



**CITY OF METHUEN
CITY COUNCIL FINANCE COMMITTEE**

GOALS & OBJECTIVES

(Voted February 6, 2020)

GOAL #1: FISCAL: Fiscal Responsibilities & Financial Planning Activities

Goal Statement: *"Ensure that fiscal responsibilities and financial planning activities required of the Methuen City Council are performed efficiently, effectively and in collaboration and communication with City-wide financial planning staff."*

Key objectives include:

- A. Fulfill and understand the statutory requirements, fiscal authority & responsibilities of the City Council in its role as the City's legislative branch.
- B. Ensure knowledge and understanding of city-wide financial planning activities in order to determine City Council's role, responsibilities, necessary actions and the required timelines/schedules in relation to those activities.
- C. Complete City Council fiscal activities in a timely manner that is consistent with the City-wide financial planning processes and is well-coordinated with all internal and statutory deadlines.

Examples of Potential Tasks (to meet objectives):

- Review key documents to identify fiscal responsibilities of City Council: ie. City Charter, State Finance Statutes, CAFO Legislation, Council Rules and Regulations, Policies & Best Practices
- Outline city-wide financial planning activities to determine Council participation, stages for decision-making, and the schedules as related to Council Meetings and upcoming Agendas
- Obtain or coordinate a schedule for city-wide fiscal/financial activities from Mayor and CAFO.
- Determine City Council actions required and coordinate a list of activities and proposed dates for inclusion on City Council agendas. (Key activities include: review of Financial Forecast, Capital Plan, Tax Classification Hearing, CPA Proposals, Enterprise Accounts Rate Setting, etc.)
- Schedule and Coordinate finance-related activities as needed: Presentation of Fiscal Forecast, presentation of Capital budget proposals, etc.

GOAL #2: BUDGET: Budget Review, Approval & Legislative Oversight

Goal Statement: *"Ensure that the annual budget review process by the Methuen City Council is completed efficiently, effectively and in collaboration and communication with City-wide budget planning staff and stakeholders."*

Key objectives include:

- A. Fulfill and ensure understanding of the City Council's statutory budget responsibilities
- B. Ensure knowledge & understanding of city-wide budget preparation activities in order to determine City Council's role, responsibilities and necessary actions and related timelines/schedules in relation to budget activities.
- C. Complete City Council budget review activities in a timely manner that is consistent with the City-wide budget planning processes and ensure that it is well-coordinated with internal procedures and statutory deadlines.
- D. Work collaboratively with the Mayor and city-wide staff to ensure an efficient budget process that utilizes effective communications, engages stakeholders in a respectful civic dialogue, and results in responsible decision-making for the City of Methuen.

Examples of Potential Tasks:

- Review key documents to clearly identify budget-related roles and responsibilities of the City Council: ie. City Charter, State Finance Statutes, CAFO Legislation, Council Rules and Regulations, Policies & Best Practices
- Outline all City-Wide budget planning activities to determine City Council participation, role in decision-making, and schedule as it relates to Council Meetings and upcoming Agendas
- Obtain or coordinate a schedule for city-wide budget activities from the Mayor and CAFO.
- Determine City Council actions required and coordinate a list of activities and proposed dates for inclusion on City Council agendas. (Key activities may include: review of prior Budgets, Department Budget presentations, review of Budget Requests, monthly budget reports, Public Budget Hearing(s), etc.)
- Schedule and Coordinate budget-related activities as needed: Public Hearings for Proposed Budget, Ongoing Monthly Budget Updates for City Council Meetings, etc.

GOAL #3: FISCAL ANALYST: Support, direction and oversight for Fiscal Analyst

Goal Statement: *"Provide general direction and communication to the Fiscal Analyst, on behalf of the entire Methuen City Council, to help ensure that the City's fiscal and budgetary responsibilities can be completed in the most efficient and effective manner."*

Key objectives include:

- A. Support Fiscal Analyst position in order to effectively fulfill the statutory fiscal and budgetary responsibilities required of the City Council.
- B. Provide general direction and sufficient resources for the Fiscal Analyst to perform efficient and effective operations that can enhance and improve the communications, collaboration and successful accomplishments of City Council goals and objectives.

Example of Potential Task:

- Outline expectations for Fiscal Analyst position, including general or specific performance benchmarks to be utilized for performance evaluation.