

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

**Meeting Date: Tuesday, May 16, 2017 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the May 2, 2017 meeting.
2. Declare Computer Equipment as Surplus (Info Systems) – Request from Sue Wentworth for Town Board action to declare various computers as surplus and to authorize their auction on eBay or, if not sold, to authorize their disposal as junk or to donate to a non-profit agency (see memo from S. Wentworth).
3. Declare Ambulance as Surplus (Ambulance Dist.) – Request from Suzanne Zaso for Town Board action to declare a 2007 Chevy Type III ambulance as surplus and authorize disposal through auction (see letter from S. Zaso).
4. Re-appropriate Funds for Bus Shelters (Finance) – Request from Suzanne Zaso for Town Board action to re-appropriate \$9,250 into the 2017 budget from unassigned General Fund balance to apply towards to the purchase of two (2) bus shelters on Monroe Ave. (see letter from S. Zaso).
5. Close Capital Projects (Finance) – Request from Suzanne Zaso for Town Board authorization to close out seven completed or inactive capital projects (see letter from S. Zaso).

REMINDER: The FASC meetings for the months of June, July, and August 2017 have been moved to 8:30 a.m. on the Wednesday prior to Town Board meeting dates.

The next regularly scheduled meeting of the FASC will be held **Wednesday, June 7, 2017 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5250 Fax (585) 784-5373

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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Susan Wentworth, IT Coordinator

Date: May 16, 2017

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by online eBay auction with local pickup only. Items that do not sell within a reasonable amount of time will be disposed of as junk or donated to a non-profit agency.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Susan A. Wentworth

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. Information Systems

REQUESTING EMPLOYEE

Susan Wentworth

DATE May 16, 2017

DEPT. HEAD SIGNATURE

Susan Wentworth

TOWN I.D. #*	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005614	Computer	Dell	OptiPlex 790	2011	394Y1R1	\$1,422.75	Online Auction
005618	Computer	Dell	OptiPlex 790	2011	HG5S1R1	\$1,422.75	Online Auction
005242	Computer	Dell	Precision T3500	2010	DQL1MN1	\$2,179.67	Online Auction
005243	Computer	Dell	Precision T3500	2010	DQL2MN1	\$2,179.67	Online Auction
005521	Computer	Dell	OptiPlex 760	2010	C2TSML1	\$1,017.00	Online Auction
000136	Computer	Dell	OptiPlex 380	2010	FGFLMN1	\$769.70	Online Auction
000139	Computer	Dell	OptiPlex 380	2010	FGJLMN1	\$769.70	Online Auction
000262	Computer	Dell	OptiPlex 380	2010	FGDJMN1	\$769.70	Online Auction
000264	Computer	Dell	OptiPlex 380	2010	FGJKMN1	\$769.70	Online Auction
000267	Computer	Dell	OptiPlex 380	2010	FGMKMN1	\$769.70	Online Auction
000268	Computer	Dell	OptiPlex 380	2010	FGMJMN1	\$769.70	Online Auction
000269	Computer	Dell	OptiPlex 380	2010	FGHKMN1	\$769.70	Online Auction
000270	Computer	Dell	OptiPlex 380	2010	FGLKMN1	\$769.70	Online Auction
000277	Computer	Dell	OptiPlex 380	2010	FGLJMN1	\$769.70	Online Auction

* For vehicles use the last 6 characters of the VIN number.

Finance Office

Use: _____ Town Board Authorization Date

_____ Insurance Notification Date

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. Information Systems

REQUESTING EMPLOYEE Susan Wentworth

DATE May 16, 2017

DEPT. HEAD SIGNATURE *Susan A. Wentworth*

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
000279	Computer	Dell	OptiPlex 380	2010	FGGKMN1	\$769.70	Online Auction
000287	Computer	Dell	OptiPlex 390	2011	GW0JXR1	\$714.89	Online Auction
000387	Computer	Dell	OptiPlex 760	2010	3YCMQL1	\$685.00	Online Auction
000452	Computer	Dell	OptiPlex 960	2010	HL0KZK1	Part of HVAC	Online Auction

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: _____ Town Board Authorization Date: _____ Insurance Notification Date: _____

(Handwritten initials)

Finance Department

Suzanne Zaso
Director of Finance



May 15, 2017

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

Dear Town Board Members:

I am recommending that the Town Board declare one (1) 2007 Chevy Type III Ambulance (vin# 1GBJG316571217136) as surplus and authorize its disposal via auction. This ambulance has been replaced by the recently delivered 2017 Medix Type III ambulance.

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,

Suzanne Zaso
Director of Finance

Suzanne Zaso
Director of Finance



May 15, 2017

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

Re: Re-appropriation of Funds for Bus Shelters

Dear Board Members:

Included in the adopted 2016 budget under the Town's Streetscape account was \$25,000 for bus shelters on Monroe Avenue. While the Town Board authorized the purchase of four shelters at their meeting of April 13, 2016, the intent was to spread these purchases over two years. Since only two shelters were purchased and installed in 2016 for a total of \$15,750; \$9,250 was left to fall to unassigned General Fund balance at year-end 2016.

My formal request to the Town Board is to re-appropriate the \$9,250 from unassigned General Fund balance to Site Development under the Town's Streetscape account (A.DPW.8510 2.66).

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,

Suzanne Zaso
Director of Finance

Cc: M. Guyon
T. Anderson
A. Banker