

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

**Meeting Date: Tuesday, March 4, 2014 (3:30 pm)
Location: Auditorium, Brighton Town Hall**

1. Discussion (Highway) – Follow-up discussion with Tim Keef regarding the contract with Sensenig’s Landscape Supply of Geneva, NY for landfill contracting services.
2. Discussion (Public Works) – Discussion with Tim Keef regarding three driver feedback radar units along Elmwood Avenue (see letter from T. Keef).
3. Declare Vehicles as Surplus for Auction (Police) – Request from Chief Mark Henderson for Town Board action to declare two Ford Crown Victoria Police vehicles as surplus and authorize for auction (see letter from M. Henderson).
4. Contract Renewal for Police Vehicle Set-Up (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute a renewal agreement with Task Force Lighting for Police vehicle set-up services in 2014 at a rate of \$25 per hour (an increase of \$3/hr.) (see letter from M. Henderson).
5. Contract for Vehicle Striping (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Southpaw Designs for vehicle striping services for 2014 with options to renew for up to three years (see letter from M. Henderson).
6. Contract Renewal for Geese Control services (Police Dept. – Animal Control) – Request from Chief Mark Henderson for Town Board action authorizing the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2014 (no service for the month of July) at a monthly cost of \$650 (see letter from M. Henderson).
7. Contract Renewal for Live Internet Video Streaming and Video-on-Demand Services (Cable) – Request from MaryAnn Hussar for Town Board authorization to renew an agreement with Leightronix, Inc. for live internet video streaming and video-on-demand hosting services from 4/25/14 to 4/24/15 in an amount not to exceed \$4,788 (see memo from M. Hussar).
8. Amend Personnel Policies (Personnel) – Request from Gary Brandt and Supervisor William Moehle for Town Board action to amend the personnel policies for Equal Employment Opportunity and Non-Discrimination to include the term “gender identity or gender expression” (see memo from G. Brandt and W. Moehle).

9. Adopt Personnel Policy for Living Wage (Personnel) – Request from Gary Brandt and Supervisor William Moehle for Town Board action to adopt a personnel policy for Living Wage for all full-time permanent non-represented employees as defined by the City of Rochester Code (see memo from G. Brandt and W. Moehle).
10. Closing of Storm Sewer Debt Funds (Finance) – Request from Suzanne Zaso for Town Board action to close the remaining debt service funds for the 2007 Storm Sewer project to the Highway Fund (see memo from S. Zaso).
11. Budget Amendment for Ongoing Capital Projects (Finance Dept.) – Request from Suzanne Zaso for Town Board Authorization to amend the 2014 Capital Budgets and to re-appropriate the unexpended balances of appropriations provided for in the ongoing capital projects (see memo and budget appropriation listing from S. Zaso).
12. Discussion - Discussion and review with Suzanne Zaso of proposed draft amendments to the Town's Charge Card Use Policy.

The next regularly scheduled meeting of the FASC will be held **Tuesday, March 18, 2014, 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.



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

10 revised

March 4, 2014

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

re: Landfill Contracting Services 2014 and
Recommendation of Agreement Modification and Renewal

Dear Chairperson Werner and Committee Members:

As you will recall the Town previously entered into an agreement with Sensenigs Landscape Supply of Geneva, New York, for the above services approximately three years ago. Sensenigs has requested that the Town consider amending the agreement based upon the availability of excess yard waste material and market conditions. As proposed, the modified terms of the contract would be for an annual \$8,000 flat fee paid to the Town for all material that Sensenig's would process, as well as extending the ability for the Town to renew an additional three years beyond this year's renewal. While this change would be a reduction in revenues realized from the past few years, the likelihood of the Town incurring charges to process our yard waste remains a distinct possibility if we were to solicit proposals for this service. Therefore, based upon today's discussions at FASC, as well as the quality job that Sensenig's has provided to the Town, I would recommend modifying our current contract as outlined above.

Sincerely,

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

TEK/wpd

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

February 28, 2014

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

re: Elmwood Avenue Driver Feedback Radar Units Agreement
Monroe County Department of Transportation (MCDOT)

Dear Chairman Werner and Committee Members:

As you may be aware, the above 3 driver feedback signs situated along Elmwood Avenue east of the 12 Corners have had varying levels of operation over the years due to being solar powered and the idiosyncracies associated with their respective locations. Last year MCDOT contacted me to discuss the performance of these three units, and at that time, the County indicated they were considering the removal of these units as they were not functioning properly, as well as due to their age being approximately 7 years old. As these units were installed as part of the County's Elmwood Avenue Reconstruction project (again, approximately 7 years ago), my initial response was that they shouldn't be removed as they provide an important service to the community and the motoring public. Subsequently, I suggested that the County may wish to consider transferring these units to the Town in lieu of removing them, which the County has indicated is a possibility. Therefore, I would like to discuss this matter further with your Committee prior to proceeding any further in this regard.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 4, 2014 meeting, so that we do so.

Sincerely,

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

TEK/wpd

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



La Revised

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

March 4, 2014

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

re: Elmwood Avenue Driver Feedback Radar Units Agreement
Monroe County Department of Transportation (MCDOT)

Dear Chairman Werner and Committee Members:

Pursuant to today's discussion at the FASC meeting, it is recommended that Town proceed with accepting the three driver feedback signs situated along Elmwood Avenue, east of the 12 Corners, as donated surplus property from the MCDOT. By doing so, it will insure that these units will remain in service along Elmwood Avenue within the Town. Accepting these units does not obligate the Town to maintain or replace them in the future. As always, thank you for your consideration.

Sincerely,

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

TEK/wpd

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

FASC.MCDOT.ELMWOOD.RADAR.UNITS.FEB.2014.02



Purchasing and Central Services

Monroe County, New York

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Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

Acknowledgment & Release For Donated Surplus Property

TO: Monroe County Purchasing Manager

I, _____ representing _____,
acknowledge that the item(s) listed below have been donated to _____ for a
value of approximately \$ _____.

I further acknowledge that the items listed below have been accepted by me on an "as-is,
where-is" basis and that the County has made no representation that any of the items are
operable or acceptable for use and that the County has no further obligation or liability upon my
organization's receipt of these items.

I hereby release the County from any further obligation or liability with respect to the
item(s) received by me on this date.

Signature

Municipality / Not-for-Profit Name

Printed Name

Address

Date

City, State, Zip

ITEMS

(List each item and serial number, if applicable. Use an additional page, if necessary.)

Effective 7/7/07, Revised 6/1/10



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

February 25, 2014

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

RE: Vehicle Surplus Auction

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than had we disposed of them ourselves.

The auction will be held in the spring and I request that the vehicle listed below be declared surplus.

Control 96	2009 Ford Crown Victoria	2FAHP71V39X140713
Control 78	2005 Ford Crown Victoria	2FAHP71W15X171722

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicles to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo



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

February 28, 2014

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

RE: 2014 Task Force Lighting Contract

Dear Board Members:

In 2013, the Police Department utilized the services of Task Force Lighting for the set-up of our police vehicles. Task Force Lighting was the lowest responsible bidder. The agreement included an option to extend the contract up to three additional years at the mutual consent of both parties. There has been a request from the Contractor to increase the rate of pay from \$22.00 per hour to \$25.00 per hour for 2014. This slight increase is still well below the competing vendors that provided pricing in 2013.

I would recommend that with an amendment to the agreement, the Town Board renew the contract with Task Force Lighting.

Respectfully,

Mark T. Henderson
Chief of Police

jpo:MTH

xc: Dan Aman, Town Clerk

AMENDMENT #1 TO THE CONTRACT FOR TASK FORCE LIGHTING

4/6

This Amendment, made as of January 1, 2014, is to the Agreement made as of January 1, 2013 between the Town of Brighton, with offices at 2300 Elmwood Avenue, Rochester, NY 14618, and Task Force Lighting, with its principal place of business at 590 Salt Road, Webster, NY 14580, which Agreement is hereby amended as follows:

Section 2a (Rate and Payment): the Town and the Contractor hereby agree to provide services listed in section 1 at a new rate of \$25.00 per hour, not to exceed 30 hours of service per vehicle without permission from the Brighton Police Department pending unforeseen circumstances.

All other terms and conditions as provided in the original Agreement made as of January 1, 2013 (and hereby renewed for calendar year 2014) will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed Amendment #1 to the Agreement as shown below.

1

William Moehle, Supervisor
Town of Brighton

Date

Jerry Fedele, President
Task Force Lighting

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

February 28, 2014

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

RE: Vehicle Striping Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Southpaw Designs and the Town of Brighton for the provision of vehicle striping services. This contract is for the period beginning January 1, 2014 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. Southpaw graphics submitted the lowest price per unit. The total cost to stripe a vehicle with Southpaw Designs will be \$540.

Please do not hesitate to contact me should have any further clarification or have any questions.

Respectfully,

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

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

5b
6-25

TOWN OF BRIGHTON
REQUEST FOR QUOTATION - NOT AN ORDER

DEPARTMENT 3170 POLICE
APPROPRIATION CODE 3170 2.29

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

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	STRIPING OF POLICE VEHICLES 2014		540 ⁰⁰

DELIVERY LOCATION _____ TERMS _____

VENDORS CONTACTED:

- NAME SOUTHPAW DESIGNS DATE QUOTED 1-22-14
 ADDRESS 4655 CULVER ROAD PRICE OR BEST ESTIMATE 540⁰⁰
ROCHESTER NY 14622 DELIVERY DATE _____
 PHONE (585) 342-2335 ACCEPTED () REJECTED ()
- NAME EWING LETTER + GRAPHICS DATE QUOTED 1-10-14
 ADDRESS 6101 LOOMIS ROAD PRICE OR BEST ESTIMATE 679⁴¹
FARMINGTON NY 14425 DELIVERY DATE _____
 PHONE (585) 974-8370 ACCEPTED () REJECTED ()
- NAME SIGN IMPRESSIONS DATE QUOTED NO RESPONSE
 ADDRESS SIGNARAMA PRICE OR BEST ESTIMATE _____
 PHONE (585) 723-0420 DELIVERY DATE _____
 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.R.
DEPARTMENT PURCHASING AGENT

2-28-14
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

February 28, 2014

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

RE: Geese Control Contract

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Geese Control of New York and the Town of Brighton for the provision of geese control in the Town of Brighton. This contract is for the period beginning April 1, 2014 through November 30, 2014, with no service for the month of July.

I hereby recommend acceptance of the agreement as presented by Geese Control of New York for services to the Town for the stated time period. Geese Control of NY will keep the rates the same as 2013 at \$650 per month. There are no other vendors in the area that provide this service.

Thank you for your consideration. I will be happy to answer any questions you may have regarding this request.

Sincerely,

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

Mark T. Henderson
Chief of Police

MTH:jpo
attachment

c: Captain David Catholdi
David Ewell, Animal Control Supervisor



MARYANN HUSSAR Assistant to the Supervisor
2300 Elmwood Avenue
Rochester, NY 14618

MEMORANDUM

TO: Members of the Finance and Services Committee
The Honorable Town Board
FROM: MaryAnn Hussar, Assistant to the Supervisor *(Signature)*
Date: February 28, 2014
Subject: Approval to renew agreement with Leightronix Services Inc. to provide Video on-demand and live streaming professional services for the period April 25, 2014 –April 24, 2015.

The Town's current agreement with Leightronix Services Inc. is due to expire on April 25, 2014. The Leightronix hardware owned by the Town that enables these services, are all proprietary/vendor specific to Leightronix.

Therefore;

- Since this hardware has been found not to be compatible with any other service provider
- Our financial investment made on this hardware is fairly recent
- In order to contract with another service provider, it would require an additional financial investment in new hardware,

I request approval to renew our current agreement with Leightronix Services Inc.

Provided Services from Leightronix Services Inc. will be as required by the Town and will include, but will not be limited to the following:

- Web Media Hosting Services
- Video-on-demand Services
- Live video streaming services
- Archived Video web storage

Thank you.

c.c. Susan Wentworth, IT Coordinator

mah



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Ja.

TO: Christopher Werner, Chair, Finance & Admin. Services Committee

FROM: William Moehle, Supervisor

Gary Brandt, Director of Personnel & HR *[Signature]*

DATE: February 28, 2014

RE: Amendment to Personnel Policy 2.12, Equal Employment Opportunity
and Personnel Policy 2.4, Non-Discrimination

In our efforts to continue to keep our Personnel Policies as inclusive, respectful and protective as possible of all employees and applicants for employment, it is recommended that the Town Board amend the above captioned Personnel Policies to include protections for gender identity and/or gender expression. Hence, with the approval of the Town Board, we will add the terms "gender identity and gender expression" to the protected groups in the text of Policy 2.12 and Policy 2.4.

I have attached copies of both policies, as amended, for your review.

c: S. Zaso, Director of Finance

M. Hussar, Assistant to the Supervisor



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PERSONNEL POLICIES & PROCEDURES

Employment Policies & Procedures

Subject: **Equal Employment Opportunity
Non-discrimination**

Policy:

The Town of Brighton is an equal opportunity employer and does not discriminate on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, non-disqualifying disability or other legally protected characteristic. The Town's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotion, discipline, termination, compensation and other terms, conditions and privileges of employment.

Legal Basis:

Title VII of the 1964 Civil Rights Act
Age Discrimination in Employment Act (ADEA)
Equal Pay Act of 1963
State fair employment laws

**Procedure for Reporting
Discrimination:**

The Town of Brighton treats claims of discrimination seriously. If you believe that you have been the victim of discrimination or observe such conduct directed towards another, immediately report the conduct to your supervisor and the Personnel Director. If you feel uncomfortable reporting the alleged discrimination to your supervisor, report your concerns to the Personnel Director directly. The confidentiality of your communications and concerns will be preserved to the greatest extent possible. Upon receiving a report of discrimination the Town will take appropriate responsive action and appropriate remedial/corrective action when complaints are substantiated.



PERSONNEL POLICIES & PROCEDURES

Employment Policies & Procedures

Subject: **Non-Harassment**

Policy:

It is the Town of Brighton's policy that all employees have the right to work in an environment free of all forms of harassment. The Town does not condone, and will not tolerate, any form of harassment.

Prohibited Activity:

No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.

Employees shall not make offensive or derogatory comments or actions based on age, race, color, sex, sexual orientation, gender identity or expression, marital status, creed, religion, national origin, non-disqualifying disability or other protected classification either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal law and is also considered misconduct subject to disciplinary action by the Town.

It is against Town policy for any worker, male or female to harass another worker by: making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct.

It is against Town policy for any worker, male or female, to harass another worker or to create a hostile or offensive working environment. Examples of prohibited conduct include, but are not limited to the following:

Formerly "Harassment of Town Employees"
Adopted 5/13/92; Rev 3/12/03, 3/12/14

2.4

The policies and procedures contained in this manual are not intended to create a contract of employment. The contents of this manual may be changed, modified and deleted by action of the Town of Brighton Town Board at any time.



PERSONNEL POLICIES & PROCEDURES

Employment Policies & Procedures

Subject: Non-Harassment

Prohibited Activity:

- Physical assaults on another employee, including but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults; and
- Intentional physical conduct that is sexual in nature, including but not limited to, touching, pinching, patting, or brushing up against another employee's body; and
- Unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; and
- Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.

It is against Town policy for any worker to subject another worker to any form of retaliation or discipline for pursuing a harassment complaint.

It is against Town policy for any worker to make false and malicious harassment complaints.



PERSONNEL POLICIES & PROCEDURES

Employment Policies & Procedures

Subject: Non-Harassment

Consequences:

All workers, including supervisors and department heads, will be subject to severe discipline, up to and including discharge, for any act of harassment, sexual or otherwise, they commit.

Guidelines:

Each supervisor will be responsible for preventing acts of harassment. This responsibility includes, but is not limited to the following:

- Monitoring their assigned work environment for signs that harassment may be occurring;
- Advising all employees on the types of behavior prohibited, and the procedures for reporting and resolving complaints for harassment;
- Taking appropriate steps to intervene with respect to any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his or her line of supervision; and

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PERSONNEL POLICIES & PROCEDURES

Employment Policies & Procedures

Subject:

Non-Harassment

- Each supervisor has the responsibility to assist any employee of the Town who comes to that supervisor with a complaint of harassment in documenting and filing such complaint;

Guidelines:

Each employee of the Town is responsible for assisting in the prevention of harassment through;

- Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
- Reporting acts of harassment to a supervisor; and
- Encouraging any employee, who confides that he or she is being harassed, to report these acts.

Procedure for Reporting Harassment:

The Town of Brighton treats claims of harassment seriously. If you believe that you have been the victim of harassment, or observe such conduct directed towards another, immediately report the conduct to your supervisor and the Personnel Director. If you feel uncomfortable reporting the alleged discrimination or harassment to your supervisor, report your concerns to the Personnel Director directly. The confidentiality of your communications and concerns will be

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PERSONNEL POLICIES & PROCEDURES

Employment Policies & Procedures

Subject:

Non-Harassment

preserved to the greatest extent possible. Upon receiving a report of discrimination or harassment, the Town will take appropriate responsive action and will take appropriate remedial/corrective action when complaints are substantiated.



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

9a

TO: Christopher Werner, Chair, Finance & Admin. Services Committee

FROM: William Moehle, Supervisor

Gary Brandt, Director of Personnel & HR

DATE: February 28, 2014

RE: Adoption of Living Wage Personnel Policy

The Town of Brighton believes that each permanent full time employee with the Town should be paid an hourly wage sufficient to support themselves and their family on the base hourly wage in our employee salary schedule. To ensure that this is possible, the Town will create a Living Wage policy. Under the policy all full time permanent non-represented employees will be paid the area Living Wage rate, as defined in the City of Rochester Code, Section 8A-18. The Town will revise the Living Wage annually, on January 1st of each year and such annual revisions will be reflected in the annual Town of Brighton employee salary schedule.

The increased cost to the Town is minimal, but the adoption of this new Personnel Policy will place the Town in a leadership position in the Rochester community with respect to providing a living wage for all permanent full time employees.

I have attached this policy for your review and discussion.

c: Suzanne Zaso, Director of Finance

MaryAnn Hussar, Assistant to the Supervisor



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DRAFT

PERSONNEL POLICIES & PROCEDURES

Compensation Policies & Procedures

Subject: Living Wage

Policy: All full time permanent Town employees shall be paid a Living Wage. The Living Wage shall be consistent with Section 8A-18 of the Rochester, New York City Code, and the hourly wage rate shall be the identified rate in City Code Section 8A-18 as the rate "with health insurance"; The Town of Brighton rate will be modified on January 1st of each year to remain consistent with the City of Rochester Code Section 8A-18 then in effect. This policy shall not apply to any Town of Brighton employees that are covered and paid under the terms of a collective bargaining agreement.

Benefit Impact: This policy is to ensure that all full time permanent Town of Brighton employees are paid a wage or salary sufficient to remain above the poverty line for a family of four living in the Rochester area.

Requesting Procedure: Annually, on January 1st of each fiscal year, the Town's Salary Schedule shall automatically be revised to reflect the current Living Wage as

9c

certified in City of Rochester City Code Section 8A-18, Living Wage with health insurance benefits.

Effective Date:

This policy shall be effective on April 1, 2014



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
Date: March 4, 2014
Subject: Transfer Storm Sewer Debt Service Funds

I am recommending that the Town Board authorize the transfer of the remaining debt service funds from the Storm Sewer capital project in the amount of \$47,618.43 back to the Highway Fund where funding was originated as there is no remaining debt on the project.

My formal request to the Town Board is to authorize the transfer of \$47,618.43 from the Debt Service Fund to the Highway Fund.

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: Tim Keef
Amy Banker



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

(Handwritten initials)

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *sz*
Date: March 3, 2014
Subject: Appropriation/Re-Appropriation of Capital Projects Budgets

With regard to ongoing capital projects initiated in the 2013 or prior years, I recommend that Your Honorable Body authorize the Finance Department to take the following action, as detailed in the attached "Capital Budget Appropriation/Re-Appropriation Journal Entry for 2014:

- To re-appropriate the balances of estimates for all unrealized revenues and all unexpended, unencumbered appropriations relating to ongoing capital projects initiated in years prior to 2014, and
- To appropriate into each capital project budget any interest earned on project monies through 12/31/2013, thereby providing additional spending authorization and excluding interest earned on borrowed funds (that have been properly transferred to the Debt Service Fund), and
- To direct and empower the Director of Finance to make any and all necessary accounting entries to implement the Town Board's intended actions with regard to this matter.

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.

Attachment

Copy to: T. Keef
M. Guyon
A. Banker

11/6
revised

TOWN OF BRIGHTON			
2014 CAPITAL PROJECT BUDGETS			
Appropriation/Re-Appropriation of Prior-Year "Open" and "New" Capital Projects			
Capital Project Description	Budget Code	Debit	Credit
Ambulance Purchase 2013 (AMB13/AM13)			
Ambulance 13 - BANS Redeemed from Approp.	H.AMBUL.AMB13.5731	\$45,000.00	
Fire Alarm System - Town Hall and Operations Center - (ALARM/ALRM)			
Fire Alarm System - Serial Bonds	H.BLDGS.ALARM 5710	\$163,190.00	
Fire Alarm System - Building Improvements	H.BLDGS.ALARM 2.63		\$20,824.00
Fire Alarm System - Attorney Fees	H.BLDGS.ALARM 4.53		\$2,098.47
Fire Alarm System - Fiscal Advisor Fees	H.BLDGS.ALARM 4.56		\$1,530.18
Town Hall/Public Safety Wing Roof (ROOF/ROOF)			
Roof - Serial Bonds	H.BLDGS.ROOF 5710	\$376,740.00	
Roof - Attorney Fees	H.BLDGS.ROOF 4.53		\$937.37
Roof - Fiscal Advisor Fees	H.BLDGS.ROOF 4.56		\$655.54
Corwin Road Bridge Maintenance (COWRN/CRWN)			
Corwin Road Bridge - New York State Aid	H.BRIDG.CORWN.3580	\$60,105.03	
Corwin Road Bridge - Federal Aid	H.BRIDG.CORWN 4580	\$277,070.74	
Corwin Road Bridge - Transfer from Highway Fund	H.BRIDG.CORWN 5015	\$9,025.43	
Monroe Avenue Green Street Project (MAGSP/MAGS)			
Monroe Ave Green St. Proj - New York State Aid GIGP Grant	H.GIGP.MAGSP.3992	\$1,565,000.00	
Monroe Ave Green St. Proj - Drain Infrastructure	H.GIGP.MAGSP.2.81		\$769,700.00
Monroe Ave Green St. Proj - Dept Chg HWY	H.GIGP.MAGSP.4.01		\$500,000.00
Monroe Ave Green St. Proj - DptchgProj	H.GIGP.MAGSP.4.03		\$40,000.00
Monroe Ave Green St. Proj - Engnr Fees	H.GIGP.MAGSP.4.52		\$18,405.00
Monroe Ave Green St. Proj - Attrny Fees	H.GIGP.MAGSP.4.53		\$24,728.47
Library HVAC Unit			
HVAC - Serial Bonds	H.LIBRY.HVAC 5710	\$67,500.00	
HVAC - Building Improvements	H.LIBRY.HVAC 2.63		\$124,530.61
HVAC - Engineering Fees	H.LIBRY.HVAC 4.52		\$469.39
HVAC - Attorney Fees	H.LIBRY.HVAC 4.53		\$336.24
HVAC - Fiscal Advisor Fees	H.LIBRY.HVAC 4.56		\$147.90
Park Planning and Investigation Project:			
Park Planning/Investigation - Planning/Consulting Services	H.PARKS.PLAN.4.49		\$40,690.74
Park Planning/Investigation - Planning/Consulting Services	H.PARKS.PLAN.4.49		\$41,471.67
Park Planning/Investigation - Planning/Consulting Services (approp. Int.)	H.PARKS.PLAN.4.49		\$141.63
Highland Park / Canalway Trail Project (PARKS/TPTRL)			
Highland Park / Canalway Trail - Intergovernmental Fees (City of Rochester)	H.PARKS.TPTRL 2389	\$32,763.46	
Highland Park / Canalway Trail - Federal Aid	H.PARKS.TPTRL 4585	\$237,833.41	
Highland Park / Canalway Trail - EsmntRgtWy	H.PARKS.TPTRL.2.69		\$200,000.00
Highland Park / Canalway Trail - Engineering Fees	H.PARKS.TPTRL.4.52		\$27,358.84
Highland Park / Canalway Trail - Misc Expense (approp. Interest)	H.PARKS.TPTRL.4.89		\$2.54

11/6/2014

TOWN OF BRIGHTON			
2014 CAPITAL PROJECT BUDGETS			
Appropriation/Re-Appropriation of Prior-Year "Open" and "New" Capital Projects			
<u>Capital Project Description</u>	<u>Budget Code</u>	<u>Debit</u>	<u>Credit</u>
<u>Technology Improvements 2011</u>			
Technology Improvements - Audio Visual Equipment	H.TECH.2011 2.14		\$2,674.12
Technology Improvements - Computer Software/Supplies	H.TECH.2011 4.15		\$7,518.15
<u>Dump Truck - Highway - DMP11/DM11</u>			
Dump Truck - Serial Bonds	H.TRUCK.DMP11 5710	\$176,570.00	
Dump Truck - Attorney Fees	H.TRUCK.DMP11 4.53		\$702.39
Dump Truck - Fiscal Advisor Fees	H.TRUCK.DMP11 4.56		\$369.28
<u>Sn. Keating Blvd - (SNKTG/SNKT)</u>			
Sn. Keating Blvd - Engineering Fees	H.CAPRJ.SNKTG 4.52		\$8,772.84