

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

**Meeting Date: Tuesday, July 1, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Adoption of Standard Work Day and Reporting Resolution – Request from Suzanne Zaso to Town Board action to adopt a Standard Workday and Reporting Resolution for Elected and Appointed Officials who began a new or subsequent term on 1/1/14 or were appointed by such officials. The purpose of this resolution is for reporting service time to the New York State Employees' Retirement System (see memo from S. Zaso).

2. Discussion – Discussion with Suzanne Zaso regarding amending the existing Town Procurement Guidelines and Procedures to incorporate best value pricing, if approved by the Town Board, and any other recommended amendments.

The next regularly scheduled meeting of the FASC will be held **Tuesday, July 15, 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.



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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: July 1, 2014
Subject: New York State Retirement System Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Per Regulation 315.4 of the New York State Retirement System, attached are a Standard Work Day and Reporting Resolution that is required to be adopted by the Town Board. The resolution covers elected Town officials who began a new or subsequent term on 1/1/14 and any appointed positions of those officials who are members of the NYS and Local Retirement System. The days per month reported on this resolution for elected and appointed Town officials who do not participate in the Town's time keeping system were calculated based upon the individual's Record of Activities (log) detailing hours worked on Town business for a 90 day period since the appointment or term commencement or based upon recertification of a prior Record of Activity.

I am recommending that the Town Board adopt the attached Standard Work Day and Reporting Resolution for Elected and Appointed Officials.

Copy to: G. Brandt