

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

Meeting Date: Tuesday, June 18, 2024 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes from June 5, 2024.
2. Amend budget to approve the Information Technology expenditures necessary to make the updates/adjustments to ensure that there are no network and communication interruptions resulting from the Town Hall Relocation (IT) – Request from Jeremy Lutz for Town Board action to authorize a budget amendment allowing for the necessary expenditures related to the Town Hall Relocation so that town business can continue to successfully continue during the time operations are relocated by increasing the amounts in the General Fund accounts as follows:

Revenue:	A.UNDST.4289 Federal Aid (ARPA)	\$225,000.00
Expense:	A.UNDST.1911.2.13 TR – IT Equip	\$152,000.00
Expense:	A.UNDST.1911.4.22 TR – Internet	\$4,000.00
Expense:	A.UNDST.1911.4.49 TR – Contract Svc	\$70,000.00

The expenditures will be offset by using a portion of the \$3,684,912 ARPA funds that were received (see letter from J Lutz).

3. Authorize the Town Supervisor to renew our agreement with Spectrum for the next 60 months while increasing network speeds and simplifying our network architecture (IT) – Request from Jeremy Lutz for Town Board action to authorize Supervisor Moehle to extend our current agreement with Spectrum locking in pricing while greatly increasing bandwidth to accommodate future needs while decreasing overall spending when our PRI is eliminated (see letter from J Lutz).
4. Amend budget to approve the Police Department to use approximately \$95,000 in forfeited property funds to renovate 34 year old locker rooms. (Police) – Request from Chief David Catholdi for Town Board action approving a budget amendment to use \$95,000 in forfeited property funds to renovate locker rooms as approved by the United States Attorney's Office as follows (see letter from D Catholdi):

Expense:	A.POLCE.3125.2.60 Facility Improv	\$95,000.00
From:	A.889.TREAS Reserve	\$95,000.00

5. Authorize the Police Department to accept a one-time Division of Criminal Justice Services (DCJS) Law Enforcement Technology (LETECH) Grant in the amount of \$879,150. (Police) – Request from Chief David Catholdi for Town Board action to authorize the Town Supervisor to accept this DCJS Grant in the amount of \$879,150 for various technology related purposes to be determined with proper budget amendments made in conjunction with the finance department as needed (see letter from D Catholdi).
6. Authorize the Town Supervisor to enter into an agreement with Dominick & Daughters to replace beams at the Buckland Park Concessions Building as needed in an amount not to exceed \$27,000.00 (DPW) – Request from Brendan Ryan, Assistant Engineer, for Town Board action to authorize Supervisor Moehle to enter into an agreement with Dominick & Daughters to replace beams at the Buckland Park Concessions Building as needed and determined by a Ravi Engineering study as described and the required budget amendment below (see letter from B Ryan).

Expense:	A.PARKS.7115.2.60	Facility Improv	\$27,000.00
Expense:	A.PARKS.7115.4.11	Maint Supplies	(\$2,000.00)
Expense:	A.PARKS.7115.4.21	Gas & Electric	(\$7,000.00)
Expense:	A.UNDST.1990.4.90	Contingency	(\$18,000.00)

7. Discussion and possible update of the current Fund Balance Policy last updated in 2014 (Finance) – Updated Fund Balance Policy draft present by the Director of Finance, Earl Johnson, based upon current NYSGFOA recommendations (see draft policy from E Johnson).

EXECUTIVE SESSION – Discuss employment of particular persons

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, July 3, 2024, 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****



Jeremy Lutz
IT Director

June 13, 2024

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

Re: 2024 Town Hall Relocation IT Costs Budget Amendment

Dear Honorable Town Board Members:

Related to the coming Town Hall Relocation, there are several IT updates/adjustments that will need to be made to ensure there are no network and communication interruptions during that time. We propose using ARPA funds to cover these costs as they enable the town to continue business while the HVAC and other renovations are made to the Brighton Town Hall. The estimated detail is attached and the Budget Amendment proposed is:

A.UNDST.1911.2.13 Town Relocation – Computer Equipment	\$152,000.00
A.UNDST.1911.4.22 Town Relocation – Internet Service	\$4,000.00
A.UNDST.1911.4.49 Town Relocation – Other Contract Services	\$70,000.00
A.UNDST.4289 Federal Aid – Other (ARPA)	\$225,000.00

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.

Sincerely,



Jeremy Lutz
IT Director



Jeremy Lutz
IT Director

June 13, 2024

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

Re: Spectrum Internet and MPLS Services

Dear Honorable Town Board Members:

Per the attached quote from Spectrum, we would like to renew our contract for the next 60 months while increasing speeds and simplifying our network architecture. In the attached document you will see the Town's current monthly spending will go from \$3,467.94 per month to \$3,519.00 per month while BPD's spending will go from \$479.00 per month to \$595.00 per month. This will allow us to lock in this pricing long term while additionally greatly increasing bandwidth between sites to accommodate our new phone infrastructure.

Town internet bandwidth will increase from 200Mbps to 2.5Gbps while connections between the Recreation building (currently 500Mbps) and the Highway Building (currently 1Gbps) will both increase to 2Gbps. The Town should also see a decrease in overall spending as moving to the new phone system should save money on our monthly \$393.84 spending for our PRI will be eliminated.

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.

Sincerely,



Jeremy Lutz
IT Director

2300 Elmwood - Town Hall/Courts/PD					NOTES
Proposed	12mo	60mo	Current		
Town Fiber Internet 2Gbps		\$ 699.33	Town Fiber Internet 200Mbps	\$ 639.00	IT Cover 2/3 Internet
BPD Fiber Internet 200Mbps		\$ 595.00	BPD Fiber Internet 200Mbps	\$ 479.00	BPD Budget Pays 100%
EPL 5Gbps		\$ 910.00	ELAN 1Gbps	\$ 903.64	This is all bandwidth from spokes to Town Hall Hub
Monthly Totals	\$ -	\$ 1,609.33		\$ 1,542.64	
1941 Elmwood - Highway					
Proposed	12mo	60mo	Current		
Town Fiber Internet 2Gbps		\$ 349.67	Town Fiber Internet 200Mbps	\$ 320.00	Highway Covers 1/3 Internet
EPL 2Gbps		\$ 780.00	ELAN 1 Gbps	\$ 903.64	Spoke Bandwidth
Monthly Totals	\$ -	\$ 1,129.67		\$ 1,223.64	
220 Idlewood - Recreation					
Proposed	12mo	60mo	Current		
Town Fiber Internet 2Gbps	\$ -	\$ -	Town Fiber Internet 200Mbps	\$ -	
EPL 2Gbps		\$ 780.00	ELAN 500Mbps	\$ 701.66	Spoke Bandwidth
Monthly Totals	\$ -	\$ 780.00		\$ 701.66	
680 Westfall - Empire State Temp Site					
Proposed	12mo	60mo	Current		
EPL 2Gbps	\$ 1,030.00	\$ -			Spoke Bandwidth - 12 months terms starts October 2024
Monthly Totals	\$ 1,030.00			\$ -	
Proposed Monthly Town Budget					
		\$ 3,519.00	Current Monthly Town Total	\$ 3,467.94	
Proposed Monthly BPD Budget					
		\$ 595.00	Current Monthly BPD Total	\$ 479.00	
Town Totals Including Relocation					12-24 Months
		\$ 4,549.00			



SERVICE AGREEMENT (SA)

Pursuant to NYS OGS TCS Contract PS68706

THIS SERVICE AGREEMENT ("Service Agreement"), is executed upon the date of the last signature set forth in the signature block below and is by and between **Time Warner Cable Northeast, LLC d/b/a Spectrum**, on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the terms and conditions of **the New York State Office of General Services Telecommunications Connectivity Services Contract No. PS68706, as amended (the "NYS OGS TCS Contract")**. Except as specifically modified herein, all other terms and conditions of the NYS OGS TCS Contract shall remain unamended and in full force and effect. The effective date ("Effective Date") is the date Customer receives a completion notice from Spectrum.

Spectrum Enterprise Contact Information

Contact: James Werner
Telephone: 5853408302
Email: james.werner@charter.com

Customer Information

Customer Name NYS TCS - TOWN OF BRIGHTON		Order # 14208837
Address 2300 Elmwood Avenue Rochester NY 14618		
Telephone (585) 784-5397		Email: jeremy.lutz@townofbrighton.org
Contact Name Jeremy Lutz	Telephone (585) 784-5397	Email: jeremy.lutz@townofbrighton.org
Billing Address 2300 Elmwood Avenue Rochester NY 14618		
Billing Contact Name	Telephone	Email:

NEW AND REVISED SERVICES AT 680 Westfall Rd Unit EPL, Rochester NY 14620				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Spoke	12 Months	1	\$0.00	\$0.00
EVPL 2Gbps	12 Months	1	\$1,030.00	\$1,030.00
TOTAL*				\$1,030.00

NEW AND REVISED SERVICES AT 220 Idlewood Rd , Rochester NY 14618				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Spoke	60 Months	1	\$0.00	\$0.00
EVPL 2Gbps	60 Months	1	\$780.00	\$780.00
TOTAL*				\$780.00

NEW AND REVISED SERVICES AT 1941 Elmwood Ave , Rochester NY 14620				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Spoke	60 Months	1	\$0.00	\$0.00
EVPL 2Gbps	60 Months	1	\$780.00	\$780.00
TOTAL*				\$780.00

NEW AND REVISED SERVICES AT 2300 Elmwood Ave , Rochester NY 14618				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Hub - ELINE Master	60 Months	1	\$0.00	\$0.00
5 Static IP Addresses	60 Months	1	\$0.00	\$0.00
EVPL 5Gbps	60 Months	1	\$910.00	\$910.00
Fiber Internet 2Gbps	60 Months	1	\$1,057.00	\$1,057.00
TOTAL*				\$1,967.00

NEW AND REVISED SERVICES AT 2300 Elmwood Ave Unit FIA2, Rochester NY 14618				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
5 Static IP Addresses	60 Months	1	\$0.00	\$0.00
Fiber Internet 200Mbps	60 Months	1	\$599.00	\$599.00
TOTAL*				\$599.00

ONE TIME CHARGE(S) AT 1941 Elmwood Ave , Rochester NY 14620			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Ethernet Fiber Install	1	\$0.00	\$0.00
TOTAL*			\$0.00

ONE TIME CHARGE(S) AT 2300 Elmwood Ave , Rochester NY 14618			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Ethernet Fiber Install	1	\$0.00	\$0.00
TOTAL*			\$0.00

ONE TIME CHARGE(S) AT 220 Idlewood Rd , Rochester NY 14618			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Ethernet Fiber Install	1	\$0.00	\$0.00
TOTAL*			\$0.00

ONE TIME CHARGE(S) AT 2300 Elmwood Ave Unit FIA2, Rochester NY 14618			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
FIA Installation	1	\$0.00	\$0.00
TOTAL*			\$0.00

ONE TIME CHARGE(S) AT 680 Westfall Rd Unit EPL, Rochester NY 14620			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Ethernet Fiber Install	1	\$0.00	\$0.00
TOTAL*			\$0.00

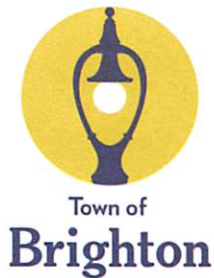


- 1. TOTAL CHARGE(S). TOTAL MONTHLY RECURRING CHARGES AND TOTAL ONE-TIME CHARGES ARE DUE IN ACCORDANCE WITH THE NYS OGS TCS CONTRACT.
- 2. THE RATES AND CHARGES SET FORTH IN THIS SA DO NOT INCLUDE, BUT ARE SUBJECT TO TAXES, SURCHARGES AND FEE CHARGES AS SET FORTH IN THE NYS OGS TCS CONTRACT.
- 3. CUSTOMER WILL NOT BE ELIGIBLE TO RECEIVE ANY OTHER ADDITIONAL DISCOUNTS, PROMOTIONS AND/OR CREDITS.
- 4. SPECIAL TERMS. [None.]

By signing below, the signatory represents they are duly authorized to execute this Service Order

CUSTOMER	Time Warner Cable Northeast, LLC
	By: Charter Communications, Inc., its Manager
Signature:_____	Signature:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

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Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

June 14, 2024

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

RE: Use of Treasury Funds to Renovate Male and Female Lockers Rooms

Dear Board Members:

I would like to use forfeited funds to renovate the existing male and female locker rooms which are original to the 34-year-old building. We've had a contractor temporarily repair several lockers, but others cannot be used because they cannot be locked. Due to the age of the lockers, the contractor could not find the necessary parts to make lasting repairs.

I propose that the "Proceeds of Forfeited Property" be used to fund this request. I have consulted with the United States Attorney's Office, and they concur that the use of seized forfeiture asset funds for this purpose is an appropriate use. I request that appropriations in account A.POLCE.3125 2.60 Facility Improvements be increased by \$95,000.00. The costs are fully supported with the use of Forfeited Property account A.889.TREAS.

Respectfully,

David Catholdi
Chief of Police

CDC:jpo



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

June 14, 2024

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

RE: Division of Criminal Justice Services (DCJS) Law Enforcement Technology (LETECH) Grant Program

Dear Board Members:

I am pleased to report that we have secured a Division of Criminal Justice Services (DCJS) Law Enforcement Technology (LETECH) Grant in the amount of \$879,150.00.

This funding is aimed at allowing police departments to purchase new technology and equipment to modernize their operations and more effectively solve and prevent crime. Our agency will be able to use these funds to support a variety of equipment and technology, including but not limited to license plate readers, mobile and fixed surveillance cameras, computer-aided dispatch systems, software, unmanned aerial vehicles, and smart equipment for both patrol vehicles and police officers.

The grant may be used on any of the following items:

- Surveillance Cameras (Mobile/Fixed)
- License Plate Readers (Mobile/Fixed)
- 3-D Crime Scene Laser Scanner
- Scanners/Readers/Radios
- Software Applications, Development, and Deployment
- Patrol Vehicle Equipment (PC/Tablet, Scanners, Printer, etc.)
- Body Worn Equipment
- Lighting Systems

I hereby request that we accept this grant under the terms and conditions outlined by the New York State Department of Criminal Justice Services (DCJS). Once the grant is accepted and approved I will work with the finance department to determine the proper accounts codes.

Respectfully,

David Catholdi
Chief of Police



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Friday, May 31, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your agency will receive funding under the State's Law Enforcement Technology (LETECH) Program for State Fiscal Year (FY) 2024-2025.

Project Name	Award Amount ¹
Town of Brighton Police Department Law Enforcement Technology (LETECH) Program	\$879,150.00
Budget	Term Dates
SFY 2024-25	April 1, 2024 to March 31, 2025

Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured additional funding in the SFY 2024-2025 Budget to assist in the acquisition of law enforcement technology and equipment.

Please note that you will not receive a DCJS grant contract for this funding; instead you must sign and return an online attestation form, located at the following weblink:

<https://survey.alchemer.com/s3/7859407/NYS-DCJS-LETECH-2425-AttestationForm>

Upon completion of the attestation form, funds will be sent to your agency in one payment by the DCJS Office of Budget and Finance.

You may use the funds on any previously approved item within your application, or on any of the following items:

- Surveillance Cameras (Mobile/Fixed)
- License Plate Readers (Mobile/Fixed)
- Acoustic Gunshot Detection Systems
- Unmanned Aerial Vehicles (UAVs, also known as "drones")
- 3-D Crime Scene Laser Scanner
- Scanners/Readers/Radios
- Software Applications, Development and Deployment
- Patrol Vehicle Equipment (PC/Tablet, Scanners, Printer, etc.)
- Body Worn Equipment
- Lighting Systems

¹The award amount listed above is contingent upon the completion and submission of the attached attestation form.

1 of 2

Funds may not be used to support the following purchases or expenses:

- a) Firearms
- b) Conductive Energy Devices (e.g., Tasers and Stingers)

In addition to any county or municipal procurement restrictions, awardees must adhere to all current state and federal guidance, as it relates any of the specific equipment supported through this award. These restrictions include, but are not limited to, entities that appear on the OGS Debarment list (<https://ogs.ny.gov/debarred-and-non-responsible-entities>) or on the state's Prohibited Entities List and which have been identified in the National Defense Authorization Act (NDAA) Section 889 - Prohibition on Contracting with Entities Using Certain Telecommunications and Video Surveillance Services or Equipment (https://researchcompliance.caltech.edu/export/national-defense-authorization-act-ndaa-section-889#:~:text=NDAA%20Section%20889%20%2D%20Prohibition%20on,Video%20Surveillance%20Services%20or%20Equipment.)).

Thank you for your continued partnership. We look forward to working with you in our continued efforts to keep New Yorkers safe and build stronger communities.



Public Works Department

Commissioner of Public Works – James P. Sprague, P.E.

Brendan Ryan
Assistant Engineer

June 14, 2024

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

Re:

Dear Councilperson Salzman and Committee Members:

The concessions building at Buckland Park is built in part with mass timber framing. Some of the mass timbers have been showing signs of deterioration and decay in the past few years, so in 2023 the Town Board authorized a high-level structural analysis of the building, conducted by Ravi Engineering. This analysis did not conduct detailed calculations, but was intended to determine if the deterioration posed any immediate risk to the public and give a first look at strategies to repair it. The report found that the building was not an immediate hazard, but recommended that the beams be repaired or ideally replaced to avoid progression to a hazardous state.

Town staff sought quotes to complete the replacement of the beams. Three firms specializing in timber frame buildings and framing repairs were solicited for the project: New Energy Works Timberframers, TimberBuilt, and Dominick & Daughters, who were sent the report completed by Ravi Engineering and other details. Ultimately, Dominick & Daughters was the only firm to submit a proposal and price quote, which is enclosed with this letter. One item of note in the proposal is that the contractor has requested a partial payment for materials only near the beginning of the project, to pre-purchase the materials (a special type of beams) and the balance to be paid at project completion. Town staff recommends accepting this request on the condition that the contractor provides photographic evidence of the purchased materials stored in a secured location in the contractor's possession before invoicing the Town. Previous Town projects with similar stipulations have been completed in this way.

Town staff is requesting authorization for the Town Supervisor to enter into an agreement with Dominick & Daughters for a sum not to exceed \$27,000 to complete this work and for the Finance Department to make any necessary amendments to the budget to proceed with this project.

A representative from DPW will be in attendance at your scheduled June 18, 2024 meeting in the event that you have any questions related to this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Brendan Ryan
Department of Public Works



Finance Department

Earl Johnson
Director of Finance

June 2, 2024

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

Re: Town of Brighton Fund Balance Policy

Dear Honorable Town Board Members:

One of the required town policies is the Fund Balance Policy which was last updated in 2014. It is a policy that should be reviewed periodically in light of the Governmental Accounting Standards Board (GASB) established financial reporting rules for governments that directs what is considered a fund's Unassigned Fund Balance which may be used to cover unanticipated expenses to ensure the orderly operation of town government under any circumstances. Given the recent threats of the pandemic, resulting inflation and possible recession it is advisable to ensure a "reasonable amount" of fund balance which is directed in Town Law 107-1 and interpreted by the New York State Government Finance Officers Association (NYSGFOA). The draft Fund Balance Policy for a discussion is designed to update those targets as desired by the town board.

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.

Sincerely,

Earl Johnson

Earl Johnson
Director of Finance

Town of Brighton Fund Balance Policy

DRAFT

PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a key element of the financial stability of the Town by setting fund balance guidelines for the General, Highway, Library and Sewer Special District Funds. It is essential that the Town maintain adequate levels of fund balance to mitigate financial risk from unforeseen revenue fluctuations and unanticipated expenditures, and to provide cash flow liquidity. Credit agencies also utilize fund balance as a major component of rating the financial strength of the Town. Maintaining a healthy fund balance is critical to ensuring access to capital markets and competitive borrowing rates.

POLICY

It is the goal of the Town to achieve and maintain the following fund balances:

- **General Fund:** Target range of 15-25% of total unassigned fund balance as a percentage of operating expenditures.
- **Highway Fund:** Target range of 15-25% of total assigned fund balance less prior year encumbrances and amounts appropriated for the ensuing year's budget as a percentage of operating expenditures.
- **Library Fund:** Target range of 8-15% of total restricted fund balance less the General Library reserve, prior year encumbrances, and amounts appropriated for the ensuing year's budget as a percentage of operating expenditures. Can carry lower unassigned fund balance because of the Library Gift Fund which roughly doubles the balance.
- **Consolidated Sewer District Fund:** Target range of 15-25% of total restricted fund balance less the Sewer Equipment reserve, prior year encumbrances, and amounts appropriated for the ensuing years budget as a percentage of operating expenditures or up to \$1.5M due to the small size and risks to the Consolidated Sewer District Fund.

In the event that the fund balance is so calculated to be more or less than the policy targets, the Town shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

DEFINITIONS

Fund Balance: Net assets or the difference between the total assets for a fund and the total liabilities is considered Fund Balance.

The Governmental Accounting Standards Board (GASB), who establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the restrictions placed on the funds.

Town of Brighton Fund Balance Policy

DRAFT

1. Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.
2. Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
3. Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
4. Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.
5. Unassigned – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Unappropriated unreserved fund balance (Town Law §103.4 – Definitions): For purposes of this policy shall be equal to level of fund balance with the least restrictions per the GASB definitions above (Unassigned fund balance in the General Fund, total assigned fund balance less prior year encumbrances and amounts appropriated for the ensuing years budget for the Highway Fund, and restricted fund balance less reserves, prior year encumbrances, and amounts appropriated for the ensuing years budget for the Library and Sewer Special district funds.

CONSIDERATIONS:

“Reasonable Amount” of Fund Balance: §107-1 of Town Law Permits towns to retain a “reasonable amount” of “any remaining estimated unappropriated, unreserved fund balance for each fund, consistent with prudent budgeting practices, necessary to ensure the orderly operation of town government, taking into account factors including, but not limited to, the size of the fund, cash flows, the certainty with which the amounts of revenues and expenditures can be estimated, and the town’s experience in prior fiscal years.”

In determining what a “reasonable amount” of fund balance means the Town cites the Government Finance Officers Association (GFOA) which recommends in the publication titled “Fund Balance Guidelines for the General Fund,” that, at a minimum, general-purpose governments should maintain unrestricted budgetary fund balance of not less than two months of operating expenditures (approximately 17 percent). It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks and the smaller the fund the more susceptible to risks is that fund.