City of Westworth Village
311 Burton Hill Road • Westworth Village, TX 76114
817.710.2500 • Fax 817.710.2501

FINANCE COMMITTEE MEETING AGENDA

TUESDAY	**MUNICIPAL COMPLEX**
FEBRUARY 12, 2019	**COUNCIL CHAMBERS**
6:15 PM	**311 BURTON HILL ROAD**

CALL TO ORDER

Action Items:

A. Approval of Minutes from Finance Committee Meeting December 11, 2018.

B. Review and take action on the **FY 2017-2019 Annual Audit.**

C. Next meeting is scheduled for March 12, 2019.

ADJOURN

This facility is wheelchair accessible and handicapped parking spaces are available. Requests for accommodations for the hearing impaired must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 710-2526 for assistance.

I certify that the above notice was posted on the bulletin board at the Westworth Village City Hall, 311 Burton Hill Road, Westworth Village, Texas on this, the 8th day of February, at 5pm, in accordance with Chapter 551 of the Texas Government Code.

Brandy G. Barrett, City Secretary

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FINANCE COMMITTEE MEETING MINUTES

TUESDAY	**MUNICIPAL COMPLEX**
DECEMBER 11, 2018	**COUNCIL CHAMBERS**
TIME: 6:15 PM	**311 BURTON HILL ROAD**

ATTENDEES:	Mayor Pro Tem, Chair	Kelly Jones
	Member	John Davies
	Member	Dan Novak
	Member	Tiffany Aller
	Member	Sharon Schmitz
	Ex-Officio Member	Michael Coleman
	City Secretary	Brandy Barrett
	City Administrator	Sterling Naron
	Chief of Police	Kevin Reaves
	Planning & Zoning Chair	Melva Campbell
ABSENT:		

CALLED TO ORDER at 6:15pm by Mayor Pro Tem Kelly Jones, Chair.

Action Items:

A. Approval of Minutes

MOTION to approve the minutes of the Finance Committee meeting on August 14, 2018.

- **MADE BY:** Tiffany Aller. **SECOND:** Sharon Schmitz.

Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

B. Review and discuss the **FY 2019-2020 Budget Process.**

- Councilman Jones led a discussion on performance-based budgeting and how it could be used to set goals, define expectations and increase citizens' understanding of how they are being served. He and the committee members reviewed an older copy of City of Arlington's budget document. The process would require department heads to work with Sterling to set department goals and performance evaluation measures. Most members concurred with Councilman Jones about the need for this type of process and echoed his concern about labor involved and extra burden on the staff in the first year.
- Councilman Novak suggested that the process was greater than just establishing goals in a department. He suggested using a pyramid approach, that he has used in other agencies, which starts at the top and leads to personal objectives and goal setting. He feels that it is responsibility of the Council in service to the citizens to set the Mission and Vision, which is ultimately the framework for the staff to serve.
  1. Mission & Vision – Why do we exist and what's important to us?
  2. Vision – What do we want to be?

3. Strategy – How do we intend to get there, what is the game plan?
4. Accountability – How to I measure and maintain focus?
5. Targets and Initiatives – What do we need to do as a group?
6. Personal Objectives – What do I need to do as a member of the group?

- Councilwoman Schmitz encouraged staff not to shy away from goal setting, viewing it as a positive, not a negative.
- Councilman Davies cautioned the committee members to be mindful of gaming incentives in the plan, the "spend it or lose it next year" mentality.
- Discussion switched to delivery expectations by the staff and how the budget calendar might be adjusted to accommodate the new performance-based format, including the Vision Committee's important role in the process. Councilman Novak suggested that one of the goals for the joint meeting should be to define no less than 3 and no more than 6 priorities for staff focus their efforts on in the coming fiscal year. Following the discussion, the staff were given the following directives:
  1. Review possible formatting options and be prepared to present a preliminary draft of the new format or options to the Finance Committee no later than March.
  2. Review the existing budget calendar and propose any needed changes.
  3. Brandy Barrett will set up a joint Vision Committee and Finance Committee public hearing to receive input from the citizens in March, allowing the Council time to appoint members to the Vision Committee.
- No action was taken.

C. Review and discuss the FY 2019-2020 Budget Calendar.

- This item was discussed in conjunction with the previous agenda item.

D. Next meeting will be scheduled for February or March, pending the prior year audit results.

ADJOURNED at 6:43pm by Chairman Jones.

MINUTES APPROVED on this, the 12th day of February 2019.

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L. Kelly Jones, Mayor Pro Tem

ATTESTED TO BY:

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Brandy G. Barrett, City Secretary