



City of Westworth Village
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FINANCE COMMITTEE MEETING MINUTES

**TUESDAY
APRIL 9, 2019
TIME: 6:00 PM**

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

ATTENDEES:

Mayor Pro Tem, Chair	L. Kelly Jones
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: Member John Davies

CALLED TO ORDER at 6:03pm by Mayor Pro Tem Kelly Jones, Chair.

Action Items:

A. Approval of Minutes

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

- **MADE BY:** Dan Novak. **SECOND:** Tiffany Aller.

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

PRESENTATION:

Staff presentation of the **Fiscal Year 2019-2020 Performance Based Budget documentation and process.**

- Using the suggestions from the last meeting, Mr. Naron displayed an example of the new format, which includes:
 - *Narrative summary* - general statement noting large line items or items of special note
 - *At a Glance* - a high-level financial summary of the budget, past, present and proposed
 - *Budget Highlights* - a quick summary of changes from prior years
 - *Objectives* - identifies department priorities and supporting goals and objectives to meet those priorities
 - *Performance Measures* - lists the measurement standards identified by which the department will be held accountable
- Mayor Pro-Tem Jones restated that this would foster input from citizens, creating a dialogue on how to achieve the objectives of the citizens. For example, if the citizens want a 2-minute response time, the Chief may state that he would be happy to do that, but it will require “x” number more officers to achieve that measurement. Noting that this will be a lengthy first year process and require review and fine tuning yearly thereafter.

- Councilman Novak stated this process should highlight what we value as citizens, council and staff. It is not our vision that we are measuring, rather, it is our values.
- Mayor Pro-Tem Jones is excited about the project and applauded Mr. Naron for taking the lead and embracing the format.

Mayor Pro-Tem Jones opened a Public Hearing to receive comments at 6:29pm.


Public Hearing to receive 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.)*

- Rosa Mendez (5717 Carb) requested the association of the Performance Measures to the Specific Objectives. It was the consensus of the council to tie the Performance Measures back to a Specific Objective. Mr. Naron agreed to add a line to the chart and color code/number the Objective, so it could be identified with one or more of the Performance Measures. Mayor Pro-Tem Jones thanked Ms. Mendez for her excellent comments.
- There were no other speakers and the Public Hearing was closed at 6:32pm.

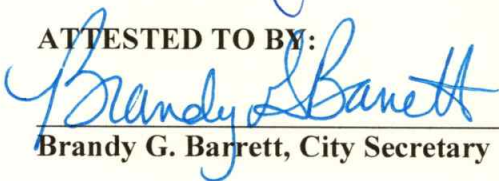
- B.** Review and discuss the Fiscal Year 2019-2020 Performance Based Budget documentation and process.
- The committee requested a draft view for each department in the new format to be reviewed, excluding budget numbers, so the committee could begin considering goals and measurement standards.
 - Regarding the time, the next meeting will begin at 6:00pm and Mayor Coleman agreed not to have a pre-council meeting at the May meeting.
- C.** Next meeting is scheduled for May 14th at 6:00pm, Mr. Naron confirmed the meeting would be a for the General Fund budgets and a first draft for review of the new format for all departments.

ADJOURNED at 6:40pm by Chairman Jones.

MINUTES APPROVED on this, the 14th day of May 2019.



L. Kelly Jones, Mayor Pro Tem

ATTESTED TO BY:


Brandy G. Barrett, City Secretary

