

Town of Fairfield

Strategic Plan Committee

Quarterly Update to Board of Selectmen
December 6, 2017

Topics

- Introduction
- Work Completed Since 8/16/2017 BOS Update
 - RFP Status
 - Other Activities Completed
- A Perspective on Ideas, Opportunities, and Tradeoffs
- Strategic Plan Committee - Planned Next Steps
- Questions and Suggestions

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Request For Proposal Status

- Leveraged research on RFPs and Strategic Plans in finalizing the RFP, and issued RFP in mid October.
- Managed RFP issuance and question process through Town Procurement.
- 8 proposals received. Each response had interesting elements.

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

Strategic Plan Committee Proposal Evaluation Process

- Evaluation process being conducted:
 - Review each proposal in detail
 - Evaluate using criteria from RFP
 - Perform other due diligence (review sample plans; reference check; Interviews; other discussion)
- Field of contenders will be narrowed with oral presentation scheduled for a subset of firms. Currently in process.
- 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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Supplemental Work Completed to Date

- Continued monthly meetings. Meetings are 2nd Tuesday of each month. Minutes summarized and available.
- Updated Strategic Plan webpage (<http://www.fairfieldct.org/spc>) to provide introductory information on SPC, including obtaining public comment, and other activities. Comments captured in database.
- Communication Strategy to ensure widespread awareness developed. Addresses multiple facets from Print to Social media.
- SPC members are maintaining awareness on issues that of importance to Strategic Planning purposes:
 - Population/census
 - Economic development
 - BOE initiatives
 - Infrastructure
 - State-Town budget/financial trends
 - Other
- Provided initial briefing to Board of Finance on 11/21/2017.

There will be many ideas offered – the focus needs to be on the process by which all ideas are considered on equal footing along with...options and tradeoffs for all

What are our Opportunities and Tradeoffs?

Are there different perspectives or ideas?



No sacred cows... everything on table

Should look longer term - out 30+ years, but be actionable

Will a Vision for the Town be created?

Plan needs to be implementable

What do we put on hold while we develop the plan?

Using external consultant is good

Need to look at tradeoffs re Town assets

Why is a consultant needed?

Need to ensure we use similar Towns as Fairfield and outside of CT as well

How to react to State issues – S/T and L/T?

What can be done to improve/transform service delivery?

Why have we waited so long to do this?

Town services, Education... change services, restructure, cut costs, raise taxes?

Other??...Other??
TBD??...TBD??

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Planned Next Steps

Strategic Plan Related Work:

- Complete selection process and award project (Jan 2018).
- Field consulting team and develop overall project plan (Jan-Feb 2018).
- Initiate project activities and advance community engagement (Feb-March 2018).

General Committee Work:

- Continue Regular meeting schedule, plan 2018 schedule, and participate in project management and execution. (ongoing).
- SPC is staying abreast of current events impacting Fairfield in order to brief the consulting provider (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 since last update?
- Are there suggestions or observations for additional or different activities?
- Are there questions on the process planned going forward?