

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Tuesday, July 16, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Vehicle Maintenance and Repair (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Twelve Corners Mobil to provide vehicle maintenance and repair services to Town vehicles at a rate of \$34.50 per hour for the period of 8/1/13 through 12/31/14 with the option to renew for up to three additional years (see letter from M. Henderson).
2. Contract for Vehicle Collision Repair (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Austin Spencer Collision for Town vehicle collision repair services at a rate of \$36.00 per hour for the period of 8/1/13 to 12/31/14 with the option to renew for up to three additional years (see letter from Mark Henderson).
3. Appropriate of Forfeited Property Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the appropriation of \$5,338.82 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from forfeited property funds (A 889.JSTCE) to purchase training equipment (see letter from M. Henderson).
4. Appointment of Office Clerk IV Part-Time (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appoint Ms. Brittany Simmons to the position of Office Clerk IV Part-Time in the Records Division of the Police Department effective July 29, 2013 at a rate of \$13.18 per hour (see letter from M. Henderson).
5. Authorization to Solicit Bids for Tractor (Highway) - Request from Tim Keef for Town Board authorization to solicit bids for a tractor that will be suitable to plow four-foot wide sidewalks in Town, in addition to performing other duties (see letter from T. Keef).
6. Authorization to Make Grant Applications (Public Works) – Request from Tim Keef for Town Board authorization to make grant applications through the New York State Consolidated Funding Applications (CFA) program for the following: W. Brighton Fire Protection District consolidation; a trail through the newly acquired Farash property; comprehensive plan update; and emerald ash borer treatment and street tree/urban canopy replacement. If awarded, grant funds would only cover a portion of these programs identified (see letter from T. Keef).

7. Acceptance of Bid for Building Demolition (Public Works) – Request from Chad Roscoe for Town Board action to accept a bid from Empire Wrecking Co. Inc., the low, responsible and responsive bidder, in an amount not-to-exceed \$47,000 for the demolition of a building located at 2758 W. Henrietta Road (formally Woody's). Authorization is also requested to allow the Supervisor to execute any necessary change orders that collectively do not exceed 10% of the awarded contract price. The cost of this demolition will be charged back to the property owner. (see letter from C. Roscoe).
8. Contract for Air Monitoring Services Associated with Woody's Building Demolition (Public Works) – Request from Chad Roscoe for Town Board action to award a contract to Lozier Environmental Consulting, Inc. for air monitoring services associated with the demolition of Woody's building at a price not-to-exceed \$3,270 and to allow the Supervisor to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price. This air monitoring is required by Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulation of the State of New York (see letter from C. Roscoe).
9. Budget Transfer for Building Code Review (Building & Planning Dept.) – Request from Ramsey Boehner for Town Board action to authorize a budget transfer totaling \$3,985 from engineering fees in the Building and Planning Department to Part-Time wages in the amount of \$3,700 and FICA in the amount of \$285 to support NYS Building Code compliance reviews for building permits to be performed with in-house staff rather than an outside contractor (see letter from R. Boehner).
10. Amend Contract for Environmental Assessment of UofR IPD and Appropriate Funds (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to amend the existing contract with Stantec Consulting Group Inc. to include the review of the Final Generic Environmental Impact Statement for the University of Rochester's Institutional Planned Development at a cost not to exceed \$36,000 (making the total contract amount \$94,600). Town Board action is also requested to appropriate \$36,000 in engineering fees to be fully supported by and increase on contractor expense reimbursement of \$36,000. Funding has already been provided by the University (see letter from R. Boehner).
11. Capital Improvement Plan for 2014–2016 – Request from Andrew Robinson for Town Board action to adopt the proposed 2014-2016 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts (see letter from A. Robinson and accompanying spreadsheet).

The next regularly scheduled meeting of the FASC will be held **Tuesday, August 6, 2013, at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Mark T. Henderson
Chief of Police

Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

July 10, 2013

Honorable Town Board
Finance/Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Vehicle Maintenance and Repair Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Twelve Corners Mobil and the Town of Brighton for the provision of vehicle maintenance and repair services. This contract is for the period beginning August 1, 2013 through December 31, 2014 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. Twelve Corners Mobil submitted the lowest price per hour at \$34.50. Twelve Corners Mobil has been our vendor for this service for the past five years and we are satisfied to continue this agreement.

Please do not hesitate to contact me should you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

1b. 6-25

TOWN OF BRIGHTON
REQUEST FOR QUOTATION - NOT AN ORDER

DEPARTMENT Police
APPROPRIATION CODE 3120 4.65

\$ 400 - \$1000 requires 2 Written quotes
\$1000 - \$7500 requires 3 Written quotes

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	VEHICLE MAINTENANCE AND REPAIR		34 ⁵⁰ PH

DELIVERY LOCATION _____ TERMS _____

VENDORS CONTACTED:

1. NAME TWELVE CORNERS MOBIL DATE QUOTED 7-8-13
 ADDRESS 1950 MONROE AVE PRICE OR BEST ESTIMATE \$34⁵⁰ PH
ROCHESTER NY 14618 DELIVERY DATE _____
 PHONE 244-2825 ACCEPTED REJECTED ()
2. NAME SCOTT'S AUTOMOTIVE DATE QUOTED 7-8-13
 ADDRESS 1896 MONROE AVE PRICE OR BEST ESTIMATE \$55⁰⁰ PH
ROCHESTER NY 14618 DELIVERY DATE _____
 PHONE 461-1666 ACCEPTED () REJECTED ()
3. NAME CARTESE FORD DATE QUOTED 7-8-13
 ADDRESS 2500 W HENRIETTA RD PRICE OR BEST ESTIMATE \$89⁹⁰ PH
ROCHESTER NY 14623 DELIVERY DATE _____
 PHONE 475-1211 ACCEPTED () REJECTED ()

ARE THERE ANY TRADE-IN ALLOWANCES OR DISCOUNTS APPLICABLE TO THIS PURCHASE? NO

REMARKS:

I CERTIFY THAT ALL REQUIRED PURCHASING PROCEDURES HAVE BEEN FOLLOWED.

A.P. O'Brien
DEPARTMENT PURCHASING AGENT

7-11-13
DATE



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

July 10, 2013

Honorable Town Board
Finance/Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Vehicle Collision Repair Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Austin Spencer Collision and the Town of Brighton for the provision of vehicle collision repair services. This contract is for the period beginning August 1, 2013 through December 31, 2014 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. Austin Spencer and another vendor both submitted the lowest price per hour at \$36.00. The Police Department has decided to retain the services of Austin Spencer Collision based upon location and past performance. Austin Spencer has been our vendor for this service for the past five years and we are satisfied to continue with this agreement.

Please do not hesitate to contact me should you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

(26.) 6-25

TOWN OF BRIGHTON
REQUEST FOR QUOTATION - NOT AN ORDER

DEPARTMENT Police
APPROPRIATION CODE 3120 4.64

\$ 400 - \$1000 requires 2 Written quotes
\$1000 - \$7500 requires 3 Written quotes

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	VEHICLE COLLISION REPAIR		36 ⁰⁰ PM

DELIVERY LOCATION _____ TERMS _____

VENDORS CONTACTED:

- NAME AUSTIN SPENCER COLLISION DATE QUOTED 7/7/13
 ADDRESS 2433 BRIGHTON HENRIETTA TL RD PRICE OR BEST ESTIMATE 36⁰⁰ PM
ROCHESTER NY 14623 DELIVERY DATE _____
 PHONE 424-6064 ACCEPTED () REJECTED ()
- NAME HALK FRAME & AILE DATE QUOTED 7/1/13
 ADDRESS 777 O'CONNOR RD PRICE OR BEST ESTIMATE 36⁰⁰ PM
FARMER NY 14450 DELIVERY DATE _____
 PHONE 377-3000 ACCEPTED () REJECTED ()
- NAME _____ DATE QUOTED _____
 ADDRESS _____ PRICE OR BEST ESTIMATE _____
 PHONE _____ DELIVERY DATE _____
 ACCEPTED () REJECTED ()

ARE THERE ANY TRADE-IN ALLOWANCES OR DISCOUNTS APPLICABLE TO THIS PURCHASE? _____

REMARKS: REQUEST FOR QUOTATION WERE SENT TO TWO OTHER VENDORS WHO DID NOT RESPOND. EARTRIDGE COLLISION AND GATES AUTOMOTIVE

I CERTIFY THAT ALL REQUIRED PURCHASING PROCEDURES HAVE BEEN FOLLOWED.

[Signature]
DEPARTMENT PURCHASING AGENT

7-11-13
DATE



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

Mark T. Henderson
Chief of Police

July 11, 2013

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: PURCHASES USING SEIZED ASSETS ACCOUNT

Dear Board Members:

I hereby request that an amendment be approved to the 2013 Police Department operating budget to provide for sufficient appropriations for the purchase of the following item:

Training Equipment \$5,338.82

This training equipment is the same equipment utilized by the Monroe County Public Safety Training Center.

I propose that the Proceeds of Forfeited Property be used to fund this purchase. I request that appropriations in account **A.POLCE.3125.2.17 (Law Enforcement Equipment)** be increased by **\$5338.82**. The total expenditure will be supported with the use of Forfeited Property account **A.899.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for the purpose of these purchases is appropriate.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
attachment



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

July 16, 2013

Finance & Administrative Services Committee
Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

As a result of the resignation of Linda DeJohn, there is one vacancy for an Office Clerk IV (Part-Time) within the Brighton Police Department. After an extensive search for qualified candidates, Ms. Brittany S. Simmons has been selected to fill this position. The part-time position is limited to twenty-five hours per week and does require civil service action for hiring. Ms. Simmons scored a 90 on the Office Clerk IV Civil Service Examination and is an eligible candidate for hire.

I respectfully request that the Honorable Town Board authorize the hiring of Brittany S. Simmons to the position of Office Clerk IV (Part-Time) within the Brighton Police Department, effective July 29, 2013, at a rate of pay of \$13.18 per hour (Starting Rate).

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

xc: Gary Brandt, Director of Personnel



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

5

July 12, 2013

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Request to Solicit Bids
Furnish and Deliver Tractor with Snow Plowing Equipment

Dear Chairperson Werner and Committee Members:

As you are aware, discussions have been had regarding the budgeting for and procurement of a suitably sized tractor to perform sidewalk snow plowing of neighborhoods with four foot wide sidewalks. At the July 10th PWC meeting it was decided to proceed with procurement during 2013, so that this vehicle will be in our Highway Department fleet prior to the upcoming winter season. As funds were not specifically earmarked for this purpose, it is proposed to appropriate funds to accomplish this via mortgage tax revenues received to date that are in excess of what was budgeted. We will return to this committee to award the bid, specifying an exact amount at that time. I respectfully request that approval be granted to prepare contract specifications for and advertise for these services.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 16, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: T. Anderson
M. Hussar
S. Zaso
A. Banker



6

Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618
PHONE: (585)784-5250 FAX: (585) 784-5368

July 15, 2013

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Consolidated Funding Applications

Dear Chairman Werner and Committee Members:

As you may know, the State has the above program for a variety of grant programs, which provides for a clearinghouse that stream lines the grant application process. This department, as well as the Town Clerk's office, has been reviewing the funding sources versus Town projects, the 2014 budget and other applicable needs. To date, the following items have been identified as priority and worthy of application in this regard:

- 1) WBFD consolidation
- 2) Farash parcel trail planning and construction
- 3) Comprehensive plan update
- 4) Emerald Ash Borer (EAB) treatment and street tree/urban canopy replacement

These programs may provide funding for a portion of the above projects' expenses, with varying levels of local matching contributions. The comp plan update and the EAB are either already budgeted for or are in process for the 2014 budget, so that anticipation of these expenditures is already being considered. The other two projects are unfunded at the moment, but are of high importance as noted.

I am requesting that authorization be granted to make grant applications to the above program and will be in attendance at your regularly scheduled July 16, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

cc: M. Guyon
R. Bohner
M. Hussar
S. Zaso
K. Gordon



Town of Brighton

MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE * ROCHESTER, NEW YORK 14618 * PHONE (585)784-5250 * FAX (585)784-5368

7a.

7/16/2013

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Award of Project
2758 West Henrietta Road
Woody's Controlled Demolition

Dear Councilperson Werner and Committee Members:

Pursuant to prior authorization, the above bid was publicly advertised and opened on July 16, 2013. Town staff also notified six contractors regarding demolition of the existing building located at 2758 West Henrietta Road with asbestos in place, remove and dispose of the demolition debris and restore the disturbed area. A list of these contractors is shown in Table – 1. All work shall be in compliance with Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, (Cited as 12 NYCRR Part 56).

Table – 1 Contractor List

<u>Contractor</u>	<u>Address</u>
DiMarco Group	1950 Brighton Henrietta Town Line Road, Rochester New York
Damico Wrecking Co. Inc.	432 Portland Avenue, Rochester, New York
Frederico Construction & Demolition LLC	1005 Chili Avenue, Suite #2, Rochester, New York
Empire Wrecking	P.O. Box 197, Webster, New York
Sessler Wrecking	1257 State Route 96N., Waterloo, New York
Pro Construction	6062 Sautell Road, Bergen, New York

Bids from Empire Wrecking Co. Inc. and Pro Construction were received on July 16, 2013, with Empire Wrecking Co. Inc., providing the lowest bid of an amount not to exceed \$47,000

Town of Brighton staff reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by *Empire Wrecking Co. Inc., P.O. Box 197, Webster New York* is representative of the costs necessary to complete the project and the contractor is qualified to perform the demolition work. Therefore, I am requesting that FASC recommend that the Town Board award the project to demolish the building located at 2758 West Henrietta Road to the low, responsible and responsive contractor, *Empire Wrecking Co. Inc.*, for a lump sum price not to exceeded \$47,000.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.



Town of Brighton

MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

7b.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe
Junior Engineer

- cc: S. Zaso
T. Keef
M. Hussar
M. Guyon
R. Bohner
K. Gordon

BID TAB

CLIENT: Town of Brighton
2300 Elmwood Avenue, Brighton NY 14618
PROJECT NAME: Woody's Building Demolition
CLIENT PROJECT # _____
LOCATION: 2758 West Henrietta Road
BID OPENING DATE July 16, 2013 9:30am

	COMPANY NAME	BASE BID (\$)	5% Bid Bond	ADDENDUM #1	SECTION									
					410	450	470	480	485	490				
1	PRO CONSTRUCTION	57,800	✓	✓		✓			✓					
2	EMPIRE WRECKING	47,000	✓	✓		✓		✓	✓					
3														
4														
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11														
12														
13														

(70)



Town of Brighton

MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE * ROCHESTER, NEW YORK 14616 * PHONE (585)784-5250 * FAX (585)784-5368

8a

7/16/2013

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Award of Environmental Monitoring Contract
2758 West Henrietta Road
Woody's Structure Controlled Demolition

Dear Councilperson Werner and Committee Members:

It is anticipated that the Town Board will award the project to demolish the building known as Woody's located at 2758 West Henrietta Road to Empire Wrecking Co. Inc., for a price not to exceed \$47,000.00 at their July 24, 2013 meeting. Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, (Cited as 12 NYCRR Part 56) indicates air sampling and analysis on a project of this nature must be completed by a third party qualified contractor. Therefore, the Town of Brighton is required to obtain the services of an air sampling firm to complete this testing. We obtained two price quotes to perform this work. This price quote was predicated on 10 days of work. A copy of the quote is attached. The City of Rochester currently has an agreement with both companies for material testing and exploratory drilling.

Town of Brighton staff reviewed the quote for completeness and accuracy and concluded that the quote provided by Lozier Environmental Consulting, Inc., is representative of the costs necessary to complete the air monitoring for the project and the contractor is qualified to perform this work. Therefore, I am requesting that FASC recommend that the Town Board award the air monitoring services associated with the demolition of Woody's located at 2758 West Henrietta Road to Lozier Environmental Consulting Inc., for a price not to exceeded \$3,270. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE * ROCHESTER, NEW YORK 14618 * PHONE (585)784-5250 * FAX (585)784-5368

8b

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe
Junior Engineer

cc: S. Zaso
T. Keef
M. Hussar
M. Guyon
R. Boehner
K. Gordon



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

9.

July 16, 2013

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Brighton, NY 14618

Re: Budget transfers

Honorable Members:

I request that the Town Board authorize the following budget transfer to be made from the Building and Planning 2013 Budget:

From: A.DPW.8020 4.52 (engineering fees) \$3,985
To: A.DPW 8020.1.20 (part time wages) \$3,700 and;
A.DPW 8020.8.20 (FICA) \$285.

The funds to be transferred were adopted as part of the 2013 budget for professional services needed for the required NYS Building Code compliance review for building permit submissions. Due to anticipated work load these funds are needed to pay part time staff for compliance review for existing and future building permit submissions. It has been determined that these services can be performed with in-house staff more cost effectively.

Respectfully Submitted,

Ramsey A. Boehner
Town Planner

cc: Tim Keef
Gary Brant
Suzanne Zaso

I:\Ramsey\Town Board\FinanceCommitteeletterBudgetTransferJuly2013Patty





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

10.

July 1, 2013

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Brighton, NY 14618

Re: Stantec Contract Amendment
Environmental Review for University of Rochester Institutional Planned Development

Honorable Members:

The Town of Brighton has a contract with Stantec to assist with the review of the environmental assessment associated with the University of Rochester Institutional Planned Development. The current total contract amount is \$58,600. The applicant has submitted a Supplemental Draft Generic Environmental Impact Statement (SDGEIS). The SDGEIS needs to be reviewed prior to the review of the Final Generic EIS, which was also recently submitted. In August 2012, the Town Board authorized amendment of the contract to include the review of the FGEIS, however, the SDGEIS is new and is not covered in the contract to date. Stantec estimates an additional \$18,000 is needed for the review of the SDEIS and an additional \$18,000 is needed for meetings. Meetings will be tracked as an additional line item and invoiced for only the meetings, hours and personnel attending. If fewer hours are needed, then the Town will be charged only for the services provided.

I request authorization for the contract to be amended by \$36,000 for a new total contract amount of \$94,600. The cost of additional services are reimbursable by the applicant. To accomplish this, I further request that the 2013 Building and Planning Department account A.DPW.8020.452 be increased by \$36,000 to be fully supported by an increase in revenue account A.DPW.8020.2560.

Respectfully Submitted,

Ramsey A. Boehner
Environmental Review Liaison Officer

cc: T. Keef
S. Zaso





2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

11.

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Andrew Robinson, Budget Officer *AR*
Date: July 15, 2013
Subject: Proposed 2014-16 Capital Improvement Plan

I recommend that Your Honorable Body adopt the enclosed proposed 2014-16 Capital Improvement Plan (CIP). This annually updated planning tool has been subject to the review of the Finance and Administrative Services Committee, the Supervisor's Budget Review Task Force, and by the Sustainability Oversight Committee.

We believe the proposed 2014-16 CIP meets all critical Town and Special District capital needs for infrastructure management, park planning and development, major equipment purchases and replacements, and Town facility improvements and repairs. However, it is important to note that the CIP serves primarily as a financial planning tool and that the 2014 Capital Budget ultimately determines the level of cash capital funding to be provided for 2014.

Suzanne Zaso and I would be happy to respond to any questions that the Town Board may have regarding this matter.