

CITY OF COSTA MESA
SIX-MONTH STRATEGIC OBJECTIVES

October 16, 2021 through March 15, 2022

THREE-YEAR GOAL: RECRUIT AND RETAIN HIGH QUALITY STAFF						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Dec. 1, 2021	HR Manager	Initiate the process to map and evaluate the employee recruitment process to innovate and modernize recruitment and commence development of the succession plan and present to the City Manager.	X			Succession Plan Contract awarded to CPS Consulting Services for the development of the Citywide Succession Plan and modernization of recruitment and hiring practices. Consultant meetings have occurred with all Departments and work is underway.
2. Dec. 1, 2021	City Manager	Present to the City Council for consideration the first phase of hard-to-fill positions requiring a market adjustment based on current data.	X			12/7/21 - City Council approved Phase 1 of the hard-to-fill and hard-to-retain compensation adjustments. Phase 2 is scheduled to be presented to the City Council in March 2022.
3. Jan. 1, 2022	City Clerk	Perform a market analysis of City Council compensation for comparable agencies and special districts within the county and report results to the City Manager.	X			1/4/21 – Preliminary Council Compensation Survey has been provided to the City Manager. City Manager review is currently underway. Results will be presented to the City Council in March/April for its consideration.

<p>4. Jan. 15, 2022 Feb. 15, 2022</p>	<p>HR Manager</p>	<p>Launch the Costa Mesa University Wellness, Leadership, Training and Mentorship Program for all city employees.</p>			<p>X</p>	<p>Wellness webinars are scheduled monthly.</p> <p>Supervisory training through Liebert Cassidy Whitmore being offered.</p> <p>Finalizing additional training offerings for Costa Mesa "U" in conjunction with implementation of Neogov "Learn" module.</p>
<p>5. Jan. 15, 2022 March 15, 2022</p>	<p>HR Manager</p>	<p>Develop HR staffing recommendations for inclusion in the mid-year budget to be presented to the City Council for consideration.</p>			<p>X</p>	<p>Staffing recommendations to be presented to City Council for approval in March.</p>
<p>6. March 1, 2022</p>	<p>HR Manager, in concert with the IT Director</p>	<p>Update and begin implementation of the online employee onboarding, training and evaluation processes by updating the NeoGov System.</p>		<p>X</p>	<p>NeoGov contract signed. Implementation process initiated for new NEOGOV "Onboard", "Learn" (Training) and "Perform" (Evaluation) modules.</p> <p>"Learn" module in implementation process to be followed by Onboard and Perform.</p>	

THREE-YEAR GOAL: ACHIEVE LONG-TERM FISCAL SUSTAINABILITY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Dec. 15, 2021	Finance Director	Develop and define a quarterly report format, including financial metrics, to improve fiscal transparency and report to the City Council and FIPAC	X			Distributed the FY 2021/2022 1 st and 2 nd Quarter Financial Reports to the City Council and FiPAC, and posted to the City's website.
2. March 1, 2022	Economic and Development Services Director, working with the City Attorney	Secure a consultant for the Economic Development Strategic Plan.			X	The Request for Proposals has been prepared for release in coordination with City Attorney and Finance staff. Consultant selection is anticipated in April.
3. March 15, 2022	IT Director, working with the Police Chief and Finance Director	Procure and implement an upgrade of the public safety systems, subject to Dept. of Justice approval, and citywide database servers.		X		Working with PD to procure and implement MDCs. DOJ approval for MDCs and PCs was approved. PD placed order for MDCs. Obtaining quotes for Phase 3 of PC Refresh. PCs on order for Phase 3 install. 2/8/22 - PCs received for Phase 3 install. Installation to begin in February.
4. March 15, 2022	Finance Director working with the Development Services Director	Provide an update to the City Council regarding the state of retail cannabis implementation, including revised revenue projections.		X		Mid-Year Budget Study Session to provide Council with an update on all General Fund revenues including Retail Cannabis for current year budget and for the fiscal year starting July 1, 2022.

THREE-YEAR GOAL: STRENGTHEN THE PUBLIC'S SAFETY AND IMPROVE THE QUALITY OF LIFE

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Weekly	Asst. City Manager (lead), working with the Communications Team	Enhance the Communications and Engagement Plan to support the public's health, safety and quality of life and present results to the City Manager.			X	Weekly communication plan presented to City Manager. Additional contract resources may be acquired in order to expand existing communications during pandemic.
2. March 15, 2022	Public Services Dir., working with the Police Chief and a consultant	Present a plan to reduce collisions and injuries on roadways, including providing 3-5 options for City Council direction.		X		<p>11/2/21 - Third (3rd) Stakeholder working group held to review safety countermeasures for case study locations, counter measure toolbox, and best practices.</p> <p>11/17/21 -Public outreach meeting scheduled.</p> <p>Consultant preparing draft Local Road Safety Plan with traffic safety countermeasures and applications to reduce collisions and injuries on roadways.</p> <p>1/5/22 - Draft report is under review by City staff.</p> <p>2/7/22 – Comments provided to consultant and consultant to submit revised report .Final report to be completed in March 2022.</p>

<p>3. March 15, 2022 April 15, 2022</p>	<p>Police Chief – lead, Asst. City Manager, Parks and Community Services Dir., and Fire Chief</p>	<p>Engage the community to obtain feedback on the community’s sense of safety and well-being and present results to the City Council</p>			<p>X</p>	<p>I/P: Police Dept. developing a community survey and potential platforms and channels of distribution.</p> <p>1/5/22- Survey draft has been completed and shared with department directors for feedback and finalization. Numerous Meet and Greet opportunities have been held for new Police Chief to discuss public safety goals and measures with community groups with additional potential meetings underway.</p> <p>2/8/22 – Survey questions have been completed and undergoing review and seeking input for City Departments. Upon review from City Departments, the survey will be provided to City Manager’s Office.</p>
<p>4. March 15, 2022 July 15, 2022</p>	<p>Parks and Community Services Director</p>	<p>Update the City Council on the Open Space Master Plan, with a focus on access to parks.</p>			<p>X</p>	<p>12/7/21 - City Council approved an agreement with RJM Design Group to complete the Open Space Master Plan (not-to-exceed \$56,600).</p> <p>2/8/22 – Staff met with RJM for a kickoff meeting in early January. A game plan has been created and staff are working with consultant on stakeholder list and the meeting schedule.</p>

<p>5. March 15, 2022</p>	<p>Asst. City Manager</p>	<p>Present options to the City Council for a behavioral health response model.</p>		<p>X</p>		<p>Reviewing best practices and conducting outreach to potential providers.</p> <p>Made contact with 3 cities for potential opportunities to collaborate.</p>
<p>6. FUTURE OBJECTIVE _____, 2022</p>	<p>Asst. City Manager, working with the Communications Team</p>	<p>Identify, develop and implement a measurement tool(s) to determine the effectiveness of the City's communications and public engagement with all segments of the community.</p>				

THREE-YEAR GOAL: DIVERSIFY, STABILIZE AND INCREASE HOUSING TO REFLECT COMMUNITY NEEDS						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Dec. 1, 2021	Asst. City Manager – lead, Development Services Dir., City Attorney	Present to the City Council opportunity sites for potential motel conversions with site control options.	X			<p>11/16/21- Two proposed sites approved by the City Council.</p> <p>12/14/21 – County Board of Supervisors approved one site (Motel 6) for submission to the State by the deadline of 1/31/22.</p> <p>1/31/22 – Application was submitted to the State before the deadline.</p>
2. Dec. 15, 2021	City Attorney and the Development Services Dir.	Present to the City Council for action necessary code amendments to address SB 8, 9, and 10.	X			<p>12/7/21 - City Council adopted an urgency ordinance adopting changes to Title 13 (Zoning) relating to the implantation of Senate Bill 9 for the creation of two residential units per lot and urban lot splits in single family residential zones; and declaring the ordinance an urgency measure to take effect immediately upon adoption.</p>
3. Dec. 15, 2021	City Manager, working with the City Council	Initiate and convene a Citizens Advisory Group to discuss Measure Y and Housing Element compliance.			X	<p>10/19/21 – The City Council approved formation of a Housing Ad Hoc Committee to lead community outreach efforts and deliberations regarding Housing Element Compliance and Measure Y.</p> <p>1/11/22 – Community Forum was held by Ad Hoc Committee to seek input from the public.</p>

<p>4. Feb. 1, 2022</p>	<p>Development Services Dir.</p>	<p>Present to the City Council for action the Housing Element.</p>	<p>X</p>		<p>11/8/21 - The initial Housing Element presentation and public hearing with the Planning Commission took place.</p> <p>11/22/21 - The second presentation and public hearing with the Planning Commission took place.</p> <p>12/13/21- The Planning Commission held a public hearing and recommended approval to the City Council.</p> <p>1/18/22 – The City Council held an initial public hearing.</p> <p>2/1/22 - The City Council held its second public hearing and adopted the Housing Element. The document was submitted to the State for review and certification.</p>
<p>5. March 15, 2022</p>	<p>Development Services Dir. and City Attorney</p>	<p>Present to the Planning Commission a draft Inclusionary Housing Ordinance.</p>			<p>X</p> <p>Keyser Marston Associates, the City's inclusionary housing consultant, has completed the first draft of the required technical report.</p> <p>Timing was modified for this priority item to accommodate completion of the Housing Element Update and initial work on the Senior Center housing project concept community outreach and stakeholders meetings are anticipated in March/April.</p>

<p>6. FUTURE OBJECTIVE _____, 2022</p>	<p>Development Services Dir. and City Attorney</p>	<p>Initiate a draft STR Ordinance and an evaluation of program implementation options.</p>		<p>X</p>	<p>11/2/21 – City Council approved an urgency ordinance prohibiting STR’s (except for home sharing). Staff will investigate opportunities for a permitting system and return to Council in 2022.</p>
<p>7. FUTURE OBJECTIVE _____, 2022</p>	<p>Development Services Dir. and the City Attorney, working with Jamboree Housing</p>	<p>Present to the City Council for consideration a development plan and land use documentation for affordable senior housing at the Senior Center site.</p>		<p>X</p>	<p>Jamboree Housing has initiated meetings with staff to move forward with an application for a senior housing project on the City Senior Center site. Jamboree Housing submitted an application on November 22, 2021. Staff has revised the due dates for other City Council priorities to accommodate negotiating agreements and processing an application in 2022.</p>

THREE-YEAR GOAL: ADVANCE ENVIRONMENTAL SUSTAINABILITY AND CLIMATE RESILIENCY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Feb. 15, 2022 Apr. 15, 2022	Public Services Director	Present the Pedestrian Master Plan update to the City Council for direction.			X	<p>10/6/21 – 2nd Public Outreach meeting held.</p> <p>12/1/21 - Draft recommendations and draft Pedestrian Master Plan recommendations presented to the Bikeway and Walkability Committee.</p> <p>1/5/22 – A special meeting of the Bike and Walkability Committee was held on January 19th to focus on the Pedestrian Master Plan.</p> <p>2/7/22 - Consultant to submit draft report based on comments received. Public outreach meeting to be scheduled in March/April to review draft plan.</p>

<p>2. Feb. 15, 2022 March 15, 2022</p>	<p>Public Services Director, working with the City Manager</p>	<p>Develop a scope of work for the Climate Action and Adaptation Plan and present to the City Council for action.</p>			<p>X</p>	<p>Staff is currently conducting research on best practices in CAAP development, including detailed review of climate action plans of several cities in California.</p> <p>Staff has also developed a draft community survey titled "<i>Climate Ready Costa Mesa: Community Survey</i>" to gauge Costa Mesa residents' concerns and priorities in climate change. The survey is expected to be launched in early 2022.</p> <p>1/5/22 – Staff has completed research on best practices and lessons learned, and is currently working on developing a draft scope of work for Costa Mesa.</p> <p>2/8/22 – Draft scope of work is near completion and will start going through internal review process starting next week. On track for City Council review by March 15, 2022.</p>
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<p>3. March 1, 2022 March 15, 2022</p>	<p>Public Services Director</p>	<p>Provide an update of the Stormwater Management Master Plan to the City Council.</p>			<p>X</p>	<p>Existing Conditions Assessment Phase:</p> <p>Data Collection _ Record Information: completed</p> <p>Site Assessment and Inspection: Ongoing</p> <p>Base maps Development: Ongoing</p> <p>Existing Hydrologic/Hydraulic Analysis (EHH): Completed</p> <p>Draft Existing Conditions Assessment Report (ECAR) is under review.</p> <p>Next Phase: Development of Storm Drain System Master Plan Update.</p> <p>Memorandum with Existing Conditions Assessment Report to be provided by March 15, 2022.</p>
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<p>4. March 15, 2022</p>	<p>Public Services Director, working with the Development Services Dir.</p>	<p>Re-evaluate the existing Municipal Sustainable Policy, including landscape, organic waste and infrastructure planning and present the results to the City Council for action.</p>		<p>X</p>	<p>Staff has mobilized a Costa Mesa Green Team (representatives from Public Services and Development Services) to review existing policy developed in 2007 and conduct research on ways to advance sustainability at City owned facilities and infrastructure.</p> <p>Staff is recruiting members of 'Sustainability Working Group', representatives from all City Departments to provide suggestions to improve the Sustainable Municipal Green Policy.</p> <p>1/5/22 – The Costa Mesa Green Team has conducted research on best practices in municipal sustainability and has developed preliminary goals.</p> <p>The Sustainability Working Group members, representing all City Departments, have been identified and the first internal workshop to review the policy will be held in early January.</p> <p>2/8/22 – Draft Sustainable Municipal Green Policy update has been shared with Sustainability Working Group and staff is currently consolidating comments and edits received into one master document. The next step is to have a smaller meeting with all City Department representatives to discuss recommendations.</p> <p>On track for City Council review and input by March 15, 2022.</p>
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