



GATR SESSION OVERVIEW

A GATR Session is a data-driven executive level management meeting focused on specific topics of interest to the Mayor. Through collaboration and problem solving, these sessions track bureau performance against established goals and identify operational solutions to help the City solve our most difficult challenges.

ROLES AND RESPONSIBILITIES

The **Mayor** initiates and leads GATR Sessions to examine and eliminate performance barriers on priority issues. The Mayor asks questions of bureau leadership, facilitates discussion about strategy and creative solutions, and leads the development and prioritization of action items at the close of the session.

The **Commissioner-in-Charge** provide leadership by asking questions during the session, and accountability in the implementation of action items. **Council Chiefs of Staff** are also invited to participate in the sessions.

The **Bureau** works with the City Budget Office to provide the best data possible to inform performance review and decision-making. The **Bureau Director** and program staff play an important role at the GATR Session in providing candid responses to the Mayor's questions, with the goal of addressing root issues impacting the bureau's ability to meet targets and proposing action-oriented solutions.

City Budget Office staff provide analytical and logistical support to all parties involved. This includes collecting and analyzing bureau data in preparation for the session, preparing session materials, and facilitating and reporting on bureau follow-up to recommended action items.

THE SESSION

GATR Sessions are 60 to 90-minute meetings in which bureau leadership presents performance data and analysis on a specific issue with a 10-20 slide presentation. During the session, bureau leaders answer questions raised primarily by the Mayor, Commissioner-in-Charge, and their staff. The sessions are conducted in the following order, and are typically convened as a series to drive towards issue resolution.

- Context setting
- Follow up from previous session (if applicable)
- Issue diagnosis
- Proposed strategies for improvement
- Review of action Items

At the end of the meeting, the Mayor determines next steps and attendees agree on a timeline for follow-up.

GUIDING PRINCIPLES

- ✓ Working with a **clear purpose**
- ✓ Supporting **leadership** in identifying and addressing performance deficits
- ✓ Using **timely and accurate data**, rather than anecdotes, to guide decision-making
- ✓ Speaking **candidly** to identify, discuss, and resolve barriers to achieving performance targets
- ✓ Generating **specific action items** for follow up that are well-scoped, delegated to a responsible party, and assigned a timeline
- ✓ **Following-up** to ensure implementation
- ✓ Promoting a culture of **continuous learning**