

MINUTES
February 6, 2018
Committee of the Whole
City of Batavia

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Vice-Chair Wolff called the meeting to order at 7:30pm.

1. Roll Call

Members Present: Ald. Atac, Wolff, Salvati, Callahan, Malay, Meitzler, Uher, Cerone, and McFadden

Members Absent: Chair Brown; Aldermen Russotto, Stark, Chanzit, and O'Brien

Also Present: Mayor Schielke; Laura Newman, City Administrator; Wendy Bednarek, Director of Human Resources; and Jennifer Austin-Smith, Recording Secretary

2. Approve Minutes For

There were no minutes to approve at this time.

3. Items to be Removed/Added/Changed

There were no items to be removed, added or changed.

4. Matters from the Public (For Items NOT on Agenda)

Carl Dinwiddie, 1156 Pine Street, stated that he is glad to be here and glad that there is an active and engaged council.

5. Discussion: Strategic Planning

Newman reported that at the Committee of the Whole (COW) meeting of January 23, 2018 it was decided in light of the financial situation posed by the closing of the Sam's Club and not knowing how that would impact our budget for this year that we should not embark on hiring a consultant for strategic planning at this time. The COW did want to take a look at our strategic plan to determine if it is adequate as it stands or if there are any amendments that need to be made to it. Newman stated that this discussion is very important because the strategic plan influences how staff members make plans for the objectives for their department and how we make recommendations to the COW on allocating resources in order to accomplish those objectives.

Newman distributed several handouts to the Committee to review which were as follows:

- City of Batavia Strategic Plan Strategic Themes and Rationales
- City of Batavia Values, Vision, and Mission Statements
- Framework for Strategic Planning

Newman asked the COW to give their impression of the current strategic plan, the framework for strategic planning and establishing a timeline.

The COW began its discussion on strategic planning. Salvati asked if the City is reporting any sort of Key Performance Indicators (KPIs) so that we know we are doing what we have set out to do. He asked if we could establish that sort of tracking if the City is not. Newman stated that we can and we should. Newman stated that she would go out and look at KPIs that other municipalities have established. Newman stated that once the strategic plan is established there should be at least quarterly reports on the progress to the goals and objectives that are established within the strategic plan. Callahan stated that data collection and finding data points are what every successful company is doing right now. Atac stated that is a good example of something that should be part of the action plan. There is a need to really work at this. Atac stated that the strategic plan is a little too vague when it comes to the objectives and it is not that forward looking. We need to look at what are the pressures that are happening in our society now and respond to that. Malay stated that being in education he could say that there are many data collection projects that are sitting on the shelf. He does not want to see that happen. Data is important but staying on track with what the plan is and making sure the plan aligns with values and the mission statement are necessary.

Newman suggested that in this process the COW could do themselves is to begin with the Vision, Mission and Values statements, perform a SWOT analysis and utilize that information to go through these topics. She stated that once we have a better understanding of our budget situation for this year perhaps we put the money into the consultation with the community and other stakeholders. Newman suggested that the Vision, Mission, Values and SWOT analysis be discussed at a future meeting in February. She stated that two sections of the strategic plan could be reviewed each month thereafter. There was no objection from the COW. Newman stated that she would send out a document to the COW members to do an individual SWOT analysis and prior to the meeting send the information back to her so she could create one document where people could reflect on what others have presented as the SWOT analysis.

6. Project Status

Newman stated that there is no project status to report on at this time.

7. Other

The COW discussed the Campana process and their reactions to it.

8. Adjournment

There being no other business to discuss, Vice-Chair Wolff asked for a motion to adjourn the meeting at 8:47pm; Made by Salvati; Seconded by Uher. Motion carried.