

**CITY MANAGER'S OFFICE
CITY OF COSTA MESA
INTEROFFICE MEMORANDUM**

TO: CITY COUNCIL
FROM: LORI ANN FARRELL HARRISON, CITY MANAGER
DATE: MAY 6, 2025
SUBJECT: CURRENT PROJECTS

City Manager's Office	
Administration	<ul style="list-style-type: none"> • Land Acquisition of 778 Shalimar and relocation plan of existing tenants • Preparing legislative priorities and monitoring the ongoing federal changes • Coordinate with CalOES and DGS to monitor FDC site development • Development of Legislative Platform • Tracking of Legislative and bill recommendation process • Prepared for the State of the City
Constituent Services	<ul style="list-style-type: none"> • Constituent case management addressing community concerns and needs • Outreach and engagement efforts, including community meetings, resource fairs, and special events • Managing constituents along South Coast Drive regarding their wall • Developed of outreach and communication plans for various departments • Support City Council requests, research and analysis of initiatives impacting the community • Preparation of City Council recognitions to members of the community, local organizations, and special causes
Communications & Marketing	<ul style="list-style-type: none"> • Maintained City website and developed new landing pages for various departments. • Expanding social media and marketing campaigns • Enhancing recruitment collateral and advertisement on social media • Exploring Spanish capability for 311 Application • Development of a citywide style guide.
Sustainability	<ul style="list-style-type: none"> • Planned and organized annual Earth Day event. • Working with OCPA to consider the Community Choice Energy program

City Clerk's Office	
	<ul style="list-style-type: none"> • Translation services provided for Council meetings (live), Council Agenda, and Zoom • Exploring Spanish capability on Youtube channel • Update of City Council Handbook
Human Resources	
	<ul style="list-style-type: none"> • Implemented Police recruitment hiring incentive and referral program – • Implemented Dispatch recruitment, hiring incentive and referral program • Negotiated retention incentives for Dispatchers • Enhanced and expanded internship programs and partnerships with local higher education institutions • Continue to coordinate mandated workplace trainings for all City employees • Filled key vacancies: <ul style="list-style-type: none"> ○ Executive Assistant to the City Council ○ Economic Development Services Director ○ Various positions in Finance's Budget Division ○ Transportation Services Manager • Recruiting for key vacancies <ul style="list-style-type: none"> ○ Planning & Sustainable Development Manager ○ Community Improvement Manager • Prepare for and enter into negotiations with bargaining groups whose contracts expire in FY 2024
Network for Homeless Solutions	
	<ul style="list-style-type: none"> • Ramping up the BHBH services from the OCHCA grant • Serving 100 clients at the shelter
Development Services	
Building	<ul style="list-style-type: none"> • Conducting inspections for residential projects and tenant improvements • Rollout of InstaPermits to streamline
Code Enforcement	<ul style="list-style-type: none"> • Assessing neighborhoods to have a community clean-up • Vista Shopping Center – assisting with ensuring repairs and code compliance
Planning	<ul style="list-style-type: none"> • One Metro West • Hive Live • Jamboree Housing • Pre-approved ADU plans • Closing out remaining cannabis applications • Housing Element Update • Fairview Development Center Specific Plan • Climate Action and Adaptation Plan (Dudek)
Economic Development	<ul style="list-style-type: none"> • Economic Development Strategic Plan • Attending SBDC, Genesis Bank fairs • Gearing up to attend ICSC

Emergency Operations Center	
	<ul style="list-style-type: none"> • EOC Assessment plan • Emergency Preparedness – Community Meetings responding to the fires • Development of Emergency Preparedness Handbook • Design and development of Emergency and Disaster Preparedness landing page on City website
Finance Department	
	<ul style="list-style-type: none"> • Closing out FY 2023-2024 and audit • Ongoing purchasing, accounts payable, accounts receivable, contract management of FY 2024-25 • Preparation and budget development for FY 2025-26 • Preparation for launch of new ERP system changes • Obtaining bond financing for Fire Station No. 2
Fire & Rescue	
	<ul style="list-style-type: none"> • Respond to inquiries regarding January 2025 Firestorm in Southern California and preparedness questions • Begin Fire Station No. 2 reconstruction efforts • Complete construction for Fire Station No. 4 regional training facility
Information Technology	
	<ul style="list-style-type: none"> • Close out 2020-2025 IT Strategic Plan • Begin interviews and assessments for 2025-2030 IT Strategic Plan
Parks & Community Services	
Fairview Park	<ul style="list-style-type: none"> • Implement Fairview Park Master Plan • Continue restoration and cultural resource preservation • Continue wetlands restoration • Continue discussions with stakeholders regarding allowable uses at designated areas in Fairview Park
Facilities and Parks	<ul style="list-style-type: none"> • Work with NMUSD for security levels at school fields for parks usage • Water education partnership with NMUSD, YMCA, and SOY • Work with Tennis Center Operator • Work with Golf Course operator
Programming	<ul style="list-style-type: none"> • Continue providing programming to youth, teens, and adults through after-school programs, contract classes, etc.
Arts & Culture	<ul style="list-style-type: none"> • Initiate update to Arts & Culture Master Plan
Senior Facility & Programming	<ul style="list-style-type: none"> • Providing information about the Jamboree use of the parking lot • Looking into information for Senior Transportation Program

Police	
Field Operations	<ul style="list-style-type: none"> • Responding to public safety concerns
Support Services	<ul style="list-style-type: none"> • Move Property & Evidence into Airway facility
Animal Services	<ul style="list-style-type: none"> • Creation of residential bee ordinance • Creation of commercial fowl ordinance • Consideration of TNR cat ordinance
Public Works	
Engineering	<p>Outreach and Design</p> <ul style="list-style-type: none"> • Costa Mesa Skate Park • Public Safety Communications Center • Fire Station No. 2 <p>Construction Management</p> <ul style="list-style-type: none"> • Lions Park Café • Fire Station No. 4 Regional Training Facility
Sustainability	<ul style="list-style-type: none"> • Organic Waste and Recycling compliance
Maintenance Facilities	<ul style="list-style-type: none"> • Facilities Needs Assessment and Study
Maintenance Equipment	<ul style="list-style-type: none"> • Regular maintenance of all City vehicles, including public safety apparatus
Maintenance Roadways	<ul style="list-style-type: none"> • Regular maintenance of streets, alleyways, rights-of-way, street signals, etc.
Maintenance Parks	<ul style="list-style-type: none"> • Regular maintenance of City parks