



Legislation Text

File #: 21-0045, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

George Gabriel, Senior Management Analyst

SUBJECT:

Fiscal Year 2021-2022 City Council Work Plan (City Manager Moe).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the City Council review the prior Work Plan and discuss and provide direction regarding the development of the Fiscal Year 2021-2022 City Council Work Plan.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

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 in the future.

The City Council's current Work Plan was last discussed at the August 4, 2020, 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

In recent years, various items have been completed on the City Council Work Plan (Attachment #3). These 14 items are listed below, as well as the responsible department within parentheses:

- Election Policy (Management Services);
- Update on the City's Streetlighting Fund (Finance);
- Conduct a Comprehensive User Fee Study and Cost Allocation Plan (Finance);
- Body Worn Camera Replacement Project (Police);
- Expanded Wifi Opportunities (Information Technology);
- Fire Code Adoption (Fire Department);
- Radio Interoperability Network of the South Bay (Fire);
- County Fire Assessment (Fire);
- Uniform Citywide Wayfinding Sign Program (Public Works);
- Pedestrian Security Improvements - Bollards (Public Works);
- Solid Waste Franchise Agreement Selection Process (Public Works);
- Shared Mobility Devices Regulations (Community Development);
- Building Code Update (Community Development); and
- Pedestrian Safety Improvements (Community Development).

Currently, the City Council Work Plan contains 42 items across 9 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.

Staff continues to make progress on the Work Plan but various items have been delayed as a result of the COVID-19 pandemic. During the pandemic, staff altered priorities to address public health concerns and assist local businesses impacted by business restrictions.

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. These items include:

- Municipal Code Transparency Enhancements (Management Services);
- COVID-19 Modified "Team Policing" Schedule (Police);
- Management of Contracted Face Covering Enforcement (Police/Community Development);
- 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);
- Development Projects & Complex Appeals Process and Litigation Support for Nando Trattoria, MB Post and Proposed Hotel on 600 South Sepulveda Blvd (Community Development);
- COVID-19 Enforcement - Business and Construction Site COVID-19 protocols (Community Development);
- COVID-19 Outdoor Dining Program Administration and Management (Community Development);
- Oak Avenue/Manhattan Village Mall Neighborhood Traffic Management Plan (Community Development);

- Gelson's Neighborhood Traffic Management Plan (Community Development);
- South Sepulveda/Skechers/Hotel Neighborhood Traffic Management Plan (Community Development);
- Citywide Engineering and Traffic Surveys i.e. Speed Surveys (Community Development);
- Catalina Classic Sculpture/North End Business Improvement District Sculpture (Parks and Recreation); and
- Capital Improvement Program (Public Works);

It should also be noted that, as required by 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 review the prior Work Plan and develop the Fiscal Year 2021-2022 City Council Work Plan.

In developing the upcoming City Council Work Plan, City Council may carryforward existing work plan items, remove items, modify existing items or add additional Work Plan items.

Staff regularly returns to the City Council with quarterly updates to the Work Plan. The next tentatively agendaized update on the Work Plan will be presented in quarter two of 2021.

LEGAL REVIEW:

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

ATTACHMENTS:

1. City Council Work Plan (42 Items)
2. Work Plan Summary
3. Completed Work Plan Items (14 Items)
4. Departmental Involvement Matrix