



**AGENDA PACKET**

**CHARTER REVIEW COMMITTEE MEETING  
THURSDAY, JANUARY 09, 2025 6:30 PM**

**EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR  
EVERETT, MA 02149**

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Chapter 30A- Sections 18-25

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Attest:

  
Assistant City Clerk



## AGENDA

### CHARTER REVIEW COMMITTEE MEETING THURSDAY, JANUARY 09, 2025 6:30 PM

EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR  
EVERETT, MA 02149

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#### CALL TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### UNFINISHED BUSINESS

1. Continue Review of Charter – Review Articles 4, 5 & 6

#### NEW BUSINESS

2. Set date, time and agenda for the committee's next meeting

#### ADJOURMENT

(All agendas and reports can be obtained on City of Everett Website)

Respectfully submitted:

***David R. Flood***

Charter Review Committee Recording Secretary  
Everett City Council Office

## City of Everett Home Rule Charter

### SECTION 3-8: DELEGATION OF AUTHORITY BY MAYOR

- (a) The mayor may authorize any subordinate officer or employee of the city to exercise any power or perform any function or any duty which is assigned by this charter, or otherwise, to the mayor, and the mayor may rescind or revoke any such authorizations previously made, but all acts performed under any such delegation of authority during a period of authorization shall be and remain the acts of the mayor.
- (b) Nothing in this section shall be construed to authorize a mayor to delegate ~~his~~ their power of appointment to any city office or employment or to sign or return measures approved by the city council.

### SECTION 3-9: VACANCY IN OFFICE OF MAYOR

#### (a) Special Election

- (1) If a vacancy in the office of mayor occurs during the first ~~two~~ (2) years of the term for which the mayor is elected, whether by reason of death, resignation, removal from office, incapacity, or otherwise, the city council shall immediately, in the manner provided in section 7-1, order a special election, with no preliminary, to be held within ~~ninety~~ (90) days following the date the vacancy is created, to fill the vacancy for the balance of the then unexpired term.
- (2) If a regular city election is to be held within ~~one hundred twenty~~ (120) days following the date the vacancy is created a special election need not be held and the position shall be filled by vote at such regular election.

#### (b) President of City Council to Serve ~~a~~As Acting Mayor

- (1) If a vacancy in the office of mayor occurs in the third or fourth year of the term for which the mayor is elected, whether by reason of death, resignation, removal from office, or otherwise, the president of the city council shall become the acting mayor.
- (2) Upon the qualification of the president of the city council as the acting mayor, under this section, a vacancy shall exist in that seat on the city council which shall be filled in the manner provided in section 2-11.
- (3) A president serving as acting mayor under this subsection, who subsequently stands for office as mayor shall not be entitled to have the words "candidate for re-election" printed against their name on the election ballot; provided, however, that should such person subsequently stand for election as a city councilor they shall be entitled to have the words "candidate for re-election" printed against their name on the election ballot.

#### (c) Powers, Term of Office

- (1) The mayor elected under section 3-9(a) or the acting mayor designated under section 3-9 (b) shall have all the powers of the mayor.
- (2) A person elected under subsection (a), shall serve for the balance of the term unexpired at the time of election to the office.
- (3) A person chosen under subsection (b), shall serve until the time of the next regular election at which time the person elected to fill the office for the ensuing term of office shall serve, in addition, for the balance of the then unexpired term.

## City of Everett Home Rule Charter

### ARTICLE 4

#### SCHOOL COMMITTEE

##### SECTION 4-1: SCHOOL COMMITTEE

(C0005-1-20/Acts of 2021, Chapter 14)

(a) Composition

There shall be a school committee which shall consist of ~~ten (10)~~ members, ~~nine (9)~~ school committee members and the mayor in an ex officio capacity who shall have a voice and a vote.

(C0005-2-20/Acts of 2020, Chapter 332)

- (1) ~~Three (3)~~ school committee members shall be known as school committee members-at-large and shall be nominated and elected by and from the voters at large.
- (2) ~~Six (6)~~ school committee members shall be known as ward school committee members, shall be domiciled in the ward from which elected and shall be nominated and elected by and from the voters of that ward only, with ~~one (1)~~ such ward school committee member to be elected from each of the ~~six (6)~~ wards into which the city is divided.

(b) Term of Office

- (1) The term of office for school committee members shall be for ~~two (2)~~ years each.
- (2) The term shall run from the first business day of January succeeding their election, and until their successors have been qualified.
- (3) Such school committee members shall be sworn into office no later than January 7 at 8:00 p.m., at a time and place as shall be designated by the city clerk.

(c) Eligibility

- (1) Any voter shall be eligible to hold the office of school committee member-at-large.
- (2) A ward school committee member shall be a voter domiciled in the ward from which election is sought no later than ~~sixty-four (64)~~ days prior to the date of the preliminary election.
- (3) If a ward school committee member or a school committee member-at-large removes from the city during the term for which such school committee member was elected, such office shall immediately be deemed vacant by the city clerk and shall be filled in the manner provided in section 4-6.
- (4) If a ward school committee member removes from the ward from which such school committee member was elected during the first ~~eighteen (18)~~ months of the member's term, such office shall immediately be deemed vacant and filled in the manner provided in said section 4-6; provided, however, that a ward school committee member who removes from the ward from which such school committee member was elected during the last ~~six (6)~~ months of their elected term, and who remains a resident of the city, may serve out the remainder of their term.

**City of Everett Home Rule Charter**

City of Everett Home Rule Charter

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SECTION 4-2: SCHOOL COMMITTEE CHAIR

(C0005-1-20/Acts of 2021, Chapter 14)

(a) Powers and Duties, Chair

- (1) As soon as practicable after the school committee members-elect have been qualified following each biennial city election, as provided in section 9-11, the school committee shall organize by electing ~~one (1)~~ of the school committee members to serve as school committee chair.
- (2) The school committee chair shall preside at all meetings of the school committee, regulate its proceedings and decide all questions of order.
- (3) The school committee chair shall appoint all members of all sub-committees of the school committee, whether special or standing.
- (4) The school committee chair shall have the same powers to vote upon all measures coming before the school committee as any other member of the school committee.
- (5) The school committee chair shall perform such other duties consistent with the office as may be provided by this charter or by vote of the school committee.

(b) Powers and Duties, Vice Chair

- (1) As soon as practicable after the school committee members-elect have been qualified following each biennial city election, as provided in section 9-11, the school committee shall organize by electing ~~one (1)~~ of the school committee members to serve as school committee vice chair.
- (2) In the absence, of the chair, the vice chair shall exercise all of the duties and authority of the chair, other than appointing members of subcommittees, whether special or standing.

(c) School Committee meetings

Except in the case of an emergency or in the event of a joint meeting, the school committee shall not meet on the same date as a regular city council meeting.

SECTION 4-3: PROHIBITIONS

(C0005-1-20/Acts of 2021, Chapter 14)

(a) Holding Other City Office or Position

- (1) No member of the school committee shall hold any other city office or city employment unless authorized by chapter 268A of the General Laws or the state ethics commission.
- (2) No former member of the school committee shall hold any compensated appointed city office or appointed city employment until thirty (30) days following the date on which the former member's service on the school committee has terminated.

### City of Everett Home Rule Charter

- a. This provision shall not prevent a city officer or other city employee who has vacated a position to serve as a member of the school committee from returning to the same office or other position of city employment held at the time the position was vacated, but no such person shall be eligible for any other municipal position until ~~thirty~~ (30) days following the termination of service as a member of the school committee.

(b) Interference with Administration

~~(e) No school committee or any member of the school committee shall give orders or directions to any officer or employee of the school department, city-appointed by the mayor, either publicly or privately, notwithstanding the previous clause, however, nothing herein shall be a limitation on the authority of the school committee to exercise its authority as a committee to adopt broad policy guidelines, supervise the superintendent, and take such other action as authorized by state law consistent with the provisions of section 4-5(a). Felony Conviction~~

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~~(f) Any person who has been finally convicted of a state or federal felony shall not be eligible to petition for, or serve in, any elective or appointive office or position under the city.~~

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~~Any school committee member who has been finally convicted of a state or federal felony shall be deemed to have vacated said office and shall~~

~~(2) be disqualified from serving in any other elective or appointive office or position under the city.~~

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#### SECTION 4-4: COMPENSATION; EXPENSE

(a) Compensation

- (1) The members of the school committee shall receive such salary for their services as may from time to time be set by ordinance.
- (2) No ordinance increasing the salary of school committee members shall be effective unless it shall have been adopted by a ~~two-thirds~~ (2/3) vote of the full city council during the first ~~eighteen~~ (18) months of the term for which the school committee is elected and unless it provides that the salary increase is to take effect upon the organization of the city government following the next municipal election.
- (3) No member of the school committee shall be eligible to participate in the city's group health or life insurance programs.

(b) Expenses

- (1) Subject to appropriation, school committee members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.
- (2) Actual and necessary expense shall be defined in the school committee's rules and regulations.

#### SECTION 4-5: POWERS AND DUTIES

- (a) The school committee shall have all powers which are conferred on school committees by general laws and such additional powers and duties as may be provided by the charter, by ordinance, and/or otherwise and not inconsistent with the grant of powers conferred by

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general laws.

- (b) The powers and duties of the school committee shall include the following:
- (1) To ~~elect~~ appoint a superintendent of the schools who shall be charged with the administration of the school system, subject only to policy guidelines and directives adopted by the school committee and, upon the recommendation of the superintendent, to establish and appoint assistant or associate superintendents as provided in by law.
  - (2) To make all reasonable rules and regulations for the management of the public school system and for conducting the business of the school committee as may be deemed necessary or desirable.
  - (3) To adopt and to oversee the administration of an annual operating budget for the school department, subject to appropriation by the city council.
  - (4) The school committee shall have general charge and superintendence of all school buildings and grounds and shall furnish all school buildings with proper fixtures, furniture and equipment.
  - (5) The school committee shall provide ordinary maintenance of all school buildings and grounds; unless a central municipal maintenance department which may include maintenance of school buildings and grounds is established in accordance with law or by written agreement between the mayor and the school committee.
  - (6) Whenever the school committee shall determine that additional classrooms are necessary to meet the educational needs of the community, at least 1 member of the school committee, or a designee of the school committee, shall serve on the agency, council or committee to which the planning or construction of such new, remodeled or renovated school building is delegated.

### SECTION 4-6: FILLING OF VACANCIES

- (a) Runner-Up to Fill Vacancy
- (1) If a vacancy occurs in the office of school committee member, whether by failure to elect or otherwise, the remaining school committee members shall, within ~~thirty (30)~~ days following the date of such vacancy, act to fill said vacancy.
  - (2) The school committee shall fill the vacancy for the remainder of the unexpired term by choosing the defeated candidate receiving the most votes for said seat from the last regular city election; provided, however, that said defeated candidate shall have received at least ~~twenty percent (20%)~~ of the total ballots cast for the particular seat being vacated.
    - a. For the purpose of this section, the ~~twenty percent (20%)~~ minimum threshold shall be calculated as a ratio of ballots cast for the particular office being vacated to votes obtained by said defeated candidate.
  - (3) Any person so chosen shall take the oath of office and commence to serve forthwith.
  - (4) Persons serving as school committee member under this section shall not be entitled to have the words "candidate for re-election" printed against their names on the election ballot.
  - (5) No vacancy shall be filled, in the manner herein provided, if a regular city election is



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to be held within ~~ninety (90)~~ days following the date the vacancy is declared to exist.

(b) Filling of Vacancies ~~by~~ City Council and School Committee

- (1) Whenever a vacancy shall occur in the office of school committee member and there is no available candidate to fill the vacancy in the manner provided in section 4-6 (a), the president of the city council shall, within 30 days following the date of the vacancy, call a joint meeting of the city council and the school committee to act to fill the vacancy.
- (2) Persons elected to fill a vacancy by the city council and school committee shall serve only until the next regular election at which time the vacancy shall be filled by the voters and the person chosen to fill the vacancy shall immediately be sworn and shall serve for the remainder of the unexpired term in addition to the term for which elected.
- (3) Persons serving as school committee members under this section shall not be entitled to have the words "candidate for reelection" printed against their names on the election ballot.

**Commented [A12]:** While there is no one "right way" to identify a candidate to fill a position on the school committee if no eligible candidate is available, there may be a way to allow the school committee to make a recommendation to the council rather than elect from amongst all eligible registered voters. For example, the charter could allow the school committee to put forward at least 2 or 3 names for action by the council, rather than having nominations be made from all eligible registered voters.

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### ARTICLE 5

#### ADMINISTRATIVE ORGANIZATION

##### SECTION 5-1: ORGANIZATION OF CITY AGENCIES

- (a) The organization of the city into operating agencies for the provision of services and the administration of the government may be accomplished only through an administrative order submitted ~~by the mayor~~ to the city council ~~by the mayor~~. No administrative order may originate with the city council.
- (b) The mayor may, subject only to express prohibitions in a general law or this charter, propose to reorganize, consolidate or abolish any city agency, in whole or in part, or to establish such new city agencies as is deemed necessary, but no function assigned by this charter to a particular city agency may be discontinued or assigned to any other city agency unless this charter specifically so provides.
- (c) The mayor may from time to time prepare and submit to the city council, through its clerk, administrative orders that establish operating divisions for the orderly, efficient or convenient conduct of the business of the city.
- (d) These administrative orders shall be accompanied by a message of the mayor which explains the benefits expected to ensue and advises the city council if any provision of an administrative order shall require amendments, insertions, revisions, repeal or otherwise of existing ordinances.
- (e) Whenever the mayor proposes an administrative order, the city council shall hold one or more public hearings on the proposal for which notice shall be provided no less than 14 days prior thereto by posting the full text of the proposal and a summary thereof on the official website, and, at the discretion of the council, publishing notice in a local newspaper of the date of the hearing with information about how to receive a copy of the full proposal giving notice by publication in a local newspaper, which notice shall describe the scope of the proposal and the time and place at which the public hearing will be held, not less than seven (7) nor more than fourteen (14) days following said publication.
- (f) An organization or reorganization plan shall become effective at the expiration of ~~sixty (60)~~ days following the date the proposal is submitted to the city council unless the city council shall, by a majority vote, within such period vote to disapprove the plan.
- (g) The city council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

##### SECTION 5-2: MERIT PRINCIPLES

- (a) All appointments and promotions of city officers and employees must be made on the basis of merit and fitness demonstrated by examination, past performance or by other evidence of competence and suitability.
- (b) Each person appointed to fill an office or position shall be a person especially fitted by education, training and previous work experience to perform the duties of the office or position for which chosen.

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### ARTICLE 6

#### FINANCE AND FISCAL PROCEDURES

##### SECTION 6-1: FISCAL YEAR

The fiscal year of the city shall begin on the first day of July and shall end on the last day of June, unless another period is required by general law.

##### SECTION 6-2: ANNUAL BUDGET POLICY

The mayor shall call a joint meeting of the city council and school committee, to include the superintendent of schools, before the commencement of the budget process to review the financial condition of the city, revenue and expenditure forecasts, and other relevant information prepared by the mayor in order to develop a coordinated budget.

##### SECTION 6-3: SUBMISSION OF OPERATING BUDGET; BUDGET MESSAGE

- (a) At least forty-five (45) days before the beginning of the fiscal year, the mayor shall submit to the city council a proposed operating budget for all city agencies, which shall include the school department, for the ensuing fiscal year with an accompanying budget message and supporting documents.
- (b) The budget message submitted by the mayor shall:
  - (1) Explain the operating budget in fiscal terms and in terms of work programs for all city agencies;
  - (2) ~~It shall~~ Outline the proposed fiscal policies of the city for the ensuing fiscal year;
  - (3) Describe important features of the proposed operating budget; and
  - (4) Include any major variations from the **current operating budget**, fiscal policies, revenues and expenditures together with **reasons** for these changes.
- (c) The proposed operating budget shall provide a complete fiscal plan of all city funds and activities and shall be in the form the mayor deems desirable.
- (d) The school budget, as adopted by the school committee shall be submitted to the mayor at least ~~thirty~~ (30) days before the submission of the proposed operating budget to the city council.
- (e) The mayor shall notify the school committee of the date by which the proposed budget of the school committee shall be submitted to the mayor.
- (f) The mayor and the superintendent of schools shall coordinate the dates and times of the school committee's budget process under the General Laws.

##### SECTION 6-4: ACTION ON THE OPERATING BUDGET

###### (a) Public Hearing

The city council shall provide notice of the availability of the entire proposed operating budget no less than 14 days prior to the hearing thereon by posting on the official website the time, date and place of the hearing and the full text of the proposed operating budget and a summary thereof, and, at the discretion of the council, publishing notice in a local newspaper of the time, date and place of the hearing with information about how to receive a copy of the

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~~full proposed operating budget publish in at least one (1) newspaper of general circulation in the city a notice of the proposed operating budget as submitted by the mayor. The notice shall state:~~

~~(1) The times and places where copies of the entire proposed operating budget are available for inspection by the public; and~~

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~~The date, time and place not less than fourteen (14) days after its publication, when a public hearing on the proposed operating budget will be held by the city council.~~

~~(2)~~

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(b) Adoption of the Budget

- (1) The city council shall adopt the proposed operating budget, with or without amendments, within ~~forty-five (45)~~ days following the date the proposed budget is filed with the city clerk.
- (2) In amending the proposed operating budget, the city council may delete or decrease any amounts except expenditures required by law, but except on the recommendation of the mayor, the city council shall not increase any item in or the total of the proposed operating budget, unless otherwise authorized by the general laws.
- (3) If the city council fails to take action on any item in the proposed operating budget within ~~forty-five (45)~~ days after its receipt, that amount shall, without any action by the city council, become a part of the appropriations for the year, and be available for the purposes specified.

#### SECTION 6-5: CAPITAL IMPROVEMENT PROGRAM

(a) Submission

The mayor shall submit a capital improvement program to the city council no later than the date the proposed operating budget is submitted, which at least one hundred twenty (120) days before the start of each fiscal year. The capital improvement program shall include:

- (1) A clear and concise general summary of its contents;
- (2) A list of all capital improvements proposed to be undertaken during the next ensuing five (5) years, with supporting information as to the need for each capital improvement;
- (3) Cost estimates, methods of financing and recommended time schedules for each improvement; and,
- (4) The estimated annual cost of operating and maintaining each facility and piece of major equipment involved. This information is to be annually revised by the mayor with regard to the capital improvements still pending or in the process of being acquired, improved or constructed.

(b) Public Hearing

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The city council shall provide notice of the availability of the capital improvement budget no less than 14 days prior to the hearing thereon by posting on the official website the time, date and place of the hearing and the full text of the proposed capital improvement program and a summary thereof, and, at the discretion of the council, publishing notice in a local newspaper of the time, date and place of the hearing with information about how to receive a copy of the

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full proposed capital improvement program. Such hearing may, but need not, be scheduled simultaneously with the council hearing on the proposed operating budget.

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~~(e)~~ Public hearing

~~The city council shall publish in at least one (1) newspaper of general circulation in the city a notice stating:~~

- ~~(1) The times and places where entire copies of the capital improvements program are available for inspection by the public; and~~
- ~~(2) The date, time and place not less than fourteen (14) days after such publication, when a public hearing on said plan will be held by the city council.~~

~~(c)~~ Adoption

At any time after the public hearing, but before the first day of the last month of the current fiscal year, the city council shall, by order, **adopt** the capital improvements program, with or without amendment, provided that:

- (1) Each amendment must be voted separately; and
- (2) That any increase in the capital improvements program as submitted must clearly identify the method of financing proposed to accomplish such increase.

### SECTION 6-6: INDEPENDENT AUDIT

- (a) The city council shall annually provide for an outside audit of the books and accounts of the city to be conducted by a certified public accountant, or a firm of certified public accountants, which has no personal interest, direct or indirect, in the fiscal affairs of the city or any of its officers.
- (b) **The mayor** shall annually provide to the city council a sum of money sufficient to satisfy the **estimated** cost of conducting the audit as presented to the mayor, in writing, by the city council.
- (c) The award of a contract to audit shall be made by the city council on or before September 15 of each year.
- (d) The chief financial officer shall notify the clerk of committees shall coordinate as to the anticipated scope and timeline for the work of the individual or firm selected, and, as may be reasonably requested by the council, shall provide periodic reports on the status of the work.
- (e) The report of the audit shall be filed in final form with the city council not later than March 1 in the year following its award.

### SECTION 6-7: EXPENDITURES IN EXCESS OF APPROPRIATIONS

- (a) Except as otherwise may be provided by law, no official of the city of Everett shall knowingly and intentionally:
  - (1) Expend, in any fiscal year, any sums in excess of the appropriations, awards, grants or gifts, duly made in accordance with law, or
  - (2) Involve the city in any contract for the future payment of money in excess of these appropriations, awards, grants or gifts.
- (b) It is the intention of this section that section 31 of chapter 44 of the General Laws shall be

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strictly enforced.

- (c) Any official who violates this section shall be personally liable to the city for any amounts so expended to the extent that the city does not recover these amounts from the person to whom the sums were paid.

Article 4

School Committee

1. Section 4-3(b)

Interference with Administration (KPL)

Current

No school committee or any member of the school committee shall give orders or directions to any officer or employee of the city appointed by the mayor, either publicly or privately.

Proposed

No school committee or any member of the school committee shall give orders or directions to any officer or employee of the school department either publicly or privately; notwithstanding the previous clause, however, nothing herein shall be a limitation on the authority of the school committee to exercise its authority as a committee to adopt broad policy guidelines, supervise the superintendent, and take such other action as authorized by state law consistent with the provisions of section 4-5(a).

2. Section 4-3(b)(5)

Felony Conviction (KPL)

Current

(1) Any person who has been finally convicted of a state or federal felony shall not be eligible to petition for, or serve in, any elective or appointive office or position under the city.

(2) Any school committee member who has been finally convicted of a state or federal felony shall be deemed to have vacated their office and shall be disqualified from serving in any other elective or appointive office or position under the city.

Proposed

Eliminate

Alternate

(1) The impact of a final state or federal felony conviction on the convicted person's eligibility to petition for or serve in the office of school committee member shall be in accordance with Section 9-14 (a) of this charter.

(2) The impact of a final state or federal felony conviction on a person serving in the office of school committee member shall be in accordance with Section 9-14 (b) of this charter.

3. Section 4-5(b)(1)

Powers and Duties – Superintendent (KPL)

Current

To elect a superintendent of the schools who shall be charged with the administration of the school system, subject only to policy guidelines and directives adopted by the school committee and, upon the recommendation of the superintendent, to establish and appoint assistant or associate superintendents as provided in by law.

Proposed

To appoint a superintendent of the schools who shall be charged with the administration of the school system, subject only to policy

guidelines and directives adopted by the school committee and, upon the recommendation of the superintendent, to establish and appoint assistant or associate superintendents as provided in by law.

4. Section 4-5(b)(5)

Powers and Duties – School Building Maintenance (KPL)

Current

The school committee shall provide ordinary maintenance of all school buildings and grounds; unless a central municipal maintenance department which may include maintenance of school buildings and grounds is established in accordance with law.

Proposed

The school committee shall provide ordinary maintenance of all school buildings and grounds; unless a central municipal maintenance department which may include maintenance of school buildings and grounds is established in accordance with law or by written agreement between the mayor and the school committee.

Article 5

Administrative Organization/Organization of City Agencies

1. Section 5-1(a)

Current

The organization of the city into operating agencies for the provision of services and the administration of the government may be accomplished only through an administrative order submitted to the city council by the mayor. No administrative order may originate with the city council.

Proposed

The organization of the city into operating agencies for the provision of services and the administration of the government may be accomplished only through an administrative order submitted by the mayor to the city council. No administrative order may originate with the city council.

2. Section 5-1(c)

Current

The mayor may from time to time prepare and submit to the city council administrative orders that establish operating divisions for the orderly, efficient or convenient conduct of the business of the city.

Proposed

The mayor may from time to time prepare and submit to the city council, through its clerk, administrative orders that establish operating divisions for the orderly, efficient or convenient conduct of the business of the city.

3. Section 5-1(e)



Current

Whenever the mayor proposes an administrative order, the city council shall hold one or more public hearings on the proposal giving notice by publication in a local newspaper, which notice shall describe the scope of the proposal and the time and place at which the public hearing will be held, not less than seven (7) nor more than fourteen (14) days following said publication.

Proposed

Whenever the mayor proposes an administrative order, the city council shall hold one or more public hearings on the proposal for which notice shall be provided no less than 14 days prior thereto by posting the full text of the proposal and a summary thereof on the official website, and, at the discretion of the council, publishing notice in a local newspaper of the date of the hearing with information about how to receive a copy of the full proposal.

Article 6

1. Section 6-3(a)(2)

Current

Finance and Financial Procedures

It shall outline the proposed fiscal policies of the city for the ensuing fiscal year;

Proposed

Outline the proposed fiscal policies of the city for the ensuing fiscal year;

2. Section 6-4(a)

Current

Action on the Operating Budget - Public Hearing

The city council shall publish in at least one (1) newspaper of general circulation in the city a notice of the proposed operating budget as submitted by the mayor. The notice shall state:

- (1) The times and places where copies of the entire proposed operating budget are available for inspection by the public; and
- (2) The date, time and place not less than fourteen (14) days after its publication, when a public hearing on the proposed operating budget will be held by the city council.

Proposed

The city council shall provide notice of the availability of the entire proposed operating budget no less than 14 days prior to the hearing thereon by posting on the official website the time, date and place of the hearing and the full text of the proposed operating budget and a summary thereof, and at the discretion of the council, publishing notice in a local newspaper of the time, date and place of the hearing with information about how to receive a copy of the full proposed operating budget.

3. Section 6-5 (a) Capital Improvement Plan - Submission  
Current The mayor shall submit a capital improvement program to the city council at least one hundred twenty (120) days before the start of each fiscal year. The capital improvement program shall include:  
Proposed The mayor shall submit a capital improvement program to the city council no later than the date the proposed operating budget is submitted, which capital improvement program shall include:
4. Section 6-5(b) Capital Improvement Plan – Public Hearing  
Current The city council shall publish in at least one (1) newspaper of general circulation in the city a notice stating:  
(1) The times and places where entire copies of the capital improvements program are available for inspection by the public; and,  
(2) The date, time and place not less than fourteen (14) days after such publication, when a public hearing on said plan will be held by the city council.  
Proposed The city council shall provide notice of the availability of the capital improvement budget no less than 14 days prior to the hearing thereon by posting on the official website the time, date and place of the hearing and the full text of the proposed capital improvement program and a summary thereof, and at the discretion of the council, publishing notice in a local newspaper of the time, date and place of the hearing with information about how to receive a copy of the full proposed capital improvement program. Such hearing may, but need not, be scheduled simultaneously with the council hearing on the proposed operating budget.
5. Section 6-6(d) Independent Audit  
Current The clerk of committees shall coordinate the work of the individual or firm selected.  
Proposed The chief financial officer shall notify the clerk of committees as to the anticipated scope and timeline for the work of the individual or firm selected, and, as may be reasonably requested by the council shall provide periodic reports on the status of the work.