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CITY COUNCIL STAFF REPORT

Meeting: July 7, 2026

Subject

Bi-Annual Strategic Planning Process.

Recommended Action

Approve the Bi-Annual Strategic Planning Process as presented at the February 28, 2026 Special City Council meeting.

Description

On February 28, 2026, a special meeting was held covering City Council governance and strategic planning. The focus of the strategic planning portion of the meeting was to review the Strategic Vision Framework that Council unanimously adopted in March 2025 and to present a proposal for maintaining the strategic plan, including key milestones during the two-year planning process.

The Strategic Vision Framework that Council adopted in 2025 is intended to guide decision making and long-term planning for the City, as well as to establish priorities for the City Work Program (CWP). These priorities were established through the adoption of six Council goals (Public Engagement & Transparency, Transportation, Housing, Quality of Life, Environmental Sustainability, and Fiscal Strategy) and three focus areas (Fiscal Resilience, Small Business Revitalization, and Emergency Management). The FY 2025-26 and 2026-27 CWP was developed in support of these goals and focus areas.

The main purpose of the strategic planning portion of the February 28 workshop was to present a proposal for an ongoing maintenance plan for the Strategic Vision Framework to establish a consistent process, set expectations for key milestones, and align resources amongst the CWP, operating budget, and 5-year Capital Improvement Program (CIP). Staff's proposal contemplated this maintenance plan retaining the key elements of the Strategic Vision Framework, including maintaining a two-year planning cycle to ensure continuity across election cycles. It is important to note, however, that the plan includes

regular updates on the CWP that will allow for adjustments or reprioritizations at Council's discretion.

Key components of the target timeline and major deliverables that were proposed include a Council strategic planning workshop bi-annually, with semi-annual updates to the CWP that align with operating budget and 5-year CIP timelines. The entire targeted timeline and major deliverables are included as Attachment A. These timelines and deliverables have been updated based on Council feedback provided at the workshop, which predominantly consists of clarifications and additional information.

If the proposed process is not approved, staff will continue existing practice in implementing Council direction. Future strategic planning milestones and CWP updates would continue to be brought to Council as necessary, rather than through a Council approved planning process. Approval of the proposed process is intended to improve the efficiency and predictability of long-term strategic planning.

Sustainability Impact

There is no sustainability impact related to this agenda item.

Fiscal Impact

There is no direct fiscal impact related to this agenda item. The fiscal impact of the City Work Program will be identified as a part of the overall process to develop the strategic plan and the City Work Program.

City Work Program (CWP) Item/Description

None.

Council Goal:

Public Engagement and Transparency, Quality of Life

California Environmental Quality Act

Not applicable.

Prepared by: Kirsten Squarcia, Deputy City Manager

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

A – Target Timeline and Major Deliverables