

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

Meeting Date: Tuesday, May 1, 2018 (3:30 p.m.)

Location: Stage Conference Room, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the April 17, 2018 meeting.
2. Authorize 2018 Budget Appropriation for purchase of equipment as outlined in the 2018 CIP Plan (Finance Department) – Request from Paula Parker for Town Board action to authorize appropriations totaling \$298,500 (General Fund: \$67,470; Highway Fund: \$209,250; Consolidated Sewer District \$21,780) for the purpose of purchasing some of the less costly equipment as outlined in the 2018 CIP (see memo from P. Parker).
3. Bid Award for Blossom Road Sanitary Sewer Improvements (Public Works) – Request from Mike Guyon for Town Board action to award the contract to Villager Construction, Inc. in the amount not to exceed \$395,945 (includes bid amount of \$359,950 plus 10% contingency \$35,995) with the Supervisor authorized to execute all change orders within the 10% contingency. It is noted that the public hearing being held on May 9th and the amendment resolution to the original bond amount of \$350,000, if adopted, will authorize the utilization of the additional cost of \$89,545 from the assigned, unappropriated fund balance in the consolidated sewer district (see memo from M. Guyon).
4. Clean Energy Block 3 Grant application authorization (Public Works) – Request from Mike Guyon for Town Board action to authorize the preparation and application for a Monroe County Community Development Block Grant (CDBG) in the amount of \$5,000. Said funds, if awarded, will be utilized to off-set the cost of the replacement and installation of the LED lighting at the Highway/Sewer facility and other locations as appropriate (see memo from M. Guyon).
5. Authorize budget transfer within same department (Public Works) – Request from Evert Garcia for Town Board action to authorize a budget transfer in the amount of \$500 from A.DPW.1490.2.15 (Copy Equipment) to A.DPW.1490.4.12 (Office Supplies) to facilitate the purchase of the necessary in and paper supplies for the newly purchased plotter (see memo from E. Garcia).

The next regularly scheduled meeting of the FASC will be held Tuesday, May 15, 2018 at 3:30 p.m. 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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Town of
Brighton

Finance Department

Paula Parker
Director of Finance

April 27, 2018

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

Dear Honorable Members,

As part of the 2017 Audit review and a review of our fund balances as related to the Town's Fund Balance Policy, I would like to request authorization to make appropriations totaling \$298,500 for the purpose of purchasing, without issuing bonds, some of the lesser expensive pieces of equipment and projects as approved in the 2018 CIP plan. I have prepared an option for your review.

I would recommend the Town appropriation as follows:

General Fund (A): \$ 67,470

- Purchase of one Recreation Van - \$40,000 (A.REC.7020.2.22)
- Building Lighting Upgrade in Highway /Sewer Facility -Total \$41,000 with 2/3 (\$27,470) A.HWY.5132.2.60

Highway Fund (D): \$209,250

- Replace #75 Small Sign/Service Truck \$44,500 (D.HWY.5130.2.22)
- Replace #64 Small Dump Truck \$44,500 (D.HWY.5130.2.22)
- Purchase two Bobcat T450 Compact Track Loaders with attachments \$103,500 (D.HWY.5130.2.23)

Consolidated Sewer District (SS): \$21,780

- Building Lighting Upgrade in Highway /Sewer Facility -Total \$41,000 with 1/3 (\$21,780) (SS.SEWER.8120.2.60)

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.

Sincerely,

Paula Parker
Director of Finance

OPTION #1 APPROPRIATE A TOTAL OF \$298,500		GENERAL	HIGHWAY	SEWER
CURRENT FUND BALANCE AS OF 12/31/17* (Sewer District Blossom Road \$89,545)		\$3,266,658	\$1,618,737	\$312,278
Approved Fund Balance Ratio		15 - 20%	10 - 15%	15 - 20%
2018 Authorized Appropriations		\$17,462,764	\$5,526,190	\$1,944,550
	CURRENT Fund Balance Ratio	18.71%	29.29%	16.06%
Recommended Appropriation (See below for details)		\$40,000	\$192,500	
for equipment purchases (2/3 highway and 1/3 Sewer District Split) (See below for details)		\$27,470	\$16,750	\$21,780
	TOTALS TO BE APPROPRIATED:	<u>\$67,470</u>	<u>\$209,250</u>	<u>\$21,780</u>
NEW ANTICIPATED Fund Balance		\$3,199,188	\$1,409,487	\$290,498
New Fund Balance Ratio		18.32%	25.51%	14.94%
Approved Fund Balance Ratio		15 - 20%	10 - 15%	15 - 20%
General / Sewer** Fund Equipment				
Recreation Van		\$40,000		
**Small Vehicle Lift (Total \$25,000 - 2/3 (Highway) 1/3 (Sewer) split			\$16,750	\$8,250
**Building Lighting Upgrade* (Total \$41,000 - 2/3 (Highway) 1/3 (Sewer) split		\$27,470		\$13,530
* Grant and/or rebates of approximately \$5K may offset the total cost)				
Highway Fund Equipment				
#75 Small Sign/Service Truck (6-Wheel cube box, cab, chassis, van body, set up)			\$44,500	
#64 Small Dump Truck (6-Wheel cab, chassis, service body & set up costs)			\$44,500	
#19 Snow Plow Tractor plus New Tractor (2 will be purchased @ \$51,750 each with attachments)			\$103,500	
	TOTALS TO BE APPROPRIATED:	<u>\$67,470</u>	<u>\$209,250</u>	<u>\$21,780</u>
OPTIONAL Highway Fund Equipment				
#43 Brush Truck(6-WH extended dump, cab, chassis, stand-up right entry, dump body, set up costs)			\$0	
#60 - Plow Truck (6-WH dump, cab, chassis, all season dump body, snow plow equipment, set up costs)			\$0	
TOTAL OPTIONAL EQUIPMENT			\$0	
	TOTALS FOR ALL FUNDS	<u>\$67,470</u>	<u>\$209,250</u>	<u>\$21,780</u>
TOTAL TO BE APPROPRIATED: \$ 298500				
TOTAL REMAINING FOR DEBT SERVICE: \$129,500 + 241,200 + 129,500 = \$ 491,665				
Sewer Equipment on CIP = \$65,665 + 55,300 = \$120,965 Plus \$241,200 Plus \$129,500 = \$ 491,665		\$491,665		

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TOWN OF BRIGHTON	
2018-2020 CAPITAL IMPROVEMENT PLAN (CIP)	
ITEMS ANTICIPATED FOR BONDING	
	2018 Plan
Department / Category / Item Description:	Borrow
HIGHWAY DEPARTMENT	
HIGHWAY - HEAVY EQUIPMENT	
Large Trucks	387,000
Small Dump Trucks	46,850
Service / Utility Trucks	45,600
Tractors	92,000
GROUP TOTAL	571,450
HIGHWAY-SEWER OPERATIONS	
Improve lighting in garage and Salt Barn to LED	36,975
Replace Small Vehicle Lift in Mech Garage	24,100
GROUP TOTAL	61,075
TOTAL HWY DEPARTMENT	632,525
DEPARTMENT OF PUBLIC WORKS (DPW)	
DPW_CIP_14 - Browncroft Lighting District	54,100
TOTAL DEPT. OF PUBLIC WORKS	54,100
GENERAL GOVERNMENT	
RECREATION DEPARTMENT	
Recreation Vehicle Replacement Program	40,000
TOTAL RECREATION	40,000
CONSOLIDATED SEWER DISTRICT	
Equipment	
Small Dump Trucks	65,665
Sewer Cameras	55,301
GROUP TOTAL	120,966
TOTAL SEWER DISTRICT	120,966
GRAND TOTALS	847,591

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2018 Bonded Items Description and Estimated Costs

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- 60 Plow Truck: Replace 6 WH dump/plow truck with new. Truck includes cab and chassis, all season dump body with plow equipment, including incidental set up costs.
Est Cost: \$241,168
- 43 Brush Truck: Replace 6 WH extended chassis dump truck with new. Truck includes cab and chassis, with stand up right hand entry, dump body, including incidental set up costs
Est Cost: \$129,013
- 75 Sign Truck: Replace existing 6 wheel cube box truck with new. New truck includes cab and chassis with service van body, including incidental set up costs.
Est Cost: \$43,018*
- 64 Small Dump Truck: Replace existing small 6 wheel dump truck with new. New truck includes cab and chassis with dump body, including incidental set up costs.
Est Cost: \$43,773*
- ✓ 19 Tractor**: Replace existing sidewalk snow plow tractor with new. New tractor includes enclosed cab, "V" plow and snow blower attachments, including incidental set up costs.
Est Cost: \$53,600
- ✓ New Tractor**: Purchase new tractor for sidewalk snow removal. Tractor includes enclosed cab, "V" plow and snow blower attachments, including incidental set up costs.
Est Cost: \$53,600
- ✓ Building lighting upgrade: Remove existing HPS and fluorescent lighting in Operations Center truck garage, mechanic's garage and salt barn and replace with new energy efficient LED lighting. Cost includes replacing existing fixtures or lamps with new LED fixtures and lamps, disposing of old and contingency for unknown conditions.
Est Cost: \$40,845***
- ✓ Vehicle Lift: Remove existing small hydraulic vehicle lift in mechanics garage and replace with new relocated lift. Costs include removing existing hydraulic lift, patching of the concrete floor and installing a new hydraulic lift at a new location.
Est Cost: \$25,000

* 2018 Model year last date for order is 4-6-18, estimate for 2019 Model year

** Purchase skid steer loader in lieu of tractor.

*** Estimate before applying incentives, possible \$6,000 incentives



Town of
Brighton

3a Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Michael Guyon,
P.E.
Town Engineer

April 26, 2018

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

Re: Blossom Road Sanitary Sewer Improvements
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened, all as required by law. Bids were received and opened on March 22, 2018 at 10:00 AM. A copy of the bid advertisement is attached for your reference.

Three utility contractors and three bid distribution firms obtained bidding documents, however, only one contractor, Villager Construction Inc., submitted a bid proposal. The total base bid amount is \$359,950.00.

The project design consultant, Lu Engineers, reviewed the bids for completeness and accuracy and provided a recommendation letter indicating that the bid submitted by Villager Construction, Inc. is competitive and there was no evidence of an unbalanced bid. Additionally, the letter recommended that Villager Construction Inc. be awarded the Blossom Road Sanitary Sewer Improvement project base bid. A copy of this letter is attached for your reference.

I am requesting that FASC recommend that the Town Board award the bid to construct the Blossom Road Sanitary Sewer Improvements to the low, responsible and responsive bidder, Villager Construction, Inc. for a bid cost not to exceed \$359,950.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent or \$35,995.00 of the awarded contract price or a maximum total project cost not to exceed \$395,945.00.

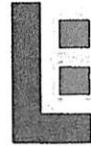
As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 1, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael Guyon
Town Engineer

Attachment

cc: T. Keef
M. Guyon
P. Parker
S. Zimmer
M. Hussar



March 28, 2018

Michael E. Guyon, P.E.
Town Engineer
Town of Brighton
Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Re: Blossom Road Sanitary Sewer Improvements 2017
Bid Results
Lu Engineers Project No. 50171-02

Dear Mr. Guyon:

One (1) bid package was received. The apparent low bidder at the bid opening was Villager Construction, Inc. Attached is a copy of the Bid Tabulation with unit prices from each of the Contractors that submitted bids.

We have conducted an analysis of the bids received for the referenced project which was advertised for competitive bidding on February 21, 2018. Bids were publicly opened and read aloud at 10:00 a.m., local time, on March 22, 2018 at the Brighton Town Hall, 2300 Elmwood Avenue, Rochester, NY 14618. In our review of the bids, we checked the mathematics and found no discrepancies.

The total base bid amount is \$359,950.00.

We have reviewed the design of the project and we are not aware of any design changes that could be made to the project to reduce the construction cost and still be able to accomplish the goals of the project to replace the aging sanitary sewers and provide improved sewage flows.

A review of the items in Villager Construction's bid did not reveal any evidence of unbalanced bidding.

In our opinion, the analysis indicates that the bid is competitive and that the apparent low bidder (Villager Construction, Inc.) has yielded the lowest cost.

The Bid Document of the apparent low bidder was reviewed and the bidder was found to have signed and submitted the following documents, as required:

- Certification of Bidder Responsibility
- Non-Collusive Bidding Certificate
- Equal Employment Opportunity, EEO, Certification Forms
- Corporate Resolution
- Certificate of Compliance

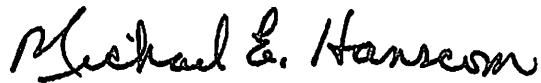
- Site Investigation Certificate
- Bid Security Form
- Bid Bond from International Fidelity Insurance Co.

Villager Construction, Inc. is not listed on the General Services Administration's list of Debarred, Suspended or Voluntarily Excluded Firms or the Department of Labor's list of debarred firms. A check with the NYS Department of State indicates that Villager Construction, Inc. has the proper authority to conduct business in New York State. Villager Construction, Inc. has no violations listed with the Office of Safety and Health Administration over the past (5) five years.

We recommend that Villager Construction, Inc. be awarded the base bid of the project in the amount of \$359,950.00 provided that the Town of Brighton has sufficient funding for the project.

If you should have any questions with this award recommendation, please contact me at (585)385-7417 ext. 237 or via email at mhanscom@luengineers.com.

Respectively,

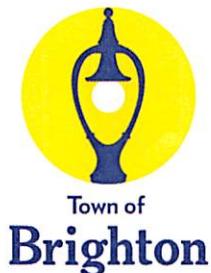


Michael Hanscom, P.E.
Project Manager

Enclosures: Bid Tabulation



Public Works Department



Mike Guyon, P.E.
Commissioner of Public
Works

April 26, 2018

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Community Development Block Grant (CDBG) Application
Monroe County

Dear Council Person Diponzio and Committee Members:

The Town of Brighton was named a Clean Energy Community by the State of New York and became eligible for a “Block 3” grant in the amount of \$5000. We anticipate using this funding to replace the existing interior fluorescent and incandescent lighting fixtures with LED fixtures.

We are requesting that the FASC recommend that the Town Board authorize the preparation of the Clean Energy Communities Grant Application.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 1, 2018 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

CC: Evert Garcia
Paula Parker
Mary Ann Hussar

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Town of
Brighton

Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Evert Garcia
Assistant Engineer

April 26, 2018

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

Re: Transfer of Funds: Plotter Supplies
Department of Public Works

Dear Councilperson DiPonzio and Committee Members:

I am requesting a transfer of funds from the following accounts:

A.DPW.1490.2.15 (General Fund.Public Works Department.Public Works Office.Copy Equipment) in the amount of \$500.00.

To the following account A.DPW.1490.4.12 (General Fund.Public Works Department.Public Works Office.Office Supplies).

Due to reduced monthly payments than originally anticipated for the lease-purchase of a new HP wide format plotter and only having 9 payments instead of 12 in 2018, there remains about \$2,090 in the original budget of \$4,380 for the wide format plotter. The requested funds are proposed to be used for purchasing supplies such as ink cartridges and paper to support the new HP wide format plotter.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 1, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Evert Garcia
Assistant Engineer

cc: M. Guyon
P. Parker
M. Hussar

Expense Budget by Account Classification Report

Through 04/30/18

Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General Fund										
EXPENSE										
<i>Personal Services - Wages</i>										
1.10	Full-Time Wages	362,385.00	.00	362,385.00	14,127.77	.00	113,022.16	249,362.84	31	358,944.16
1.20	Part-Time Wages	.00	.00	.00	.00	.00	.00	.00	+++	.00
1.30	Overtime Wages	.00	.00	.00	.00	.00	.00	.00	+++	.00
1.40	Other Wages	.00	.00	.00	.00	.00	.00	.00	+++	.00
1.50	Longevity Wages	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	0	2,250.00
	<i>Personal Services - Wages Totals</i>	\$364,635.00	\$0.00	\$364,635.00	\$14,127.77	\$0.00	\$113,022.16	\$251,612.84	31%	\$361,194.16
<i>Equipment and Capital Outlay</i>										
2.11	Office Equipment	70.00	.00	70.00	.00	.00	.00	70.00	0	429.95
2.12	Office Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.13	Computer Equipment	2,560.00	.00	2,560.00	2,558.13	.00	2,558.13	1.87	100	4,504.66
2.14	Audio/Visual Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.15	Copy Equipment	4,380.00	.00	4,380.00	254.38	2,035.04	254.38	2,090.58	52	.00
2.16	Photographic Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.21	Automobiles	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.22	Trucks/Vans	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.28	Trailers	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.40	Maintenance Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.60	Facility Improvements	1,815.00	.00	1,815.00	.00	.00	438.00	1,377.00	24	.00
2.62	Building Construction	.00	.00	.00	.00	.00	.00	.00	+++	.00
2.63	Building Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Equipment and Capital Outlay Totals</i>	\$8,825.00	\$0.00	\$8,825.00	\$2,812.51	\$2,035.04	\$3,250.51	\$3,539.45	60%	\$4,934.61
<i>Supplies and Contractual Exp</i>										
4.08	Vehicle Parts/Components	.00	.00	.00	.00	.00	1,293.02	(1,293.02)	+++	1,742.85
4.10	Books	.00	.00	.00	.00	.00	.00	.00	+++	18.65
4.11	Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
4.12	Office Supplies	150.00	.00	150.00	91.86	91.86	97.86	(39.72)	126	164.72
4.13	Audio/Visual Supplies	75.00	.00	75.00	.00	.00	.00	75.00	0	295.70
4.15	Computer Software/Supply	145.00	.00	145.00	.00	.00	.00	145.00	0	512.07
4.17	Periodical/Subscriptions	730.00	.00	730.00	127.86	.00	127.86	602.14	18	55.07
4.41	Maintenance/Repair Service	7,930.00	.00	7,930.00	.00	.00	1,148.10	6,781.90	14	6,247.15
4.44	Contract Personnel Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
4.45	Equip. Rental Services	2,480.00	.00	2,480.00	85.32	2,164.50	348.22	(32.72)	101	2,168.40
4.48	Rental of Office Space	.00	.00	.00	.00	.00	.00	.00	+++	.00
4.49	Other Contract Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	2,100.00
4.52	Engineering Fees	11,125.00	.00	11,125.00	.00	.00	.00	11,125.00	0	10,725.00
4.53	Attorney Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
4.54	Appraisal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
4.55	Architectual Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00