



City of Westminster

STRATEGIC PLAN UPDATE

**Christine Cordon
INTERIM CITY MANAGER**

Date: June 2, 2022

To: Honorable Mayor
City Council Members

From: *Christine Cordon*
Christine Cordon
Interim City Manager

Subject: Strategic Plan Matrix Update

Please find the strategic plan matrix which identifies the City of Westminster's strategic plan three-year goals and six-month strategic objectives. The matrix has been updated with comments from city staff. Each month an updated matrix will be provided in an agenda packet and posted on the city's website for transparency.

CITY OF WESTMINSTER

SIX-MONTH STRATEGIC OBJECTIVES

January 17, 2022 through June 15, 2022

A. THREE-YEAR GOAL: ACHIEVE FINANCIAL STABILITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TRACK	REVISED	
1. At the March 9, 2022 City Council meeting.	Interim City Manager, working with the Interim Asst. City Manager and Dept. Heads	Provide information to the City Council on the impacts to the city if the sales tax measure is not renewed.	X			Presented at the March 14, 2022 City Council Special Meeting and posted on the website.
2. By April 1, 2022	Interim Asst. City Manager, working with the Public Works and Community Development Directors	Present to the City Council ideas for improving traffic and parking conditions in Little Saigon.			X	Will be presented at the June 8, 2022 City Council Meeting.
3. At the April 27, 2022 City Council meeting.	Finance Director working with the Interim City Manager, Interim Asst. City Mgr., and Economic Dev. Mgr.	Develop at least three creative ways to generate additional revenue to achieve financial stability and present results to the City Council.			X	Will be presented at the June 8, 2022 City Council Meeting.
4. At the May 18, 2022 Study Session.	Finance Director, working with the Dept. Heads	As part of the budget adoption process, provide to City Council a detailed list of expenditures from depts. and capital projects and compare the projected actual current year to the prior 5 years.	X		X	Presented at the May 25, 2022 City Council Regular Meeting.

**THREE-YEAR GOAL: DEVELOP AND IMPLEMENT SPECIFIC PLANS FOR LITTLE SAIGON,
THE DOWNTOWN DISTRICT, AND THE WEST SIDE**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TRACK	REVISED	
1. By Feb.15, 2022	Interim Assistant City Manager, working with the Community Development Director and Planning Manager	Verify consistency of Specific Plans for Little Saigon, the Downtown District and the West Side with the General Plan adopted in 2016 and report results to the City Council.	x		X	Provided as a memo on February 22, 2022 and posted on the website.
2. At the Mar. 23, 2022 City Council meeting.	Interim Assistant City Manager, Community Development Director, and Planning Manager	Create a priority list of plans that combines those listed in the General Plan and those recommended as part of the Strategic Planning Workshop and present findings to the City Council.	X		X	Presented at the April 13, 2022 City Council Meeting.
3. At the June 8, 2022 City Council meeting.	Interim Assistant City Manager, Community Development Director, Planning Manager	Present to the City Council for action staff recommendations for Specific Plan development		X		
4. FUTURE OBJECTIVE	Interim Assistant City Manager, Community Development Director, Planning Manager	Deliver a scope of work for the recommended specific plan that includes an economic impact assessment and other strategies for already identified goals of the General Plan				

THREE-YEAR GOAL: ATTRACT, DEVELOP AND RETAIN WELL QUALIFIED STAFF MEMBERS

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TRACK	REVISED	
1. By March 15, 2022	HR Director and Finance Dir. (co-leads), working with all Dept. Heads	Review staffing levels and roles to determine whether reorganization is needed and make a recommendation to the City Manager.	X			Recommendation has been provided to City Manager for review.
2. By April 15, 2022	HR Director	Train all supervisors on how to understand and properly implement the progressive discipline process.	X			Training sessions held April 6 and 7, 2022.
3. By June 1, 2022	HR and Finance Directors	Complete and deliver the results of the Compensation Study to the City Council for review.			X	Tentatively scheduled for June 22, 2022 Council meeting.
4. FUTURE OBJECTIVE	HR Director	Update the performance evaluation forms, train supervisors on how to complete a thorough evaluation, and mandate yearly evaluations.		X		Researching and creating new Performance Evaluation forms.