

MINUTES OF A REGULAR MEETING OF THE BUDGET COMMITTEE OF THE
VILLAGE OF MAMARONECK
December 10, 2009 AT 7:30 PM
THE VILLAGE COURTROOM

PRESENT

Meeting Secretary Doug Capasso (Minutes subsequently prepared by Chairman due
to extended illness and absence of Mr. Capasso)
Chairman Leon Potok
Member Craig Casterella
 Manny Enes
 Mindy Gibson
 Glenn Tippett

Trustee John Hofstetter

ABSENT

Secretary Jeff Rubin

DISCUSSION

1. The Committee members reviewed draft documents identifying (1) roles and responsibilities of Budget Committee and (2) potential Committee projects. Draft document was prepared by Chairman based on input solicited from Committee members.
 - Documents subsequently modified per Committee discussion and distributed by email to Committee members. See attachment
 - Committee agreed to proceed by establishing a subcommittee to discuss its views with the Village Manager and seek to reach consensus as to the Committee's role and responsibilities and to identify and prioritize a set of projects that the Committee would work on in coordination with the Village Manager. Potok, Ennes and Gibson volunteered and were appointed to serve on said subcommittee.

ADJOURNMENT

With no further matters to come before the board, on motion duly made and seconded, the meeting was adjourned at 8:30 PM or so.

Prepared by:
Leon Potok

Approved: February 17, 2010

Budget Committee Roles and Responsibilities

The Budget Committee is constituted to serve the residents of the Village of Mamaroneck by advising the Board of Trustees on matters related to Village revenues, expenses, assets and liabilities.

The Budget Committee can advise the Board of Trustees on a range of issues as outlined below.

- Suggest and comment on the Village’s budget process, its operating and capital budgets and the communications of the budget process and budgets to residents;
- Identify alternatives for reducing costs, generating revenue, and improving quality of services by the Village.
- Serve as the Village’s “bureau of economic analysis” by working with the Village Manager to assess the short-term and long-term impact of alternative budget issues.
- Examine and compare budget trends, functions and costs of services in surrounding communities;
- Monitor implementation of budget decisions;
- Monitor actual vs. budget results and updated revenue forecasts on a regular basis.
- Identify, review and monitor long-term programs that impact the costs and quality of services such as the
 - development and implementation of a technology plan,
 - development and implementation of human resource programs,
 - development and implementation of performance measurements for each department and key activities and services.
- Review Village objectives in collective bargaining.

Potential Budget Committee Projects

1. Budget Document
 - a. Objective is to improve physical layout of the budget and make the budget more user friendly for the end user – the Village resident – by improving clarity and consistency in the budget document.
 - b. The Committee would work with the Village Manager to draft an overview on how the budget document should look and present alternative budget documents as examples.
 - c. Budget Committee to review and monitor implementation of plan for preparation of budget document.
2. Cost and Revenue Measurement
 - a. The Village performs a range of activities and delivers a range of services to residents but does not consistently measure the cost of such activities or of delivering such services, nor the revenues generated from such activities.
 - b. Objective is for Village Manager to review with the Budget Committee the specific activities by department and the revenues and costs of such activities.
 - c. Budget Committee to review and monitor implementation of plan for preparation of revenue and cost reports by activity.
3. Performance Measurement
 - a. The Village delivers a wide range of services to residents but does not consistently measure the quantity of services delivered, the quality of such services, nor the cost of such services.
 - b. Objective is for Village Manager to review with the Budget Committee “metrics” developed by the Village Manager and department heads that can be maintained on a real-time basis. Such metrics would measure the quantity and quality of services/activities delivered by each department.
 - c. Budget Committee to review and monitor implementation of plan for performance measurement programs.
4. “Bureau of Economic Analysis”
 - a. Work with the Village Manager to assess, either internally or through use of outside consultants, the short-term and long-term impact of increasing revenues by:
 - i. Raising meter rates or extending the parking meter times past 6:00 PM and evaluate revenue impact for Village finances vs. potential impact on businesses.
 - ii. Enhanced enforcement of parking meter regulations.
 - iii. Realizing boat launch revenues and harbor parking fees

- iv. Charges for commercial pick-up by Sanitation Department.
 - v. Collection of overdue parking fines.
 - vi. Increase in metered parking fines.
 - vii. Collection of overdue property taxes.
 - b. Work with the Village Manager to assess, either internally or through use of outside consultants, the short-term and long-term impact of reducing costs by:
 - i. Changing schedules for Sanitation Department garbage pick-up.
 - ii. Minimizing overtime costs.
 - iii. Monitoring utilization and costs of Workers Compensation.
 - iv. In-sourcing vs. outsourcing certain functions:
 - 1. Legal
 - 2. Vehicle maintenance
 - 3. Building maintenance
 - c. Review of potential savings from consolidation of services with other municipalities as might be recommended by Tri-Municipal Commission.
 - d. Review of potential new programs recommended by individual departments or committees, such as new teen center at the Harbor.
 - e. Change in Village Attorney
 - i. Review analysis of projected savings from downgrading Village Attorney position from full-time to part-time position;
 - ii. Monitor actual vs. projected savings;
 - iii. Review and monitor implementation of any cost controls
- 5. Work with Village Manager on development of a long range capital budgeting plan that would address certain key items, including
 - a. Identify all Village assets (buildings, trucks, streets, etc.)
 - b. Specify maintenance requirements and maintenance cost profiles and evaluate actual maintenance.
 - c. Specify replacement cycle and cost for each asset.
- 6. Coordinate with Village Manager to attract and assign volunteers to specific Budget Committee projects based on Village needs and volunteer competencies.