



Village of Mamaroneck Budget Committee

Meeting Date: 21st June 2016

Time: 7.30pm

Location: Regatta Conference Room

Attendees:

Budget Committee Members:

Diane Hirschberg, Secretary

Adam Honig

John Fall

Keith Waitt, Chair

Carlo Reca

John Campbell

Village Staff in Attendance:

Richard Slingerland

Daniel Sarnoff

Agostino Fusto

Observer:

Stuart Tiekert

Apologies:

Stephanie Lividini

The meeting was called to order at 7:40pm by the Chair.

- 1)KW asked the Committee if they had any comments on the Minutes for the March and May meetings. There were no comments and both sets of Minutes were approved.
- 2)The cost analysis on the playing field that was requested at last month's meeting has not been finalized. DS mentioned that it needed to wait until a decision and final pricing of the Kifco Water Reel Irrigation System had been made, as these amounts (and an estimated cost of water usage) would have to be included in the final numbers. DS advised that the Kifco water reel would be tested in the next few weeks and the number of reels to be acquired would then be determined. Each reel costs about \$10,000 and current thinking is that 2 or 3 may be needed. Purchasing of the equipment will be through an existing contract arrangement .KW asked if the final cost analysis for the fields would be available for the July BC meeting, and DS believed that it would be.

- 3) KW asked the committee to opine on the proposed new parking charges for Mamaroneck Avenue and part of Prospect Avenue under the same parking zone. The proposal with the Board of Trustees is to extend the length of time that payment is required from the current 8am-6pm to 8am -8pm. This would be a disincentive for store employees to park on the Avenue, as well as a way of reducing congestion in the evenings when restaurant patrons try to find a space.

The proposal also includes an increase in the hourly meter rate from 75 cents an hour to \$1 an hour only for this parking zone. The aim is to have a higher rate for premium parking. There was some discussion on whether \$1 an hour was enough to differentiate between premium and the lot parking. There was also an interest in having different hourly rates depending on the time of day. It was felt that more information from new machines would be needed to more accurately determine this.

KW asked the committee to vote on approving the parking changes and the vote was unanimous.

- 4) DS introduced the 2 papers that the BC had already received in relation to the proposed changes to the Procurement Policy. This included the red lined changes to the current policy document and DS memo dated May 31 2016. Ds explained the difference between completion for professional services and competitive bids. The committee then reviewed the proposed changes in the red lined document and came up with the following recommendations:

- Under Parag 1, define purchase, public works and service contracts.
- KW wanted to avoid confusion by turning parag 1 around to say ALL purchases require competitive bidding except for: (a) through (i).
- Under threshold amounts - no need to include **verbal** any more. In today's day and age we can easily get a text or email.
- Under 4, we need to be specific. Say "Full documentation is required..." And "full records must be kept at all times.."
- Under 7d - we need to include a statement that says "If the aggregate amount exceeds, will exceed, or is expected to exceed, \$20,000 for anyone contractor over a 12 month period, then a RFP is required."
- Under 8, the name, titles and card limits of all those who are allowed to make purchase using a credit card need to be itemized and approved by the BoT. The aggregate monthly limit of purchases need to be approved by the BOT. Municipal Law states that all those in VOM who make purchase and procurement decisions need to be listed by name, title and amount and approved annually by the BoT.

The budget committee and staff further discussed in detail the following overall issues with the document:

- Decoupling the requirement of a purchase order vs. a quote or an RFP for a proposed order.
- Whether to increase the minimum \$ of a purchase order from \$500 to \$2000 as with limit of quote (which would require 2 or 3 quotes), or to agree on a lesser amount. The amount of \$1,000 or \$1,500 was suggested.
- Verbal vs. email quotes – with the committee with a strong preference to the latter, however, village staff indicated that that requirement depending on the vendor could be time-consuming and not all vendors could comply.
- For individual goods and services under \$2000 (the new proposed minimum) the committee suggested nonrepeating orders only under this policy and suggested that Village staff perform an internet price check to determine best pricing.
- The committee also suggested that Village staff check or audit such past pricing.
- The committee discussed the use of credit cards and charge cards (Home Depot) and how such card purchases are entered into the general ledger of the Village. (purely as one payment to the card servicer rather than itemized by purchase)
- This led to a discussion of the level of detail on purchases using credit cards and a discussion of how the village could capture vendor information on credit card purchases more thoroughly which would keep them in compliance with the proposed purchasing policy, and give them much more information on pricing, costs and pricing trends in purchases of things.
- The committee discussed the public bidding process or RFP and generally agreed with the policy that local businesses should be given a preference in their quotes to encourage local business bidding on Village contracts and services.
- The Committee and staff agreed to continue the discussion of the draft proposal at the July meeting. DS agreed to further develop the policy based on our discussions and recommendations.

KW brought the meeting to a close at 9.40pm.