the list of completed City Council Work Plan items (Attachment #3). The items most recently completed, as well as the responsible department (noted within parentheses) include:

- Collective Bargaining Negotiations (Human Resources) (Note: This item was added to the City Council Work Plan in 2018, and the City has completed negotiations with all bargaining units since that time. Negotiations with all bargaining units will begin again in 2021. This item has been moved to the "Significant Non-Work Plan Items Requiring Staff Time" list, as negotiations are a regular part of Human Resources' regular activity on an ongoing basis);
- Public Safety Technology Assessment (Police);
- Improve Fire Prevention Inspection Documentation/Data Collection (Fire); and
- Permitting Software Solution (Information Technology).

Currently, the City Council Work Plan contains 35 items across nine City departments. Many items involve multiple departments. To reflect the cross-departmental collaboration, staff has prepared a matrix (Attachment #4) to inform the City Council which items require work from multiple departments.

In addition to the City Council Work Plan items, staff is concurrently dedicating significant time and resources to the following projects not on the City Council Work Plan, categorized as "Significant Non-Work Plan Items Requiring Staff Time". These items include:

- Municipal Code Transparency Enhancements (Management Services);
- Bruce's Beach Plaques and Artwork (Management Services);
- Development of Citywide Communications Strategy (Management Services);
- COVID-19 Modified "Team Policing" Schedule (Police);
- COVID-19 Testing and Safety amongst Staff (Police/Human Resources);
- Upgrading the Police Station's Video Security System (Police);

- Upgrading Patrol In-Car Video Systems (Police);
- Upgrading of Police Station Access Control System (Police);
- Permitting System (Energov) Implementation and Customization (Community Development/Information Technology);
- Development Projects & Complex Appeals Process and Litigation Support for Proposed Hotel on 600 South Sepulveda Blvd (Community Development);
- COVID-19 Outdoor Dining Program Administration and Management (Community Development);
- Neighborhood Traffic Management Plans at Oak Avenue/Manhattan Village Mall/ Gelson's/South Sepulveda (Community Development);
- South Sepulveda/Skechers/Hotel Neighborhood Traffic Management Plan (Community Development);
- Citywide Engineering and Traffic Surveys i.e. Speed Surveys (Community Development);
- Implementation of Private Property Tree Preservation Ordinance (Community Development);
- 2021 Labor Negotiations with all City bargaining units (Human Resources)
- COVID-19 Prevention Plan Development and Implementation (Human Resources)
- Collecting COVID-19 Vaccination Status, Policy and Testing Program (Human Resources)
- Collective Bargaining Negotiations (Human Resources);
- Employee Reorganizations, Classification Changes, and Recruitments Following Significant Staffing Changes (Human Resources);
- Updating City's Financial Policies (Finance);
- COVID-19 Business Loan Program (Finance);
- Assessment Deferral Loan Program for Undergrounding (Finance);
- FEMA Reimbursements for COVID-19 Response (Finance);
- COVID-19 Remote Work Force Deployment And Ongoing Support (Information Technology);
- Remote Council Broadcasting And Zoom Implementation And Support (Information Technology);
- Phone System Upgrade (Information Technology);
- Cybersecurity Enhancements (Firewall, Disaster Recovery, Secure Data Storage, Patch Management) (Information Technology);
- Microsoft 365 Email Migration (Information Technology);
- Catalina Classic Sculpture/North End Business Improvement District Sculpture (Parks and Recreation); and
- Capital Improvement Program (Public Works);
- Advanced Metering Infrastructure Project (Public Works/Finance);
- Water Master Plan Update and Development of New Water Rates (Public Works/Finance);
- Water Infrastructure Risk Assessment and Emergency Response (Public Works)
- Stormwater Master Plan Update (Public Works)
- Sewer System Master Plan (Public Works)
- Senate Bill 1383 State Mandate Regarding Organic Waste (Public Works)
- Supervisory Control and Data Acquisition (SCADA) System Upgrade (Public Works)

It should also be noted that, per the Boards and Commissions Handbook, staff is also responsible for assisting separate Commission Work Plans (approved by the City Council) overseen by the Community Development and Parks and Recreation Departments.

## **CONCLUSION:**

Staff recommends that the City Council receive the report on the Fiscal Year 2021-2022 City Council Work Plan.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

1. City Council Work Plan (35 Items)
2. Work Plan Summary
3. Completed Work Plan Items (19 Items)
4. Departmental Involvement Matrix