

CITY OF COSTA MESA
SIX-MONTH STRATEGIC OBJECTIVES

| THREE-YEAR GOAL: RECRUIT AND RETAIN HIGH QUALITY STAFF | | | | | | |
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| 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. 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 | | | City Council approved Phase 1 and Phase 2 of the hard-to-fill and hard-to-retain compensation adjustments. |
| 3. June 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 | Preliminary Council Compensation Survey has been provided to the City Manager and due diligence review is in progress. Results will be presented to the City Council during the FY 2022-23 Budget making process. |
| 4. July 15, 2022 | HR Manager | Launch the Costa Mesa University Wellness, Leadership, Training and Mentorship Program for all city employees. | | | X | Finalizing initial phase of training offerings for Costa Mesa "U" in conjunction with implementation of Neogov Learn module |
| 5. March 15, 2022 | HR Manager | Develop HR staffing recommendations for inclusion in the mid-year budget to be presented to the City Council for consideration. | X | | | Staffing recommendations finalized and presented to the City Council for consideration during the Mid-Year Budget Study Session. |

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| 6. July 15, 2022 | HR Manager, in concert with the IT Director | Update and begin implementation of the online employee onboarding, training and evaluation processes by updating the NeoGov System. | | X | | <p>NeoGov contract signed.</p> <p>Implementation process initiated for NEOGOV "Onboard", "Learn" (Training) and "Perform" (Evaluation) modules.</p> <p>"Learn" module in implementation process and scheduled to go "live" in July 2022.</p> <p>"Onboard" implementation in progress to be followed by "Perform."</p> |
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| THREE-YEAR GOAL: ACHIEVE LONG-TERM FISCAL SUSTAINABILITY | | | | | | |
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| 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 1st and 2nd Quarter Financial Reports to the City Council and FiPAC, and posted to the City's website. |
| 2. June 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. 6/21/22 –PSA for consultant agendized for Council approval. |
| 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 implement MDCs. Began installation of Phase 3 PC Refresh for PD, Fire and PS. |
| 4. March 15, 2022 | Finance Dir., 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 provided to City Council with an update on all General Fund revenues including Retail Cannabis for current year budget. Additional updates to be provided in context of FY 2022-23 Budget. |

| THREE-YEAR GOAL: STRENGTHEN THE PUBLIC'S SAFETY AND IMPROVE THE QUALITY OF LIFE | | | | | | |
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| 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; Ongoing efforts. |
| 2. June 30, 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 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. Consultant prepared draft Local Road Safety Plan with traffic safety countermeasures and applications to reduce collisions and injuries on roadways.</p> <p>3/8/22- Revised report sent to Stakeholder Working Group for review. Consultant incorporated Stakeholder Working Group comments.</p> <p>4/6/22 - Stakeholder comments received on March 18. Consultant incorporated comments and submitted Local Road Safety Plan (LRSP) on April 4.</p> <p>5/4/22 - Presentation of LRSP to Active Transportation Committee.</p> <p>6/6/22: LRSP revised based on comments received and submitted in May. A memo with the final LRSP report will be sent to City Council to be to be sent in June 2022.</p> |

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| 3. March 15, 2022 | Police Chief – lead, Asst. City Manager, Parks and Community Services Dir., and Fire Chief | Engage the community to obtain feedback on the community's sense of safety and well-being and present results to the City Council | | X | <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>3/2/22 – Finalized draft community survey submitted to City Manager.</p> <p>4/25/22 – After completing a very successful five-year CMFR strategic plan, the Fire & Rescue Department recently initiated a new five-year CMFR strategic planning process, which will result in a new Community Driven CMFR Strategic Plan (2022-2027), in alignment with the City Council's strategic goals and objectives. The process included obtaining feedback related to safety and services from a range of community stakeholders, as well as input from internal stakeholders. A draft report is currently being worked on and will be shared with the City Council for review and input in the coming months.</p> <p>6/2/22 – Received and made edits from City Manager. Sent to PD, Fire and Parks for review. Once that is complete, will get it back to City Manager for one last review and then create and circulate survey.</p> <p>Currently, staff is scheduling of a series of community Listening Tours with Police Chief for all Costa Mesa Districts with Mayor and Council Members.</p> |
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| 4. March 15, 2022 | Parks and Community Services Director | Update the City Council on the Open Space Master Plan, with a focus on access to parks. | | | X | <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>The Master Plan review is underway, with stakeholder interviews and phone surveys in progress. Community meetings will be next, with publicity to go out in the coming weeks. The update process is expected to be complete in fall 2022.</p> |
| 5. March 15, 2022 | Asst. City Manager | Present options to the City Council for a behavioral health response model. | | | X | <p>Reviewing best practices and conducting outreach to potential providers. Made contact with 3 cities for potential opportunities to collaborate and exploring available funding streams.</p> <p>Seeking sustainable funding to develop a pilot program.</p> |
| 6. FUTURE OBJECTIVE _____, 2022 | Asst. City Manager, working with the Communications Team | 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. | | | | |

| THREE-YEAR GOAL: DIVERSIFY, STABILIZE AND INCREASE HOUSING TO REFLECT COMMUNITY NEEDS | | | | | | |
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| 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>4/27/22 – City announced State HCD approval of \$10.7 million for motel conversion in Costa Mesa (Project Homekey).</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 implementation 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.</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> |

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| 4. Feb. 1, 2022 | Development Services Dir. | Present to the City Council for action the Housing Element. | X | | | <p>11/8/21 - The initial Housing Element presentation to the Planning Commission took place. On target for City Council discussion in January 2022 and final adoption on February 1st</p> <p>2/1/22- The City Council adopted a Resolution approving the City of Costa Mesa's 2021-2029 (Sixth-Cycle) Housing Element.</p> |
| 5. June 1, 2022 | Development Services Dir. and City Attorney | Present to the Planning Commission a draft Inclusionary Housing Ordinance. | | | X | <p>Keyser Marston Associates, the City's inclusionary housing consultant, has completed the first draft of the required technical report. On target for presentation of options to the City Council and Planning Commission in 2022</p> |
| 6. FUTURE OBJECTIVE _____, 2022 | Development Services Dir. and City Attorney | Initiate a draft STR Ordinance and an evaluation of program implementation options. | | X | | <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> |
| 7. FUTURE OBJECTIVE _____, 2022 | Development Services Dir. and the City Attorney, working with Jamboree Housing | Present to the City Council for consideration a development plan and land use documentation for affordable senior housing at the Senior Center site. | | | X | <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 in mid-2022. The City Manager has approved an extension of the ENA to that effect.</p> |

| THREE-YEAR GOAL: ADVANCE ENVIRONMENTAL SUSTAINABILITY AND CLIMATE RESILIENCY | | | | | | |
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| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
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| 1. May. 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 on January 19th to focused on the Pedestrian Master Plan.</p> <p>3/8/22 - Draft recommendations and plan revised to incorporate and address comments.</p> <p>4/6/22 - Draft plan submitted on April 6. Public outreach conducted April 27 to review draft plan. Draft Plan uploaded to City website.</p> <p>5/4/22 – Draft plan posted to City website on 4/14. Public outreach meeting held on 4/27.</p> <p>6/6/22: Comment matrix with responses sent to Active Transportation Committee on 5/6. Special meeting of Active Transportation Committee to be scheduled on June 22, 2022 focused on the Pedestrian Master Plan.</p> |

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| 2. June 15, 2022 | Public Services Director, working with the City Manager | Develop a scope of work for the Climate Action and Adaptation Plan and present to the City Council for action. | | X | <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 "Climate Ready Costa Mesa: Community Survey" 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>3/8/22 - City staff has developed a draft Climate Action and Adaptation Plan (CAAP) and it is currently being reviewed by the City Manager.</p> |
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| 3. March 1, 2022 | Public Services Director | Provide an update of the Stormwater Management Master Plan to the City Council. | | X | <p>Phase 1 - Existing Conditions Assessment Review (ECAR):</p> <ul style="list-style-type: none"> • Data Collection of Record Information: Completed • Site Assessment and Inspection: Completed • Base maps Development: Ongoing • Existing Hydrologic/Hydraulic Analysis (EHH): Near completion <p>Public Workshop # 1 to review Draft ECAR scheduled for June 16, 2022.</p> <p>Final ECAR and completion of Phase 1 anticipated in July 2022.</p> <p>Phase 2 - Storm Drain Master Plan (SDMP) Update: Starts July 2022: Proposed Storm Water Alternatives Improvement Map (SWAIM) to incorporate public workshop #1 comments.</p> <p>Phase 2 to be completed at the end of 2022 with public workshop #2 with the Final Storm Drain Master Plan (SDMP) Update.</p> <p>Phase 3 - Drainage System Upgrade Fees and Financing Study: Begins January 2023 upon completion of the SDMP Update.</p> <p>Phase 4 - Westside Storm Drain Improvements: Projected July 2023</p> |
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| 4. May 1, 2022 | Public Services Director, working with the Development Services Dir. | Re-evaluate the existing Municipal Sustainable Policy, including landscape, organic waste and infrastructure planning and present the results to the City Council for action. | | X | <p>Staff mobilized Costa Mesa Green Team (representatives from Public Services & 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 recruited 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>3/8/22 - City staff completed the draft Sustainable Municipal Green Policy (SMGP) update and it is currently being reviewed by the City Manager and other Departments.</p> <p>The Green Team celebrated Earth Day and Arbor Day while implementing the tentative policies of the SMGP.</p> <p>The SGMP update will be transmitted to Council.</p> |
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