



CITY *of* CALABASAS

2022-23 STRATEGIC PLANNING WORKSHOP

City Council Meeting
February 16, 2022

AGENDA

1. Strategic Planning
2. City's Current Progress and Next Steps
3. Workshop

STRATEGIC PLANNING

Definition

A disciplined effort to produce fundamental decisions and actions that shape and guide what an agency is, what it does, and why.

Steps

1. Develop a clear understanding of the agency's mission and vision
2. Formulate key strategies that are essential to the agency's success
3. Identify agency goals and objectives that allow us to achieve our vision
4. Create an plan for implementation, resource requirements, and performance measurement

Result

Development of a strategic plan, which serves as a blueprint for how the City will achieve its mission and vision – a bridging of the gap.

BENEFITS & EXPECTATIONS

Benefits

- Adaptable: Balances short and long term operational objectives against constantly changing environment
- Increases operational efficiency and effectiveness: Prioritizes operations with defined goals, financial parameters, and performance measurement
- Participatory and communicative: Staff, residents, and Council involved, and so expectations are clearly aligned for all stakeholders

FY 2022-23 Strategic Plan

- Pilot plan - trial, will evolve as we fit the processes to the City's unique needs
- Condensed due to shortened time-frame

STRATEGIC
PLANNING
PROCESS



MISSION & VISION STATEMENTS

Mission

- Broad statement of the City's purpose – why do we exist?
- *“To maintain the community characteristics and quality of life that make Calabasas a desirable place for our residents and businesses.”*

Vision

- Describing the City in the future – how will we achieve our mission?
- *“Calabasas will preserve both its character and natural resources, and will lead on addressing the critical environmental, social, health, safety, and economic issues that impact our community.”*

STRATEGIC PRIORITIES

Policy and strategy area of focus that guide and align City decision making

- Pathways used to frame the projects and initiatives that will achieve the City's vision and mission



PROJECTS AND INITIATIVES

Actions that allow the City to accomplish its goals

- Specific
- Measurable
- Attainable
- Relevant
- Time Bound

Currently in progress, draft list is attached

Will revisit during workshop

WORK PLAN

Outline used to execute approved projects and initiatives

- Implementation steps, department objectives
- Timelines
- Responsible parties
- Costs
- Performance measurement



TIMELINE & NEXT STEPS

JANUARY
City Council
Selects Strategic
Priorities

FEBRUARY - MARCH
City Commissions
and Advisory
Boards Review
Projects and
Initiatives

EARLY MAY
City Council Adopts
Final Work Plan

FEBRUARY
City Councilmembers
Provide Listing of Projects
and Initiatives and
Approves Draft Form

APRIL
City Council Reviews
Commission
Recommendations and
Approve Final Projects and
Initiatives

WORKSHOP

Goal: Refine the Draft Projects & Initiatives List (attached to staff report)

City Council to designate no more than 5 projects per Strategic Priority category, or 30 projects in total

Considerations

- Staff is seeking project and initiative recommendations that are:
 - Significant, and that fall outside of day-to-day operations
 - Specific and measurable
 - Can be achieved within the 2022-23 fiscal year time frame
- City Council may add additional projects not listed in the draft list