

Town of Fairfield

Strategic Plan Committee

Update to Board of Finance
November 21, 2017

Topics

- Introduction
- Work Completed to Date
- Strategic Plan Proposals
- Planned Next Steps
- Questions and Suggestions

Strategic Plan Committee

Introduction

- BOS in consultation with other Town Boards determined that a Strategic Plan would benefit the longer term planning needs of the Town, and developed a Strategic Plan Committee (SPC) charge.
- BOS invited residents with an interest and capability to submit their application for consideration and evaluated candidates.
- SPC appointed at BOS meeting on May 17, 2017.
- SPC sworn in and initiated monthly meetings in June 2017.

SP Committee Members:

Marlene Battista (Secretary)	Stephanie Schechter
Jay Gross (Vice Chair)	Justin Thomas
Karen Guckert Kaiser	John Wynne (Chair)
Jaclyn Gailhard Picarillo	

Strategic Plan Committee

Introduction

Strategic Plan Committee Charge:

- Engage a planning consultant with coordination of Town purchasing. Emphasis will be placed on ensuring community engagement.
- Develop a process for completing the plan, which may include several phases.
- Update BOS quarterly, and other Town Boards as appropriate.
- Leverage identified best practices from other municipalities.
- Utilize approaches to gather Stakeholder input and inform and educate residents as appropriate to ensure community awareness and involvement.
- As appropriate and necessary, add members or establish subcommittees to deepen specific necessary skills or perform analysis in order to ensure development of a comprehensive and thorough plan.

Strategic Plan Committee

Work Completed to Date

- Elected officers to help manage Committee's activities.
- Conducted monthly meetings. Meetings are 2nd Tuesday of each month. Minutes summarized and available.
- Performed research to surface representative practices for RFPs and Strategic Plans overall, and cataloged such information for ongoing use.
- Launched Strategic Plan webpage (<http://www.fairfieldct.org/spc>) to provide introductory information on SPC, including obtaining public comment, and other activities.
- Discussed RFP process the Town utilizes with Town Procurement.
- Provided initial briefing to BOS on 8/16/2017.
- Prepared and issued RFP for Strategic plan providers – see RFP status on next page.

Strategic Plan Committee

Proposal Responses

- RFP for Strategic plan providers issued in mid October.
- 8 proposals received. Each response had interesting elements.
- Evaluation process underway:
 - Review each proposal in detail
 - Evaluate using criteria from RFP
 - Perform other due diligence (review sample plans; reference check; Interviews; other discussion)
- All aspects of RFP requirements should be able to be achieved.
 - Extensive community input leveraging many approaches
 - Structured SWOT assessment
 - Strategic options and tradeoffs
 - Implementation plan
- Target to start work early in 2018.
- General timeframe is 1 year to complete. It is recognized that a balance between speed and thoroughness will be critical.

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Consulting Firms Being Evaluated

- Field of contenders will be narrowed.
- Oral presentation for a subset of firms will be scheduled for December.

Firm	Location
Blum Shapiro Consulting	West Hartford, CT
CT Economic Resource Center	Rocky Hill, CT
Future IQ	Minneapolis, MN
Houseal Lavigne Associates	Chicago, IL
Kairos Development Group	Philadelphia, PA
Management Partners	Cincinnati, OH
The Novak Consulting Group	Cincinnati, OH
Seismic Partners, LLC	Southport, CT

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Planned Next Steps

- Complete selection process and award project. (Jan 2018)
- SPC is staying abreast of current events impacting Fairfield in preparation to brief the consulting provider. (ongoing)
- Field consulting team and develop overall project plan. (Jan-Feb 2018)
- Initiate project activities and advance community engagement. (Feb-March 2018)
- Continue Regular meeting schedule and participate in project management and execution. (ongoing)
- Respond to BOS, Town Boards, Officials, or residents, as needed and requested. (ongoing)

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Questions and Suggestions

- Are there questions on the information provided regarding activities to date?
- Are there suggestions or observations for additional or different activities?
- Are there questions on the process planned going forward?