January 24, 2014

Pursuant to Section 62 of the New York State Town Law, I am hereby scheduling Special Town Board work session to be held on Wednesday, January 29, 2014 at 6:30 PM in the Supervisor’s Board Room. These meetings are to discuss department head priorities and goals for 2014 and any other business that may come before the Board.

R. Anthony LaFountain
Town Supervisor
TOWN OF PENFIELD
3100 Atlantic Avenue, Penfield, NY 14526-9798

Town Board Work Session
Wednesday, January 15, 2014  6:30 -7:30 PM
Wednesday, January 29, 2014  6:30 -7:15 PM
Wednesday, February 12, 2014  6:30 -7:00 PM
Wednesday, February 19, 2014  6:30 -7:00 PM

Present:
R.A. LaFountain  Supervisor
Linda Kohl  Councilwoman
Paula Metzler  Councilwoman
Andrew Moore  Councilman
Robert Quinn  Councilman

Also Present:
Ronnie Williams  Director of Public Works
Geoff Benway  Town Engineer
Mark Valentine  Director of Planning
Jim Costello  Director of Dev. Services
Margaret Revelle  Receiver of Taxes
Phyllis Ely  Information Specialist
Robert Beedon  Comptroller
Rose Jascone  Personnel Director
Chris Bilow  Recreation Director
Amy M. Steklof  Town Clerk
Thomas Tette  Fire Marshal/Building Inspector
Ann Buck  Assessor

The above mentioned Department Heads presented their Accomplishments for 2013 and Priorities and Goals for 2014 (see attached) to the Town Board.

AMS
attachments
2014 Priorities and Goals

Department

1. List and briefly describe the 4-6 major priorities and/or goals for 2014. Indicate start and finish times (some may carry over into 2015) and any special resources that may be needed to complete the project/program. (Use additional sheets if needed.)

A. Bring new safety procedures to our department to help the staff feel safer while dealing with large amounts of money. Researching info on: Cameras, Large bill money drop box.

B. Having the Supervisors letter for T&C tax bills be inserted by the same company that prints the tax bills. The 8600 bills that get mailed to the residents would get the letter with the bill. The remainder of residents the get their taxes paid by escrow would get the letter with the receipt that M&T mails out. Or have the letter either posted in the post or in the winter sp

C. When any taxes are paid by cash the 2 people counting it need to initial the calculator receipt and staple it to our copy of the bill going in the cash drawer. This will prevent any questions if in fact it was doubled. (started Jan. 14)

D. Adding blind spot mirrors to the hall area of the tax/clerks area for safety awareness of who is around the corner or who is in the area behind the office door to the east exit stairwell. (done as of Jan. 14)

E. Have panic buttons added to the receiver’s desk and the deputy town clerks desk.

F. A safety map/plan for a work place violence situation that involves exiting or getting to a safe zone in our office.

2. Identify any change in resources you will need to maintain your current level of service for 2014. If increased level of service is proposed, identify and comment based on 2014 approved budget.

A. Personnel: Currently the tax dept. runs smoothly with the help or my right hand Georgeen Madonna. She is able to handle 70 % of my work load in my absence.
B. Expense and capital funding

C. Specialized support such as computer technical assistance, Software training, etc.

3. Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2014. You should focus on job-related training and conferences that will be of specific help to the employee.

Individual training for The 30% Georgeen has not been trained in. Tax Ledgers, surrendors the bank accounts and detail in duplicate payment close outs.

4. Identify major projects that involve other Town departments that may require your department resources and significant interface. For example, the Town’s Facilities Project.

A.

B.

C.

5. Attach summary of accomplishments against 2013 priorities and goals as of December 31, 2013.

- The Tax Department instructional booklet is 90% complete. I have 10 pages of instructional details for anyone that may need to work in the tax department with no knowledge of the job or for the person who knows some.
- The error letter for residents has been revised and has been a useful tool for returning payments to residents with instructions on how they can correct their payment.
- After much research I have found that the Credit Card option with the county for residents is the most user friendly and the most affordable with no additional cost to the town. Any other credit card company options would have additional cost on a yearly basis to have the tax roll loaded into their system.
2014 Priorities and Goals
Phyllis Bryce Ely
Communications: Information Specialist

1. Bullet 4-6 major priorities and/or goals for 2014. Indicate start and finish times (some may carry over into 2015) and any special resources that may be needed to complete the project/program. (Use additional sheets if needed).

   A. Continue to Support all external and internal communications tasks as directed by the Supervisor including news releases, weekly columns, website content, resident communications, community communications, special Town of Penfield and community organization presentations, and department support as needed.

   B. Serve on Energy and Environment Advisory Committee, Employee Wellness Committee and Mixed Use Steering Committee

   C. Continue to listen/observe my surroundings for topics and concerns and look for best ways to communicate with residents to improve customer service and dept. experience (ongoing)

   D. Repeat Oil & Stone communication plan for 2014 with DPW. (Last year there were NO oil & stone complaint calls to DPW.)

   E. Continue to serve on employee wellness committee. Support “wellness” branding of Town of Penfield (ongoing)

   F. Continue to serve on Mixed Use District Steering committee; support communications.

   G. Standardize email signature files for town branding/customer service

   ~No additional resources are needed to complete goals~

2. Identify any change in resources you will need to maintain your current level of service for 2013. If increased level of service is proposed, identify and comment based on 2013 approved budget.

   A. Personnel – no change

   B. Expense and capital funding – no change

   C. Specialized support such as computer technical assistance, software training, etc. – none

3. Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2014. You should focus on job-related training and conferences only that will be of specific help to the employee.

   none
4. Identify major projects that involve other town departments that may require your department resources and significant interface.

   A. Planning Dept. will require additional support for communications relating to new mixed use districts. I will serve on the steering committee for this project.
   
   B. Wellness Committee internal communications throughout the year.
   
   C. Energy & Environment Advisory Committee communications and project leadership throughout the year.

5. Attach a brief summary of accomplishments against 2013 priorities and goals as of December 31, 2013.

   A. Supported all regular communications tasks as directed by the Supervisor including news releases, weekly columns, website content, resident communications, community communications, special Town of Penfield and community organization presentations, and department support as needed.
   
   B. Supported Mixed Use District communications.
   
   C. EEAC special projects, recycling/Drop-off events, Electric Car activities.
   
   D. Employee Wellness Committee team member; helped plan and run employee wellness fair October 2013, various wellness related internal communications.
   
   E. Worked with building inspector on new communication tools re public education on permitted uses of temporary signs
   
   F. Successful Oil & Stone resident communications resulted in no incoming complaint calls.
   
   G. Successful employee wellness fair.
2014 Priorities and Goals

Finance

Department

1. List and briefly describe the 4-6 major priorities and/or goals for 2014. Indicate start and finish times (some may carry over into 2015) and any special resources that may be needed to complete the project/program. (Use additional sheets if needed).

A. Insurance Matters: As a key player in the Risk Management Committee, and as a member of the Board of Directors for PERMA, I will keep the risk factors to a minimum in order to keep our premium cost down for both the General Liability and the Workers Compensation insurance. On the Workers Compensation insurance, the reduction of accidents by Town employees will continue to keep our premium cost at a minimum. In 2014, the Town will continue to keep our General Liability insurance and workers compensation cost to a minimum by utilizing the Municipal Insurance Consultants during 2013 and 2014.

B. Investment of Funds: My goal is to continue to earn the maximum rate quoted by the commercial banking industry for investments that are permitted under our investment policy. The competitive rates will allow the Town to receive the maximum rate of return for each investment based on a quotation return that is equal to or better than the economic indicator for municipalities for that quotation. The interest income performance will be compared with the investment section of the daily results in the Wall Street Journal for the Federal funds rate target.

C. Banking Services: My goal is to continue to look at all our banking needs of the Town of Penfield and to insure that we optimize the Town’s position. During 2014, my department will be utilizing Manufacturers and Traders Trust Company who continue to do an excellent job in the banking profession and for the tax services.

D. Accounting Firms: Will be utilizing the Bonadio Group, Inc. for our third year to audit the Town Clerk, Town Justices, and the Town during 2014. Other projects will be assigned as on a needed basis.

E. Accounting Software: The finance office will be changing accounting software needs from the old system (Comres) to the new software vendor Logics Solutions in 2013. In 2014 we should be utilizing the Logics Solutions software for all the models.

F. 2014 Budget Process: Continue to project accurate estimates of revenue and expenditures, which will allow the Supervisor and the Town Board to make important decisions concerning the budget process. On-going interviews between the County, State, and Department Heads on the budget process will provide more accurate input for the Town Board and the Supervisor to project accurate estimates for revenues and expenditures at year-end. A financial projection for a
A three-year analysis will give the Town Board a solid financial history for future decisions on the budget process.

**G. 2013 Annual Report:** Continue to prepare the annual financial statement in accordance with proper accounting procedures. I will also prepare the GASB 45 statement for the post-retirement benefits for the 2013 fiscal year annual report.

**H. 2014 Budget Controls:** With the efforts of my office, I will continue to comply with the Town’s policy concerning the purchase order procedures.

**I. GASB 45 Statement:** Will maintain our accounting records with the GASB 45 guidelines. Will attend seminars on all the updates for the GASB 45 accounting guidelines. The Post-Retirement Liability will be posted for all employees who are on the medical insurance for retirement benefits.

**J. Town’s Credit Rating:** Continue to maintain our Aa2 credit rating with the reporting agencies for future bonding. Communicate on a regular basis with Moody’s Investors Services, our credit rating agency. We will be borrowing approximately $2,440,000 for the Parkview and White Village Sewer Projects for 2014 with the assistance of the Bernard P. Donegan Corporation.

**K. Computer Management:** Review computer systems support needs for 2014. Insure that all computer functions are managed in the most cost effective manner. Support the Town’s efforts to receive the proper training needs for the software and hardware programs. Monitor the contractors for the computer services of the Town of Penfield. Review the computer budgets for the Department Heads.

**L. GASB 54 Statement:** Prepare the proper entries for the GASB 54 fund accountings accounts and update the GASB 54 Fund Accounting Policy.

2. Identify any change in resources you will need to maintain your current level of service for 2014. If increased level of service is proposed, identify and comment based on 2014 approved budget.

**A. Personnel:** Joanne Doran-General Ledger Accounting Clerk-4 hours
Amy DiBella- Accounts Payable Clerk-4 hours per day

**B. Specialized support such as computer technical assistance, Software training, etc.**
   On-going training for Clerks (Excel and Power Point Software)

3. Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2014. You should focus on job-related training and conferences that will be of specific help to the employee.

**Town Comptroller-**
Small seminars as they pertain to updated accounting changes along with the Board of Directors meeting with PERMA during 2014.
4. **Identify major projects that involve other Town departments that may require your department resources and significant interface. For example, the Town’s Facilities Project.**

   **A. GASB 34 Requirements:** Continue to coordinate with the Highway Department, Sewer Department, and Engineering Department to process the infrastructure for 2014.

   **B. Budget Process:** Coordinate with all Department Heads in processing the 2015 budget process.

   **C. Risk Management Committee:** Coordinate with all members of the risk management committee to insure that all safety programs are being conducted and that the accidents are keeping to a minimum.

   **C. GASB 45 Requirements:** Coordinate with the Personnel Department and Brown and Brown Consortium to on the Post Retirement requirements.

   **D. Computer Requirements:** Work with the Tech committee on the 2014 computer budgets along with Synergy Global Co.
Finance Department
2013 Accomplishments (January-December 2013)

1. **Aa2 Rating from Moody Investor Services:** During 2012, the Town of Penfield continued to receive an upgrade to an Aa2 bond rating.

2. **Yearly savings by the use of a sole source bank:** The sole source banking will again save the Town of Penfield money in delivery services, free checks for all services, no charges on banking fees on all our accounts, low interest rates on all our borrowing needs, and the use of the free M&T Bank Web Focus transfer systems. During 2013, M&T Bank deposited $14,500 in advance for our courier service, Velocity. The total savings was approximately $35,000 for 2013.

3. **Budget Process:** Will continue to receive accurate estimates of revenues and expenditures for 2013, which did allow the Town Board and Supervisor to make the important decisions on the budget process. The three year budget forecast budget process was acknowledged by our Credit Agency, Moody Investor Services during 2013.

4. **Accounting Services and Accounting software Services:** Continue to use the services with the Bonadio Group for 2013 which continue to saved the Town of Penfield $15,000 over three years from 2012-2014. Utilizing the new accounting software system for 2013 saved the Town of Penfield $35,000 with Logics Solutions Systems.

5. **2012 Annual Report:** The 2012 Annual Report was filed on time and we continued to have an annual audit on this report from the auditing firm Bonadio Group Inc., who stated in this report that the Town of Penfield continues to adhere to proper accounting procedures. This report was filed electronically to the State Comptroller’s Office for a fifth year. Completed the GASB 34, GASB 45, and GASB 54 accounting requirement for the Town of Penfield for the 2012 Annual Report, which was included in the financial prospectus. The Bonadio Group audited the 2012 annual financial statements and concurred that the Town of Penfield was in accordance with the new Government Accounting Standards Board Statements No. 63, and No. 65. There were no particularly sensitive disclosures contained in the financial statement. It was a good audit.

6. **Insurance Premium:** The Town of Penfield was able prevent higher insurance premiums by utilizing competitive insurance quotes for 2013-2014 insurance years for the general liability insurance.

7. **Local Area Network Computer System:** During 2013, Synergy Corporation handled all our computer problems. The Town was able award our contract for computer services with Synergy for 2013 with a net savings of $10,000 for 2013.
2014 Priorities and Goals

Personnel/Payroll Department

1. List and briefly describe the 4-6 major priorities and/or goals for 2014. Indicate start and finish dates – some may carry over into 2015 and any special resources that may be needed to complete the project/program.

   A. Health Care Reform:

   The Affordable Care Act (ACA) imposes different requirements on employers. Although all the proposed regulations are not yet final, the IRS has stated that employers may rely on them for guidance pending issuance of final regulations or other guidance.

   Effective 2014 the Town will be required to offer essential coverage to eligible employees and their dependents or face a potential penalty.
   - General Overview
   - Hours of Service
   - Look Back and Stability Periods
   - New Employees, Rehired Employees, Leaves of Absence
   - Calculation and Assessment of the play or pay penalty
   - Special Transition Rules
   - Additional Issues

   B. Personal Data Base Conversion:

   Convert personal data base from 2003 access to Paychex’s On-line HR program.

   C. Civil Service Record Training:

   The County has begun using a new record program that aims to reduce and eventually eliminate paper. The web-based system, all agencies within the Monroe County Civil Service Commission will be using this system by years’ end. Training will be provided and our Town will be included in the next group of on-line users, for the submission of all forms used.
D. **Performance Expectations:** - (Carry over from 2013)

Coordinate a process with each Department Head and Employee to review their performance expectations on file to ensure are up to date and accurate.

E. **Succession Plan:** - Continuation from 2013

F. **Legal Proceedings:**

Active role in the following proceedings including preparation.
- Grievances
- Union Contract – Settlement
- Workers’ Compensation
- Unemployment
- Personnel Issues

G. **Benefits** – on going review of benefits, policies, and procedures.
Includes writing policies, handbook revisions, resolutions, training/educating Employees, conducting surveys, presentations, cost reductions, etc.

- Alternatives
- Projections
- Training
- Surveying

H. **Payroll:**

Continue to monitor TLO System – (Time & Labor Online)

Identify and implement smarter and faster ways to accomplish the multitudes of tasks that encompass running the payroll.
2. Identify any change in resources you will need to maintain your current level of service in 1999. If increased level of service is proposed, identify and comment based on 1998 approved or amended budget.

A. Personnel

No additional staffing/increase

B. Expense and Capital Funding

None

C. Specialized support (such as: computer technical assistance, software training, etc.)

1. Continue Payroll technical support
   - GASP Spreadsheet (report)
   - Employee Benefit Reports

2. On going training clerks – access/excel/outlook/pay link/TLO
3. Management training – Department Heads
4. Employee training – Workplace Violence Program

3. Indicate ongoing and specialize training in which employees will be involved, including conferences and seminars for 2013. You should focus on job-related training and conferences that will be of specific help to the employee.

Personnel/Payroll – Seminars and training:

Provide additional training as needed to support Karen Mathis’s active role in managing the payroll program (TLO) and Michele Scarlatta’s role.

Department Staff – take advantage of opportunities to enhance their computer skills and knowledge. Keep abreast of software updates and enhancements.

Personnel Director – Monroe County HR meetings
Seminars – State/Federal Law and regulations
4. Identify major projects that involve other Town Departments that require your department resources and significant interface. For example, the Town’s Facilities Project.

   A. Performance Appraisal Process
   B. Training – Department Heads
   C. Wellness Program (Michele Scarlatta)
   D. Payroll – Assist departments – trouble shooting
   E. Personnel – Assist departments with policies, etc.

5. Attach summary of accomplishments against 2013 priorities and goals as of December 31, 2013.

   See 2013 Monthly Reports - Accomplishment Submitted
Penfield Recreation Department
2014 Priorities and Goals

A. Sponsor and support a comprehensive program of recreation activities with the opportunity for a variety of experiences adjusted to meet needs of all Penfield residents.

- Identify the demand for and types of programs needed ensuring a wide variety of opportunities for people of all ages, abilities, and interests.
- To interact with private, and public, organizations to facilitate services and eliminate duplication.

B. To make the residents of Penfield aware of the programs and services available to them. To encourage their involvement and participation in every aspect thereof.

- The Recreation Department shall use the various channels available to it, such as the news media, mailings, and official pronouncements, to advise its residents of the programs and services available.
- The Recreation Department, in cooperation with the various associations, service clubs, private interests, residents, shall provide a forum for the exchange of ideas with the purpose of encouraging participation by all.

C. Create a Parks Improvement Plan

- Working off the Recreation Master Plan identify each parks amenities and resources.
- Develop an internal town staff group to work on improvement plan.
- Identify areas of improvement for each park
- Create a “plan” for each park to achieve in the next five years.

D. Identify partnerships in the community to assist with the spreading of the Wellness message by becoming Town of Penfield “Wellness Partners”.

- Working with the Recreation Focus Group identify community groups who are in the Wellness field
- Identify areas of involvement for Wellness Partners
- Meet with potential community partners to discuss partnership opportunities.
- Promote partnerships
The 2013 year in review for Penfield Recreation

The number of Recreation programs with enrollment are shown below. The total number of programs with enrollment per season were as follows:

Winter: 171  
Spring: 141  
Summer: 304  
Fall: 191  
Total: 807

The Summer period continues to be the largest season of programs. The number of youth programs offered is by far the largest for any season (217). The second largest population served with total number of classes is Seniors with 32.
The number of Recreation participants are shown below. The total number of participants per season were as follows:

Winter: 1576  
Spring: 1469  
Summer: 4447  
Fall: 1874  
Total: **9366**

The Senior participation continues to build on the success of the DEAR program. During the Summer and Fall seasons the Senior program was the second largest participant enrolled program area (youth largest).

The participation figures do not include such activities as: summer amphitheatre program (see chart for more info), Town Special Events (Halloween, Holiday, July4th), trails committee hiking dates (15 hikes with 336 participants), open swim (1,037 participants), adult athletic leagues (women’s soccer, basketball, high school basketball, volleyball), POS programs (Tuesday Sr. lunch, pickleball, Sr. lectures, ticketed performances by YOHP, Penfield Players).