



Memorandum

To: City Council
From: Finance Chair Lenny Gentile
Re: Information for FY18 Budget Meetings and Committee of the Whole
Date: April 14, 2017

Committee Procedures for the Review of Departmental Budgets

I would like to remind you that the budget deliberation process and the committee voting procedures 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.

Committee Chairs 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 should also take straw votes on any resolutions that the committee is recommending be sent to the Mayor and include them as part of the Committee's Budget Report. Budget resolutions offered by individual Councilors must be provided to the City Clerk as soon as possible for distribution in advance of the Committee of the Whole.

The straw votes on the departmental budget, CIP 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 15th.

➤ **Monday, May 1st – 7:00 pm – Public Hearing on FY18 Water & Sewer Rates and the Capital Improvement Plan** – *Presented by the Department of Public Works and 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 2016 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 the Committee of the Whole beginning on Monday, May 15th.

➤ **Monday, May 15th – 7:45 pm – Committee of the Whole Budget Deliberations:**

- Committee Chairs or Vice Chairs 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 15th or May 17th to ensure the Mayor can respond by our meeting on May 18th.*

➤ **Wednesday, May 17th – 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 15th will be presented. Committee Chairs or Vice Chairs who did not have the opportunity to report their department budgets on the 15th 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 responses by our meeting on May 18th.

➤ **Thursday, May 18th – 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 17th 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 Chair of Finance will report out the actions of the COTW.
- The full Council will then discuss (if needed) and vote the FY18 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 18th, but if not, it must happen by June 3, 2017.*

➤ **Any questions, please do not hesitate to contact me, President Lennon or Vice President Lappin.**