

Council Meeting of
August 21, 2007

Honorable Mayor and Members
Of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Development—Strategic Plan Committee, Revised Budget and Revised Timeline for Renewal of the City of Torrance Strategic Plan

RECOMMENDATION

The Community Development Director recommends that the City Council appoint the members of the Strategic Plan Committee, appropriate and transfer \$55,000 from the General Fund Community Development operating budget to FEAP 366- Strategic Plan, and concur with the revised Strategic Plan Renewal Timeline.

FUNDING

Funding of \$145,000 is currently allocated for this project in FEAP 366. An additional \$55,000 will be transferred from the General Fund Community Development operating budget to fully fund the project.

BACKGROUND AND ANALYSIS

On this evening's agenda are items for the approval of contracts for the Environmental Scan, the Phone Survey and a Facilitator for the Strategic Plan Committee. This item will complete the preliminary framework for the Strategic Plan renewal by appropriating additional funds for the Strategic Plan Update and appointing the members of the Strategic Plan Committee. The Committee will be charged with analyzing the information brought forward through the phone survey, the environmental scan and the information from the various Focus Groups, and formulating the revised Strategic Plan through use of this information.

Strategic Plan Budget

The Strategic Plan is currently budgeted with \$145,000. The Consultant contract for the Environmental Scan is \$91,785; the statistically valid phone survey will cost \$48,226.50; and the Facilitator requires \$47,200, with an additional \$5,000 for the Committee introductory training. In addition, as in the previous Strategic Plan renewals, costs will accrue for items such as room rental, set up and break down, office supplies and incidentals. Therefore, staff requests that an additional \$55,000 be appropriated for the Strategic Plan renewal process to completely cover the consultant contracts as well as the incidental costs.

Strategic Plan Committee

The composition of the Strategic Plan Committee was revised at the Council meeting of February 6, and now includes the following:

- Seven members selected by the City Council
- Small Business Representative provided by Chamber of Commerce
- Large Business Representative provided by Chamber of Commerce
- Four Homeowner Group Representatives
- Youth Council Representative
- TUSD Representative
- Commission on Aging Representative

In response to letters requesting delegates to the Committee from the various groups, the following names have been submitted:

- Small Business Representative: Steve Hemingway of SoCal Mortgage
- Large Business Representative: Toni Bock of Virco Inc.
- Homeowner Group Representatives:
 - Don Clunch, Southeast and East Torrance
 - Rick Wagner, Northwest and North Torrance
 - Michael Wermers, Southwood Riviera and South/West Torrance
 - Todd Hays, Old Torrance and Central Torrance
- Youth Council to be appointed in September
- TUSD: Dr. Stabler
- Commission on Aging Representative: Art Callen

The final seven members of the Strategic Plan Committee will be appointed by the City Council at this evening's meeting.

Timeline

The following revised timeline is proposed for accomplishing the tasks necessary for the renewal of the Strategic Plan:

August 2007	Appoint Strategic Plan Committee
September-December	Data collection including Focus Groups, Phone Survey, Economic and Demographic updates.
October 2007	Workshop meeting with Strategic Plan Committee Review Original Plan and renewal, work plan and timelines Determine Committee rules of order
January-February 2008	Committee review of Values, Mission and Vision Statements
March-May 2008	Strategic Plan Committee assesses key issues and recommends new 10-year Plan addressing Strategic Priorities, Goals, Action Plans and Future Review
June 2008	Renewed Strategic Plan forwarded to Council for Approval

It is recommended at this time that the Council appropriate additional funds in the amount of \$55,000 for the Strategic Plan Update, appoint the members of the Strategic Plan Committee and concur with the revised timeline for the Strategic Plan.

Respectfully Submitted,

Jeffery W. Gibson
Community Development Director

By 
Linda Cessna
Deputy Community Development

CONCUR:

Jeffery W. Gibson
Community Development Director


LeRoy J. Jackson
City Manager