



Memorandum

To: City Council
From: Finance Chairman Lenny Gentile
Re: Information for FY17 Budget Meetings and Committee of the Whole
Date: March 18, 2016

Committee Procedures for the Review of Departmental Budgets

The budget deliberation process and committee voting procedure are a little different than a typical docket item. Because of the scale and complexity of the Budget, the review of the budget docket item is broken up by department and discussed by the appropriate committees.

Chairmen Please Note: After a Committee has reviewed the departmental budget and CIP, and is ready to vote a recommendation, the committee members will take a straw vote on that department's budget and CIP. The Committee may also take straw votes on resolutions that they would recommend be sent to the Mayor. The straw votes will be the Committee's recommendations to the Committee of the Whole. Any straw votes or budget resolutions voted on in Committee should be provided to the Clerk of the Council as soon as possible for distribution to the Committee of the Whole. The straw votes and resolutions will be reported by the Committee Chairs at the first meeting of the Committee of the Whole which is currently scheduled for May 18th.

➤ **Monday, May 4th – 7:00 pm – Public Hearing on FY14 Water & Sewer Rates and the Capital Improvement Plan** – *Presented by the Department of Public Works & the Mayor's Office*

- The purpose of the Water & Sewer Rate Hearing is to present the rates, hear public testimony and set the water & sewer rates taxpayers will pay for the upcoming fiscal year.
- At the conclusion of the presentation and discussion of the Water & Sewer Rates, all motions will be in order, including hold.
- The CIP was submitted to the Council in October of 2015 as required by the City of Newton Charter; Section 5-3, and covers the capital needs of each department in the city.

- The Executive Office will provide an update to the Council on any changes or modifications that have been made to the CIP since the plan was presented in the Fall. They will also present an updated School Department CIP.
- There will be no discussion, or votes, on CIP resolutions at this meeting. CIP resolutions should be discussed in standing committees or sent in writing to the Clerk of the Council for discussion in Committee of the Whole beginning on Monday, May 16th.

➤ **Monday, May 16th – 7:45 pm – Committee of the Whole Budget Deliberations:**

- Committee Chairmen or Vice Chairmen will give brief reports on their department budgets, along with the Committee's straw vote recommendation and any resolutions acted upon by the Committee. Our deliberation will be conducted by starting at the beginning of the budget book and reviewing each budget in the order they appear in the book
- Resolutions to the budget and CIP will be in order at any time until a final vote is taken on the budget. Resolutions with an affirmative majority vote of the COTW will be sent along to the Mayor for response. *Due to the tight timeframe, again it would be appreciated if resolutions were submitted through the Clerk's Office in advance of our deliberations. This way, members can understand what is being proposed and ask questions. We can then vote on these in COTW on May 16th or May 18th to insure the Mayor can respond by our meeting on May 19th.*

➤ **Wednesday, May 18th – 7:45 pm – Committee of the Whole Budget Deliberations and possible Final Vote on the Budget:**

- Any responses from the Mayor to the resolutions approved by the Council on the 16th will be presented. Committee Chairmen or Vice Chairmen who did not have the opportunity to report their department budgets on the 16th will provide those reports.
- Resolutions to the budget are in order at any time until a final vote is taken on the budget. Resolutions with an affirmative majority vote of the COTW will be sent along to the Mayor who will provide response by our meeting on May 19th.

➤ **Thursday, May 19th – 7:45 pm – Committee of the Whole Budget Deliberations and Anticipated Final Vote on the Budget.**

- Any responses to the resolutions approved by the Council on the 18th will be presented. Once the budget is passed by a majority vote of the COTW, we will adjourn the COTW and enter into the full Council. Once in the full Council, the Chairman of Finance will report out the actions of the COTW.

- The full Council will then discuss (if needed) and vote the FY17 Budget. The date of the final vote of the Council will depend upon our deliberations and when the Mayor responds to any resolutions. *As mentioned, this date is anticipated to be Thursday, May 19th, but if not, it must happen by June 3, 2016.*
- **Any questions, please do not hesitate to contact me, President Lennon or Vice President Lappin.**