

SPECIAL WORKSESSION MINUTES

Finalizing Five-Year Objectives and Key Results

**College Park City Council
Saturday, October 3, 2020
8:30 A.M. – 12:30 P.M.**

Due to the COVID-19 space requirements, this meeting was held at The Hotel at the University of Maryland, 7777 Baltimore Avenue, College Park, MD.

PRESENT: Mayor Wojahn; Councilmembers Kabir, Kennedy, Day, Dennis, Rigg, Mackie and Mitchell.

ALSO PRESENT: Jeff Parks and Jessica Brown, Performance Breakthroughs, Inc. (PBI); Scott Somers, City Manager; Bill Gardiner, Assistant City Manager; Ryna Quinones, Communications and Events Manager.

Jeff Parks and Jessica Brown from PBI opened the session at 8:35. Jessica reviewed the agenda for the session: review Objectives and Key Results (OKR) best practices; review/revise the Objectives developed in the prior session and identify Key Results and performance targets. The goal for the session is to finalize the Objectives and Key Results and targets for the strategic plan.

Jessica led Councilmembers through a review of the characteristics of good Objectives and an analysis of sample Objectives and Key Results. After this discussion, Jessica reminded Council to think long-term, five-year horizon and big picture. The Key Results should show the achievement of the Objective. After this review, Jessica started with OKR #1 that Council had developed. The wording of the Objective was accepted and Council moved to review and select the best Key Results from the list that was developed during the prior session. Councilmembers had previously been given an assignment to select the best Key Results among the long list for each Objective that had been developed. Jessica distributed colored sticky dots representing first, second, and third choices, and she directed Councilmembers to place the respective dots on their preferences for the Key Results. After the results were tabulated, Council began to review and wordsmith the prioritized Key Results, as well as create specific targets for each Key Result.

Jessica led Councilmembers through the same process for Objectives #1 through Objective # 6. There was discussion among Councilmembers and Jessica regarding whether or not certain Key Results should be at the five-year level or shorter-term actions, as well as discussions over how to address equity and inclusion in the Key Results. Once the wording of the Objective was finalized, Councilmembers prioritized the Key Results via the dot voting system, and then Council finalized the wording of the selected Key Results. Finally, Councilmembers discussed and agreed upon targets for each of the Key Results. The final wording of the Objectives and Key Results from this session (Objectives 1 through 6) are attached to the session minutes.

At the end of the session, it was agreed that PBI would provide a clean document with the Council's work on Objectives 1 through 6 and provide targets for the Key Results for Objectives 7 through 9. Councilmembers would discuss the proposed targets with stakeholders. Scott and Bill would work on Key Results for Objective 10, which focuses on the organization, employees, and culture of City government. The session ended at 1:00 p.m.

Bill Gardiner
Assistant City Manager

Date
Approved