



FINANCE COMMITTEE MEETING MINUTES

**TUESDAY
 MARCH 12, 2019
 TIME: 6:15 PM**

**MUNICIPAL COMPLEX
 COUNCIL CHAMBERS
 311 BURTON HILL ROAD**

ATTENDEES:

Mayor Pro Tem, Chair	L. 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

ABSENT:

CALLED TO ORDER at 6:00pm by Mayor Pro Tem Kelly Jones, Chair.

Action Items:

A. Approval of Minutes

MOTION to approve the minutes of the Finance Committee meeting on February 12, 2019.

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

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

PRESENTATION:

Staff presentation of the **Fiscal Year 2019-2020 Performance Based Budget documentation and process.** Mr. Naron continued by explaining that there were 4 basic areas from the vision statement that have been used as the basis for this format. They are:

1. Maintain Infrastructure
2. Enhance Safety
3. Efficiently Deliver
4. Invest in People

This is the current vision of the city and it should be visible in the budget process. He continued by showing a sample format for the Police Department, adding this is not the proposed budget, just the format to discuss and get feedback from the Committee and Citizens to improve upon the process. It begins with the department budget At a Glance, a high-level view, including prior year, year-to-date, and projections. It includes the Department Objectives, as defined by the budget based on the key vision focus areas. The next section is Budget Highlights, which points out significant changes or differences from prior years. The Departments Performance Indicators would be next, which will be set based on the expectations of the Council and Citizens. Finally, the detailed budget will follow the cover.

DISCUSSION:

- Mayor Pro-Tem Jones explained prior years' budgeting process and how this year's process is a work in progress and requires active citizen participation. This new Performance Based Budget is designed to help the citizens know what they are getting for the money and for the Finance Committee to use as a tool in determining where money needs to be allocated. In addition, it also adds accountability to the citizens, Council, and department heads, noting that this first year will be critical to setting up the accurate, realistic, and attainable performance indicators/goals that city staff and Council will be accountable to the citizens for meeting or explaining why they were not met.
- Councilwoman Schmitz believes this is an excellent starting point. It will assist the council to determine if it is a cost factor or an efficiency of process factor. She liked the way it was presented in an attractive manner, not just numbers on the screen. She expressed concern with the indicators as a percentage, noting that a baseline column should be added or the formula to arrive at the percentage. This would help set a frame of reference. Chairman Jones suggested a narrative definition might be needed as well.
- Councilman Novak requested words like "maintain and ensure" be removed, and stated we wanted competent employees, etc. He loved the way the plan was progressing, but questioned using the vision statement as a basis, as it is a vision of what we want in the future, not defining the services citizens are currently receiving.
- Councilwoman Aller confirmed that visions are our aspirations. While she loved the layout, she suggested state standards and averages be considered for a similar size city. She also believes there should be a clearly defined connection between Objectives and Indicators.
- Councilman Davies questions how the metrics to the budget process would be evaluated if the metrics are not met. Mr. Naron explained it was his understanding that if a metric was not met, there would be follow up discussion on why it was not met, and the issue(s) would be addressed appropriately.

Mayor Pro-Tem Jones opened a Public Hearing to receive comments.

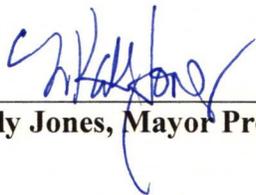
Public Hearing to received input on the FY 2019-2020 Performance-Based Budget process, documentation, and service expectation levels. *(This is an opportunity for citizens to address the Finance Committee on this matter. Citizens may speak up to three (3) minutes or the time limit determined by the presiding officer.)*

- John Hendrix (5812 Tracyne Dr.) he questioned who and how the performance indicators were being determined, to which Mayor Pro-Tem Jones explained that the initial draft would come from the Department Heads and the Finance Committee would have a dialog with the Department Heads and staff and they would be reviewed annually going forward.
- Margaret Zaneckia (25 Leonard Trail #3105) she liked what Councilman Aller stated about the connection between the Objective and the Indicator, suggesting that the conceptual objectives be clearly defined using words that define a measurable objective; thinking about it from the perspective of the person doing the work.
- Closed at 6:38pm

- B.** Review and discuss the Fiscal Year 2019-2020 Performance Based Budget documentation and process.
- Following a discussion on the Budget Calendar, it was requested that next month's meeting be another review of the new format to allow Mr. Naron to come back with an updated format based on comments from tonight. Mayor Pro-Tem Jones commended Mr. Naron and the staff on their work thus far and suggested the budget calendar be reviewed as the process this year will be more time consuming than in prior or future years.
- C.** Next meeting is scheduled for April 9th at 6:00pm.

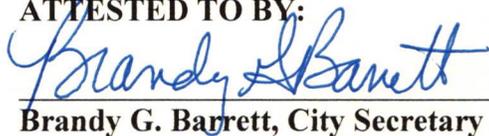
ADJOURNED at 6:38pm by Chairman Jones.

MINUTES APPROVED on this, the 9th day of April 2019.



L. Kelly Jones, Mayor Pro Tem

ATTESTED TO BY:



Brandy G. Barrett, City Secretary

