



# *City of Westfield, Massachusetts*

## CITY COUNCIL

July 17, 2008

To: Department Heads and Boards/Commissioners

As you may know, the City Council has recently established an Ad Hoc Committee (composed of three separate sub committees) that are charged with three tasks related to establishing a five year plan for securing the financial future of the city. They are as follows:

1) Revenue Generation, 2) Expenditure Planning, 3) Capital Planning and Improvements.

In the coming weeks some of you maybe asked to serve on one or more of these committees. The specific objective of the Ad Hoc Committee is to do the following; capture all potential revenue sources that the city and school department presently have available and provide a realistic 5 year projection, determine a reliable expense accounting report for both the city and school department and recommendations for expense reduction and containment and finally a priority list of capital needs that will eventually be worked into the budget for appropriation or bonding based on a joint needs evaluation by the Council and the Mayor.

To begin the process of determining a reliable revenue source, the City Council's Legislative and Ordinance Sub Committee will be holding a series of public hearings addressing revenue generated by fees charged by City Departments and/or Boards/Commissions. Though the City Council has authority to set user fee schedules on many services, certain city boards and the school departments operate outside of this authority. Therefore please submit the following information, 1 )The fee schedule currently being assessed in your Department or Board/Commission, 2) What other communities charge for similar fees and 3) Recommendations as to what other revenue sources may be available that are not currently being captured.

Your written submission is respectfully requested on or before July 28. Your Department and its Commission or Committee will then be asked to attend one of the hearings that will be held throughout the summer. Once all department fees are received, a list of meeting nights for each department will be posted.

Please address your findings to the City Clerk's Office at [k.fanion@cityofwestfield.org](mailto:k.fanion@cityofwestfield.org)

Thank you.

Daniel Knapik, Chairman – Legislative and Ordinance Committee