

**PVE City Council Work Plan – FY 2022-23**

October 5, 2022

**Targeted  
Completion Date**

**Level of Priority**  
High  
Medium  
Lower

(A) Activity		(B) Responsible Group	(C) Support Group(s)	(D) Review Group(s)	(E) Staff Point Person(s)	Q1	Q2	Q3	Q4	Complete?	(F) Status/Comments
<b>Financial Management</b>											
1	Finalize a workable, easy to update Long-Term Financial Plan that considers CIP, Parklands, pension costs, expiration of Measure E, and basic operational costs.	City Support Services Department (CSS) + City Manager	Finance Advisory Committee (FAC) ad hoc (DeHoff + McNamara) + Council ad hoc (McGowan + Murdock)	FAC	CSS Director						Develop milestones and target dates.
2	Develop and present recommended Pension Funding Policy to City Council for adoption.	CSS	FAC ad hoc (Nendick + Wilson) + Council ad hoc (Murdock + Kemps)	FAC	CSS Director + City Manager					X	Approved at City Council Meeting of May 10, 2022.
3	Select and advance implementation of Enterprise Resource Planning (ERP) system.	CSS + Consultant	Council Liaison (Kemps) + City Treasurer + Forum Info Tech (FIT)		CSS Director + Consultant						Review of Draft ERP Consultant Scope of Services scheduled for October 25, 2022 City Council Meeting.
4	Review internal financial controls/procedures and prioritize/advance implementation of any necessary improvements to ensure accountability and minimize risk.	Independent auditor + City Treasurer + Consultant		FAC	City Manager + Consultant						Delegations of Authority and Control Over Bank Accounts policy discussion scheduled for Council meeting of October 11, 2022. Recruitment and interviews underway for appointment of Financial Analyst and Senior Accountant positions.
5	Evaluate appropriate revenue enhancements (non-tax/tax) to match needs.	City Manager	FAC ad hoc (DeHoff + McNamara) + Council ad hoc (Murdock + McGowan)	FAC	City Manager						FAC formed ad hoc at their meeting of August 17, 2022.
6	Develop 12-month cash flow forecast in partnership with City Treasurer.	CSS + City Treasurer		Investment Policy Advisory	CSS Director + City Treasurer						Sample forecasts have been reviewed by City Treasurer. Investment Policy Advisory Committee (IPAC) scheduled to review draft at next meeting on October 18.

				Committee (IPAC)							
7	Review and develop recommended General Fund Surplus and One-Time Revenue Policies/Recommendations for City Council consideration/adoption.	CSS	FAC ad hoc (Nendick + Wilson) + Council ad hoc (Kemps + Murdock)	FAC	CSS Director						Draft Policy to be presented to FAC on October 19 for review.
8	Evaluate opportunities to reduce cost of contracted Fire services.	CSS	Council ad hoc (Lozzi + McGowan)		CSS Director						Targeted completion date to be determined.
9	Prepare and complete RFP for banking services.	CSS	City Treasurer		CSS Director						Targeted completion date to be determined.
<b>Capital Improvement + Operations</b>											
10	Document 5+10 year CIP needs and incorporate into long range financial plan.	CSS		FAC + Traffic Safety Committee (TSC)	City Engineer + Public Works Director						FAC requested participation of FAC Member Cochran subject to Council approval.
11	Review AECOM study (city hall) and incorporate into long range financial plan.	Public Works/CSS	Council ad hoc (Roos + Lozzi)	FAC	City Manager						FAC requested participation of FAC Member Cochran subject to Council approval.
12	Extend contract or advance RFP for waste and recycling services.	Public Works + HR Green		Mayor/Mayor Pro Tem	Public Works Director + City Manager						City Council held Workshop on September 27 to discuss extension of contract. Consideration of contract extension scheduled for meeting of October 25.
13	Complete the Palos Verdes Drive West corridor improvements.	Public Works Department + City Engineer		TSC	City Engineer						Council provided direction to discontinue design of roundabout project at Special Meeting on August 22 and to update this reference to the full corridor. A follow-up report is anticipated before December.
	Complete the Triangle intersection improvements.	Public Works Department + City Engineer		TSC	City Engineer						
14	Evaluate opportunities to improve landscape maintenance services.	Public Works	Council ad hoc (Roos + Murdock) + Forester		Public Works Director + City Manager						City has started publishing weekly landscape maintenance schedule to website each Monday. Council approved Amendment No. 4 to StayGreen contract on July 12 which extended the term to December 31, adjusted some service levels, added \$10,000 for as needed services, and stipulated that monthly invoices would be reduced if work was not completed on the schedule and frequency agreed to.
15	Review recommendations from City Manager to support attainment of Council/organizational priorities.	Admin			City Manager						Postponed pending review after full staffing.
16	Police Communications Infrastructure Upgrade Project (Phase I).	Police Department			Police Chief						Presentation of project scope and cost estimates scheduled for November 22, followed by award of contract at future meeting.
17	Complete CIP Projects included in the CIP budget.	Public Works Department + City Engineer	HR Green		City Engineer						

Communications + Customer Service											
18	Develop and implement a cost-effective, inclusive, and modern citywide communications strategy.	Admin			City Clerk + City Manager						To be addressed after arrival of Management Analyst who starts on October 10.
19	Maximize resident connectivity by increasing the number of resident email subscribers with a goal of 50% by March 31, 2023.	Admin			City Clerk + City Manager						Email Listserve: Up 215 (17.3%) subscribers since July (from 1,243 to 1,458) Instagram Reach: 1,100 (up 21.7%) Facebook Reach: 1,823 (up 13.1%)
20	Distribute quarterly community e-newsletter via City communication platforms.	Admin			City Clerk + City Manager						Spring and Summer 2022 Quarterly Newsletters have been published to date.
21	Distribute biweekly City updates via City communication platforms.	Admin			City Clerk + City Manager						Six biweekly updates have been published since launch on July 14.
22	Prepare annual Budget in Brief (including pension debt and net positions due to structural deficit).	CSS			CSS Director						Targeted completion date to be determined.
Parklands											
23	Contract for the development of a Tree Inventory and Tree Management Plan, including trees located on the golf course.	Public Works	Parklands Committee ad hoc (Briggs + Nye) + Council ad hoc (Murdock + Roos)	Parklands Committee	Public Works Director + Forester + Consultant						Council and Parklands Ad Hoc Committees scheduled to meet/discuss development of RFP scope of work week of October 18.
24	Review and consider recommended edits to the Tree Management Policy.	Public Works	Parkland Committee ad hoc (Briggs + Nye) + Council ad hoc (Murdock + Roos)	Parklands Committee	Public Works Director + Forester						
25	Evaluate opportunities to improve parklands encroachment enforcement.	Public Works	Parklands Committee ad hoc (Cooper + Rossick) + Council ad hoc (Murdock + Roos)	Parklands Committee	Public Works Director + Forester + Code Enforcement						

Information Technology											
26	Review and implement Information Technology security recommendations.	CSS	Council ad hoc (Roos + Kemps) + FIT		CSS Director						Council authorized City to move server capabilities to Equinix facility and upgrade fiber ring circuit on September 27. Proposed agreement for provision of IT security services, security assessment, and scanning planned for meeting of October 25.
27	Require and implement multi-factor authentication and email security enhancements.	CSS	FIT		CSS Director						
28	Review and prioritize/implement information technology related audit recommendations.	CSS	Council ad hoc (Roos + Kemps) + FIT		CSS Director						
29	Replace outdated telephone system with a cloud-based solution.	CSS			CSS Director						Targeted completion date to be determined.
Planning											
30	Secure acceptance of General Plan Housing Element	Planning		Planning Comm.	Planning Director						
31	Secure acceptance of General Plan Safety Element	Planning + Police + Fire Departments		Planning Comm.	Planning Director						Joint meeting of City Council and Planning Commission scheduled on November 3.
32	Implement online building permit submittal software.	Planning	FIT + CSS Director	Planning Comm.	Planning Director						Targeted completion date to be determined.