



**CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING AGENDA**

Tuesday, August 2, 2016

Norco City Hall, Conference Room "A", 2870 Clark Avenue, Norco CA 92860

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Matthew Potter, Chair
Diana Stiller, Vice Chair
Patricia Overstreet, Commission Member
Mark Sawyer, Commission Member
Teresa Edwards, Commission Member

PLEDGE OF ALLEGIANCE: Commission Member Teresa Edwards

1. **DISCUSSION / ACTION ITEM:**
 - A. Presentation of the Draft 2016 City of Norco Strategic Plan. **Recommended Action: Recommend approval of the 2016 City of Norco Strategic Plan to the City Council.** (City Manager)

ADJOURNMENT

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II). Staff reports are on file in the City Clerk's office. Any writings or documents provided to a majority of the Historic Preservation Commission regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue.
This meeting is recorded*

CITY OF NORCO STAFF REPORT

TO: Honorable Chair and Historic Preservation Commission Members

FROM: Andy Okoro, City Manager 

DATE: August 2, 2016

SUBJECT: City of Norco 2016 Strategic Plan

RECOMMENDATION: Recommend approval of the 2016 Strategic Plan to the City Council

SUMMARY: In March of this year, the City Manager initiated a process to update the City's Strategic Plan in order to set clear priorities that are essential to achieving the mission and vision of the City over the next three (3) years. On May 21, 2016, a facilitated workshop that included staff, Council Members, Commission Members, Economic Development Advisory Council (EDAC) Members and residents was held and participants agreed on revised Mission and Vision Statements for the City along with five (5) broad strategic priorities for the City. Staff was charged to develop "Action Plans" that are necessary to achieve the strategic priorities that were established during the workshop. Staff has completed the development of the Action Plans and is now requesting that the Historic Preservation Commission review these Action Plans and recommend approval by the City Council. Formal presentation of the Action Plans will be made to the City Council during its August 17, 2016 meeting.

BACKGROUND: In March of this year, the City Manager initiated a process to update the City's Strategic Plan in order to set clear priorities that are essential to achieving the mission and vision of the City over the next three (3) years. The City's Strategic Plan includes a mission statement, vision statement, strategic priorities and action plans that establish tasks to be performed, responsibilities and timelines.

The Strategic Plan development process has consisted of the following tasks:

1. Consultant's initial meeting with City Manager to identify relevant strategic planning steps.
2. One-on-one interviews with staff and Council Members.
3. Electronic survey of City staff, Council Members, and advisory boards (Commission and EDAC Members).

AGENDA ITEM: 1.A.

4. Facilitated strategic planning workshop with Council Members, City staff, advisory boards and residents. During the workshop, mission and vision statements were revised and strategic priorities were established. Mission and vision statements articulate the core purpose and values of the City.
5. Development of strategic direction Action Plans by staff with consultants' assistance.

The next step in the development of the Strategic Plan is the review and approval of strategic direction Action Plans by EDAC, City Commissions and City Council. Following the presentation of the Action Plans, staff is requesting that the Historic Preservation Commission recommend approval of the Strategic Plan to the City Council.

FISCAL IMPACT: None