TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER    DEPARTMENT: COMMUNITY SERVICES

DATE: OCTOBER 24, 2005    CMR: 406:05

SUBJECT: TRANSMITTAL OF THE COMMUNITY SERVICES DEPARTMENT’S STRATEGIC PLAN

This is an informational report and no Council action is required.

BACKGROUND
In August 2004, the Community Services Department (CSD) undertook the task of creating a five-year strategic plan. The plan was prepared by a team of Community Services staff leaders and has been reviewed by the Parks and Recreation Commission and the Human Relations Commission. This report transmits the completed plan to the City Council.

DISCUSSION
The attached report is the culmination of a year of information gathering, analysis and planning. Every CSD staff member provided input as well as Council and Commission members, Friends groups, customers, non-customers, volunteers, community leaders, and others. The plan will be incorporated into CSD managers’ work plans and will provide the overarching direction for the development and maintenance of all future arts, recreation, parks, open spaces and social service-related programs. The plan also provides the guidelines for the development of each of the department’s divisional strategic planning efforts.

Staff wishes to express its gratitude to all who provided the input and time to make this a valuable resource for the staff of Community Services and the residents of Palo Alto.

RESOURCE IMPACT
Resource impacts associated with this plan will be addressed through the annual budget process.

POLICY IMPLICATIONS
The content of the Community Services strategic plan is consistent with existing policies.

ATTACHMENT
Attachment A: Community Services Department Strategic Plan

PREPARED AND APPROVED BY: __________________________________________
RICHARD JAMES
Community Services Department Director

CITY MANAGER APPROVAL: _____________________________________________
EMILY HARRISON
Assistant City Manager