

Village of Mamaroneck Budget Advisory Committee
Meeting Agenda for Tuesday, September 5, 2023

1. Approve prior meeting minutes.
2. Update on current and potential new Budget Committee members.
3. Review revised draft e-mail to be sent to Board of Trustees and Staff requesting a meeting to:
 - i. Recap significant takeaways from this past year's budget process in an effort to incorporate into future best practices.
 - ii. Review Budget Committee's area of focus for the upcoming year.

Village of Mamaroneck Budget Advisory Committee
Meeting Minutes for Tuesday, August 8, 2023

Members present: Charles Guadagnolo, Chair, Ellen Hauptman, Vice Chair, Len Aubrey, Ed Zagajeski (on the phone), Glenn Tippet, Nora Lucas, Board Liaison

Members absent: Bill Spiro, Cathy Chaput

The meeting was called to order at 7:15pm

Minutes from the June 6th meeting were approved pending a change – from “Committee members who were comfortable with the Report” to “Committee members approved the Report”

The Committee agreed to ask Bill Spiro to resign so the Committee could actively look for a replacement. Charles said he would reach out to Bill.

The Committee reviewed the draft memo/email to be sent to the Mayor and Board of Trustees concerning the budget process, with a focus on recommendations going forward and how the Budget Advisory Committee could help. There were many suggestions and Charles is going to rewrite the memo to be discussed at our next meeting on September 5.

The meeting was adjourned at 8:20pm

Dear Mayor and the Board -

As a follow up to the Budget Committee's presentation to the Board of Trustees and Staff on January 23rd, 2023, the Budget Committee would like to meet with the Board and Staff to discuss takeaways from this year's Budget process and the Budget Committee's areas of focus for the upcoming year. An overview of an agenda is as follows:

1) Takeaways From This Year's Budget Process:

A) Work Sessions:

- i. Consider ~~commencing with offering~~ informational/educational presentations to the public ~~throughout the year and at the beginning of the work session cycle. This will afford greater opportunity for public engagement. Focus should be placed on what the departments do and how it relates to the Budget. This will then afford greater time for the Budget itself during the work sessions, and greater opportunity for public engagement.~~
- ii. ~~Departmental presentations to follow.~~ Presentations to be made available to the Board of Trustees and Public in advance of the work sessions and to include the ~~tentative budget for each department.~~
- ~~iii.~~ ~~Public questions to be sent to the Staff and Board in advance of the work sessions.~~
- ~~iii.~~ ~~iv.~~ Consider limiting time ~~to present to~~ for each departmental presentation to 30 minutes in total, with 10 minutes for the presentation itself, and the remainder ~~for questions from the Board, Public and Budget Committee. This maximizes time for additional questions and~~ affords more opportunity for discussion and feedback.
- ~~iv.~~ ~~Post changes from work sessions. Afford opportunity for Budget Committee engagement.~~

B) ~~Greater emphasis~~ Emphasize and show ~~on~~ changes ~~between across~~ Tentative ~~and vs.~~ Adopted Budget.

~~B)C)~~ ~~Review current Budget cycle schedule and consider adopting adjustments to~~ timeframes.

~~C)D)~~ Consider whether there is an over-emphasis on staying below the Cap.

2) Budget Committee Areas of Focus For This Year:

~~A)2)~~ ~~Assessment of elimination of the Village Justice Court.~~

~~B)A)~~ Comprehensive analysis of debt service as a pct. of Budget ~~simulated across variable Capital Budget projections based upon the 5 Year Capital Plan and funding assumptions.~~

~~C)B)~~ Comparative analysis of Budget schedule, process and use of reserves across municipalities.

~~D)C)~~ ~~Quarterly-Periodic formal~~ review of Operating and Capital Budget.

~~E)D)~~ Utilize the Budget Committee's Village webpage to share historical reference documents that the Budget Committee created to share with the public and new/interested Board Members.

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Thanks, and looking forward to meeting with you soon.

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