

Indicators Progress Commission Minutes

October 17, 2025

12:00 – 1:00 PM (Virtual Meeting)

Members Present

- Brittany Poss, Chair
- Jennifer Frank Pontzer
- Anthony Garland
- Elaine Hebard
- Lauren McElligott

Others Present

- Miriam Diemer, Associate Director, Department of Technology & Innovation
- Ian Alden, Associate City Attorney

1. Call to Order

Chairperson Poss called the meeting of the Indicators Progress Commission (IPC) to order at 12:06 PM.

2. Approval of Agenda

A motion to approve the agenda was made by Commissioner Garland and seconded by Commissioners Hebard and Pontzer. Motion approved unanimously.

3. Approval of Previous Meeting Minutes

A motion to approve the minutes from the previous meeting was made by Chairperson Poss and seconded by Commissioner Garland. Motion approved unanimously.

4. Reminder on Open Meetings Act (OMA)

Chairperson Poss and Attorney Alden provided a reminder about the Open Meetings Act. Members were cautioned that email communication among a quorum of the board constitutes a public meeting under OMA. Alden clarified that scheduling emails are acceptable, but substantive discussion or decision-making over email is not permitted. Staff person Diemer noted she BCCs members on official emails to avoid quorum communication, and members should refrain from 'reply all' to calendar invitations.

5. Discussion on Meeting Format (Virtual, In-Person, or Hybrid)

Chairperson Poss introduced a discussion on how the IPC should meet going forward given citywide privacy concerns with Zoom. Options discussed included moving to a Zoom webinar format, meeting in person, or establishing a hybrid model. Attorney Alden recommended a hybrid format for accessibility. Commissioner McElligott suggested quarterly in-person meetings to foster collaboration. Commissioner Hebard supported occasional in-person meetings but cautioned against limiting public participation via

webinars. Staff person Diemer explained that webinars still allow for public comment, but moderation requires more administrative effort. The city requires each board to decide on its meeting format by December 2025. Action: The Commission will vote on its meeting format at the next meeting.

6. Overview of Current Ordinance

Attorney Alden provided a presentation on the IPC's enabling ordinance and summarized its core functions: coordinate and review indicators aligned with the City's five-year goals; develop factual information and sustainability indicators; analyze data and make recommendations to the Mayor and City Council; and produce a Goals Progress Report every two years and participate in a Goals Forum every four years. Alden emphasized that the IPC is an advisory body with responsibilities defined by statute, and any new initiatives would require ordinance revisions.

7. Discussion: Budget Ordinance Updates

Chairperson Poss reported that the City Council's Finance & Government Operations Committee is reviewing the Budget Ordinance, which references the IPC. The latest draft removes all IPC references, raising questions about its future role in the budget process. The hearing was deferred to October 27, 2025, and updates will be provided at the next meeting. Staff person Diemer noted that earlier Council feedback indicated the redlined version may not be final.

8. IPC Ordinance Rewrite and Subcommittee Update

Chairperson Poss reported on the work of the Ordinance Rewrite Subcommittee (Poss, Pontzer, and David). The group met to compare the IPC ordinance with the Budget Ordinance revisions. A draft proposal prepared by Staff person Diemer incorporated relevant Budget Ordinance language into the IPC ordinance. The administration expressed interest in a broader modernization and restructuring of the IPC rather than a simple amendment. The Commission discussed engaging Results for America, a nonprofit that supports data-driven governance, to advise on best practices for modern municipal indicators. Results for America is preparing a proposed scope of work for the IPC to review at a future meeting. Members agreed this external guidance could help re-envision the Commission's role and outputs.

9. Discussion: Future of IPC Work and Reports

Commissioners discussed how the IPC might modernize its reporting, possibly shifting to a web-based dashboard format. Hebard recalled prior city efforts to build a dashboard that stalled when staff left, emphasizing the need for sustainability in any future design. The Commission discussed leveraging the ordinance rewrite to redefine goals, timelines, and reporting formats.

10. Missed Reporting Deadlines and Future Planning

Staff person Diemer clarified that the 2025 Indicators Progress Report was completed but not formally approved or integrated into the City's FY2025 budget. The next required

deliverables under the current ordinance are the Five-Year Goals Summit (mid-2026) and the 2027 Indicators Progress Report. The group discussed potentially updating the ordinance by early 2026 to reset reporting timelines.

11. Discussion on Subcommittees and Work Structure

Commissioner Garland raised concerns about limited progress between monthly meetings and asked about asynchronous communication options. Staff person Diemer explained that subcommittees of fewer than four members can meet or collaborate outside OMA requirements. Members agreed to revisit subcommittee structures after receiving Results for America's recommendations. Hebard noted that multiple subcommittees may be needed once the rewrite scope is finalized.

12. Public Comment

No public comment was received.

13. Next Steps and Action Items

- Vote on meeting format at the next meeting (Zoom webinar, hybrid, or in-person).
- Begin engagement with Results for America on ordinance rewrite.
- Receive update from the Finance & Government Operations Committee (October 27).
- Continue ordinance rewrite discussions in coordination with the subcommittee.

14. Adjournment

A motion to adjourn was made by Chairperson Poss and seconded by Commissioners Hebard and Garland. Motion approved unanimously. The meeting adjourned at 1:46 PM.