

VILLAGE OF BROCKPORT

"To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

VILLAGE BOARD – WORK SESSION AGENDA

Monday, February 23, 2015 7:00pm

Location: Village Hall conference room

Excused: Trustee LaPierre

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, Mayor takes notes & provides to Clerk.

- **GUESTS:** None
- **ACTION ITEMS (time-sensitive):**
 - Approval of minutes: 2/2
 - Approval of bills to be paid
 - Approval of budget transfers
- **ITEMS FOR DISCUSSION / REVIEW:**
 - With Treasurer
 - Financial reports for period ending 1/31/15
 - 06/01/15-05/31/16 Budget
 - FOIL – consider possible amendments to Village policy adopted 7/21/08 (for 3/2 action)
- **EXECUTIVE SESSION (if needed)**
- **ADJOURNMENT**

Upcoming:

Village Board meeting: 7pm Monday, 3/2

Village Board meeting: 7pm Monday, 3/16 (with Attorney & Treasurer & Department Heads)

Next Village Board work session: 7pm Monday, 3/23 (with Treasurer re budget – if necessary)

← Over: 6/1/15-5/31/16 Village budget preparation calendar adopted by Village Board 10/20/14

Budget Preparation Calendar
Village of Brockport
Fiscal Year June 1, 2015 – May 31, 2016

ADOPTED BY VLB
 10/20/14

Monday, November 3, 2014	Treasurer to notify Department Heads, and Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 15, 2014	Department Heads to submit expense estimates to Treasurer
Monday, January 26, 2015- 7 PM	Village Board work session with Treasurer and department Heads – discuss department budget requests
Monday, February 23, 2015 – 7 PM	Village Board work session with Treasurer – discuss and make revisions to budget requests (if necessary)
Monday, March 2, 2015 – 7 PM	Village Board meeting, Treasurer will provide updated information regarding budget development
Monday, March 16, 2015 – 7 PM	Village Board meeting, Treasurer will provide updated information regarding budget development
Wednesday, March 18, 2015	Treasurer to file tentative budget with Clerk (must be filed by March 20th)
Monday, March 23, 2015 – 7 PM	Village Board work session with Treasurer– discuss and make revisions to tentative budget (if necessary)
Wednesday, March 25, 2015 for March 29, 2015 edition	Clerk to publish notice of public hearing on tentative budget
Monday, April 6, 2015 – 7 PM	Treasurer to present budget to public - public hearing on preliminary budget (Middle School L.G.I.)
Monday, April 20, 2015 – 7 PM	Village Board meeting – adopt budget (must be done by May 1 st)

**Village of Brockport
Budget Transfer Form**

Account Number	From:		To:		Amount	Explanation of Transfer
	Description	Account Number	Description	Account Number		
A1990.4000	Contingency	A1325.4030	Clrk/Treas - Computer Supplies		250.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1325.4100	Clrk/Treas - Publications		350.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1620.4051	Bldgs. Clinton St. - Janitorial Supplies		250.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1620.4052	Bldgs. State St. - Janitorial Supplies		250.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1620.4090	Bldgs. Miscellaneous		1,000.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1680.2000	IT Hardware Solutions		1,000.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1680.4000	IT Hardware Solutions		2,100.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A1910.4000	Insurance		900.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A3120.4010	Police - Telephone		1,500.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A3120.4031	Police - Fleet Repairs		550.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A3120.4032	Police -Training Conferences		450.00	Cost Exceeded Budget estimate
A1990.4000	Contingency	A3120.4080	Police -Uniforms		2,700.00	Cost Exceeded Budget estimate
			Total		8,600.00	

1
2
3
4
5
6
7
8
9
10
11
12

- Purpose:**
- (1) Adjustment for additional computer supplies
 - (2) Adjustment for Legal Notices
 - (3) Adjustment for Janitorial Supplies
 - (4) Adjustment for Janitorial Supplies
 - (5) Adjustment for Board Room Equipment
 - (6) Adjustment for Board Room Equipment
 - (7) Adjustment for Board Room Equipment
 - (8) Adjustment for Property Insurance
 - (9) Adjustment for Police Dept. Telephone Expenditures
 - (10) Adjustment for Police Dept. Vehicle Repairs
 - (11) Adjustment for Police Dept. Training
 - (12) Adjustment for Police Dept. Uniforms

Village of Brockport

Statement of Actual & Estimated Revenues - General Fund

Statement of Actual & Estimated Revenue

Village of Brockport
 For Period Ending 01/31/2015
 Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A0599.0000					
Appropriated Fund Balance	300,000.00			300,000.00	
A1001.0000					
Real Property Taxes	2,600,390.00		2,599,287.07	1,102.93	99.96
A1081.0000					
In-Lieu-Of Taxes	39,091.00		39,091.03	0.03-	100.00
A1090.0000					
Int & Penalties on Taxes	12,000.00		5,610.02	6,389.98	46.75
A1120.0000					
County Sales Tax	1,507,067.00		811,575.02	695,491.98	53.85
A1130.0000					
Utility Gross Receipts Tax	75,000.00	2,012.86	53,987.57	21,012.43	71.98
A1170.0000					
Franchise Tax	74,822.00			74,822.00	
A1230.0000					
Clerk/Treasurer Fees	1,000.00	140.25	1,159.50	159.50-	115.95
A1520.0000					
Police Fees	1,000.00	30.00	195.00	805.00	19.50
A1560.0000					
Safety Inspections	15,000.00	4,255.00	18,410.00	3,410.00-	122.73
A1640.0000					
Ambulance Charges			32.05	32.05-	
A1710.0000					
Public Works Services	3,000.00		8,706.94	5,706.94-	290.23
A1789.0000					
Docking Fees	2,500.00		3,590.00	1,090.00-	143.60
A2089.0000					
Farmers Market Fees	1,500.00		2,746.27	1,246.27-	183.08
A2110.0000					
Zoning Fees	500.00	300.00	2,400.00	1,900.00-	480.00
A2115.0000					
Planning Fees	600.00	135.00	935.00	335.00-	155.83
A2389.3000					
Monroe County - DWI	10,300.00		10,970.51	670.51-	106.51
A2389.8001					
Monroe Cty CDBG-Perry Street			4,684.34	4,684.34-	
A2389.9001					
SCS Contribution- Crossing Guards	5,000.00		5,000.00		100.00
A2401.0000					
Interest & Earnings	4,000.00			4,000.00	
A2401.1000					
Int Earned-Spec Reserves			148.81	148.81-	
A2401.3000					
Interest & Earnings- Asset Forfeiture			0.02	0.02-	
A2450.0000					
Comissions	2,500.00			2,500.00	
A2545.0000					
Bus / Occupation License	15,000.00	3,187.50	44,875.00	29,875.00-	299.17
A2590.0000					
Permits	5,000.00		3,500.00	1,500.00	70.00
A2610.0000					
Fines & Forfeitures	100,000.00		32,042.29	67,957.71	32.04
A2650.0000					
Scrap Sales	1,000.00		225.90	774.10	22.59
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2665.0000					
Sale of Equipment			41,852.50	41,852.50-	
A2680.0000					
Insurance Recoveries	6,500.00		1,450.50	5,049.50	22.32
A2690.0000					
Other Comp - Reimbursement	2,500.00			2,500.00	

Statement of Actual & Estimated Revenue

Village of Brockport
 For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A2701.0000					
Refund of P/Y Exp	20,000.00		760.00	19,240.00	3.80
A2705.0000					
Gifts & Donations			4,099.00	4,099.00-	
A2770.0000					
Other Unclassified	500.00		3,718.81	3,218.81-	743.76
A3001.0000					
State Aid - AIM	110,000.00			110,000.00	
A3005.0000					
State Aid-Mortgage Tax	30,000.00		23,837.21	6,162.79	79.46
A3089.7000					
State Aid - Other	10,975.00			10,975.00	
A3089.7001					
State Aid, CHIPS	84,291.00			84,291.00	
A4089.4002					
New York Main St. Grant	200,000.00			200,000.00	
A9999.0000					
Acct for Exp.Transfers		1,895.49	50,210.00	50,210.00-	
A9999.1000					
C/S Misc for Reclassification			2,099.18	2,099.18-	
Report Totals	5,244,536.00	11,956.10	3,777,199.54	1,467,336.46	72.02

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - General Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1010.1000								
Trustees-Personal Services		13,777.00	2,296.00	9,184.00			4,593.00	66.66
A1010.4000								
Trustees-Contractual Expenses		34,000.00		25,614.24			8,385.76	75.34
A1010.4030								
Trustees-Conference Exp		1,990.00		144.65			1,845.35	7.27
A1010.4031								
Publications		1,000.00		896.14			103.86	89.61
A1010.4090								
Trustees-Miscellaneous		260.00	150.00	205.00		55.00		100.00
A1110.1000								
Court - Personnel Services		24,440.00	7,950.50	16,049.64			8,390.36	65.67
A1110.2000								
Court - Equipment		3,000.00	832.11	832.11			2,167.89	27.74
A1110.4000								
Court - Contractual Services		4,000.00	16,499.29	22,412.26		4,556.86	22,969.12-	674.23
A1110.4010								
Court - Bldg. Renovations		30,000.00	12,514.31	20,417.68		12,206.13	2,623.81-	108.75
A1110.4060								
Court - Postage		200.00	45.75	45.75			154.25	22.88
A1210.1000								
Mayor-Personal Services		9,867.00	1,644.50	6,578.00		850.00-	4,139.00	58.05
A1210.4000								
Mayor-Contractual Expenses		100.00					100.00	
A1210.4010								
Mayor-Telephone		1,500.00	162.53	1,049.30			450.70	69.95
A1210.4050								
Mayor-Conference Exp		500.00		195.00			305.00	39.00
A1210.4090								
Mayor-Miscellaneous		50.00				10.00	40.00	20.00
A1320.4000								
Auditor-Contractual Expenses		12,750.00		1,480.00			11,270.00	11.61
A1325.1000								
Clrk/Treas-Personal Services		139,683.00	13,599.10	78,981.54			60,701.46	56.54
A1325.4000								
Clrk/Treas-Total Contractual Expense		2,300.00	25.00	1,903.20			396.80	82.75
A1325.4010								
Clrk/Treas-Telephone		7,750.00	406.34	3,029.92		279.60	4,440.48	42.70
A1325.4020								
Clrk/Treas-Office Supplies		4,250.00	192.16	1,600.02		1,722.76	927.22	78.18
A1325.4030								
Clrk/Treas-Computer Supplies		10,000.00		9,702.04		250.00	47.96	99.52

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1325.4050							
Cirk/Treas-Membership Fees	600.00		385.00			215.00	64.17
A1325.4060							
Cirk/Treas-Postage	4,400.00	500.00	3,639.30		249.12	511.58	88.37
A1325.4070							
Cirk/Treas-Copier Expenses	4,000.00	414.55	2,776.70			1,223.30	69.42
A1325.4080							
Cirk/Treas-Payroll Expense	4,000.00	715.68	3,157.33			842.67	78.93
A1325.4090							
Cirk/Treas-Miscellaneous	7,500.00	589.50	6,150.43		1,094.02	255.55	96.59
A1325.4100							
Cirk/Treas - Publications	4,225.00	768.00	3,676.80		545.40	2.80	99.93
A1325.4110							
Cirk/Treas-Training	2,500.00		152.44			2,347.56	6.10
A1325.4120							
Cirk/Treas-Tax Bill Processing	2,000.00		1,103.35			896.65	55.17
A1420.4000							
Law-Total Contractual Expenses	41,685.00		7,406.50			34,278.50	17.77
A1420.4016							
Village Attorney- Harris, Chesworth &	19,315.00	5,000.00	19,315.00				100.00
A1440.4000							
Engineer-Total Contractual Expense	5,000.00	48.00	176.00			4,824.00	3.52
A1440.4020							
Engineer-Chatfield Engineers		48.00-					
A1450.4000							
Total Contractual Expenses	770.00		770.00				100.00
A1450.4010							
Elections-Inspector Salaries	220.00		110.00		110.00		100.00
A1450.4020							
Elections-Legal Notice Publication	200.00				200.00		100.00
A1450.4030							
Elections-Supplies	310.00					310.00	
A1490.1000							
Pub Wrks Admin-Total Personal Ser	120,837.00	9,319.50	55,850.50			64,986.50	46.22
A1490.4020							
Pub Wrks Admin-Conference Exp	300.00		245.00			55.00	81.67
A1490.4030							
Office Supplies/Postage	700.00	75.50	679.05			20.95	97.01
A1490.4040							
Permits, Licenses, Fees	300.00		189.00			111.00	63.00
A1490.4090							
Pub Wrks Admin-Miscellaneous	500.00		29.98			470.02	6.00

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1620.4020							
Natural Gas-DPW	6,000.00		1,152.94			4,847.06	19.22
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00		300.42			1,199.58	20.03
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00		516.61			1,483.39	25.83
A1620.4030							
Electric-DPW	6,300.00		4,054.30			2,245.70	64.35
A1620.4031							
Bldgs-Electric-1 Clinton Street	10,000.00		9,345.61			654.39	93.46
A1620.4032							
Bldgs-Electric-49 State Street	4,800.00		3,473.51			1,326.49	72.36
A1620.4034							
Elec- Main St Sign	420.00		181.76			238.24	43.28
A1620.4050							
Bldgs-Janitorial Supplies	950.00	304.07	906.66			43.34	95.44
A1620.4051							
Bldgs-Janitor Supplies- Clinton St	4,650.00	378.00	3,752.23	862.00		35.77	99.23
A1620.4052							
Bldgs-Janitor Supplies-State Street	4,500.00	255.00	2,782.57	1,600.00		117.43	97.39
A1620.4060							
Bldgs-Repair Items	9,350.00		2,387.07	1,540.00		5,422.93	42.00
A1620.4070							
Telephone - DPW	2,160.00	115.56	974.58			1,185.42	45.12
A1620.4090							
Bldgs-Miscellaneous	3,750.00		2,495.08	1,234.17		20.75	99.45
A1640.4000							
Central Garage- Contractual Expens	1,750.00			796.18		953.82	45.50
A1640.4010							
Fasteners	1,000.00		118.78			881.22	11.88
A1640.4020							
Auto -Electrical	650.00					650.00	
A1640.4040							
Tools	1,000.00	178.14	866.49	270.72		137.21-	113.72
A1640.4050							
Welding Supplies	650.00		290.53			359.47	44.70
A1640.4060							
Fuel Additives/Oil	2,875.00		625.00			2,250.00	21.74
A1640.4061							
Oil Expenditures (Not Fuel Oil)	500.00		33.92			466.08	6.78
A1640.4070							
Shop Supplies	2,500.00	10.00	1,392.61			1,107.39	55.70

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1640.4080							
Hydraulic Supplies	1,000.00					1,000.00	
A1640.4090							
Miscellaneous	4,425.00	102.96	2,733.97			1,691.03	61.78
A1670.4000							
Central Mailing	1,500.00	742.38-	965.08-			2,465.08	64.34-
A1680.2000							
IT Hardware Software	5,500.00		2,849.91		2,559.00	91.09	98.34
A1680.4000							
IT Hardware Software	15,000.00		14,560.81			439.19	97.07
A1910.4000							
Unallocated Insurance	45,200.00		45,169.45			30.55	99.93
A1920.4000							
Municipal-Membership Dues	5,100.00		800.00			4,300.00	15.69
A1950.4000							
Taxes on Village Property	1,300.00	1,192.70	1,192.70			107.30	91.75
A1990.4000							
Contingency-Allocation Only	67,165.00					67,165.00	
A3120.1000							
Police-Total Personal Services	1,018,820.00	114,282.74	731,366.29			287,453.71	71.79
A3120.1030							
Police-P/T Officers	5,000.00					5,000.00	
A3120.1040							
Police-Crossing Guards	12,728.00					12,728.00	
A3120.1055							
Police-Secretaries P/T	41,021.00	5,071.20	35,323.38			5,697.62	86.11
A3120.1060							
Overtime	70,000.00	29,410.18	122,343.66			52,343.66-	174.78
A3120.2010							
Police-Vehicles	49,071.00		49,071.00				100.00
A3120.2020							
Police-Firearms	6,500.00		3,313.72		2,107.58	1,078.70	83.40
A3120.2040							
Police-Office Furniture/Equip	250.00		199.99			50.01	80.00
A3120.2051							
Police-Computer Software	2,400.00		1,073.91		1,128.91	197.18	91.78
A3120.4000							
Police-Total Contractual	1,805.00		1,802.19			2.81	99.84
A3120.4001							
Police - Insurance Law Enforcement	17,200.00		17,188.60			11.40	99.93
A3120.4010							
Police-Telephone	7,550.00	584.03	7,173.84			376.16	95.02

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport
For Period Ending 01/31/2015
Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4020							
Police-Office Supplies/Postage	4,250.00	1,439.09	3,483.82		756.33	9.85	99.77
A3120.4030							
Police-Fleet Maintenance	3,300.00	64.08	807.98		312.39	2,179.63	33.95
A3120.4031							
Police-Fleet Repairs	2,825.00	242.47	2,592.91		163.45	232.09	91.78
A3120.4032							
Police-Fleet Supplies & Equip	14,375.00		13,245.88			965.67	93.28
A3120.4040							
Police-Fuel	20,000.00		13,656.56			6,343.44	68.28
A3120.4060							
Police-Maintenance Contracts	2,100.00		2,064.08			35.92	98.29
A3120.4065							
Office Equip Lease/Rental	7,600.00	281.35	2,136.20			5,463.80	28.11
A3120.4080							
Police-Quarter Master Unit	9,000.00	756.00	5,494.23		3,494.27	11.50	99.87
A3120.4090							
Police-Miscellaneous	500.00		351.69			148.31	70.34
A3120.4100							
Affiliations	190.00				150.00	40.00	78.95
A3120.4105							
Training, School, Conferences	1,454.00		1,454.00				100.00
A3120.4110							
Police-Publications	600.00				466.00	134.00	77.67
A3120.4120							
Police-Supplies/Life Safety Supplies	4,000.00		1,276.33		324.93	2,398.74	40.03
A3120.4130							
Police-Computer Supplies	1,300.00		214.97			1,085.03	16.54
A3120.4140							
Police-Medical/Psychological	1,700.00					1,700.00	
A3120.4150							
Police-Special Enforcement	2,500.00				321.51	2,178.49	12.86
A3120.4155							
Police- STOP DWI	10,300.00					10,300.00	
A3120.4160							
Police-Bike Patrol	400.00		25.00			375.00	6.25
A3120.4165							
Police - Traffic Safety Grant	4,200.00					4,200.00	
A3120.4170							
Police-Explorer Post	500.00		192.50		1,036.10	728.60-	245.72
A3120.4175							
Police - Monroe County "Crackdown"	7,800.00					7,800.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4176						31,200.00	
Impact Tools Grant	31,200.00						
A3120.4180						1,050.00	
Police-Community Service	1,050.00						
A3120.4200			33.09			466.91	6.62
Police-Postage	500.00						
A3120.4210						250.00	
Police-Technicians	250.00						
A3120.4220						250.00	
Police-Special Events	250.00						
A3120.4230			32.67			217.33	13.07
Police-NYS Accreditation	250.00						
A3120.4240			992.67			7.33	99.27
Police-Less Lethal Training Equip	1,000.00						
A3310.4010		47.62	388.08			211.92	64.68
Traffic Control-Signal	600.00						
A3310.4020						1,500.00	
Traffic Control-Paint	1,500.00						
A3310.4030			510.00			1,990.00	20.40
Traffic Control-Signs	2,500.00						
A3310.4040			310.50			989.50	23.88
Traffic Control-Channels & Posts	1,300.00					400.00	
A3310.4090						20,685.38	75.71
Traffic Control-Miscellaneous	400.00						
A3620.1000		11,079.37	64,470.62			1,039.56	13.37
Safety Insp-Total Personal Services	85,156.00						
A3620.2000			160.44			79.00	21.00
Safety Insp-Equipment	1,200.00						
A3620.4000			21.00			807.75	46.15
Safety Insp-Total Contractual Expens	100.00				774.00		
A3620.4010			692.25			7.25	99.70
Cellular/Telephone	1,500.00						
A3620.4020		121.90	1,618.75			288.92	85.18
Training	2,400.00					1,406.32	21.87
A3620.4030			1,661.08			78.00	68.80
Safety Insp-Computer Supplies	1,950.00				55.00		
A3620.4040			393.68			25.00	87.50
Fuel	1,800.00						
A3620.4050			117.00				
Association Dues	250.00						
A3620.4080			175.00				
Safety Insp-Uniforms	200.00						

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3620.4090								
	Miscellaneous	900.00		868.79			31.21	96.53
A3620.4200								
	Postage	2,100.00	373.39	1,835.46			264.54	87.40
A3620.4210								
	Vehicle Maintenance	450.00					450.00	
A4540.4000								
	Ambulance-Total Contractual Expen			30.00			30.00-	
A5110.1000								
	Str Maint-Total Personal Services	486,624.00	60,698.04	400,490.09			86,133.91	82.30
A5110.1001								
	Streets O/T	19,570.00					19,570.00	
A5110.1060								
	Str Maint-Overtime	35,535.00		18,089.88			17,445.12	50.91
A5110.2080								
	Str Maint-Other Equip-Over \$10,000	90,250.00		27,601.55			62,648.45	30.58
A5110.4000								
	Str Maint-Total Contractual Expense	100.00		31.30			68.70	31.30
A5110.4010								
	Str Maint-Telephone	1,700.00	488.80	1,604.57			95.43	94.39
A5110.4041								
	Str Maint-Diesel Fuel	25,000.00	675.49	22,479.34			2,520.66	89.92
A5110.4042								
	Str Maint-Regular Fuel	19,000.00		4,394.43			14,605.57	23.13
A5110.4050								
	Str Maint-Tools	800.00					800.00	
A5110.4060								
	Str Maint-Stone	2,000.00		1,858.52			141.48	92.93
A5110.4070								
	Str Maint-Asphalt	79,250.00		29,068.25			50,181.75	36.68
A5110.4080								
	Str Maint-Uniforms	3,500.00	208.29	2,705.73		137.50	656.77	81.24
A5110.4085								
	Str Maint-Shoes/Boots	1,500.00	156.00	1,285.49			214.51	85.70
A5110.4090								
	Str Maint-Miscellaneous	3,250.00		3,356.72		85.10	191.82-	105.90
A5110.4100								
	Str Maint-Equipment Parts	5,300.00	675.42	6,835.20			1,535.20-	128.97
A5110.4110								
	Str Maint-Truck Parts	17,000.00	1,624.85	8,685.04		1,139.27	7,175.69	57.79
A5110.4130								
	Str Maint-Physicals/Drug Testing	800.00		484.78			315.22	60.60

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4140							
Str Maint-Buildings	1,200.00		90.00			1,110.00	7.50
A5110.4150							
Str Maint-Concrete	2,200.00		360.00			1,840.00	16.36
A5110.4160							
Str Maint-Fill Material	100.00					100.00	
A5110.4165							
Str Maint-Top Soil	1,000.00		976.00			24.00	97.60
A5110.4170							
Str Maint-Shop Supplies	500.00		250.38			249.62	50.08
A5110.4180							
Str Maint-Training/Travel	200.00		200.00				100.00
A5110.4190							
Str Maint-Grass Seed	500.00		459.77			40.23	91.95
A5110.4200							
Str Maint-Publications	150.00				150.00		100.00
A5110.4210							
Str Maint-Manholes & Covers	1,000.00					1,000.00	
A5110.4220							
Str Maint-Office Supplies	100.00					100.00	
A5110.4230							
Str Maint-Equip Rental	100.00					100.00	
A5112.2000							
CHIPS Work	84,291.00		172,536.83		4,711.60	92,957.43-	210.28
A5142.2000							
Snow Plowing-Equipment-Plows	7,000.00					7,000.00	
A5142.4010							
Snow Plowing-Salt	32,000.00					32,000.00	
A5142.4015							
Snow Plowing-Deicer	6,500.00				6,487.00	13.00	99.80
A5142.4030							
Snow Plowing-Plow Parts	3,000.00		272.77		600.00	2,127.23	29.09
A5142.4090							
Snow Plowing-Contractual Expenses	200.00					200.00	
A5182.4010							
Street Lighting-Electricity	92,000.00	9,599.45	64,953.61			27,046.39	70.60
A5182.4030							
Street Lighting-Repairs	4,000.00		317.60		3,491.50	190.90	95.23
A5182.4040							
Street Lighting-Parts	1,500.00		104.43			1,395.57	6.96
A5182.4090							
Street Lighting-Contractual Expenses	100.00					100.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5410.4010						
Sidewalks-Concrete	10,000.00	3,417.73			6,582.27	34.18
A5410.4020						
Sidewalks-Stone	400.00				400.00	
A5410.4090						
Sidewalks-Contractual Expenses-Mis	500.00	4,191.68			3,691.68-	838.34
A5650.4020						
Paint	200.00	26.87			173.13	13.44
A5650.4030						
Signs	200.00				200.00	
A5650.4040						
Posts	200.00				200.00	
A6410.4000						
Economic Development	2,350.00	486.00			1,864.00	20.68
A6410.4200						
Welcome Center	6,650.00	6,416.64			233.36	96.49
A6520.4000						
Farmer's Mkt Manager	2,500.00	2,000.00			500.00	80.00
A7140.2000						
Parks/Playgrounds-Total Equipment	10,800.00	15,750.00			4,950.00-	145.83
A7140.2010						
Park/Playgrounds-Playground Equip	5,700.00				5,700.00	
A7140.2020						
Parks/Playgrounds-Park Equipment	5,000.00	4,470.64			529.36	89.41
A7140.4000						
Parks & Playgrounds-Totals Contrac	1,500.00	724.82			775.18	48.32
A7140.4010						
Parks/Playgrounds-Equipment Repai	500.00	45.90			454.10	9.18
A7140.4020						
Parks/Playgrounds-Maintenance Sup	3,000.00	1,813.11			1,186.89	60.44
A7140.4030						
Parks/Playgrounds-Gardening	300.00	212.94			87.06	70.98
A7140.4090						
Parks/Playgrounds-Miscellaneous	100.00	91.09			8.91	91.09
A7415.4000						
Seymour Library	189,052.00	189,052.00				100.00
A7450.4000						
Museum-Contractual Expenses	2,500.00	304.38		299.63	1,895.99	24.16
A7460.4050						
Historic Preservation project - Grant	5,600.00	5,478.65			121.35	97.83
A7470.4000						
New York State Main St. Grant - BI	167,100.00				167,100.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A7470.4001							
Streetscape - Contractual	6,400.00					6,400.00	
A7470.4002							
New York Main St. Grant - Administ	15,000.00					15,000.00	
A7470.4003							
New York Main St. Grant - Softcosts	10,000.00		1,250.00			8,750.00	12.50
A7510.4000							
Total Contractual Expenses	1,400.00		495.97		900.00	4.03	99.71
A7510.4090							
Historian-Miscellaneous	135.00		135.00				100.00
A7520.4010							
Publication Notices	50.00		48.30			1.70	96.60
A7550.4030							
Celebrations-Christmas Decorations		132.09	419.50			419.50-	
A7550.4040							
Celebrations-Special Events	735.00					735.00	
A7550.4050							
Celebrations-Electric	600.00		323.46			276.54	53.91
A7550.4090							
Celebrations-Miscellaneous	1,215.00		2,581.84			1,366.84-	212.50
A8010.4010							
Zoning- Member Stipends	625.00		435.00			190.00	69.60
A8010.4020							
Zoning-Conference Expense	155.00		155.00				100.00
A8010.4090							
Zoning-Miscellaneous	90.00		60.06		25.00	4.94	94.51
A8010.4300							
Zoning-Publications	135.00		131.95			3.05	97.74
A8020.1000							
Planning Board-Personal Services	6,306.00	1,117.14	3,470.23			2,835.77	55.03
A8020.4000							
Planning Board-Total Contractual Ex	650.00					650.00	
A8020.4020							
Planning Board-Conference Expense			150.00			150.00-	
A8020.4090							
Planning Board-Miscellaneous	250.00		250.00				100.00
A8020.4300							
Planning Board-Publications	200.00				200.00		100.00
A8120.4000							
Sanitary Sewers-Total Contractual E	550.00		563.42			13.42-	102.44
A8120.4090							
Sanitary Sewer-Miscellaneous	200.00		138.86			61.14	69.43

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A8140.400M							
Storm Sewer - Monroe Ave. CDB	34,750.00		37,881.20			3,131.20-	109.01
A8140.4010							
Storm Sewer-Supply Parts	4,100.00		1,057.48			3,042.52	25.79
A8140.4020							
Storm Sewer-Maintenance Supplies	1,550.00		1,519.84			30.16	98.05
A8140.4090							
Storm Sewers-Miscellaneous	4,300.00		4,734.64			434.64-	110.11
A8160.4010							
Refuse Collection-Monthly Trash Ren	3,950.00	344.02	2,408.14			1,541.86	60.97
A8160.4030							
Refuse Collection-Brush Pick-up	600.00		799.77		100.00	299.77-	149.96
A8160.4040							
Refuse Collection-Special Pick-up (50.00					50.00	
A8160.4050							
Refuse Collection-Coolant Removal	200.00					200.00	
A8170.4010							
Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	
A8170.4020							
Str Cleaning-Sweeper parts	4,000.00		1,066.29		706.90	2,226.81	44.33
A8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
A8189.4000							
Sanitation-Landfill Monitoring	3,000.00		12,310.89		13,550.00	22,860.89-	862.03
A8189.4002							
Sanitation-Landfill-Testing	5,000.00		910.85		4,085.50	3.65	99.93
A8560.4010							
Equipment Repairs	1,200.00		668.69		37.20	494.11	58.82
A8560.4020							
Shade Trees-New Tree Purchases	1,500.00					1,500.00	
A8560.4030							
Shade Trees-Supplies	400.00					400.00	
A8560.4090							
Shade Trees-Miscellaneous	600.00		4,384.46			3,784.46-	730.74
A9010.8000							
NYS Retirement	249,900.00		189,211.00			60,689.00	75.71
A9015.8000							
Police Retirement System Payments	307,365.00		216,184.00			91,181.00	70.33
A9030.8000							
Social Security	177,636.00	19,453.69	114,040.43			63,595.57	64.20
A9040.8000							
Workers Compensation	125,000.00	25,703.50	108,077.50			16,922.50	86.46

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A9045.8000							
Life Insurance	8,200.00	655.59	5,123.95			3,076.05	62.49
A9050.8000							
Unemployment Expense	10,000.00					10,000.00	
A9055.8000							
Disability Insurance	6,000.00	504.00	3,907.60			2,092.40	65.13
A9055.8100							
Wellness Insurance	1,300.00		924.00			376.00	71.08
A9060.8000							
Medical Insurance	440,000.00	31,640.24	243,066.53			196,933.47	55.24
A9061.8000							
HRA	140,000.00		10,905.20			129,094.80	7.79
A9070.8000							
Dental Insurance	60,000.00	5,758.35	42,351.83			17,648.17	70.59
A9950.9240							
Proj 24 - DPW Equip Repl Reserve	10,000.00					10,000.00	
A9950.9510							
Proj 51 - Smith St Bridge	10,000.00					10,000.00	
Totals for Fund:	5,303,838.00	399,418.36	3,514,406.72	0.00	77,087.63	1,712,343.65	67.72
A (Fund - A)							
Report totals	5,303,838.00	399,418.36	3,514,406.72	0.00	77,087.63	1,712,343.65	67.72

Village of Brockport

Statement of Actual & Estimated Revenues - Water Fund

Statement of Actual & Estimated Revenue

Village of Brockport
 For Period Ending 01/31/2015
 Selecting on FUND from F to F

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
F2140.0000					
Metered Water Sales	586,846.00	51,323.31	409,970.76	176,875.24	69.86
F2141.0000					
Meter Water Sales O/G	500,000.00	23,804.96	250,808.32	249,191.68	50.16
F2144.0000					
Water Service Charges	2,200.00	20.00	6,453.44	4,253.44-	293.34
F2148.0000					
Interest & Penalties	5,000.00	739.03	7,426.58	2,426.58-	148.53
F2401.0000					
Interest & Earnings	1,000.00		19.64	980.36	1.96
F2401.1000					
Int Earned-Spec Reserves	250.00		11.00	239.00	4.40
Report Totals	1,095,296.00	75,887.30	674,689.74	420,606.26	61.60

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Water Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F1440.4000							
Engineer-Contractual Exp	5,000.00					5,000.00	
F1620.4060							
Bldg. Repairs - Water Dept.	1,000.00		465.22			534.78	46.52
F1680.2000							
It Hardware Software	1,000.00				846.18	153.82	84.62
F1680.4000							
IT Hardware Software	2,500.00		2,500.00				100.00
F1910.4000							
General Insurance	22,500.00		22,500.00				100.00
F1990.4000							
Water-Contingency	24,350.00					24,350.00	
F8310.1000							
Water-Supervision	89,702.00	12,697.25				22,946.62	74.42
F8310.4000							
Water Admin Total CE	1,400.00					1,400.00	
F8310.4010							
Payroll Charges	250.00					250.00	
F8310.4040							
Office Expense	2,200.00		549.11			1,650.89	24.96
F8310.4060							
Water-Postage	100.00		5.95			94.05	5.95
F8310.4090							
Miscellaneous	900.00		410.40		100.00	389.60	56.71
F8310.4200							
Postage	2,000.00	273.44				377.59	81.12
F8320.4000							
Water Purchases	450,000.00	36,033.60	298,776.64			151,223.36	66.39
F8340.1000							
Water-Labor	99,500.00	7,312.82	42,968.41			56,531.59	43.18
F8340.2020							
Vehicles	68,130.00		39,016.83		593.76	28,519.41	58.14
F8340.2040							
Meters	30,000.00					30,000.00	
F8340.2222							
Reserve Expenditure	6,900.00		6,818.00			82.00	98.81
F8340.4000							
Wtr Transm-Ttl Cont Exp	47,225.00	1,547.07	5,928.26		0.49	41,296.25	12.55
F8340.400W							
Water Main Replacement West Ave.	5,338.00	2,567.60	4,383.60			4,383.60-	
F8340.4010							
Water Main Supplies	5,338.00		5,650.99			312.99-	105.86
F8340.4020							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Vehicle Parts & Supplies	7,427.00		3,835.33			3,591.67	51.64
F8340.4030 Meter Supplies	2,875.00	263.00	3,076.08			201.08-	106.99
F8340.4040 Curb Box Supplies	2,100.00		204.00			1,896.00	9.71
F8340.4041 Fuel	3,000.00		2,835.41			164.59	94.51
F8340.4050 Stone	1,000.00					1,000.00	
F8340.4060 Asphalt	2,500.00					2,500.00	
F8340.4070 Dirt	4,100.00					4,100.00	
F8340.4080 Water Transm-Uniforms	1,250.00		694.98			555.02	55.60
F8340.4090 Miscellaneous	5,550.00		3,702.65		100.00	1,747.35	68.52
F8340.4100 Water Transm-Telephone	2,164.00	115.56	1,456.10			707.90	67.29
F8340.4110 Water Transm-Electricity	5,000.00		2,892.01			2,107.99	57.84
F8340.4120 Transm - Sample Testing	26,000.00		15,138.00			10,862.00	58.22
F8340.4130 Wtr Transm-Drug/Alcohol Testing	250.00					250.00	
F8340.4140 Wtr Trans-Equip Repair	850.00					850.00	
F8340.4150 Wtr Trans-Training	250.00		63.00		140.00	47.00	81.20
F8340.4160 Wtr Trans-Concrete	200.00					200.00	
F8340.4170 Wtr Trans-Gas	200.00	160.65	409.41			209.41-	204.71
F8340.4180 Water Transm-Publications	4,000.00					4,000.00	
F9010.8000 NYS Retirement	17,000.00		17,000.00				100.00
F9030.8000 Social Security	14,500.00	1,556.39	8,475.48			6,024.52	58.45
F9040.8000 Workers Compensation	14,500.00		14,500.00				100.00
F9045.8000 Life Insurance	1,200.00					1,200.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F9055.8000 Disability Insurance	1,200.00					1,200.00	
F9060.8000 Hospital Insurance	27,500.00					27,500.00	
F9061.8000 HRA	16,000.00					16,000.00	
F9070.8000 Dental Insurance	13,000.00					13,000.00	
F9710.6000 Serial Bond - Principle payments	30,768.00					30,768.00	
F9710.7000 Serial Bond - Interest payments	30,917.00				1,780.43	30,917.00	
Totals for Fund:	1,095,296.00	62,527.38	572,633.65	0.00	1,780.43	520,881.92	52.44
F (Fund - F)							
Report totals	1,095,296.00	62,527.38	572,633.65	0.00	1,780.43	520,881.92	52.44

Village of Brockport

Statement of Actual & Estimated Revenues - Sewer Fund

Statement of Actual & Estimated Revenue

Village of Brockport
 For Period Ending 01/31/2015
 Selecting on FUND from G to G

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
G2122.0000					
Sanitary Sewer- Sewer Charges	145,246.00	10,797.16	92,965.84	52,280.16	64.01
G2128.0000					
Sanitary Sewer- Interest and Penalties	100.00			100.00	
G2401.0000					
Interest and Earning- Sewer Fund			1.27	1.27-	
G2650.0000					
Scrap Sales - Sewer fund			1,483.40	1,483.40-	
Report Totals	145,346.00	10,797.16	94,450.51	50,895.49	64.98

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Sewer Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 01/31/2015

Selecting on FUND from G to G

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
G8120.2000 Sanitary Sewers- Equipment	15,650.00		15,632.00			18.00	99.88
G8120.4000 Contractual	29,121.00	290.71	16,741.10			12,379.90	57.49
G8120.4010 Sanitary Sewers- Truck Parts	4,500.00		15.75			4,484.25	0.35
G8120.4020 Sanitary Sewers- Supply Parts	400.00		371.48			28.52	92.87
G8120.4090 Sanitary Sewers- Miscellaneous	50.00		24.67			25.33	49.34
G9710.6000 Bond Principal	46,155.00					46,155.00	
G9710.7000 Bond Interest	49,470.00					49,470.00	
Totals for Fund: G (Fund - G)	145,346.00	290.71	32,785.00	0.00		112,561.00	22.56
Report totals	145,346.00	290.71	32,785.00	0.00		112,561.00	22.56

To: Mayor Blackman
From: Daniel P. Hendricks 

Date: February 18, 2015

Re: February 23, 2015 - Budget Work Session

For the next budget Work Session scheduled for February 23, 2015 we will continue our review of the 2015-16 budgets. Specifically I intended to review the 2015 – 16 budget requests for the Water and Sewer Funds for 2015 -16. Copies of which are enclosed.

In addition I will provide a brief update regarding the progress of negotiations with the CSEA Unit and the Stetson Club.

As discussed at the last work session, the budget does not contain any wage increases for staff, as we are negotiating contracts with our two unions.

Based on preliminary figures, I am confident that we will be able to stay within the Governors Tax Cap of a 1.68% increase to the Tax Levy.

Please let me know if you have any questions.

Village of Brockport
2015 - 16 Expenditure Budget
Water Fund

Village of Brockport											
2015-16 Budget											
Line Item Budget											
Water Fund	Acct. Code	Actual 2013-14 Expenditures	2014-15 Budget	2015-16 Budget	\$ Change	% Change	Staffing Information				
Engineer-Contractual Exp	F1440.4000	4,000	5,000	5,000	0	0.00%					
Bldg. Repairs - Water Dept.	F1620.4060	1,000	1,000	1,000	0	0.00%					
IT Hardware Software	F1680.2000	1,000	1,000	1,000	0	0.00%					
IT Hardware Software	F1680.4000	2,500	2,500	2,500	0	0.00%					
General Insurance	F1910.4000	20,760	22,500	22,500	0	0.00%					
Water-Contingency	F1990.4000	29,250	29,250	29,250	0	0.00%					
Water-Supervision	F8310.1000	87,090	89,702	89,702	0	0.00%					.5 Supt. DPW
Water Admin Total CE	F8310.4000	1,400	1,400	1,400	0	0.00%					.5 Clerical
Payroll Charges	F8310.4010	200	250	250	0	0.00%					
Office Expense	F8310.4040	2,000	2,200	2,200	0	0.00%					
Miscellaneous	F8310.4090	900	900	900	0	0.00%					
Postage	F8310.4200	1,000	2,000	2,000	0	0.00%					
Water Purchases	F8320.4000	450,000	450,000	475,000	25,000	5.56%					
Water-Labor	F8340.1000	96,500	99,500	99,500	0	0.00%					2.0 DPW Employees
Vehicles	F8340.2020	28,130	68,130	68,130	0	0.00%					
Meters/Water Main	F8340.2040	60,000	30,000	30,000	0	0.00%					
Wtr Transm - Equipment Other	F8340.2050	4,500	4,500	12,500	8,000	177.78%					
Wtr Transm-Ttl Cont Exp	F8340.4000	47,225	47,225	39,225	-8,000	-16.94%					
Monroe County CDBG Barry Street	F8340.400B	37,500	0	0	0						
Water Main Supplies	F8340.4010	5,338	5,338	8,000	2,662	49.87%					
Vehicle Parts & Supplies	F8340.4020	7,427	7,427	7,427	0	0.00%					
Meter Supplies	F8340.4030	475	475	500	25	5.26%					
Curb Box Supplies	F8340.4040	2,100	2,100	2,100	0	0.00%					
Fuel	F8340.4041	1,700	3,000	5,000	2,000	66.67%					
Stone	F8340.4050	1,500	1,000	1,000	0	0.00%					
Asphalt	F8340.4060	4,100	2,500	2,500	0	0.00%					
Dirt	F8340.4070	0	4,100	4,100	0						
Water Transm-Uniforms	F8340.4080	1,250	1,250	1,250	0	0.00%					

Village of Brockport									
2015-16 Budget									
Line Item Budget									
Water Fund	Acct. Code	Actual 2013-14 Expenditures	2014-15 Budget	2015-16 Budget	\$ Change	% Change	Staffing Information		
Miscellaneous	F8340.4090	6,750	5,750	5,750	0	0.00%			
Water Transm-Telephone	F8340.4100	2,164	2,164	2,500	336	15.53%			
Water Transm-Electricity	F8340.4110	2,250	5,000	5,000	0	0.00%			
Transm - Sample Testing	F8340.4120	20,550	26,000	26,000	0	0.00%			
Wtr Transm-Drug/Alcohol Testing	F8340.4130	250	250	250	0	0.00%			
Wtr Trans-Equip Repair	F8340.4140	850	850	850	0	0.00%			
Wtr Trans-Training	F8340.4150	250	250	250	0	0.00%			
Wtr Trans-Concrete	F8340.4160	200	200	200	0	0.00%			
Wtr Trans-Heating Oil	F8340.4171			3,000	3,000				
Water Transm-Publications	F8340.4180	350	4,000	4,000	0	0.00%			
NYS Retirement	F9010.8000	13,875	17,000	33,000	16,000	94.12%			
Social Security	F9030.8000	14,500	14,500	14,500	0	0.00%			
Workers Compensation	F9040.8000	12,500	14,500	20,380	5,880	40.55%			
Life Insurance	F9045.8000	1,000	1,200	660	-540	-45.00%			
Disability Insurance	F9055.8000	1,100	1,200	504	-696	-58.00%			
Hospital Insurance	F9060.8000	25,000	27,500	23,746	-3,754	-13.65%			
HRA	F9061.8000	15,600	16,000	12,100	-3,900	-24.38%			
Dental Insurance	F9070.8000	12,000	13,000	4,250	-8,750	-67.31%			
Serial Bond - Principle payments	F9710.6000	28,845	30,768	30,768	0	0.00%			
Serial Bond - Interest payments	F9710.7000	33,107	30,917	29,728	-1,189	-3.85%			
Total Expenditures		1,089,986	1,095,296	1,131,370	36,074	3.29%			

Village of Brockport
2015 - 16 Expenditure Budget
Sewer Fund

* potential changes are handwritten

**RESOLUTION adopted by Village of Brockport Board of Trustees
July 21, 2008
Freedom of Information Law (FOIL)
Rules and Regulations**

**PUBLIC ACCESS TO RECORDS OF
Village of Brockport**

1. Purpose and scope
2. Designation of records access officer
3. Location
4. Hours for public inspection
5. Requests for public access to records
6. Subject matter list
7. Denial of access to records
8. Fees
9. Public notice
10. Severability

Section 1 Purpose and scope.

(a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

(b) These regulations provide information concerning the procedures by which records may be obtained.

(c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

(d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2 Designation of records access officer.

(a) The Village of Brockport is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Brockport Village Clerk
Brockport Village Hall
49 State Street
Brockport, NY 14420

~~bkptvc@frontiernet.net~~

lmorelli@brockportny.org

(b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Maintain an up-to-date subject matter list. *Utilize the MD-1*
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
 - (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
 - (i) The Village of Brockport is not the custodian for such records, or
 - (ii) The records of which the Village of Brockport is a custodian cannot be found after diligent search.

Records Retention Schedule which shall serve as a subject matter list.

Section 3 Location.

Records shall be available for public inspection and copying at:

Brockport Village Hall
49 State Street
Brockport NY 14420

Section 4 Hours for public inspection

Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are:

8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays

Section 5 Requests for public access to records:

(a) A written request may be required, but oral requests may be accepted when records are readily available.

(b) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.

(c) A response shall be given within five business days of receipt of a request by:

- (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;

*+ Attorney
+ Treasurer
+ Dept Head
on all written requests at time of receipt.*

The records access officer shall copy

The records access officer shall copy VB + Dept Head + Attorney + Treasurer
or all written responses at time of issue.

- (2) granting or denying access to records in whole or in part;
- (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
- (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(d) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(e) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:

- (1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
- (2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
- (3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
- (4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
- (5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- (6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or

(7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 Subject matter list.

(a) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.

(b) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

(c) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7 Denial of access to records.

(a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.

(b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

(c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Brockport Village Attorney
C/o Brockport Village Hall
49 State Street
Brockport, NY 14420
(585) 637-5300

(d) Any person denied access to records may appeal within thirty days of a denial.

(e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

(f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

ensure that agency personnel utilize the NO-1 records retention schedule which shall serve as a subject matter list.

[Handwritten mark]

Committee on Open Government
Department of State
41 State Street
Albany, NY 12231

(h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 Fees.

(a) There shall be no fee charged for:

- (1) inspection of records;
- (2) search for records; or
- (3) any certification pursuant to this part.

(b) Copies may be provided without charging a fee.

(c) Fees for copies may be charged, provided that:

(1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;

(2) the fee for copies of records not covered by paragraphs (1) and (2) of this subdivision, shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

Section 9 Public Notice.

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

Section 10 Severability.

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

PUBLIC NOTICE
YOU HAVE A RIGHT TO SEE
PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The VILLAGE OF BROCKPORT has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

Brockport Village Hall
49 State Street
Brockport, NY 14420

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available

2. Records Access Officer(s)

Brockport Village Clerk
Brockport Village Hall
49 State Street
Brockport, NY 14420

(585) 637-5300 X110 [2]

If you are denied access to a record, you may appeal to the following person(s) or body:

Brockport Village Attorney
C/o Brockport Village Hall
49 State Street
Brockport, NY 14420
(585) 637-5300

PLEASE mark "FOIL APPEAL" on the envelope.