

Budget Advisory Committee
Meeting Minutes: 6/11/19

The meeting was held at 7:30 pm in the Regatta Conference Room

Present were: John Campbell, Charles Guadagnolo, Ellen Hauptman, Bill Spiro, Len Aubrey, John Fall, Michael Kula, Dan Sarnoff, Dan Natchez and Jerry Barberio

Absent: None

Discussion:

- 1) Noted that OT Committee to meet 6/26 at 6 p.m.
- 2) Unanimous consent for 6/24/19 Budget Resolution. Motion to formally adopt unanimously approved.
- 3) Note that Budget Advisory Committee's Mission Statement was formally approved by BOT on 6/10/19.
- 4) Jerry Barberio noted that inventory of current assets is underway.
- 5) Len Aubrey requested that a timetable be provided for the upcoming budget process. A distinction was noted between Budget Advisory Committee taking an active role participating with Department Heads vs. functioning in an advisory capacity to the BOT.
- 6) Jerry noted the importance of using this year's budget as preparation for the process next year.
- 7) Ellen Hauptman raised concerns regarding reserves and related disparities
- 8) John Fall noted process of using actuals for projections
- 9) Len, Ellen and Jerry discussed reviewing parking fees quarterly
- 10) Ellen raised topic of reviewing process and controls for remittances
- 11) Jerry discussed the OT study and implementing time clocks.
- 12) Dan Natchez discussed the WJWW which will be reviewed via a Budget Advisory sub-committee
- 13) Charles Guadagnolo to forward Dan Natchez's e-mail regarding the WJWW to Committee at large
- 14) Sub-committees to be formed as follows:
 - a. WJWW – Bill Spiro and Michael Kula
 - b. Revenue and Operating Budget – John Fall, Ellen Hauptman and Len Aubrey
 - c. Capital Budget – Len Aubrey, John Campbell and Charles Guadagnolo