

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

Meeting Date: Wednesday, May 3, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the April 19, 2023 meeting.
2. Approve promotion of Anthony Rogers from Laborer to Skilled Laborer effective May 15, 2023 (Sewer Dept.) – Request from Steve Zimmer for Town Board action to approve the promotion of Mr. Anthony Rogers to the position of Skilled Laborer from the position of Labor effective May 15, 2023, at an hourly rate of \$30.59 for a 40-hour week. Mr. Rogers will serve a 26-week probationary period. All other conditions as outlined in the current CSEA bargaining unit agreement (see letter from S. Zimmer).
3. Approve two proposals from DebtBook for white glove GASB 96 Leasing implementation and a new contract for debt and lease tracking services (Finance Dept.) – Request from Paula Parker Town Board action to approve the GASB 96 white glove implementation for lease tracking in the amount of \$2,000 and a new contract for debt and leasing project effective April 2, 2024 through April 1, 2027 in the total amount of \$27,000 - \$6,500; \$9,000 and \$11,500 respectively for each year. The Finance Department has been very happy with the debt service tracking and the implementation of the lease tracking with make the Town compliant with the new GASB 96 regulations (see letter from P. Parker).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, MAY 17, 2023, at 8:30 a.m.**

in the **AUDITORIUM** of the Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, April 19, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Jose Caraballo (Police)
Evert Garcia (Public Works)
Brendan Ryan (Public Works)
Chad Roscoe (Public Works)
Matt Beeman (Parks)
Rebecca Cotter (Recreation)
Steve Zimmer (Highway)
Suzanne Zaso (Finance)
Ken Gordon (Attorney)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Receive and file the minutes of the April 5, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to reject and rebid the 2023 Town Sidewalk Improvement/Repair program (Public Works Dept.) – The FASC discussed with Evert Garcia and Chad Roscoe their request for Town Board action to reject and rebid the Sidewalk Improvement/Repair project. Only one bid was received, and the base bid exceeds the current 2023 budget by \$281,000. This bid price will have a negative impact on the number of areas where sidewalk repairs and improvements were anticipated to be made. While Roman was the only bidder and holds the current contract, another bid may prove to be more economical (see letter from C. Roscoe).

FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

No matters for this meeting

Contracts and Contract Change Orders:

RG&E Cobra Head light retrofit to LED lamp in Townwide Street and some special lighting districts (Public Works Dept.) – The FASC discussed with Evert Garcia and Brendan Ryan their request for Town Board action to approve the contract with RG&E to install LED lamps in certain cobra head fixtures located in the Townwide street lighting and identified special lighting districts. The total cost of the project will be \$25,837.59. The approximate annual savings when the project is complete will be approximately \$9,966.28 annually across all the identified areas (see letter from B. Ryan). A complete listing of each special lighting district and the Townwide Street Lighting department was reviewed. FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve appointment to Police Officer position effective May 8, 2023 (Police Dept.) – The FASC discussed with Police Captain Jose Caraballo the request for Town Board action to approve the appointment of Ms. Taylor L. Agnello to the position of Police Officer full time, effective May 8, 2023, at a starting salary of \$65,245.19 as outlined in Article 8 of the Collective Bargaining Agreement. This appointment is conditioned upon the successful completion of all required testing, evaluations and approvals by the Town of Brighton and the Monroe County Civil Service Commission. Ms. Agnello will serve a 72-week probationary period (see letter from D. Catholdi).

FASC recommends the Town Board take favorable action on this matter.

Approve provisional appointment to Recreation Leader full-time effective May 8, 2023 (Recreation Dept.) – the FASC discussed with Rebecca Cotter her request for Town Board action to approve the provisional appointment of Mr. Dennis Basile to the position of Recreation Leader full-time at an annual salary of \$39,603 (group 2 step 2) (35 hours/week) of the non-represented salary schedule, effective May 8, 2023. This will be a provision appointment until such time as Mr. Basile completes all the necessary Civil Service requirements. Upon his permanent appointment a 52-week probationary period will begin. (see letter from R. Cotter).

FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Declare certain Park vehicles and equipment as surplus to be sold at auction either online or in person (Highway Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to declare the following Parks Department vehicles and equipment as surplus:

2008 Ford F250 Pickup Truck with plow Asset #C75055
(VIN: 1FTNF21548EC75055)

1997 John Deere 755 Tractor with attachment Asset #003120
(Serial #: LV0755E200065)

These items will be sold utilizing either Enterprise Fleet or at the Roy Teitsworth, Inc. municipal auction scheduled in 2023 at either the in person or at the online auction (see letter from Matt Beeman).

FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

Paula Parker and Suzanne Zaso reviewed the 2023 Electronic Budget Book with the FASC committee. The general information and outline exhibits on the new ClearGov website were reviewed. The new electronic book, while containing the same information as our previous budget books, is a more complete, transparent presentation. Paula will send a link to the Town Board members and make any final changes. Once this is done, a link will be on the Town's website enabling public access.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 9:30 am there was a motion by Supervisor Moehle to enter an executive session to discuss a real estate matter. This was seconded by Robin Wilt and all voted aye.

At 10:10 am there was a motion by Supervisor Moehle to end the executive session and adjourn the meeting.

This was seconded by Robin Wilt and all voted aye.

The meeting was adjourned at 10:10 am.

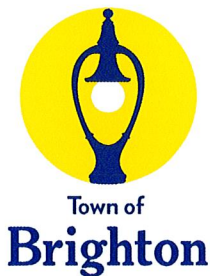
The next regularly scheduled meeting of the FASC will be held on

Wednesday, May 3rd, 2023 at 8:30 AM

in the **AUDITORIUM**** at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****



Sewer Department

Steve Zimmer
Sewer Superintendent

April 24, 2023

Honorable Finance Committee
2300 Elmwood Avenue
Rochester, New York 14618

RE: Sewer Department
Promotion from Laborer to Skilled Laborer

Dear Council Person DiPonzio and Committee Members:

The Town of Brighton sewer department hires new entry level and inexperienced employees as laborers. Once these employees gain experience and become proficient performing the Sewer Department duties they are considered for a promotion to a skilled laborer. Anthony Rogers has demonstrated the ability to proficiently operate sewer equipment, interact effectively with residents and to independently complete service calls.

Additionally, Anthony has obtained his commercial driver's license, CDL.

We are requesting that Anthony Rogers be promoted from the position of Laborer to Skilled Laborer. The starting wage for a skilled laborer will be \$30.59/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit.

The appointment is subject to a 26-week probationary period and is classified as "noncompetitive" by the Monroe County Civil Service Commission. The promotion will be effective as of May 15, 2023.

The sewer department organizational chart includes one vacant skilled laborer positions and there are funds specifically in account **SS.SEWER. 8120 1.10** to accommodate the increased pay associated with this promotion.

Thank you for your consideration. I will be in attendance at your regularly scheduled meeting on Wednesday, May 3rd, 2023 to answer any questions

Sincerely,

Steve Zimmer
Sewer Superintendent

CC: Paula Parker
Tim Jason
Evert Garcia



Finance Department

Paula Parker
Director of Finance

May 1, 2023

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

Re: 2023 DebtBook Lease White Glove Service
4/2024 – 4/2027 DebtBook Debt Service & Lease Tracking Contract

Dear Honorable Town Board:

Currently, the Town Board has an executed agreement with DebtBook in the amount of \$1,000 for our final year of our debt service tracking which ends on April 1, 2024. GASB 96 regulations have now affected us by requiring the recording of every lease agreement the Town has or enters into for a period of more than one year. These lease agreements include equipment, cell tower rent paid to the Town, vehicles, and rental of space. Tracking of these lease agreements includes apportioning estimated "principal" and "interest" amounts by taking the actual agreements and estimating those amounts by the analyzing the verbiage and language in the agreement.

Our current debt tracking software with DebtBook will accommodate all of our lease agreements, estimate all the costs associated with these agreements and assist us in properly recording, as GASB 96 has directed, values and payments identifying estimated principal and interests amounts.

Therefore, I am requesting the Board approve two items: first, the \$2000 for the white glove service to assist us with the implementation of our current leases; and second to approve a new contract effective April 2, 2024 through April 1, 2027 for the amounts on the following agreement. DebtBook's current contract rate of \$1,000 for debt service tracking will remain unchanged for the duration of the current contract. With the (one-time) White Glove Agreement, DebtBook will upload, analyze, and implement all of our leases and provide the training needed for the Finance Department to do any future additions. By going forward with the new contract now, there is a substantial discount by entering into the agreement now and this will prove the Finance staff with an efficient, accurate way to track these leases.

I would be happy to answer any questions regarding this request.

Sincerely,

Paula Parker
Director of Finance



Brighton Town (Monroe County), NY 12023

Brighton Town (Monroe County), NY

2300 Elmwood Ave.

Rochester, NY 14618

US

Quote created: April 18, 2023

Quote expires: May 18, 2023

Quote created by: Carolyn Ball

carolyn.ball@debtbook.com

Paula Parker

paula.parker@townofbrighton.org

(585) 784-5212

Comments from Carolyn Ball

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
23 White Glove Implementation Fee Tier 2 <small>This covers the cost of our White Glove Implementation process for your organization.</small>	23WGI2- 1	1	\$2,000.00	\$2,000.00 <small>for 1 year</small>
Total				\$2,000.00

2022 Pricing Tiers

The below tiers represent DebtBook's 2022 Pricing Tiers.

TIER	DEBT, LEASE & SBITA AGREEMENTS (# AND \$)	ANNUAL	White Glove Implementation	Guided Implementation
1	Up to 15 and \$50 million	\$6,500	\$0	\$0
2	Up to 75 or \$200 million	\$9,750	\$2,000	\$0
3	Up to 150 or \$1 billion	\$15,000	\$3,000	\$0
4	Up to 225 or \$2 billion	\$25,000	\$4,000	\$0
5	Up to 300 or \$5 billion	\$40,000	\$5,000	\$0
6	Up to 400 or \$7 billion	\$55,000	\$6,000	\$0
7	Up to 600 or \$8.5 billion	\$65,000	\$8,000	\$0
8	Up to 800 or \$10 billion	\$75,000	\$10,000	\$0

Signature

Signature

Date

Printed name

Questions? Contact me



Carolyn Ball
carolyn.ball@debtbook.com



DebtBook Quote

Town of Brighton, NY

2300 Elmwood Ave
Rochester, NY 14618

Paula Parker

Director of Finance
paula.parker@townofbrighton.org
(585) 784-5212

Prepared By:

DebtBook
Carolyn Ball
Account Manager
carolyn.ball@debtbook.com

Notice Address:

PO Box 667950
Charlotte, NC 28266

Products & Services

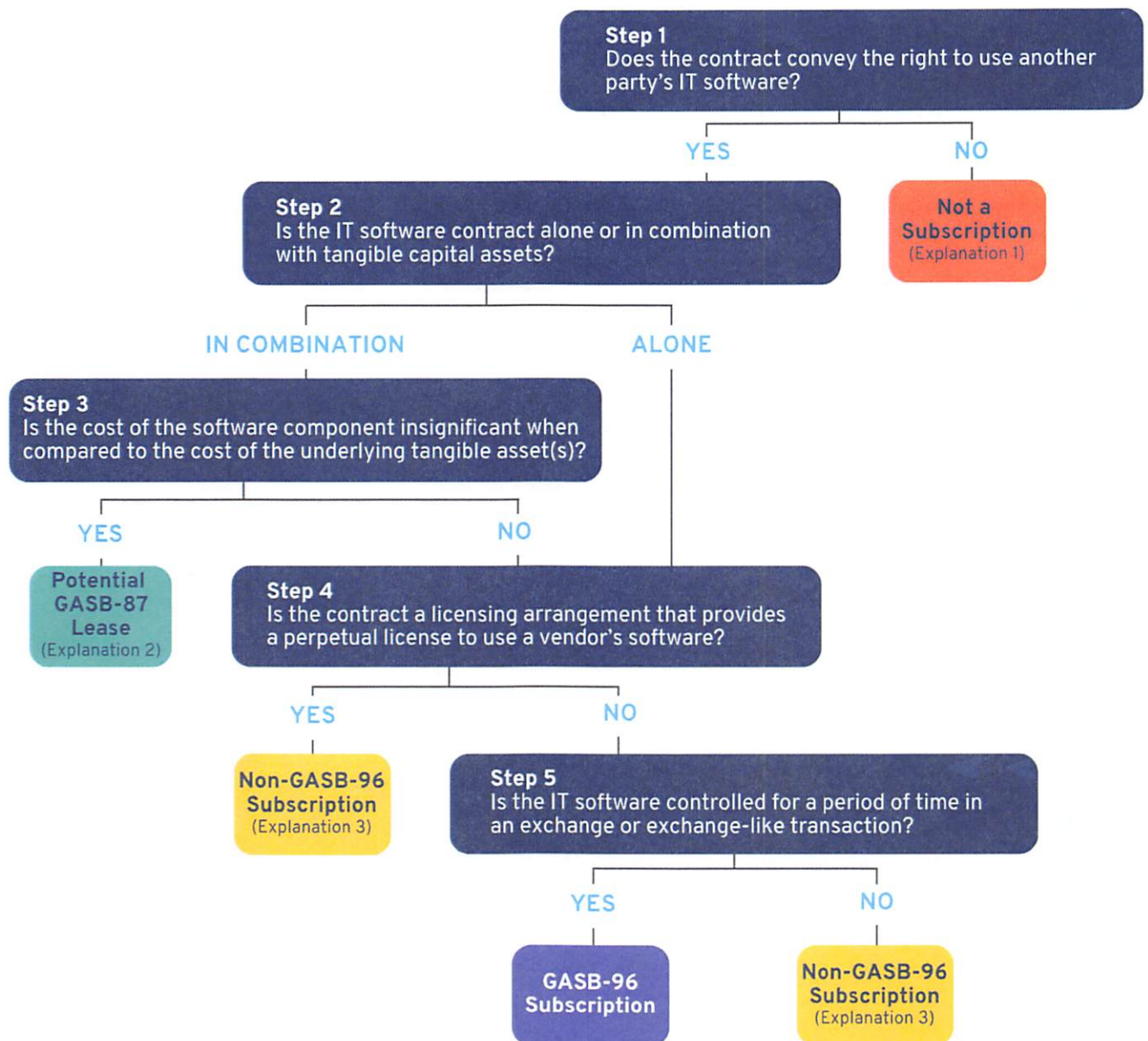
Description	Qty	Annual Fee	Discount	Total
Subscription Charge: Tier 2 <small>This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.</small>	1	\$13,000 Year 1	50%	\$6,500 Year 1 Cost
Subscription Charge: Tier 2 <small>This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.</small>	1	\$13,000 Year 2	30.8%	\$9,000 Year 2 Cost
Subscription Charge: Tier 2 <small>This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.</small>	1	\$13,000 Year 3	11.5%	\$11,500 Year 3 Cost

Total 3 Year Renewal Cost:

\$27,000

DECISION TREE

How to Determine if You Have a GASB-96 Subscription



Disclaimer: DebtBook does not provide professional services or advice. DebtBook has prepared these materials for general informational and educational purposes, which means we have not tailored the information to your specific circumstances. Please consult your professional advisors before taking action based on any information in these materials. Any use of this information is solely at your own risk.

How DebtBook Can Help

DebtBook makes powerful, easy-to-use, cloud-based debt and lease management software for local governments, nonprofits, and other similar organizations. We make GASB-87 implementation and ongoing compliance easy and produce results that you will be confident in. And with our 5-star-rated client success team on your side, you'll also get access to best-in-class support. Visit www.debtbook.com to learn more.



How to Determine if You Have a GASB-96 Subscription

1

Not a Subscription

Per GASB Statement No. 96, your answer on the prior page indicates this contract does not convey control of the right to use another entity's underlying IT asset and is therefore not indicative of a subscription.

2

May Meet the Definition of a Lease:

Per GASB Statement No. 96, your answers on the prior page indicate that although the contract conveys control of a right to use another party's IT software, the software component is insignificant when compared to the cost of the underlying tangible capital assets. Based on the information provided, this contract may meet the definition of a lease. You can use the Lease Management Software "Add New Lease" feature to answer initial determination questions to see if the contract qualifies as a lease.

You may still enter the subscription into the Subscription Management Software, but it will be tracked as a Non-GASB 96 subscription.

3

Non-GASB 96 Subscription:

Per GASB Statement No. 96, your answers on the prior page indicate that although the contract is considered a subscription, it does not meet the definition of a Subscription-Based Information Technology Arrangement (SBITA) and therefore does not need to be reported under the GASB Statement No. 96 requirements.

You may still enter the subscription into the Subscription Management Software but it will be tracked as a Non-GASB 96 subscription.

How DebtBook Can Help

DebtBook makes powerful, easy-to-use, cloud-based debt and lease management software for local governments, nonprofits, and other similar organizations. We make GASB-87 implementation and ongoing compliance easy and produce results that you will be confident in. And with our 5-star-rated client success team on your side, you'll also get access to best-in-class support. Visit www.debtbook.com to learn more.

