

MINUTES
May 14, 2018
Committee of the Whole Special Meeting
East Side Fire Station, 800 E. Wilson Street, 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.

Chair Brown called the meeting to order at 7:00pm.

1. Roll Call

Members Present: Chair Brown; Ald. Russotto, Atac, Stark, Chanzit, Wolff, O'Brien (entered at 7:02pm), Callahan, Meitzler (entered at 7:06pm), Uher, Cerone and McFadden

Members Absent: Aldermen Salvati and Malay

Also Present: Mayor Schielke (entered at 7:06pm); Chief Eul, Batavia Police Department; Chief Deicke, Batavia Fire Department; Laura Newman, City Administrator; Gary Holm, Director of Public Works; Howard Chason, Director of Information Systems; Scott Bueining, Director of Community Development; Wendy Bednarek, Director of Human Resources; Chris Cudworth, Communications Coordinator (entered at 7:28pm); Chris Aiston, Economic Development Consultant; Anthony Isom, Administrative Assistant to the City Administrator; and Jennifer Austin-Smith, Recording Secretary

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

There were no matters from the public at this time.

3. Discussion: Strategic Planning

The Committee of the Whole (COW) and City staff began the discussion on Strategic Planning by first discussing what they hope to accomplish. The following bullet points reflect the items the COW and staff stated they would like for the Strategic Plan (SP):

- Guiding our actions we are taking.
- Create a SP that we will work with when completed.
- Clear sense of direction for City Staff and the City Council (CC).
- Alignment.
- Prioritization Tool.
- SP that supports the residents.
- A SP that includes budgeting, how to make things happen.
- Prioritize projects so we could work on them.
- Include opportunities.
- Expose the things we truly need.

- Bring staff and CC together on working towards the same goals.
- Concrete short-term (3-5 years) and long-term vision.
- Near term concrete elements.
- Action Plan for one year.
- Staff and CC accomplishments and make those available to the public.
- Action Plan and being accountable to maintaining the Action Plan.
- Create the SP as a base framework and then make sure there is alignment with the Comprehensive Plan and Zoning Code.
- Informing the public and combat misinformation.
- Priorities can be found in the budget. There should be SP correlation with the budget.
- Save for the future.
- Sense of ownership on the new plan.
- The noble goals in the current plan should not be tossed out. Identify those noble goals and make progress on them.
- Make the SP accessible, attainable, and acceptable to the staff, CC and public. The SP should be something we could get behind.
- Be knowledgeable of what makes our City unique.

Newman agreed that the SP should be accessible, attainable and acceptable. She overviewed the City of Batavia Strategic Planning Workshop handout with the group. The meeting attendees began working on Exercise One: Commit to the Vision, Mission and Values Statements. Handouts listing the current and proposed vision, mission and values statements were supplied to the meeting attendees to review and the group read both the current and proposed statements in each category. The following wording was decided upon for each category:

Vision Statement

We are committed to working with our current and future residents and businesses to ensure that the City of Batavia, with its rich history and natural resources, fulfills the needs of the community by providing a variety of housing, business, cultural and recreational opportunities in a safe, sustainable and attractive environment.

Mission Statement

To continually enhance and improve the quality of life enjoyed within our community through the development and delivery of reliable and efficient municipal services in a fiscally and responsible manner.

Values Statements

The group felt that there was no need to change the values statements for integrity, history, community, natural resources, and diversity. The group felt that safety was a value that was missing and that fiscal responsibility and service be revised in wording. The consensus of the group was to maintain the wording “we value” in the beginning of each value statement.

Fiscal responsibility was changed to: We value sustainable budgets that aim to improve our services while keeping costs reasonable.

Service was changed to: We value services that are dependable and consistent in both day-to-day operations and in emergencies.

Safety was added to state: We value safety in the community for our residents, businesses and visitors.

After completing Exercise One, the group took a five-minute break at 8:09pm.

The meeting attendees began working on Exercise Two: Deep Dive SWOT Analysis. The group broke out into four groups that consisted of aldermen and senior staff. Senior staff rotated amongst the four groups. After the exercise was completed, photos were taken of each group's work and emailed to the City Administrator.

4. Adjournment

Chair Brown asked for a motion to adjourn the meeting at 9:42pm; Made by O'Brien; Seconded by McFadden. Motion carried.

Minutes respectfully submitted by Jennifer Austin-Smith