



## City of Westfield, Massachusetts

### Minutes for Charter and Rules Committee (Ad Hoc) of April 24, 2019 @5:30 PM Room 315A City Hall

Attending: Chair Matt Emmershay, Member Councilor William Onyski, Member Councilor Les Lefebvre  
Also: Councilor Andrew Surprise

AGENDA:

RECORDING : None

PUBLIC PARTICIPATION: Rich Roy, Westfield--Supports having Charter and Rules as a full time committee. Supports funding the new Road fund. Thinks CC can do more because of weak Mayor, strong Council structure of the city.

APPROVAL OF MINUTES FROM 2/19/19--tabled until next meeting, 3-0

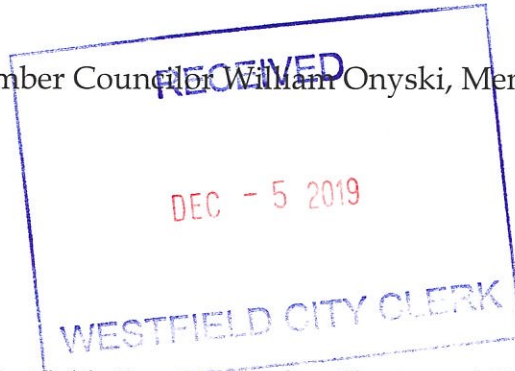
- 1) Motion of Councilor Surprise to add the following municipal budget process regarding the Monthly Statements of Appropriations and Expenses to the Westfield Home Rule Charter. Explanation: Monthly Statements. The Auditor or appropriate authority shall monthly print and distribute to the City Council and members of the Finance Committee or successor entity statements in tabulated form showing the amounts appropriated and the amounts expended from each organization/object code or order number during the preceding year and the estimates for the current year. Copies of said monthly statements shall be posted in the City Clerk's office and in the public library for inspection by the public, and a digital copy shall be posted on the city website, and a link to the digital copy shall be posted on the Official Facebook page of the City of Westfield. (11/1/18, 12/19/18, 1/14/19#5, 2/19/19#4)

--this was a #1 Priority on the list of all items in Comm

--a resolution was provided for this meeting which asks Mayor to provide copies of year to date budget appropriations and expenses on a monthly basis

-- vote for positive recommendation from committee and request to send to L&O, 3-0

- 2) Motion of Councilor Surprise to add the following municipal budget process regarding Applications for Federal or State Grants to the Westfield Home Rule Charter. Explanation: Applications for Federal or State Grants. Any application for federal or state funds which is submitted to the City Council shall be accompanied by a document fully describing the project for which the funding is being sought. The document shall be prepared by the department, board or commission which intends to submit said application for federal or state funding. The document shall contain a projection of any operating, staffing, or maintenance costs of the project or any facility or service provided for in said



application; said projection shall be for a maximum of 60 months or for the life of the project, whichever is less. For any project exceeding 60 months, a new projection shall be prepared after each sixty-month segment of the project. The document shall also include a summary of any conditions under which the City may have to return or reimburse the funds. The document shall also include a statement describing the funding process, and if any funds are to be expended by the City in anticipation of later reimbursement, the document shall also specify the account into which such reimbursed funds will be deposited. (11/1/18, 12/19/18, 1/14/19#5, 2/19/19#4)

- this was a #1 Priority on the list of all items in Comm
- a resolution was provided for this meeting which asks Mayor to provide information on grants that the CC is requested to accept per grants checklist.
- recommend modifying the form to request employee name, date, and city department
- vote for positive recommendation from committee and request to send to L&O, 3-0

- 3) Motion of Councilor Surprise to add the following municipal budget process regarding Order for Appropriation to the Westfield Home Rule Charter.

Explanation: Appropriation Orders. All measures appropriating moneys shall be filed as an order and appropriately titled, e.g., "An Appropriation Order." Except as otherwise permitted by law, all amounts appropriated by the City Council shall be expended only for the purposes specified. All measures appropriating moneys shall include the following provision or equivalent language: "Any moneys remaining in this appropriation which are not expended for the purposes specified shall be returned to the general fund, enterprise fund or otherwise originating fund and shall not be expended without further appropriation." (11/1/18, 12/19/18, 1/14/19#7, 2/19/19#3)

- this item was priority 2
- this item was not discussed due to time constraints
- vote for leaving item in committee, 3-0

- 4) Motion of Councilor Surprise to add the following municipal budget process regarding the Transfer of Funds to the Westfield Home Rule Charter.

Explanation: Transfer of Funds. All measures transferring funds shall include for each transfer the specific source of funding for that transfer, organization/object code or order number, and the specific organization/object code or order number where the funds are to be transferred to. Transfer requests shall include the specific purpose of the transfer. Transfer requests shall include all the necessary statutory authorizations when submitted to the City Council. (11/1/18, 12/19/18, 1/14/19#8, 2/19/19#7)

- this item was priority 2
- this item was not discussed due to time constraints
- vote for leaving item in committee, 3-0

- 5) Motion of Councilor Surprise to add the following municipal budget process regarding the Creation and Submission of an Annual Capital Improvement Projects Report to the Westfield Home Rule Charter.

Explanation: Capital Improvement Projects Report. Annual Capital Improvement Project Plans shall be submitted to the City Auditor no later than May 8 of each calendar year. The City Auditor shall incorporate all proposed Capital Improvement Projects into a Report for submission to the City Council no later than May 20 of each calendar year. The project plans shall be prepared

by the department, board or commission which shall oversee the Capital Improvement project. The document shall contain projections of any operating, staffing, or maintenance costs of the project or any facility or service required for the project; said projection shall be for a maximum of 60 months or for the life of the project, whichever is less. The Capital Improvement Project Report shall include detailed information about all capital projects which the Mayor proposes to initiate during the upcoming fiscal year. The City Auditor shall provide a copy of the Capital Improvement Project Report to each member of the City Council or successor entity no later than May 15 of each calendar year and also shall post copies of the capital improvement projects report in the City Clerk's office and in the public library for inspection by the public, and a digital copy shall be posted on the city website, and a link to the digital copy shall be posted on the Official Facebook page of the City of Westfield. (11/1/18, 12/19/18, 1/14/19#9, 2/19/19#8)

- this was a #1 Priority on the list of all items in Comm
- a resolution was provided for this meeting which asks Mayor to provide a Capital Improvement Project Report each year
- recommend changing the resolution to read "by May 1 each year" instead of at least one month prior to submission of budget.
- vote for positive recommendation from committee and request to send to L&O, 3-0

6) Adjourn --adjourned at 6:00PM

