

Council Meeting of
April 5, 2011

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

Members of the Council:

SUBJECT: Strategic Plan Committee - Accept and File Committee Report

RECOMMENDATION

Recommendation of the Strategic Plan Committee that City Council accept and file the Committee Report.

BACKGROUND/ANALYSIS

The Strategic Plan Committee met on March 18, 2011 for the first time since its formation to receive a system overview of the City's Action Plan database for implementation of the Strategic Plan and to provide staff direction regarding the frequency of the Committee meetings and reporting cycle. Since the creation of the Strategic Plan Committee, City staff has been working on developing the interactive online tracking system database. The tracking system allows the City's designated Strategic Managers the opportunity to update their individual strategic plan progress on a quarterly basis into the system, and if necessary due to changes in the organizational or financial climate, adjust long-range targets. The Assistant City Manager, Mary Giordano has been designated as the System Administrator and has the responsibility of reviewing the progress updates submitted by the Strategic Manager and has the authority to approve minor changes. Major changes will be referred to the Strategic Plan Committee and to the full City Council for review.

A major component of the Strategic Plan is to provide residents with regular updates on all the key performance indicators within the Strategic Plan. To achieve this key objective, the Strategic Committee concurred with the staff recommendation to provide the public with quarterly web reports in PDF format, as well as an annual summary report. Residents will have the opportunity to track individual key performance indicators as well as track broader strategic plan goals.

During the meeting of March 18th, the Strategic Plan Committee members had an opportunity to see live demonstrations of the database and the reports available to City staff, City Council and Torrance residents. The Committee also approved a semi-annual meeting schedule with an annual report to the City Council. The semi-annual meetings will occur in September covering the period of January to June, and a second meeting in March covering the period of July to December. The first quarter of 2011 will

meetings will occur in September covering the period of January to June, and a second meeting in March covering the period of July to December. The first quarter of 2011 will close on March 31, 2011, with one month set aside to allow Strategic Managers to update the tracking system. The System Administrator will have two weeks to review the database, and the first Quarterly Update will be posted on the City of Torrance web site in mid-May 2011. The Strategic Plan and all related reports may be obtained on the web at <http://www.torranceca.gov/strategicplan>.

The members of the Strategic Plan Committee commended City staff for developing the tracking system. Chair Numark recommended that staff develop a mechanism to incorporate major citywide accomplishments outside of the Strategic Plan. Assistant City Manager, Mary Giordano shared with the Committee that she will be preparing an annual summary highlighting the major accomplishments of the Strategic Plan and that the summary can be expanded to include other City accomplishments.

Respectfully submitted,

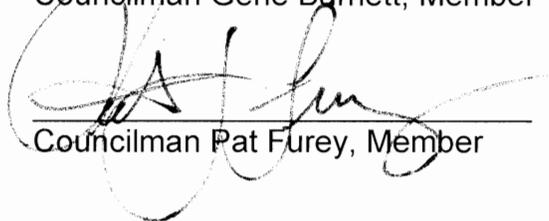
STRATEGIC PLAN COMMITTEE



Councilman Clif Numark, Chair



Councilman Gene Barnett, Member



Councilman Pat Furey, Member