

Memo

To: Newburyport City Council

From: Sharif Zeid

Date: April 24th, 2022

Re: FY24 Capital Improvement Plan and Budget Workshop Schedule

Councillors,

Attached, please find the schedule of workshops, hearings, and votes for the FY24 Fiscal Year Capital Improvement Plan and FY24 Budget.

While the process is similar to last year, we are now operating under our updated Charter as set forth by the recent home rule. The most notable change is that the Capital Improvement Plan and Budget are synchronized in terms of their schedule. As such, we will seek to have departments in once to discuss both their CIP request and budget requests together. We will also vote on both in the same night (at a special meeting as we have done in previous years).

- 1) Spread out meetings while adhering to Charter schedule, avoid Council special meetings, when possible
- 2) Put meetings together by theme so that the night has cohesiveness and aligns with City Council Committees
- 3) Do the budget/CIP deliberation and final vote on its own night to avoid other business
- 4) Integrate a conversation about the tax rate into the process

Please note all workshops are expected to run from 6pm to 8pm on the nights they are scheduled.

I would really like to encourage all to submit any questions and informational requests in writing before each workshop, whenever possible. I will be more than happy to facilitate any such requests with the Administration.

As always, your feedback is welcome should have any suggestions on how to improve upon this process or schedule.

Respectfully,
Sharif

FY24 Budget Process and Schedule

- A. Charter/Statutory Deadline
- B. Regular meeting of the City Council
- C. Regular meeting of B&F Committee
- D. Mayor Action
- E. City Council Meeting
- F. City Council Vote
- G. Public Hearing

Schedule (see next page for detail):

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr 2023						1	2
	3	4	5	6	7	8	9
	10	11	12	13(c)	14	15	16
	17	18	19	20	21	22	23
	24(b)	25(c)	26	27	28	29	30
May 2023	1	2	3	4	5	6	7
	8 (b) (D) Budget Submitted to City Council	9	10	11 (c) (E) Workshop 1: Budget Overview, Revenue Forecast, General Administration, Finance, Shared Services	12	13	14
	15 (A) Deadline to Submit Mayor's Proposed Budget	16 (A) Advertise Public Hearing on Budget (min. 2 week notice) (E) Workshop 2: General Administration, Shared Services	17	18 (E) Workshop 3: Public Safety (Fire, Police, Harbormaster)	19	20	21
	22 (b)	23 (E) Workshop 4: Social Services, Education	24	25 (c)	26	27	28
	29	30 (E) Workshop 5: Education	31	1 (E) Workshop 6: Planning & Development	2	3	4
Jun 2023	5	6 (E) Workshop 7: Public Safety (Sustainability, Health, Animal Control)	7	8 (E) Workshop 8: Public Services (Highway, Parks)	9	10	11
	12 (b)	13 (E) Workshop 9: Public Services (Water, Sewer)	14	15 (c) (E) Workshop 10: - Tax Rate Discussion - Clean up discussion	16	17	18
	19	20 (G) Public Hearing (Budget and CIP) (F) Special City Council Meeting to Vote on Budget and CIP	21	22 (A) 45 th day from budget submission, last day for Council to act on budget	23	24	25
	26 (b)	27	28	29 (c)	30		

Workshop Detail:

Agenda (all workshops slated to run 6pm to 8pm):

Blue means per department, These are approximate guidelines

Item	Estimated Time
Budget and Finance/COTW meeting opened and roll taken	2 minutes
Department heads of each department offer thoughts and outlook	10 minutes
CIP Review	15 minutes
Line-item Review (Last year's spending, Proposed amounts, etc)	15 minutes
Discussion and Q&A	25 minutes
Information request compilation	5 minutes
Public comment (expands to allow any member of the public an opportunity to speak)	8 minutes
Adjournment	2 minutes

Detailed Breakdown:

Workshop 1: Budget Overview, Revenue Forecast, General Administration, Finance, and Shared Services	<ul style="list-style-type: none"> • Auditor • Assessor • Treasurer/Collector • Retirement System • Debt Service • Mayor's Office <ul style="list-style-type: none"> ○ Legal ○ General Administration ○ Budget Contingency
Workshop 2: General Administration and Shared Services	<ul style="list-style-type: none"> • City Clerk <ul style="list-style-type: none"> ○ City Council ○ Board of Registrars ○ Parking Clerk • Human Resources <ul style="list-style-type: none"> ○ Health Insurance • Information Technology (IT)
Workshop 3: Public Safety	<ul style="list-style-type: none"> • Emergency Management • Fire • Police • Harbormaster
Workshop 4: Social Services and Education	<ul style="list-style-type: none"> • Whittier Regional Vocational Technical High School • Council on Aging • Youth Services • Veteran's Services • Newburyport Public Library
Workshop 5: Education	<ul style="list-style-type: none"> • Essex North Shore Technical High School • Newburyport Public Schools
Workshop 6: Planning and Development	<ul style="list-style-type: none"> • Planning and Development • Building Department
Workshop 7: Public Safety	<ul style="list-style-type: none"> • Health <ul style="list-style-type: none"> ○ Shared Animal Control Services • Sustainability
Workshop 8: Public Services	<ul style="list-style-type: none"> • DPS: Highway Division <ul style="list-style-type: none"> ○ Snow and Ice • DPS: Parks Division
Workshop 9: Public Services	<ul style="list-style-type: none"> • DPS: Water Division • DPS: Sewer Division
Workshop 10: Hearing/Clean-up/Discussion	<ul style="list-style-type: none"> • Public Hearing • Tax Rate Discussion • Open discussion/initial deliberation