

Village of Mamaroneck Budget Advisory Committee  
Meeting Agenda, Tuesday, January 3, 2023, at **7:30PM**

1. Approve prior meeting minutes.
2. Review upcoming member re-appointments.
3. Budget Committee anticipated meeting with BOT:
  - a. Target date (end of January session?)
  - b. Agenda/format of discussion
  - c. Who to present
  - d. Recap of Budget Committee's work to date
  - e. Outline proposed/possible next steps for Budget Committee's areas of focus and contribution
4. Recap police reimbursement rate analysis.

**Village of Mamaroneck Budget Advisory Committee  
Meeting Minutes for Tuesday, November 1, 2022**

Present: Ellen Hauptman, Vice Chair, Len Aubrey, Glenn Tippet and Ed Zagajeski.

Absent: Charles Guadagnolo, Chair, Tom Murphy, Board Liaison, and Bill Spiro.

The meeting was opened at 7:30pm.

Ellen opened the meeting and discussed the terms of the current Committee members and the open vacancy.

Ellen reported on her study of the Police Reimbursement Rate. The study included **28** municipalities but not all the municipalities had responded. She will follow-up with those that had not responded. Ellen highlighted some of the results so far:

- The Village of Mamaroneck (with others) had the lowest rate;
- The Village charged an administrative fee per project while many others did not charge an administrative. 1 charged it on a per day basis;
- Some municipalities charged a car usage fee while the Village does not;
- Some update the rate annually and some based the rate on the rank of the officers assigned.

The members discussed the possibility of meeting with the Board on areas of focus for the Committee to assist the Board.

The meeting was adjourned at **8:40pm**.

**Village of Mamaroneck Budget Advisory Committee**  
**Meeting Minutes for Tuesday, December 1, 2022**

Present: Charles Guadagnolo, Chair, Ellen Hauptman, Vice Chair, Nora Lucas, Board Liaison, Len Aubrey, Glenn Tippett, Cathy Chaput and Ed Zagajeski.

Absent: Bill Spiro.

The meeting was opened at 7:05pm and the minutes for the October 2022 meeting were approved. The minutes for the November meeting were tabled.

Charles discussed the re-appointment of the Committee members and stated there was still an opening. Ellen suggested a possible candidate and with Charles encouragement, Ellen will reach out to the candidate.

Ellen reviewed the results of her study of the Police Reimbursement Rate and the draft recommendations based on the study. The study, which presented the results in a spreadsheet which identified 28 municipalities but included results from 22, covered, among other things, the rates charged by the municipalities, administrative fees, car fees, and frequency of rate changes. Nora commented that the police assigned to the covered projects is based on the officers' seniority and are therefore older and often retirement eligible. Ellen stated that some municipalities require that only police officers can do this work. Charles commented that the Village preference is for the police to perform the function because of safety issues. She also recommended that the rates be reviewed every budget cycle. Also, the Village charges a \$50 administrative fee per project. She suggested that the fee be increased to \$100 and charged per week. She also recommended that the Village add a \$25 car fee, charged per car/per day. Based on the Committee's discussion, she will update the document and discuss it with Jerry Barberio, the Village Manager.

Charles next discussed the Committee's next steps for areas of focus and contribution to the Board. He thought that the Committee could be supportive with the Capital Budget. So far, a Capital Budget has not been adopted for the current fiscal year. Charles pointed out that an adopted budget similar to the operating budget, would not be "binding". Len mentioned that there seemed to be a fear that it would limit the Trustees' flexibility. Nora indicated that with the newly elected Trustees, there was the opportunity to reset the conversation on the Capital Budget. The Committee also discussed the impact of the Capital Budget on cash flow and on the Operating Budget.

The Committee discussed possible dates in January for the Committee to meet with Board to discuss the above issues with a focus on late January.

The meeting was adjourned at 8:55pm.

Municipality	Rate per Hour (\$)	Car Usage Fee (\$)	Admin Fee (\$)	Date of Last Increase	Reasons/Explanations
Ardsley	\$ 140.00				We increase it each year when their salaries go up.
Beacon	Tiered			2022	Charge the rate of the officer; rate is increased annually
Briarcliff	\$ 260.00	\$100/hour included in hourly rate			4 hour minimum; represents lowest tier for a PD officer (patrol) time 1.5 overtime rate. The following is included in the hourly rate: \$100/hour for the car; retirement 24.7%, FICA/Medicare 7.65%, Workers' Comp 1.9%, life Insurance, Health Insurance - Family Plan, Dental Family Plan, Optical - officer only, Uniform & Cleaning Allowance, Longevity, MTA
Bronxville	\$ 125.00				Last updated several years ago
Croton	Tiered	50/day		2022	In Croton, we do not have a set rate. They pay the actual time-and-a-half rate of each officer who worked, plus a fringe benefit amount of 24%. There is also a vehicle use fee of \$50/day/car. Updated annually as part of the budget process.
Dobbs Ferry	Lieutenant \$135.00 Sergeant/Detective \$130.00 Police Officer \$125.00	\$25.00	Working on one	2021	
Eastchester					
Elmsford	\$ 175.00				Rate effective June 1, 2018
Greenburgh					
Harrison	\$ 150.00			2018	
Hastings	PO \$73.94/hr to \$134.38/hr Sgt/Detective: \$147.67	\$50/hr		09/01/22	Billing based on the officer's OT rate. We add in Fringe of 31.25% which includes PRS contributions plus Family healthcare rate (most are married). Car rate is per hour.
Irvington	\$ 165.00		\$ 330.00	06/01/22	The \$165 hourly rate covers the cost of overtime with benefits (retirement, social security, workmen's comp). The admin fee is charged per day; \$165 goes to the Police Chief via payroll; \$165 is retained by the Village.
Mamaroneck (t)	\$ 130.00			01/01/22	7-8% administrative fee included in hourly rate; updated annually
Mamaroneck (v)	\$ 125.00		\$ 50.00	06/01/20	The Admin fee is once only per job/project

Municipality	Rate per Hour (\$)	Car Usage Fee (\$)	Admin Fee (\$)	Date of Last Increase	Reasons/Explanations
Mount Pleasant					
<b>New Castle</b>	<b>\$ 125.00</b>				
New Rochelle	\$ 140.00			01/01/22	
North Castle					
Ossining (t)					
Ossining (v)	\$ 107.14				\$75 hourly rate; \$28.39 FICA/Medicare/Workers Comp; \$3.75 (5%) Admin Fee
<b>Pelham</b>	<b>\$ 110.00</b>				
Pelham Manor					
Port Chester	45.58 - 128.50				Rate depends on rank of officer; only the OT rate is used; not increased for the cost of benefits
Rye	Lieutenant \$170 Sergeant \$155 Police Officer \$125				Rates include benefits
Rye Brook	\$ 130.00				
Scarsdale	\$ 140.00			06/01/22	
Tarrytown ConEd	\$ 155.00				Per agreement with Con Ed; includes Admin Fee
Tarrytown NonConEd	\$ 140.00		\$ 250.00		OT rate plus benefits; Admin Fee is per day
<b>Tuckahoe</b>	<b>\$ 122.00</b>	<b>\$ 16.00</b>			<b>\$106/hr + \$16/hr for car use. Increased from \$104/hr in June 2019</b>

Note: the rows in "**bold**" are responses from 2018/1019

## **Village of Mamaroneck Budget Advisory Committee Recommendations for the Police Reimbursement Rate**

The VOM Budget Advisory Committee conducted a survey across twenty-nine municipalities in Westchester County (including the VOM) to gather information about the police reimbursement rate, including administrative and car usage fees. Seventeen municipalities responded to the current survey. The data analysis below includes these responses plus five responses from the 2018/2019 survey (these municipalities did not respond to the current survey). There is a spreadsheet documenting all responses.

### **Data Analysis**

- Sixteen municipalities charge a fixed hourly rate for police reimbursement. For the most part, the rate is based on time & a half (overtime rate) and includes benefits. (See spreadsheet for details)
- Six municipalities charge based on actual overtime or rank.
- Five municipalities charge for car usage (car usage fee is included in the hourly rate for one of these municipalities).
- Five municipalities charge an administrative fee and one municipality is working on an administrative fee. Note that two municipalities include an administrative fee as part of the hourly reimbursement rate.
- Three municipalities update the reimbursement rate annually based on increases in costs.
- The Village of Mamaroneck charges a flat rate of \$125 per hour. Eleven municipalities charge more than \$125 per hour; three municipalities (including VOM) charge \$125; three municipalities charge less than \$125 per hour (2 of the 3 are based on the 2018/19 survey); and five municipalities charge based on the rank of the officer – charges vary from less than \$125 per hour to more than \$125 per hour.

### **Recommendations**

- Increase the rate to \$175 per hour.
  - This rate includes \$140 per hour for Police Detail plus \$25 per hour for an administrative fee and \$10 per hour for car usage (new charge).
  - The highest “block” OT rate for Police Detail is \$134/hour; this block is given priority for overtime.
  - The Village currently spends approximately 10 hours per week (across all projects) for administrative work at a cost of approximately \$1,100 per week. By incorporating \$25 per hour into the reimbursement rate, the costs will be fully recovered by 44 billable hours.
  - Bookkeeping will be easier by incorporating all three charges into one rate.
  - This has the potential to be a slight revenue stream.
- Update the rate annually as part of the Operating Budget process to incorporate salary and benefit increases (at an OT rate) and round up to the nearest \$5 increment.
- Remove the \$50/per project administrative fee and incorporate this fee in the Police Detail reimbursement rate (see first bullet above).

### **Net Result of Change**

During the current fiscal year, the Village has billed 2,417.5 hours (\$302,188) for 38 projects (\$1,900) generating a total of \$304,088 in reimbursements. If the above recommendations were in place, the Village would have received \$423,063. The difference of \$118,975 is not all “profit” since the Village is currently significantly undercharging for administrative fees (current cost is approximately \$1,100 per week versus ytd recovery of \$1,900) and is not charging anything for car usage.