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**MEMO**

**To:** TJPD Commissioners

**From:** Stephen Williams, Executive Director

**Date:** July 2, 2009

**Re:** Strategic Planning Retreat Preparation

**Purpose:** To brief the Commission on efforts that will be conducted over the course of the next four months to prepare for the Commission Strategic Planning Retreat on November 12, 2009.

**Background:** One of the tasks identified by the Commission as part of the Executive Director hiring process was the development of an updated TJPDC Strategic Plan. At the June meeting the Commissioners agreed to participate in a retreat for the purpose of developing the Strategic Plan.

**Issues:** Over the next several months staff will be seeking input and information from four sources to help the Commissioners prepare for the strategic planning retreat.

1. Member Governments - Input will be solicited from representatives of member governments to help identify areas of need and program areas on which they desire TJPDC to focus its attention. Such input will be sought from elected officials and key staff from departments such as administration, community development/planning, public works and economic development.
2. Partner Agencies - Input will be solicited from partner agencies on issues or programs on which they would like to work with TJPDC in the future. Such partner organizations will include Charlottesville Transit System, JAUNT, JABA, TJACH, TJPED and others.
3. State Agencies/Funders – Staff will gather input from state agencies and other funders on their priorities for the next five years and the ways that TJPDC can help them to accomplish their mission.
4. Other Virginia PDCs – Staff will survey the other Virginia PDCs to identify program areas, funding, and staffing/organization structures.

Staff will provide the information that results from these enquiries at the September, October and November Commission meetings to allow the Commissioners to review the information prior to the retreat.