

CITY OF CHEHALIS
STRATEGIC PLANNING SESSION
January 19, 2018 – City Hall, 350 North Market Street, Basement Meeting Room
Discussion Guide

8:00 *Continental Breakfast*

8:30 *Welcome and Public Comment – Dennis Dawes, Mayor*

Purpose of the Retreat and Introduction of the Facilitator and Recorder – Jill Anderson, City Manager

Role of the Facilitator, Recorder, Group and Public; Strategic Planning Elements; Agenda – Marilyn Snider, Facilitator – Snider and Associates

Introductions of the Participants

What Are the Strengths and the Accomplishments of the City of Chehalis in the Past Year?

What Are the City's Current Internal Weaknesses/Challenges?

What Are the External Factors/Trends (e.g., economic, political, social, technological) that Will/Might Have an Impact on the City of Chehalis in the Next Three Years:

- *Positively (opportunities)?*
- *Negatively (threats)?*

Develop a Mission Statement (one sentence that states why the City of Chehalis government exists and for whom)

Identify Three-Year Goals (what the City of Chehalis needs to accomplish)

- *Brainstorm Goals*
- *By Consensus, Select 4 or 5 Goals*

Identify Six-Month Strategic Objectives (how the goals will be addressed initially – by when, who will be accountable, for what specific, measurable results) for Each of the Three-Year Goals

Next Steps/Follow-Up Process to Monitor Progress on the Goals and Objectives (including setting a date in 6 months to update the strategic plan)

Summary of the Retreat and Closing Remarks

4:00 *Adjourn*

Please come for continental breakfast and informal conversation, which will begin at 8:00 a.m. The meeting will begin promptly at 8:30 a.m. There will be a mid-morning and a mid-afternoon break with a group lunch at 12:15. Please limit use of cell phone and laptops to the breaks. PLEASE BRING YOUR CALENDAR.

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