

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

**Meeting Date: Tuesday, February 4, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Employment of a particular person.
2. Budget Amendment for Training (Police) – Request from Suzanne Zaso for Town Board action to appropriate \$4,625 from General Fund balance to the Police Department training budget for community building training (see memo from S. Zaso).
3. Revision to Engagement for Legal Services (Personnel) – Request for Town Board authorization of the Supervisor to sign an engagement letter with Coughlin & Gerhart LLP to provide legal and labor negotiating services (see engagement letter from Mary Louise Conrow, Esq.).
4. Business Associate Agreement with Brown & Brown of NY, Inc. (Personnel) – Request from Gary Brandt for Town Board authorization of the Supervisor to sign an annual Business Associate Agreement with Brown & Brown of NY, Inc. to comply HIPPA laws for each year that Brown & Brown is designated as the broker of record for the health plans sponsored by the Town (see letter from G. Brandt).
5. Discussion Only: Review with Raymond F. Wager, CPA, P.C. regarding their upcoming financial audit of the Town for 2013.
6. Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2014 as listed in his communication (see letter from T. Keef).
7. Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2014 as listed in his communication (see letter from T. Keef).
8. Declare as Surplus and Trade-In for New Two Bobcat Skid Steer Loaders - (Sewer) – Request from Tim Keef for Town Board action to declare two bobcat skid steer loaders as surplus and to authorize the trade-in of both loaders for new loaders as part of the Bobcat Equipment Buy Back Program for a new cost of \$5,575.04 each (see letter from T. Keef).

9. Declare as Surplus and Trade-In for New One Backhoe Loader (Highway) – Request from Tim Keef for Town Board action to declare one Caterpillar backhoe loader as surplus and to authorize the trade-in of said loader for a new loader at a net cost of \$6,318 (see letter from T. Keef).
10. Contract Renewal for Street Light Maintenance (Public Works) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with M.L. Caccamise Electric to provide electrical maintenance services to Town street lights for 2014 (see letter from T. Keef).
11. Authorize Renewal Agreement for Refuse and Recycling Services (DPW/Parks) – Request from Tim Keef for Town Board authorization to execute an agreement with Waste Management of New York to provide refuse and recycling services to the Town facilities for 2014 (see letter from T. Keef).
12. Contract Renewal for Mowing and Landscaping Services (Facilities/Parks/Highway) - Request from Tim Keef for Board action to renew the contract for mowing and landscaping services in Town facilities, parks and neighborhoods to Woodgate Landscaping Inc., for the 2014 season (see letter from T. Keef).
13. Contract Renewal for Arborist Consulting Services (Public Works) – Request from Tim Keef for Town Board authorization to renew, per agreement, the agreement with Jerry Peterson for Arborist Consulting Services (see letter from T. Keef).
14. Addendum to Highway Permit (Highway) – Request from Tim Keef for Town Board authorization of the Supervisor to execute and addendum to a highway permit for Greenlight Networks, LLC to install communication facilities within the Meadowbrook neighborhood (see letter from T. Keef).
15. Discussion Only: – Discussion with Tim Keef regarding the contract with Sensenig's Landscape Supply of Geneva, NY for landfill contracting services.
16. IRS Mileage Reimbursement Rate for 2014 (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the change in the mileage reimbursement rate as indicated by the IRS standard rate for business use of employee's vehicles. The rate will be decreasing by one-half cent to \$.56 per mile effective January 1, 2014 (see letter from S. Zaso)
17. 2013 Budget Transfers and/or Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2013 budget as part of the year-end financial close process (see memo from S. Zaso).

18. Contribution to Assessment Update Capital Reserve (Finance) – Request from Suzanne Zaso for Town Board authorization to transfer \$20,000 from unassigned General Funds to the Assessment Update Capital Reserve at year-end 2013 (see memo from S. Zaso).
19. Closing of Capital Projects (Finance) – Request from Suzanne Zaso for Town Board action to close the Highland Avenue Reconstruction Project, Storm Sewer Improvements Project, and Library/Town Hall Connection Project as of 12/31/13 (see letter from S. Zaso).
20. Discussion Only: - Discussion with Suzanne Zaso regarding Town policy for credit card use.

The next regularly scheduled meeting of the FASC will be held **Wednesday, February 19, 2014, at 9:00 am**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *zf*
Date: February 4, 2014
Subject: Budget Appropriation Police Department Training

I am recommending that your Honorable Town Board authorize the 2014 budget appropriation from General Fund balance of \$4,625 into the Police Department training budget to allow for community building training of all Town Police Officers. Funding was available in the 2013 budget for this training but a contract was unable to be reached until 2014 to provide such training. Therefore, funding fell to the General Fund balance at year-end 2013.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Cc: Chief Mark Henderson

3a



BAINBRIDGE
BINGHAMTON
HANCOCK
ITHACA
MONTROSE
OWEGO

www.cglawoffices.com

99 Corporate Drive
Binghamton, New York 13904

Mailing Address:
PO Box 2039
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(807) 723-9511
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Fax: (807) 723-1530
e-mail: MConrow@cglawoffices.com

January 17, 2014

William W. Moehle, Supervisor
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

**Re: Representation of the Town of Brighton
Labor Matters & Collective Bargaining Issues
Our File No.: 20627-0002**

Dear Mr. Moehle:

Thank you for the opportunity to continue our relationship with the Town of Brighton (hereinafter, the "Town").

Scope of Representation

Our representation of the Town is in connection with the above-referenced matters as assigned by the Town, unless we otherwise agree in writing. The services we will provide include handling Labor and Personnel matters consisting of initial conferences, review of documents, handling administrative processes and hearings, assisting with grievances, filing any appropriate Court papers, including motions and answers, appearing at any court proceedings, handling a trial, if necessary, handling any appeals, and providing other assistance as deemed appropriate. We will also handle any collective bargaining matters as assigned.

Firm Representation

While I will be primarily responsible for the Town's cases, other lawyers in the firm may, from time to time, be involved in handling cases as necessary. Should I be unavailable when the Town calls, please feel free to refer any questions to my paralegal, Ronitta McPherson. If she is unable to answer any immediate concern, I will be in touch with you as quickly as possible.

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William W. Moehle, Supervisor
Town of Brighton

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January 17, 2014

Re: Representation of the Town of Brighton
Our File No.: 20627-0002

Cooperation

We will need the Town's cooperation in the preparation and defense of these matters. This may include providing documents and access to Department rules and regulations. We will endeavor to coordinate this with the Town's schedule in order to make this as little an imposition as possible. However, this cannot always be done, and we will appreciate your cooperation in this regard.

Billing Basis

The billing will be done on an hourly basis and submitted monthly for payment. Unless we agree otherwise, payment will be due upon receipt of our bill. If the Town has questions about our billing rate or method, please feel free to discuss this matter early in our representation of the Town. We are not able to advance monies on behalf of our clients, and we will try to anticipate such expenses. If we do advance any monies for expenses and fees on the Town's behalf, such as filing fees, transcript costs, long-distance telephone calls, travel and photocopying, we will expect the Town to promptly reimburse us upon billing.

Billing Rates

Prior to commencement of legal work, we will require no retainer. Effective January 1, 2014, the legal services rendered to the Town in this case will be based on a rate of \$235 per hour for partners, \$170 to \$195 for associates, and \$100 to \$120 an hour for the time of legal assistants. These rates may be modified over time, but we will of course inform the Town immediately if our rates should increase. Our statements to the Town will reflect the rates in effect at the time of billing. Statements for legal services and expenses will be forwarded to the Town on a monthly basis unless the Town prefers otherwise.

Notice of Arbitration

Pursuant to Part 137 of the Rules of the Chief Administrator of the Courts of New York State, in the event of a fee dispute, the Town does have the right to demand arbitration against us in an effort to resolve such fee dispute. In the unlikely event that a fee dispute arises, and the Town notifies us of their intention to arbitrate, at the Town's request, we will provide you with the appropriate forms to file to implement your right to arbitrate.

Travel Time

In the event any travel is required on Town's behalf, such time will be charged at the hourly rate of \$170, plus mileage and travel expenses, if applicable.

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William W. Moehle, Supervisor
Town of Brighton

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January 17, 2014

Re: Representation of the Town of Brighton
Our File No.: 20627-0002

Efforts on Your Behalf

We will strive to complete the Town's work as expeditiously as possible and at a fair and reasonable cost to the Town. We do represent other clients, and there will be times when we will be giving the Town's work priority over others. But the converse is true, and we trust that the Town will understand if reasonable delays occur in completion of work.

Termination

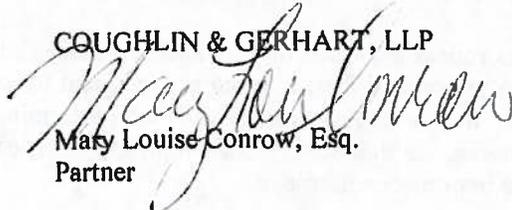
The Town shall, at all times, have the right to terminate our services upon written notice to that effect. We shall, subject to applicable court requirements with respect to withdrawal, have the right to terminate our services upon reasonable written notice.

If the Town has any questions about these terms, please let me know. Otherwise, if they are acceptable to the Town, I would appreciate the Town signing both duplicate copies of this Agreement, and returning one to me in the enclosed self-addressed, stamped envelope.

We appreciate the opportunity to be of assistance to the Town of Brighton and look forward to working with you in this matter.

Very truly yours,

COUGHLIN & GERHART, LLP



Mary Louise Conrow, Esq.
Partner

MLC:kmt

Enclosures

I AGREE TO THE TERMS OF REPRESENTATION
AND ENGAGEMENT AS OUTLINED ABOVE.

TOWN OF BRIGHTON

By: _____
(Signature)

Name: _____
(Print Name)

Title: _____

Dated: _____



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

4a

TO: Christopher Werner, Chair, Finance & Administrative Services Committee

FROM: Gary Brandt, Director of Personnel & HR 
Suzanne Zaso, Director of Finance

DATE: January 27, 2014

**RE: Authorization to Execute Annual Business Associate Agreement with
Brown & Brown of NY, Inc.**

Our ongoing relationship with Brown & Brown of NY, Inc. requires that we sign an annual Business Associate Agreement with Brown & Brown to maintain compliance with the federal Health Insurance Portability & Accountability Act of 1996 (HIPPA) and now the Health Information Technology for Economic & Clinical Health Act (HITECH) amendment, as well as 45 CFR 160.103 (Protected Health Information). The Act requires that brokers and plan sponsors (the Town) enter into an agreement which stipulates various agency functions and certain responsibilities with regard to the management and confidentiality of medical records (see attached letter and agreement).

We request that you authorize the Supervisor to execute this agreement for 2014, and for all subsequent years while the Town has Brown & Brown of NY, Inc. as the designated broker of record for the health plans sponsored by the Town.





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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

January 30, 2014

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

re: Authorization of Bids for 2014 (Highway/Sewer/DPW)

Dear Chairperson Werner and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2014 Budget.

- Sidewalk construction and repairs
- Pavement profiling (milling)
- Paver rental
- Loader, truck, vehicle tires and appurtenances
- Cured-in-place pipe lining
- Sewer Grouting
- Replace Backhoe (#89)
- Replace Street Sweeper (#90)
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Purchase Towable Impact Attenuator
- Replace Bobcat(s)
- Replace Highway Mower
- Building Repair and Maintenance

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

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



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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

January 30, 2014

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

re: Authorization of Bids/RFQ's for 2014
DPW/Town Facilities/Parks Department

Dear Chairperson Werner and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2014 Budget.

Tree Maintenance Services/Emerald Ash Borer Treatment
Hardware, Hand/Garden Tools, Paint, Electrical and Miscellaneous Building Supplies
Refuse District Services

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: T. Anderson
S. Zimmer
K. Hall
M. Beeman
S. Zaso
A. Banker
M. Hussar



8.

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

January 30, 2014

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

re: Bobcat Equipment Buy Back Program
Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

As in the past, the above equipment manufacturer currently has an equipment buy back program that would allow us to trade in two of our current Bobcat skid steer loaders for two new, unused replacements. The cost of the new equipment is \$74,006.08 (\$37,003.04 each) with a trade in allowance of \$62,856.00 (\$31,428.00 each), realizing a net expenditure to the Town of \$11,150.08 (\$5,575.04 each). Based upon our use of this equipment, its versatile performance and relatively inexpensive cost to participate in this program, I request that the current Bobcat loaders (#A3NV21474 and #A3NV21475) be declared surplus and traded in as part of the factory Bobcat Equipment Buy Back Program. Funds were allocated in this year's budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

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



9.

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

January 31, 2014

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

re: Caterpillar Backhoe Trade In and
Declaration of Surplus Equipment

\$95,765 new

Dear Chairman Werner and Committee Members:

Our most recent contract with Milton Cat allows for trading in our current Caterpillar backhoe for a new and unused current model year replacement. Based upon the attached price quote from Milton Cat, prepared in accordance with said contract, it will cost the Town \$6,318.00 for this new piece of equipment. Based upon our use of this equipment, its importance and versatile performance, as well as the relatively inexpensive cost for its replacement, it is requested that the current Caterpillar backhoe (HWY #89, S/N CAT04020FJJWJ01091) be declared surplus and traded in, and that a replacement unit be purchased for the above amount. Funds have been allocated in this year's budget for this purpose, D.HWY 5130 2.23.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

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



10.

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

January 31, 2014

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

re: Renewal of Street Lighting Maintenance Contract
Caccamise Electric

Dear Chairman Werner and Committee Members:

As allowed for in our current agreement with Caccamise Electric, it is recommend that the above contract be renewed for one year in accordance with the terms and conditions of said agreement. The current contract, which provides for maintenance of Town street lighting facilities would then be renewed through December 31, 2014. Funds have been allocated in this year's budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: T. Anderson
M. Beeman
S. Zaso
A. Banker
K. Hall



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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

January 31, 2014

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

re: Authorize Amendatory Agreement
Waste Management of New York
Refuse, Recycling and Dumpster Services for Town Facilities

Dear Chairman Werner and Committee Members:

It is recommend that our 2013 contract with Waste Management of New York be renewed pursuant to the terms of said agreement, under which they will continue to provide refuse, recycling and dumpster services for Town Facilities through December 31, 2014. This expense has been accounted for in the 2014 budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: C. Roscoe
K. Hall
M. Beeman
T. Anderson
M. Hussar
S. Zaso
A. Banker



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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

January 31, 2014

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

re: Renewal of Mowing Contract
Woodgate Landscaping

Dear Chairman Werner and Committee Members:

As allowed for in our current agreement with Woodgate Landscaping, it is recommend that the above contract be renewed for one year in accordance with the terms and conditions of said agreement. The current contract, which provides for the mowing of various Town facilities would then be renewed through December 31, 2014. Funds have been allocated in this year's budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: T. Anderson
M. Beeman
S. Zaso
A. Banker
K. Hall



13.

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

January 31, 2014

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

re: Renewal of Arborist Consulting Contract
Jerry Peterson

Dear Chairman Werner and Committee Members:

As allowed for in our current agreement with Mr. Jerry Peterson, it is recommend that the above contract be renewed for one year in accordance with the terms and conditions of said agreement. The current contract, which provides for consulting arborist services throughout Town would then be renewed through December 31, 2014. Funds have been allocated in this year's budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: T. Anderson
S. Zaso
A. Banker
K. Hall



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

February 3, 2014

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

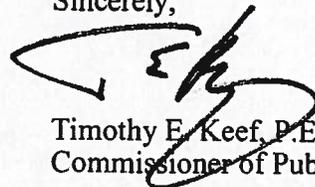
re: Proposed Highway Permit Addendum
Greenlight Networks, LLC

Dear Chairperson Werner and Committee Members:

As you may be aware, Greenlight Networks, LLC will be installing communication facilities within the Meadow Brook neighborhood and is required to procure a permit from the Highway Department to do so. Based upon the nature and scope of the proposed work, an addendum has been prepared that addresses aspects of the installation that is not normally covered by the Highway Permit itself. This document has been reviewed and approved by the Town Attorney. It is therefore recommended that the Supervisor be authorized to execute the attached addendum, which carries no cost implications to the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 meeting in the event that you have any questions regarding this matter.

Sincerely,



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

TEK/wpd

attachments

cc: T. Anderson
M. Guyon
S. Zaso
M. Hussar
K. Gordon



Discussion

15.

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

January 31, 2014

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

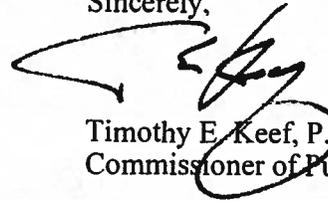
re: Landfill Contracting Services 2014
Recommendation of Agreement Renewal

Dear Chairperson Werner and Committee Members:

As you will recall the Town previously entered into an agreement with Sensenig's Landscape Supply of Geneva, New York, for the above services. Upon inquiring to renew the contract for another year, Sensenig's has proposed to modify the terms of the agreement. Prior to making a recommendation in this regard, I wish to discuss this matter with the Committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2014 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

16.



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: January 28, 2014
Subject: Change in Mileage Reimbursement Rate

I recommend that Your Honorable Body amend the Town Board's Mileage Reimbursement Policy, changing the "business mileage" reimbursement rate to 56 cents per mile (down one-half cent from the current 56.5 cents per mile) effective January 1, 2014.

It has been our practice to utilize the IRS standard mileage reimbursement rate for business use of our employees' personal vehicle. By utilizing the IRS rate we ensure that no record keeping other than a contemporaneous record of business mileage incurred needs to be maintained, and that no employee compensation needs to be recorded by the Town for business mileage reimbursements.

The formal action being recommended to the Town Board is:

- To amend the Mileage Reimbursement Policy, changing the allowable business mileage reimbursement rate to 56 cents per mile where such mileage expenses are incurred in accordance with all other provisions of the Policy, with such amendment effective January 1, 2014.

I would be happy to respond to any questions that members of the Town Board may have regarding this matter. By copy of this memo to the Library Board of Trustees, they are advised of the IRS's action, should they choose to amend the mileage reimbursement rate for Library employees as well.

Copies to: Department Heads
Finance Staff
Library Board of Trustees



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: February 4, 2014
Subject: Year-End Transfers and Amendments to 2013 Town, Special District, and Capital Budgets

Each year, based on a review of year-to-date expenditures, we request Town Board authorization to record needed budget amendments and transfers to resolve any object-level negative balances in the Town and Special District Operating Budgets, and in the Capital Budget, to address:

- the proper classification of expenditures either actual or estimated
- any appropriation shortfalls resulting from actual operations (vs. budgeted)
- any unanticipated expenditures not provided for in the budget

Attached to this memo is a listing of the budget transfers and amendments we are recommending at this time, each marked accordingly.

I would be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Attachment

Copy to: Department Heads

176.

| Transfers | | | FROM | TO |
|---|--------------------|-----------------------------|----------|-----------|
| | | | (DEBIT) | (CREDIT) |
| General Fund (A) | | | | |
| Assessor | | | | |
| Contingency | A.UNDST.1990 4.90 | Contingency | \$30,000 | |
| Assessor | A.ASSOR.1355 1.20 | Part-Time Wages | \$1,000 | |
| Rec Administration | A.REC.7020 1.10 | Full-Time Wages | \$31,000 | |
| Rec Administration | A.REC.7020 8.20 | Employer FICA | \$4,435 | |
| Assessor | A.ASSOR.1355 4.54 | Appraisal Fees | | \$66,435 |
| Public Works | | | | |
| Fire Marshal | A.DPW.3410 8.40 | Medical Premiums | \$305 | |
| Fire Marshal | A.DPW.3410 4.41 | Maint/Repair Services | | \$20 |
| Fire Marshal | A.DPW.3410 4.22 | Telephone Charges | | \$285 |
| Buckland Park | A.DPW.7115 4.43 | Landscaping Services | \$6,800 | |
| Townwide Streetlights | A.DPW.5182 4.11 | Maintenance Supplies | \$1,010 | |
| Townwide Streetlights | A.DPW.5182 4.21 | Electric Charges | | \$7,810 |
| Townwide Sidewalk Snow Removal | A.DPW.5415 1.10 | Full-time Wages | \$350 | |
| Townwide Sidewalk Snow Removal | A.DPW.5415 4.62 | Diesel Fuel | | \$350 |
| Public Works(Parks) and Recreation | | | | |
| Buckland Park | A.DPW.7115 4.43 | Landscaping Services | \$140 | |
| Buckland Park | A.DPW.7115 1.20 | Part-Time Wages | | \$140 |
| Town Clerk | | | | |
| Town Clerk | A.CLERK.1410 4.89 | Misc. Expense | \$110 | |
| Town Clerk | A.CLERK.1410 1.20 | Part-Time Wages | | \$110 |
| Highway (General Fund) | | | | |
| Landfill | A.HWY.8160 1.30 | Overtime | \$1,410 | |
| Traffic Signs/Markings | A.HWY.3310 1.30 | Overtime | | \$1,410 |
| Landfill | A.HWY.8160 4.45 | Equipment Rental | \$1,490 | |
| Parks | A.HWY.7110 4.21 | Gas & Electric Charges | | \$1,490 |
| Town Landfill | A.HWY.8160 4.45 | Equipment Rental | \$215 | |
| Town Landfill | A.HWY.8160 4.21 | Gas & Electric Charges | | \$215 |
| Justice Court | | | | |
| Justice Court | A.JSTCE.1110 4.44 | Contract Personnel Services | \$1,050 | |
| Justice Court | A.JSTCE.1110 1.20 | Part-Time Wages | | \$1,050 |
| Personnel | | | | |
| Supervisor | A.SSVCS.1220 4.49 | Other Contracted Services | \$3,600 | |
| Undistributed | A.UNDST.9000 4.39 | Insurance Admn | \$2,350 | |
| Personnel Office | A.PRSNL.1430 1.20 | Part-Time Wages | | \$2,825 |
| Personnel Office | A.PRSNL.1430 4.53 | Attorney Fees | | \$2,910 |
| Personnel Office | A.PRSNL.1430 8.20 | Employer FICA | | \$215 |
| Recreation | | | | |
| Senior Program | A.REC.6772 4.49 | Other Contracted Services | \$1,355 | |
| Senior Program | A.REC.6772 1.20 | Part-Time Wages | | \$1,235 |
| Senior Program | A.REC.6772 8.20 | Employer FICA | | \$120 |
| Rec Administration | A.REC.7020 1.10 | Full-Time Wages | \$7,000 | |
| Recreation Programs | A.REC.7310 1.20 | Part-Time Wages | \$6,260 | |
| Recreation Programs | A.REC.7310 4.51 | Program Instructor Fees | | \$13,260 |
| Undistributed | | | | |
| Finance Dept. | A.FINCE.1310 4.49 | Other Contracted Services | \$12,720 | |
| Credit Card Fees | A.UNDST.1375 4.89 | Misc. Expenses | | \$12,720 |
| Highway Fund (D) | | | | |
| Road Repair | D.HWY.5110 4.16 | Road Materials | \$58,410 | |
| Machinery | D.HWY.5130 1.10 | Full Time Wages | \$25,475 | |
| Snow & Ice Control | D.HWY.5142 1.10 | Full Time Wages | \$23,220 | |
| Road Repair | D.HWY.5110 1.10 | Full Time Wages | | \$107,105 |
| Machinery | D.HWY.5130 1.30 | Overtime Wages | \$3,335 | |
| Highway Administration | D.HWY.5140 1.10 | Full Time Wages | | \$3,335 |
| Sewer District (SS) | | | | |
| Consolidated Sewer District | SS.SEWER.8120 4.13 | AV Supplies | \$235 | |
| Consolidated Sewer District | SS.SEWER.8120 1.30 | Part-Time Wages | | \$235 |
| Sewer Dist. 87A | SS.SEWER.8125 4.11 | Maintenance Supplies | \$185 | |
| Sewer Dist. 87A | SS.SEWER.8125 4.21 | Gas & Electric | | \$185 |

Year End 2013 Budget Transfers & Appropriations

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| | | | FROM | TO |
|---|--------------------|----------------------------------|----------|----------|
| | | | (DEBIT) | (CREDIT) |
| Appropriations | | | | |
| Supported by Increased Revenue Sources | | | | |
| Ambulance Capital Project | | | | |
| 2013 Ambulance Purchase | H.AMBUL.AMB13 5065 | Contribution from Amb. Dist. | \$46,990 | |
| 2013 Ambulance Purchase | H.AMBUL.AMB13 5731 | BANs | \$45,000 | |
| 2013 Ambulance Purchase | H.AMBUL.AMB13 2.25 | Emergency Vehicles | | \$91,990 |
| ***** | | | | |
| Appropriations | | | | |
| Supported by amounts available in the respective Fund Balance Accounts | | | | |
| Ambulance District (SA) | | | | |
| Ambulance Dist. | SA.AMBUD.3600 9.10 | Transfer to Capital Project Fund | | \$9,490 |
| Street Lighting Districts (SL) | | | | |
| Bel-Air Lighting | SL.LGHTD.5201 4.21 | Gas & Electric Charges | | \$1,180 |
| Council Rock Est. Lighting | SL.LGHTD.5203 4.21 | Gas & Electric Charges | | \$1,325 |
| Houston Barnard | SL.LGHTD.5205 4.21 | Gas & Electric Charges | | \$665 |
| Ferndale Manor | SL.LGHTD.5206 4.21 | Gas & Electric Charges | | \$30 |
| Meadowbrook Lighting | SL.LGHTD.5209 4.21 | Gas & Electric Charges | | \$725 |
| Roselawn Lighting | SL.LGHTD.5210 4.21 | Gas & Electric Charges | | \$1,100 |
| Stuckmar Lighting | SL.LGHTD.5211 4.21 | Gas & Electric Charges | | \$720 |
| Sunnymede Lighting | SL.LGHTD.5212 4.21 | Gas & Electric Charges | | \$250 |
| Victory Lane Lighting | SL.LGHTD.5214 4.21 | Gas & Electric Charges | | \$70 |
| Elmwood Manor Lighting | SL.LGHTD.5216 4.21 | Gas & Electric Charges | | \$190 |
| MCC Complex Lighting | SL.LGHTD.5217 4.21 | Gas & Electric Charges | | \$125 |
| Dunn & Paul Lighting | SL.LGHTD.5218 4.21 | Gas & Electric Charges | | \$30 |
| Metro Industrial Park Lt | SL.LGHTD.5219 4.21 | Gas & Electric Charges | | \$535 |
| Meridian Centre Lighting | SL.LGHTD.5220 4.21 | Gas & Electric Charges | | \$40 |
| Elmwood Terrace Lighting | SL.LGHTD.5221 4.21 | Gas & Electric Charges | | \$45 |
| Deerfield Woods Lighting | SL.LGHTD.5223 4.21 | Gas & Electric Charges | | \$300 |
| Penfield Road Lighting | SL.LGHTD.5224 4.21 | Gas & Electric Charges | | \$130 |
| Refuse Districts (SR) | | | | |
| Roselawn Refuse | SR.RFUSD.8163 4.42 | Refuse Removal Services | | \$55 |
| Rockhill Refuse | SR.RFUSD.8168 4.42 | Refuse Removal Services | | \$5 |
| Houston/Barnard Refuse | SR.RFUSD.8172 4.42 | Refuse Removal Services | | \$5 |
| Rowlands Refuse | SR.RFUSD.8176 4.42 | Refuse Removal Services | | \$10 |
| Evan Farm Refuse | SR.RFUSD.8183 4.42 | Refuse Removal Services | | \$70 |
| Meadowbrook Refuse | SR.RFUSD.8190 4.42 | Refuse Removal Services | | \$10 |



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *SZ*
Date: February 4, 2014
Subject: Contribution to Assessment Update Capital Reserve

I am recommending that Your Honorable Town Board authorize a \$20,000 contribution to the Assessment Update Capital Reserve from unassigned General Fund balance as of 12/31/13. This contribution will bring the balance in the Assessment Update Capital Reserve to \$81,410. This reserve is to be used for Town-wide assessment updates of real property.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Cc: E. Ainsworth

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SUZANNE ZASO, DIRECTOR OF FINANCE
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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *SZ*
Date: February 4, 2014
Subject: Close-Out of Capital Projects and Transfer Funds

I recommend that your Honorable Body approve the closing of the following completed or never utilized Capital Projects on 12/31/13 and to allow the Finance Director to make all related accounting entries for same:

- Storm Sewer Improvements Project to the Debt Service Fund in the amount of \$47,618.43 (project completed)
- Highland Avenue Reconstruction Project to the Highway Fund in the amount of \$50,984.11 (project completed)
- Library/Town Hall Building Connection Project to the Quality of Life Reserve in the General Fund in the amount of \$24,977.48 (no project action)

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.