## Village of Mamaroneck Budget Advisory Committee Meeting Agenda for Tuesday, April 2, 2024

1. Approve the March 2024 meeting minutes.
2. Review 2024-25 Tentative Budget submission.
3. Feedback on Budget Work Sessions to date and Budget Committee's engagement for remaining.
4. LOSAP (Length of Service Awards Program) for the Village Fire Department: Status/Next Steps.
5. Capital Budget submission to Board/Staff:
a. Review latest version and outstanding questions.
b. Review Budget Committee Power Point to be presented to Board and Staff at Capital Budget Work Session on 4/4/24.

# Village of Mamaroneck Budget Advisory Committee Meeting Minutes for Tuesday, March 5, 2024 

Members present: Charles Guadagnolo, Chair, Len Aubrey, Glenn Tippett, Catherine Chaput, Ed Zagajeski, and Nora Lucas, Board Liaison

Members absent: Ellen Hauptman, Vice Chair
The meeting was called to order at $7: 12 \mathrm{pm}$.
Minutes from February $6^{\text {th }}$ meeting were approved.
Trustee Lucas announced Francis Lively has resigned from the Committee primarily due to his heavy travel schedule for work. A potential replacement for Francis has been identified.

Nora also began the meeting with a discussion on whether the Board of Trustees must approve the Outline for the Committee's review of the Length of Service Award Program proposed by the Fire Department and sent by Len to the Board of Trustees and Committee. The Committee has been asked by the Mayor to review the proposal. Other similar work previously done by the Committee (such as the court consolidation) were not approved in advance by the full Board of Trustees. Trustee Lucas indicated she would ask to have Board approval of the LOSAP Outline removed from the Board agenda.

The Committee then discussed at some length the process for approving the LOSAP, if and how to budget for the Program which is subject to referendum, and a due date for the Committee's analysis. The approval and budgeting process remained unclear, and no due date was set for the Committee's analysis.

Next, Charles turned the Committee's attention to providing capital budget feedback to the Board of Trustees. He shared his extensive analysis of the five-year capital plan, focusing on FY 2023-24 and FY 2024-25. He identified priority projects, projects funded by grants and the status of these and projects carried over from prior fiscal years. This analysis raised many questions on reporting, following previously established capital investment priorities, the status of many projects, and proper accounting for projects. The Committee discussed these issues at length-using specific projects as examples. The stated top priorities of safety and compliance with legal mandates were not followed on a consistent basis.

There also was some confusion about terms such as encumbrance, what happens to unexpended balances, and projects previously and expected to be funded by FEMA.

The Committee agreed Charles would send his analysis accompanied by questions raised by the Committee to Dan Sarnoff, Augie Fusco, Sally Roberts, and Laura Vasami.

Finally, Nora asked Committee members for their thoughts on important questions they would like to ask staff about the FY 2024-25 tentative operating budget. Questions from the Committee included, but were not limited to: Amount and year-over-year change in sales tax revenues;
current assessed value of taxable properties, the proposed tax rate, and if the new rate will be under the State tax cap (accounting for exclusions), the number of full-time and part-time employes on several dates-June 1, 2023 and February 1, 2024, and the number that will included in the tentative FY 2024-25 budget. This data should include vacancies and the number of vacancies on each date identified. In addition, anticipated FEMA revenue (including amount in the operating budget and FEMA funded capital projects). Finally, the Committee would like to know if there will be any new proposed non-tax revenues or proposed increases in existing non-tax revenues accompanied by a projection of each source of existing non-tax revenue for the current fiscal year.

The meeting was adjourned at 9:12pm.

## Village of Mamaroneck

 Budget Advisory Committee
## Outline for Committee's Review of the Length of Service Award Program (LOSAP) Proposed by the Fire Department February 21, 2024

1. Objective of Budget Committee Review: Prepare report by that analyzes the VMFD LOSAP proposal, compares this proposal with LOSAPs of other local volunteer fire departments, identifies potential risks, and presents several LOSAP options for consideration.
2. Fiscal Year 2024-25 Budget Outlook: To remain under the tax cap, substantial increases in mandated expenses may require reducing existing expenses and careful consideration of new programs.
3. Analyze VMFD proposed LOSAP: The VMFD January 2024 presentation to the Board of Trustees shows an annual cost for the LOSAP of $\$ 1.5$ million for the first five years and nearly $\$ 260,000$ each year thereafter. Work with VMFD on questions from the Committee. Present proposed Program analysis in easy-to-understand format.
4. Other local LOSAP programs: Compare VMFD proposal with the structure of other volunteer departments with LOSAPs in Westchester.
5. Identify potential risks: Based on conversation with VMFD, Village management, and other local officials identify potential risks to the estimated costs of the Program and suggest ways to offset these risks and Program costs.
6. Present several LOSAP options: The VMFD proposal includes several different structures for a LOSAP and there may be others based on conversations with other volunteer departments. The Committee will identify several options for consideration by the Board of Trustees in the context of Village's 2024-25 budget.
7. Legal and compliance issues: We understand BOT approval plus a referendum are necessary. The relevant statute has other legal and compliance requirements. The Village Attorney should review the statute, and prepare a report for the BOT and Village management.


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