

**NEXT STEPS/FOLLOW-UP PROCESS**

WHEN	WHO	WHAT
October 23, 2012 (Tuesday)	City Manager	Distribute the retreat record to meeting attendees.
Within 48 hours	All recipients	Read the retreat record.
October 26, 2012 (Friday)	Department Heads	Share and discuss the Strategic Plan with staff.
October 29, 2012 (Monday)	Executive Management Team	Review the "Current Internal Weaknesses" list for possible action items.
At the November 27, 2012 City Council meeting	City Council	Present the updated Strategic Plan to the public.
Monthly	City Council and City Manager	Monitor progress on the goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	City Manager	Prepare and distribute the updated Strategic Plan Monitoring Matrix to the City Council, Executive Team, employees and place on the City's website.
April 10, 2013 (Wednesday) 8:00/8:30 am – 4:00 pm	City Council & Executive Management Team	Strategic Planning Retreat to: <ul style="list-style-type: none"> <li>- more thoroughly assess progress on the Goals and Strategic Objectives.</li> <li>- identify new Three-Year Goals for 2013-2016</li> <li>- develop a Vision Statement for the city</li> <li>- develop Strategic Objectives for each new 3-year goal for the next six months.</li> </ul>

C I T Y O F G L E N D O R A  
**SIX-MONTH STRATEGIC OBJECTIVES**

October 22, 2012 – April 1, 2013

<b>THREE-YEAR GOAL: <i>MAINTAIN STRONG INTERNAL AND EXTERNAL COMMUNICATION</i></b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Dec. 1, 2012	Police Chief and Finance Director	Report to the City Council and the community how the residents and businesses can opt in for city alerts and updates.				
2. April 1, 2013 and every 6 months thereafter	City Manager and HR Director, with assistance from the Executive Management Team	Hold at least one Town Hall meeting with city employees to report and get feedback on relevant city topics.				
3. April 1, 2013	Finance Dir., working with the IT Division and the Technology Committee	Investigate improvements to the city's website regarding mobile/small devices (e.g., phones, tablets) and make a recommendation to the Executive Management Team for approval.				
April 1, 2013	Finance Dir., working with a subcommittee of the Technology Committee (including other interested staff)	Investigate enhancements to the city's Facebook page and other social media for more interactivity (not a blog) and report findings and suggestions to the Executive Management Team for approval.				

**THREE-YEAR GOAL: *MAINTAIN FINANCIAL HEALTH***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Every mid-year and budget meeting	Finance Director and City Manager	Present to the City Council an updated Five-Year Financial Forecast.				
2. At the Nov. 13, 2012 City Council meeting	Planning Director	Recommend to the City Council for action a consultant to assist the city in updating the Housing Element of the General Plan.				
3. Jan. 31, 2013 and at least quarterly	City Council (Council Member Judy Nelson - lead), working with the City Manager	Meet with each of the city's state and federal legislative representatives to inform them and advocate for the City of Glendora.				
4. Jan. 31, 2013	Finance Director	Present to the City Council a review and recommend, if needed, an update of the city's investment policy.				
5. April 1, 2013	Planning Director	Report on the availability of CDBG funds and recommend to the City Council for action how to use the funds in 2013-2014.				

**THREE-YEAR GOAL: *PROVIDE EFFECTIVE AND EFFICIENT MUNICIPAL SERVICES***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Feb. 1, 2013	Each Department Dir. (City Manager – lead)	Recommend to the City Council for action identified core/essential services for each department.				
2. April 1, 2013	Police Chief	Review current capabilities of online services and publicize the expanded online services to the public.				
3. FUTURE OBJECTIVE June 30, 2013	Library Director and Public Works Director	Develop and present to the City Council a 5-Year Vision for their departments and what services will be needed.				

**THREE-YEAR GOAL: *ENHANCE ECONOMIC DEVELOPMENT***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Jan. 15, 2013	Planning Commission, with input from the community	Hold a workshop regarding proposed housing development consistent with the city's Specific Plan and report the results to the City Council.				
2. Feb. 15, 2013	Planning Director	Contingent upon City Council approval of continued CDBG, define and recommend to the City Council for action a Glendora Business Assistance Program.				
3. April 1, 2013	City Manager, with the Economic Development Specialist	Report to the City Council on the follow-up to the Business Community Survey consultations with small businesses.				