

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in work session at 5:00 p.m. at the Old Bedford School, 2400 School Lane on the 23rd day of October 2008 with the following members present:

Jim Story	Mayor
Roy Savage	Mayor Pro Tem
Chris Brown	Council Members
Jeff Cason	
Ray Champney	
Lori Nail	

Constituting a quorum.

Roy Turner arrived at 5:12 p.m.

Staff present included:

Beverly Queen	City Manager
Shanae Jennings	City Secretary
Steve Johnson	Deputy City Manager

CALL TO ORDER/GENERAL COMMENTS

Mayor Story called the meeting to order at 5:00 p.m.

Joe Gonzales and Theresa Gonzales, facilitators with The Management Connection were introduced. Mr. Gonzales has facilitated planning workshops with the City Council since January 2006.

WORK SESSION 5:00 P.M.

1. Discuss and establish procedures for the creation and implementation of policies and procedures.

Joe Gonzales briefly reviewed the mission and goals for the evening and provided an overview of what would be occurring tonight, as follows:

- 1) Introduction of Council Leadership Success Handbook.
- 2) Develop a process for creating policies.
- 3) Brainstorm policy areas.
- 4) Work policy through – the process.
- 5) Decide on the next steps – develop schedule to complete policy development.

The Mayor discussed the notebook provided to Council by staff which included the following:

- 1) City Manager Expectations from the Council
- 2) Budget/Guidelines/Budget Expectations
- 3) Vision, Mission and Priority Goals
- 4) Policies
- 5) Mayor's Strategic Plan 2009
- 6) Upcoming Events

Council discussed their thoughts on policies versus guidelines. It was felt there is a huge difference between a policy and a guideline, describing a policy to be more rigid and firmly defined, versus a guideline, which is viewed as more flexible, with the guideline being indicated as more desirable by the majority.

Mr. Gonzalez summarized what he heard the Council saying, indicating that he was hearing the word policy to be too restrictive, but that guidelines appear to be the direction in which the Council would like to move.

Guideline Development:

Following are the brainstormed ideas and final outcomes regarding guideline development for the Council pertaining to future goals.

1) Asset Replacement Policy/Pay As You Go Policy

Brainstormed ideas:

- Fund initially the annual depreciation on an asset each year.
- Exclude certain items such as buildings (as an example).
- When developing the budget each year, figure out what this number is and make sure it is included as a separate allocation.
- Source of funding will need to be matched to the asset. If it is a water line perhaps \$.05 on your water rate is designated as asset replacement.

Final Outcome: The City Manager will present options for Council to approve regarding asset replacement.

2) Council Direction to Staff

Brainstormed ideas:

- When does staff take direction from one Council member versus a majority request from Council members?

In order to be responsive staff wants to provide feedback to requests by Council; however, at what point are certain requests too lengthy versus a simple request which can be responded to simply?

Final Outcome: Upon receipt of a request by any given Council member for information from the City Manager regarding a resource intensive request for information, the City Manager will outline what will be necessary to fulfill that request and will provide that outline to all Council members. At that time, a Council member may then desire to bring that request before the Council as a whole and the Council will discuss and make a decision as to whether or not the City Manager should proceed forward with the original request.

3) Cost Recovery

Brainstormed ideas:

- At times events are held that are City-based in which there is no request for fees to attend. At what point, if any, does the City want to attempt to retain some cost recovery for events or fees regarding services?
- Create a list of events, such as the FourthFest, HalloweenFest, fire/police responses, etc. that the City never intends to attempt to recover costs from but only intends to provide it as a public service. Then create a list of events that might have potential or complete cost recovery, such as SPLASH, aerobics,

etc.

- There might also be a consideration for some events that perhaps should not be conducted in the future due to complete lack of cost recovery. If it is possible that the benefits are not worth the resources, then it should be a consideration that the City not continue moving forward with those resources.

Final Outcome: The City Manager will create a list of events or fees by category in which there is no expected cost recovery, some expected cost recover, or total expected cost recovery. The City Council will then review the recommendations and make a final determination on the items on the list for cost recovery.

4) Business Concept Development/ED

Brainstormed ideas:

- What are the most appropriate forums and direction in which to discuss business ideas? Is it appropriate for Council to speak directly to businesses regarding business development, or is that inappropriate? Should all ideas/concepts be taken directly to the City Manger and Development Director, or can the footwork be done by the Councilmember as long as it is inquiry mode only and they are not speaking on behalf of the Council?
- A primary question is can Council members move forward researching projects regarding business development so that the City's resources are not being tied up; and then if it appears viable bring it to staff and Council, or should the concept of doing individual research be scrapped all together?

Final Outcome: Any Council member may prepare a single page proposal with all pertinent information entailed, such as the conceptual design, contact names, brief description of the idea, and any additional information that can support initial research for economic development related activities. Once compiled, they may hand it over to the City Manager or Development Director for follow up.

5) Council Liaison to Board or Commission (Expectations)

Brainstormed ideas:

- What is the role of the Council member who is assigned as a liaison to a board or commission? Are they supposed to participate in the meetings or are they supposed to show up and act in a non-participatory manner?
- It has been the long standing belief that Council should attend meetings, listen and observe, answer questions if specifically asked, and potentially report information back to Council, etc.

Final Outcome: Council may only attend meetings, listen and observe, answer questions if directly asked and that Council member has the option to report back during a Council meeting if desired.

6) Liaison to Hotel/Motel Association

Brainstormed ideas:

- How participatory can Council be during these meetings?

Final Outcome: Council may attend and participate in the meetings, knowing they cannot represent or speak for the Council as a whole. They may report back to the Council regarding strategy and concept development.

7) City Manager Evaluation Policy

Brainstormed ideas:

- Create quantifiable and measureable objectives.
- Create a questionnaire regarding the manager's performance.
- Conduct the review annually.
- Receive a report from the City Manager on accomplished goals tied back to original goals set by the Council during budget or other times.
- Evaluate based on policy implementation, vision and missions accomplished.
- Ensure that the City Manager is keeping the Council updated so that they may convey those updates to citizens, such as the weekly update, as well as receive status updates on items which have been

discussed or passed by the Council.

- Create a standardized form which includes quantifiable measures, subjective standards, and a portion for the City Manager to outline short range and long range goals. Keep the review consistent so that there is a form which can be compared from year-to-year.
- Create a rating system from 1-5 with 5 being the highest rating.
- Evaluate based on if the City Manager is following the strategic plan.

Final Outcome: The City Manager Evaluation process should be conducted annually and should be based on vision, mission, and policy implementation. Performance should also be reviewed based on whether accomplished goals have been tied back to original goals set by Council throughout the year. There should be both subjective and objective areas of the evaluation. The City Manager should create short term and long term goals. A 1-5 rating system should be utilized with 1 being the lowest score and 5 being the highest. The Manager should also be reviewed based on whether there have been adequate status updates on items passed by Council or occurring throughout the year. Whether or not the City Manager is following the strategic plan should also be a benchmark for evaluation. A comment section should be made available for free comments by any Council member. The City Manager and Mayor should discuss this review and then ultimately discuss the review with the entire Council. The form needs to be made so that it is standardized in format and also in content. There will be an ad hoc committee comprised of the Mayor and Roy Savage to create the form.

8) Purchasing Property

- All property purchases should exist to benefit service to citizens.
- Economic Growth should be the focus of property purchase.

This item will be more thoroughly discussed at a future date.

ADJOURNMENT

Mayor Story adjourned the meeting at 8:40 p.m.

Jim Story, Mayor

ATTEST:

Shanae Jennings, City Secretary