



City of Gahanna

Meeting Minutes

Metrics Development

Office of the Clerk of Council
200 South Hamilton Road
Gahanna, Ohio 43230

Brian D. Larick, Chair, Stephen A. Renner, Michael Schnetzer

Monday, April 13, 2015

6:30 PM

Committee Rooms

ROLL CALL/ADDITIONAL ATTENDEES:

Jennifer Teal, Kimberly McWilliams

Present 2 - Brian D. Larick, and Michael Schnetzer

Absent 1 - Stephen A. Renner

DISCUSSION ITEM:

[2015-0087](#)

Material provided by Assistant City Administrator at meeting (April 13, 2015).

1. Finance Update

Teal presented on Performance Measurement and Strategic Planning; had performance measurement team meeting with directors or staff who would be collecting and reporting data; another new bit of information is we extended an offer, backgrounds came back great, and new individual in Finance Department starts April 21; is already a certified green belt; served on Ohio performance team for state auditor over 200 public entities; not Gahanna resident but close; excited to be putting recommendation through boots on the ground when up till now, he has made recommendations and left; he will be lead for this team; with this meeting in our sights tonight, wanted to get started; level set on operational definitions where there had been confusion; looked at different measures and tools used past and present; different data initiatives; let them know about this committee and its charge; what needs to be and could be reported; rather than talk about what we're measuring, wanted people to think about why; talked about how to develop a performance measurement tool and what would be the order in a perfect world and how we have done this in Gahanna; we have started in the middle and talked about how to report it instead of why and what we're measuring; has led to disjointed thinking; spent time walking through these steps as guidelines; bottom line is with new employee starting next Monday, he will be the chief knower and trainer of how the International City Managers Association (ICMA) system works; he'll be webmaster; ask to have 1st quarter measures up in May; second by end of second quarter, and on a regular

quarterly basis from that point; have 1,100 measures; will the ICMA reports be a good tool for strategic planning; provided team with their deliverables and things they need to provide; will have list of people whose accounts need to be set up; folks will have about a month to get through training before entering data; historical data will be in there annualized; screen shot of entry page provided; for entities that don't report quarterly, they normalize it for reporting period you're looking to compare against; there are going to be some bumps; is a slower interface than showed in demo; they line up their quarters differently; they run on a July to June year; we can buy packages of measures; fairly easy to use modules; anyone signed up as a user can utilize.

Larick asked how reporting is accessed. Teal answered only by users; 20 will fall out to staff pretty quickly. Larick asked about publication/distribution. Teal said can be pushed out to you in a static view.

Teal updated on a strategic plan; 3 different documents distributed to committee; key assumption is we are looking for a document or process bridging from big picture to smaller objectives; this example is from Arvada, Colorado; only 7 pages long; they have 4 strategic goals, we have 5; takes broad phrases and boils them into actionables; we could do first part between now and fall in order to have some objectives in time for budget season; we have an unsolicited quote from firm that did this plan; about \$60,000 total; this is what we need as marching orders; will be drafting Request For Proposals with a short turn around time; we have a list of about 20 facilitators and are open to any additional ones; want beginning by budget season. Larick asked for list of measures and team members. Teal said don't have members yet; goal by 17th is to tell me who members will be.

Schnetzer said is age of assets something we track. Teal said maybe; current asset tracking system knows when we got it but not sure if it spits out a report.

Jayme Maxwell, CMC, Reporting