



***Fiscal Committee – Board of Representatives
Subcommittee re: Opportunity for Process
Improvements in City’s Budget***

Monica Di Costanzo, Chair

Lindsey Miller, Vice Chair

Subcommittee Report

Date: Wednesday, October 17, 2018

Time: 7:00 p.m.

Place: Republican Caucus Room, 4th Floor, 888 Washington Boulevard,
Stamford, CT 06905-2098

The Fiscal Committee Subcommittee met as indicated above. In attendance were Chair Miller and Subcommittee Member Reps. Fedeli and Morson. Absent or excused were Reps. Jacobson, Nabel, and Pia. Also present were Rep. de la Cruz and Jay Fountain, OPM.

Chair Miller called the meeting to order at 7:00 p.m.

Item No.	Description	Invitee(s) or Designee(s)
1. F30.085	REVIEW; Format of and Information Needed for 2019-20 Budget Deliberations in order to discover Opportunities for Process Improvements in City Departments in the City's Operating Budget. 10/03/18 – Held in Subcommittee	REPORT MADE

Chair Miller noted that one of the goals the committee discussed last month was to have the departments put together a presentation. He has drafted a [template](#) for departments to use in presenting their budgets. Committee members discussed this.

- The Fiscal Committee’s job is to ask the questions and look at the numbers
- The template should include the key performance metrics and the goals
- The template should include the title “Committee Presentations” ; output measures and outcomes are different
- This template will be recommended to the Fiscal Committee.
- Fiscal should meet with the Board of Finance prior to budget presentations.
- Fiscal should look at best practices.
- Departments should meet with the corresponding committee mid-year.
- Standing committee members should go to the Fiscal Committee budget presentations
- A Fiscal committee member should go to all Board of Finance meetings.
- This pre-budget discussion process should be put on the Steering Agenda for the Committee meetings in January.

Mr. Fountain distributed the [attached handout](#) of the table of contents of Recommended Budget Practices. He will send the entire document electronically.

Chair Miller adjourned the meeting at 8:15 p.m.

Respectfully submitted,
Lindsey Miller, Chair

This meeting is on [video](#)