

**Strategic Planning Steering Committee**  
**Meeting Minutes**  
**April 3, 2017**

Members in attendance: Mayor Read, Paul DeDominicas, Kurt Gervich, Carole Garcia, Ann Giard-Chase, Councilor Armstrong

The committee had reviewed Tacoma, Washington's Strategic Plan, noting the extensive process by which this city involved its citizens in defining the community's identity and vision for the future. The committee agreed that this process could be **Phase One of the Strategic Planning Process**. "Who are we (values), and where do we want our city to go (vision)?"

- The first job of this phase will be to take inventory of past efforts to articulate Plattsburgh's identity and vision. This is important to do, both as a means of gauging what has been accomplished over time, and acknowledging the important work that has been done in the past.
  - Past visioning documents will be inventoried according to category, and then graphed out.
  - Paul, Carole, and Rachelle agreed to conduct this inventory by **April 17<sup>th</sup>**.
- The second job is to plan events for the purpose of gathering information from the public, June—September. By **April 10<sup>th</sup>**, the committee will select city service provision categories such as Public Safety and Quality of Life, for example. We will also identify community members who can each act as a point person for each category. These people will assist in making decisions about:
  - methods of conducting outreach;
  - selection of information gathering tools;
  - how to include as many stakeholders as possible
- The public will need to be kept up to date concerning the progress, content, and use of data as the process unfolds.

**Phase Two, the development of Plattsburgh's Strategic Plan**, will use the public's feedback about "Who are we (values), and where do we want our city to go (vision)?" to develop and prioritize goals, objectives, actions, and a means for measuring achievement. This phase will involve the appointment of a **Strategic Planning Team (SPTP)** that will conduct work from October to February. SPT's task will be to produce a plan that can guide the 2018 budget process.

Respectfully submitted by,  
Rachelle Armstrong