



**MINUTES OF THE
TOWN OF WESTLAKE, TEXAS
TOWN COUNCIL MEETING**

May 25, 2016

PRESENT: Mayor Laura Wheat, Council Members, Michael Barrett, Alesa Belvedere, and Wayne Stoltenberg. Rick Rennhack arrived at 11:15 a.m.

ABSENT: Carol Langdon

OTHERS PRESENT: Town Manager Thomas Brymer, Town Secretary Kelly Edwards, Town Attorney Stan Lowry, Assistant Town Manager Amanda DeGan, Director of Public Works Jarrod Greenwood, Finance Director Debbie Piper, Director of Human Resources & Administrative Services Todd Wood, Fire Chief Richard Whitten, KPD Police Chief Mike Wilson, Director of Communications Ginger Awrty, Director of Facilities and Parks & Recreation Troy Meyer, Finance Supervisor Jaymi Ford, Director of Information Technology Jason Power, Finance Director Debbie Piper, Planning and Development Director Eddie Edwards, Rick Chaffin, Executive Principal & Director of Education Dr. Mechelle Bryson, MYP Principal Dr. Andra Barton, DP Principal/Coordinator Stacy Stoyanoff, Student Services Administrator Jennifer Furnish, and Dr. Shelly Myers WA Foundation Director.

Work Session

1. CALL TO ORDER

Mayor Wheat called the work session to order at 8:49 a.m.

➤ **Welcome and Introductions**

Town Manager Brymer provided an overview of the goals for the retreat.

Mr. Mike Conduff, The Elim Group, provided an overview of the agenda, key items of discussion, and items to accomplish today.

Key Items:

Guide messages to the community

Speak with 'One Voice'

Growth

Academy and Town interaction

Provide service and build trust with each other and with our community

➤ **The High Performance Pyramid**

➤ **What do we need to operate this way?**

Discuss these questions:

- What do you need from others from within your group to be successful in your role?
- What do you need from the other groups?

➤ **Reflection Time**

Sometimes we see things differently depending on the chair we sit in.

- Top two or three "ah-ha" moments
- Course corrections or tweaks to our existing practices to consider
- Other thoughts that we need to capture
 - What beliefs or "paradigms" do we hold about Westlake?
 - What beliefs or "paradigms" does the community hold about Westlake?
 - What is going on around us, or internally, that can significantly impact us?
 - Is our strategic direction still valid for us?

Attendees divided into three (3) groups to discuss these questions.

Discussion ensued regarding the group discussions.

➤ **Systems Review**

- Values, Vision, Mission
- Strategic Themes (Balanced Scorecard)
- Comprehensive Plan

➤ **Encountering the Future - are we at a crossroads? If so, what is it?**

- Examine our Direction
 - Vision Values Mission
- What, if any, course adjustments
- Are we "Aligned"?

Assistant Town Manager DeGan provided an overview of the systems review.

Discussion ensued regarding VVM, Balanced Scorecard, policies of the Comprehensive Plan, key connections, future leadership, Westlake 101 videos, and sharing successes, cost of compliance/design. Additional discussion ensued regarding investing on the front end regarding staffing and fostering community vs. neighborhood relationships.

Follow up items:

Westlake 101 videos - sharing successes, cost of compliance/design, and updates regarding the impact development; branding, updating marketing material, revisiting the VVM in June, removing the WA vision statement by adding a purpose statement.

➤ **Examining our systems, structures, and processes (how we execute our strategic systems)**

- Citizen feedback mechanisms
- Five year financial forecast
- Capital Improvement Plan (CIP)
- Budget overviews
- Governance structure & processes - review our policies

Staff members DeGan, Piper, Greenwood and Dr. Bryson provided an overview of the items listed above.

Discussion ensued regarding the survey results, Capital Improvement Plan, and proposed budget and forecast.

➤ **Start Stop Continue Exercise**

- Based on today's work, name something we are not doing that we should START doing
- Name something that we are currently doing that we should STOP doing
- Name something that we do now that works, and that we should CONTINUE doing
- Affinity Grouping Process
- Three Groups to Report out (if time allows)
- Start/Stop Exercise Results
- Action Plan

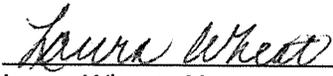
2. WRAP-UP / STAFF DIRECTION

3. ADJOURNMENT

Mayor Wheat adjourned the meeting at 4:15 p.m.

APPROVED BY THE TOWN COUNCIL ON JUNE 13, 2016.

ATTEST:



Laura Wheat, Mayor



Kelly Edwards, Town Secretary