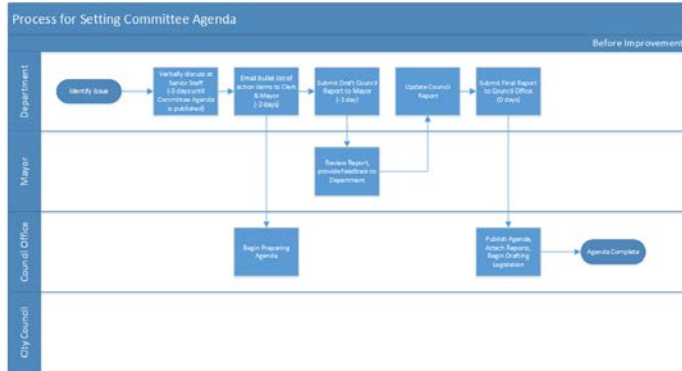


Background

The process for Gahanna City staff proposing legislation for City Council's consideration was not optimal. Department Directors frequently rushed items onto the legislative agenda, without enough time for proper vetting and without enough time for the Mayor to determine the appropriate course of action.

Current Situation



Recommendations

Changed the expectations for Department Directors require **proactive** legislative planning. Increased the amount of time in the process for the Mayor to review legislative proposals and potentially socialize them with Council ahead of time if needed.

Moved the reporting system from being e-mail based with versioning control issues to a single shared-drive.

Implementation Plan

Immediately updated reporting timelines. Provided job-aids to ensure compliance.

Item #	Staff	Staff Report	Final Council Report	Final Report & AGS	Agenda Publication	Committee	Final Meeting	Final Meeting & Agenda	Effective Date
27	10/16/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
28	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
29	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
30	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
31	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
32	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
33	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
34	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
35	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
36	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
37	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
38	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
39	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
40	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
41	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
42	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
43	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
44	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
45	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
46	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
47	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
48	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
49	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16
50	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16	10/20/16

Analysis

Brainstorming, 5-Whys

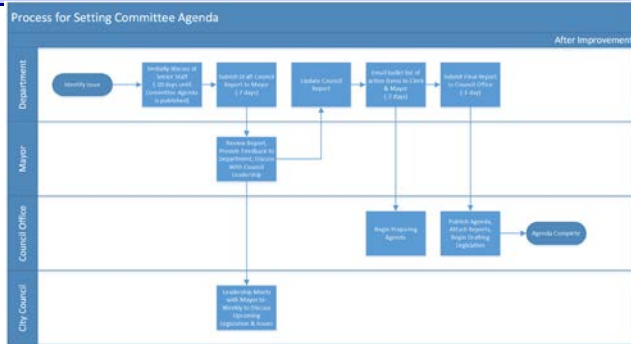


Follow Up

We will keep reinforcing our expectations and being consistent. Sharing the Citywide DPMO data on a regular basis with staff and Council. Keep job-aids updated.

Goal

Reduce DPMO by at least 25%



Results Report

Reduced DPMO by 42%!

