



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: AUGUST 16, 2022
AGENDA ITEM SECTION: DISCUSSION AND RESOLUTION ITEMS
AGENDA ITEM NO. : 1
DEPARTMENT: FINANCE
AGENDA ITEM: <u>DISCUSSION:</u> TO CONSIDER CHANGES TO THE VILLAGE'S PROCUREMENT POLICY
ITEM BACKUP DOCUMENTATION: 1. MEMORANDUM DATED AUGUST 5, 2022 FROM MR. JEFF CHUHTA/VILLAGE TREASURER TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES

Village of Dobbs Ferry

Mayor

Vincent Rossillo

Board of Trustees

Donna Cassell – Deputy Mayor
Shari Rosen Ascher
Michael Patino
Matthew Rosenberg
Nicole Sullivan
Lawrence Taylor



Village Administrator

Melissa Ferraro

Village Treasurer

Jeff Chuhta

Village Clerk

Elizabeth Dreaper

Village Justice

David Koenigsberg

FROM: Jeff Chuhta, Village Treasurer
TO: Mayor and Board of Trustees
CC: Melissa Ferraro, Village Administrator
DATE: August 5, 2022
RE: Proposed Changes to the Procurement Policy

From time to time we review the Village's Procurement Policy to ensure that it is setup to function the most efficiently. In reviewing the policy we noted a couple of items that we feel need to be included in the policy as they are either currently in practice or could improve the purchasing process within the Village.

The first item we noted relates to the approval process for requisitions. Current practice is that the Village Treasurer can approve requisitions up to \$2,000 and the Village Administrator must approve all requisitions over \$2,000. We are adding this language to the procurement policy so it is clear what parameters we have.

The second item relates to signing contracts/agreements for purchases up to \$19,999.99 and public works projects up to \$34,999.99. Currently, in order to have the Village Administrator sign a contract or agreement there must be Board of Trustee approval via Resolution. This can significantly slow the procurement process down and lengthen the Board's meeting agenda by placing de minimis and/or routine contracts/agreements on the agenda for Board approval. As an example, annual maintenance agreements that require a signature must be on the agenda and approved to give the Administrator approval to sign them. We are proposing to change the language of the procurement policy to give authority to the Village Administrator to execute an agreement or contract after the Board of Trustees has reviewed and approved the invoice in the audit of claims. For example, when there is an annual maintenance agreement to be signed, the amount for the maintenance agreement can be reviewed and approved by the Board of Trustees in the regular audit of claims review that occurs each Board meeting. Then the Village Administrator can execute the agreement that is the subject of that Board approved invoice, without having to present a separate Resolution for the Board to consider authorizing the Village Administrator to execute the agreement. This should help to streamline the process for items that are below the Bidding threshold.

The proposed changes also address some slight wording improvements, and proposes to correct a typographical error in the quote thresholds for Public Works Projects. As adopted the procurement policy quote thresholds overlap as follows:

\$2,000 - \$34,999	2 written/fax quotations
\$5,000 - \$34,999	3 written/fax quotations or request for proposal

The correction is as follows:

\$2,000 - \$4,999	2 written/fax quotations
\$5,000 - \$34,999	3 written/fax quotations or request for proposal

We feel that these changes to the Procurement Policy would improve the purchasing process in place here at the Village. We ask that the Board consider this matter for discussion during the 8/16 Board of Trustees meeting.