



MAYOR'S OFFICE



Mayor Michael T. Foley

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To: Department Heads

Re: FY 2022 Budget Guidelines, Sewer Budget, & CIP Budget

Date: January 22, 2021

These are very strange and challenging times that we are experiencing. Initiatives at the State and local levels to protect the health and safety of all residents during the COVID-19 pandemic are significantly impacting all aspects of our daily lives. I continue to be highly impressed and grateful with the creativity and commitment that is being demonstrated by our department leadership and staff. Innovative ways to conduct operations and deliver necessary services to residents & businesses have been identified and implemented, while simultaneously taking appropriate precautions to keep employees and the general public as safe and healthy as possible. Everyone should be highly commended as the community appreciates this very much.

As we continue to navigate the many challenges relative to the COVID-19 pandemic, we are also beginning the development of spending plans for FY 2022. As it turns out, the economic impacts associated with this public health crisis continue to negatively impact our residents & businesses, many of whom are struggling for their financial survival.

In recognition of these factors, I am asking all departments of the City, including the Westbrook School Department, to submit budgets that reflect no increase in expenditures above their current FY 2021 budgets.

While flat budgeting will be challenging, it is achievable and essential given the financial constraints of our property taxpayers. It is imperative that we have no increase in the property tax rate for the coming year. Thank you in advance for your adherence to this request. Once this crisis has passed, it will likely take years to restore our pre-pandemic financial health and our organizations will ultimately be better prepared for the future.

These are extraordinary times and we all need to respond accordingly. I look forward to collaborating with you all through this budgetary process as I work to develop a budget to submit to the City Council early this spring. Attached to this letter are more specific guidelines for each related budget and also a proposed budget review schedule. This schedule's first deadline will be exactly two weeks from today when we expect all budget entries are to be submitted to MUNIS. Also included with the schedule is a draft City Council Finance Committee schedule and if any of you have any conflicts, please let us know and we can make adjustments. I will be presenting this draft schedule next week to Finance Committee Chair Victor Chau.

We thank you again for all of your efforts during these times and should you have any questions, please do not hesitate to contact me directly.

Sincerely,

Mayor Michael T. Foley

FY 2022 Annual Budget Guidelines, Sewer Budget & CIP Budget

FY 2022 ANNUAL BUDGET GUIDELINES

As discussed during the Management Team meeting held on January 6, 2020, the FY 2022 budget will need to result in a 0% tax rate increase for Westbrook taxpayers. To that end, all departments have been directed to submit budget proposals with **no increase** over the current year budgeted expenditure limits. The Westbrook School Department has been provided with the same guidance.

As in past budget processes, the proposed budget submissions in MUNIS should not include any new positions, and Finance will be responsible for entering personnel salary information. If there is a critical need for a new position, a separate request should be submitted directly to hr@westbrook.me.us using the attached form. These will be compiled and discussed during the preliminary budget review process. The Mayor may choose to adjust the department budget to include these new positions based upon the level of need demonstrated.

SEWER BUDGET

The last Sewer budget was approved for a six-month period, ending on June 30, 2021, in order to get this budget on a fiscal year cycle instead of a calendar year cycle. Legislation approving the Wastewater Division budget, Portland Water District Assessment, Vendor List, Sewer Assessment & Sewer User Rates will need to be presented to Council for consideration the same night as the legislation approving the annual budget and school budget are presented.

CIP BUDGET

Order 2019-59 was adopted on April 22, 2019, *Approving the Capital Improvement Program for Fiscal Years 2019 & 2020*. No CIP budget was adopted for FY 2021, but we intend to develop a CIP budget for FY 2022.

All requests for the FY 2022 CIP budget should be submitted to Jerre and Suzanne by May 14, 2021, using the attached form. The Administration intends to only include critical projects and equipment in the CIP budget. If a department submits multiple projects, please rank the submissions in order of importance. At this stage, please submit only this cover sheet, and plan to bring back-up materials with you to the review session, when

FY 2022 BUDGET REVIEW SCHEDULE
Annual Budget, Sewer Budget & CIP

DATE	TIME	MEETING	AGENDA ITEMS
Fri 2/5	Due by 5pm	-	DH Budget Entries Due in MUNIS: All Departments
Fri 2/12	Due by 5pm	Finance Department	Revenue, EE Benefits, School Transfers, TIF, WEIC
Tue 2/16 – 2/26	TBD	Administration	DH budget reviews with Administration & Finance Director
Friday 3/5	Due by 5pm	Finance Department	FY 22 Draft Budget completed in MUNIS & printed for Administration
Mon 3/8 – Fri 3/12	TBD	Administration	Second Administration Review
Monday 4/12	6pm-7pm	City Council Special Session	Presentation of Mayor's Proposed FY 22 Budget Referral of Budget to Finance Committee Referral of Sewer Budget to Finance Committee
Monday 4/12	6pm – 9pm	Finance Committee	Budget Hearings: Police Fire & Rescue Dispatch, Information Technology Planning & Code Enforcement
Wednesday 4/21	6pm – 9pm	Finance Committee	Budget Hearings: School Department Buildings, Public Services, Parking Garage Community Services, User Fee Funded Programs General Assistance, Social Services Walker Memorial Library Sewer Budget Referral of Sewer Budget to City Council for Action
Monday 4/26	6pm – 9pm	Finance Committee	Budget Hearings: Economic Development, WEIC Human Resources, Employee Benefits Clerk, Elections Finance, Debt Service, County Taxes, Trans & Rev & Assessing Mayor, Legal, Risk Management, Public Transit Items to be revisited Referral of FY 22 Budget to City Council for action

Monday 5/3	7pm	Regular City Council Meeting	1 st Reading of Annual Budget 1 st Reading of Sewer Budget
Monday 5/10	7pm	Special City Council Meeting	2 nd & Final Reading of Budget 2 nd & Final Reading of Sewer Budget
Friday 5/14	5pm	-	DH Submissions for FY 2022 CIP Budget due
Mon 5/17 – Fri 6/11	-	-	Administration Review of CIP Budget Submissions
Monday 6/7	7pm	Regular City Council Meeting	Referral of FY 2022 CIP Budget to Finance Committee
Tuesday 6/8	-	-	Election Day – School Budget Validation Referendum
Monday 6/21	6pm	Finance Committee Review	Review FY 2022 CIP budget; refer to City Council for action
Mon 7/12	7pm	Special City Council Meeting	1 st Reading of FY 2022 CIP Budget
Mon 8/2	7pm	Regular City Council Meeting	2 nd & Final Reading of FY 2022 CIP Budget