

# VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827



## Village of Pittsford Board of Trustees Budget Workshop February 20, 2024, 4 PM

**\*Tentative Agenda\***

### **Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification**

#### **Workshop Items**

1. Multi-Year Financial and Capital Plan
2. General Budget Review
3. Sewer Budget Review
4. Phone / Fiber Update
5. Pro Housing Community Designation

*\*Next Scheduled Regular Meeting is February 27, 2024, and is Subject to Change Without Notice\**

# Village Board Meeting

Meeting Items  
Agenda Item 1

Multi-Year Financial and Capital Plan

Key:	Climate Smart	Expenses Split w/ Sewer	Sewer Fund	ARPA	CHIPS-ETC.	Grants	Matching Grants	General Fund	
<b>VOP DPW Infrastructure - 5 Year Capital Improvement Plan</b>									
2024 2025	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:	
	12/14 Elm St.	Retaining Wall & Sidewalk Restructuring	\$ 30,000.00					\$ 30,000.00	
	DPW Security Fence	Entrance Gate, Split-Rail and natural planting barrier on canal and road side. Chain link height TBD surrounding yard and arboretum border.	\$ 45,000.00					\$ 45,000.00	
	Shop Bathroom/Generator	Toilets, laundry facility, lockers, and showers.	\$ 250,000.00					\$ 250,000.00	
	Hanging Furnaces (3)	Replace standing pilot hanging furnaces with new high efficiency electronic ignition furnaces	\$ 15,000.00					\$ 15,000.00	
	Trench Drain Grates	Replace existing trench drain grates. Frame and concrete repairs still needed in addition to new grates.	\$ 2,500.00					\$ 2,500.00	
	DPW Shop Offices	Convert existing loft area into 2 offices.	\$ 20,000.00					\$ 20,000.00	
	Comprehensive Utility Mapping	Updating existing mapping of burried village utilities.	\$ 20,000.00					\$ 20,000.00	
	Sanitary Sewer CIPP/Camera	Video inspection of sanitary sewer sections. Cleaning and lining as needed.	\$ 75,000.00					\$ 75,000.00	
	Solar Roof DPW	Install solar roofing on DPW building - awaiting pricing						\$ -	
<b>Totals:</b>			<b>2024-2025 Budget Year Climate Smart Capital Improvement Totals:</b>	\$ 457,500.00	N/A	\$ -	N/A	\$ -	\$ 362,500.00
2025 2026	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:	
	DPW grounds Pavement/Asphalt	All asphalt from wye in the road heading south to property lines.	\$ 10,000.00					\$ 10,000.00	
	Streetlight Wiring (Monroe)	Replace existing wiring under sidewalks and road where applicable.	\$ 30,000.00					\$ 30,000.00	
	Comprehensive Utility Mapping	Updating existing mapping of burried village utilities.	\$ 20,000.00					\$ 20,000.00	
	Sanitary Sewer CIPP/Camera	Video inspection of sanitary sewer sections. Cleaning and lining as needed.	\$ 75,000.00					\$ 75,000.00	
								\$ -	
<b>Totals:</b>			<b>2025-2026 Budget Year Climate Smart Capital Improvement Totals:</b>	\$ 135,000.00	N/A	\$ -	N/A	\$ -	\$ 135,000.00
2026 2027	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:	
	Concrete Floors Shop	All concrete flooring in DPW main Shop to be torn out and replaced. (DPW staff to PREP)	\$ 35,000.00					\$ 35,000.00	
	Streetlight Wiring (S. Main)	Replace existing wiring under sidewalks and road where applicable.	\$ 50,000.00					\$ 50,000.00	
	Streetlight Wiring (State St.)	Replace existing wiring under sidewalks and road where applicable.	\$ 30,000.00					\$ 30,000.00	
	Comprehensive Utility Mapping	Updating existing mapping of burried village utilities.	\$ 20,000.00					\$ 20,000.00	
	Sanitary Sewer CIPP/Camera	Video inspection of sanitary sewer sections. Cleaning and lining as needed.	\$ 75,000.00					\$ 75,000.00	
<b>Totals:</b>			<b>2026-2027 Budget Year Climate Smart Capital Improvement Totals:</b>	\$ 210,000.00	N/A	\$ -	N/A	\$ -	\$ 210,000.00

	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	<b>2027</b> <b>2028</b>	Comprehensive Utility Mapping	Updating existing mapping of burried village utilities.	\$ 20,000.00				
Sanitary Sewer CIPP/Camera		Video inspection of sanitary sewer sections. Cleaning and lining as needed.	\$ 75,000.00					\$ 75,000.00
								\$ -
								\$ -
								\$ -
								\$ -
	<b>Totals:</b>	<b>2027-2028 Budget Year Climate Smart Capital Improvement Totals:</b>	<b>\$ 95,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ 95,000.00</b>
	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	<b>2028</b> <b>2029</b>	Sanitary Sewer CIPP/Camera	Video inspection of sanitary sewer sections. Cleaning and lining as needed.	\$ 75,000.00				
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	<b>Totals:</b>	<b>2028-2029 Budget Year Climate Smart Capital Improvement Totals:</b>	<b>\$ 75,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>
	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	<b>2029</b> <b>2030</b>	Sanitary Sewer CIPP/Camera	Video inspection of sanitary sewer sections. Cleaning and lining as needed.	\$ 75,000.00				
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	<b>Totals:</b>	<b>2029-2030 Budget Year Climate Smart Capital Improvement Totals:</b>	<b>\$ 75,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>



2028- 2029	Street Name	Scheduled Maintenance Type	Cost Estimates Based at current market rates	Condition Rating	Notes:
	Lincoln Ave.	Mill & Pave, Drainage, Curbing, ADA Compliance		91.61	
	Washington Ave.	Mill & Pave, Drainage, Curbing, ADA Compliance		83.15	
	Elm St.	Mill & Pave, Drainage, Curbing, ADA Compliance		76	
	Boughton Ave.	Surface treatment due - re-evalutae due to drainage issues & including Austin Pk. & Jackson Pk.	TBD	85.35	
	Austin Park	Surface treatment due - re-evalutae due to drainage issues & including Boughton & Jackson Pk.	TBD	84	
	Jackson Park	Surface treatment due - re-evalutae due to drainage issues & including Boughton & Austin Pk.	TBD	73	
2029- 2030	Street Name	Scheduled Maintenance Type	Cost Estimates Based at current market rates	Condition Rating	Notes:
	Line St.	Oil & Stone	\$ 2,800.00	100	
	Village Grove	Oil & Stone	\$ 3,500.00	92	

Vehicle and Equipment Replacement Schedule Multi-Year Plan  
Updated 02/15/2024

	Vehicle suggested by DPW for replacement:	Approximate Current Value of Vehicle up for Replacement :	Estimated Cost of Replacement (New with similar specs):	Budgeted Cost of Replacement Column C (-) Column B:	Current Condition of Vehicle (Poor, Fair, Good, New)
<b>2024-2025</b>	Truck 1	\$ 38,000.00	\$ 260,000.00	\$ 222,000.00	Fair
	Truck 14	\$ 45,000.00	\$ 100,000.00	\$ 55,000.00	Fair
	Truck 3	\$ 37,500.00	\$ 70,000.00	\$ 32,500.00	Good
	Bobcat Skid Steer	\$ 48,000.00	\$ 65,000.00	\$ 17,000.00	Good
	Case Loader	\$ 55,000.00	\$ 110,000.00	\$ 55,000.00	Good
	Additional Pickup	\$ -	\$ 55,000.00	\$ 55,000.00	New
	Totals:	\$ 223,500.00	\$ 660,000.00	\$ 436,500.00	N/A

	Vehicle suggested by DPW for replacement:	Approximate Current Value of Vehicle up for Replacement :	Estimated Cost of Replacement (New with similar specs):	Budgeted Cost of Replacement Column C (-) Column B:	Current Condition of Vehicle (Poor, Fair, Good, New)
<b>2025-2026</b>	Truck 2	\$ 38,000.00	\$ 260,000.00	\$ 222,000.00	Poor
	Truck 12	\$ 65,000.00	\$ 100,000.00	\$ 35,000.00	Good
	Kubota	\$ 20,000.00	\$ 24,000.00	\$ 4,000.00	Good
	Owens Tilt Trailer	\$ 500.00	\$ 9,000.00	\$ 8,500.00	Poor
	G-Fund - Flush Truck	\$ 20,000.00	\$ 250,000.00	\$ 230,000.00	Fair
	ODB Leaf Machine	\$ 15,000.00	\$ 60,000.00	\$ 45,000.00	Fair
	Totals:	\$ 158,500.00	\$ 703,000.00	\$ 544,500.00	N/A

	Vehicle suggested by DPW for replacement:	Approximate Current Value of Vehicle up for Replacement :	Estimated Cost of Replacement (New with similar specs):	Budgeted Cost of Replacement Column C (-) Column B:	Current Condition of Vehicle (Poor, Fair, Good, New)
<b>2026-2027</b>	Toolcat	\$ 60,000.00	\$ 68,000.00	\$ 8,000.00	Good
	6'x8' Trailer	\$ 700.00	\$ 2,500.00	\$ 1,800.00	Fair
	1-Ton Wacker Roller	\$ 6,000.00	\$ 12,000.00	\$ 6,000.00	Fair
	Zero-Turn Mower	\$ 2,000.00	\$ 5,000.00	\$ 3,000.00	Good
				\$ -	
				\$ -	
Totals:	\$ 68,700.00	\$ 87,500.00	\$ 18,800.00	N/A	

Vehicle and Equipment Replacement Schedule Multi-Year Plan  
Updated 02/15/2024

	Vehicle suggested by DPW for replacement:	Approximate Current Value of Vehicle up for Replacement :	Estimated Cost of Replacement (New with similar specs):	Budgeted Cost of Replacement Column C (-) Column B:	Current Condition of Vehicle (Poor, Fair, Good, New)
<b>2027-2028</b>	Bobcat Skid Steer T450	\$ 48,000.00	\$ 65,000.00	\$ 17,000.00	Good
	Case Loader	\$ 55,000.00	\$ 110,000.00	\$ 55,000.00	Good
				\$ -	
				\$ -	
				\$ -	
				\$ -	
	Totals:	\$ 103,000.00	\$ 175,000.00	\$ 72,000.00	N/A

	Vehicle suggested by DPW for replacement:	Approximate Current Value of Vehicle up for Replacement :	Estimated Cost of Replacement (New with similar specs):	Budgeted Cost of Replacement Column C (-) Column B:	Current Condition of Vehicle (Poor, Fair, Good, New)
<b>2028-2029</b>				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
	Totals:	\$ -	\$ -	\$ -	N/A

	Vehicle suggested by DPW for replacement:	Approximate Current Value of Vehicle up for Replacement :	Estimated Cost of Replacement (New with similar specs):	Budgeted Cost of Replacement Column C (-) Column B:	Current Condition of Vehicle (Poor, Fair, Good, New)
<b>2029-2030</b>	EZ Enclosed Trailer	\$ 9,000.00	\$ 10,000.00	\$ 1,000.00	New
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
	Totals:	\$ 9,000.00	\$ 10,000.00	\$ 1,000.00	N/A

Key:	Climate Smart	Expenses Split w/ Sewer	Sewer Fund	ARPA	CHIPS-ETC.	Grants	Matching Grants	General Fund	
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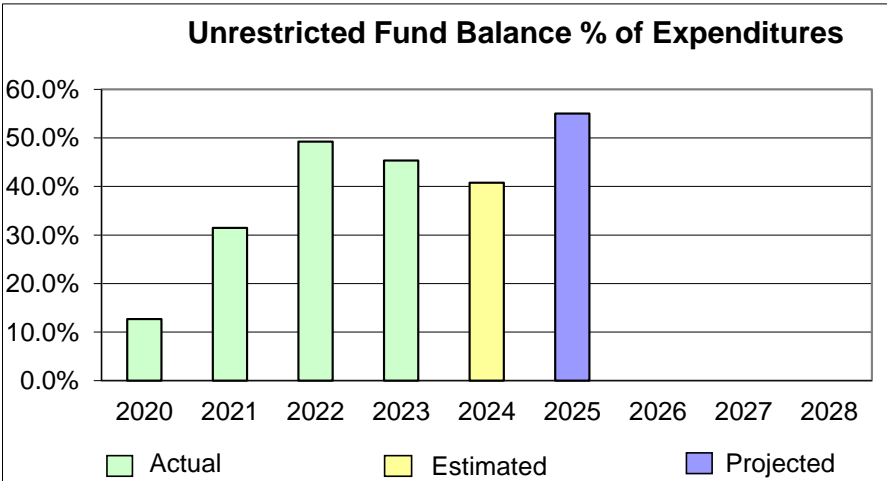
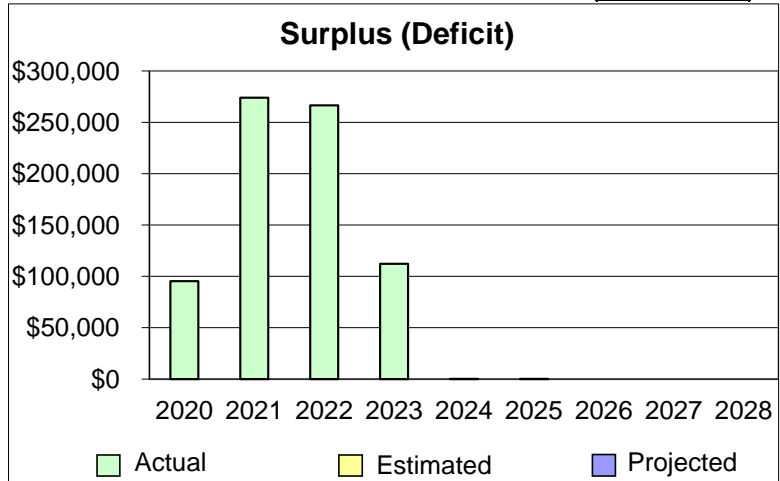
## VOP Village Hall - 5 Year Capital Improvement Plan Updated February 15, 2024

	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
2024 2025	HVAC	Replacement of 2 oil and 1 gas furnace and two air conditioning units.	\$ 45,000.00	Grant/Dormitory		Reserve	\$ 45,000.00	\$ -
	Wrought Iron Restoration	Front porch and balconettes wrought Iron restoration	\$ 14,500.00					\$ 14,500.00
	Entrance column rehabilitation	The replacement of the bases of the (4) columns only and rehabilitation of the columns including minor repairs and painting and that was assuming that the column wraps were not structural in nature	\$ 22,082.00	Grant/Dormitory		Reserve	\$ 22,082.00	\$ -
	Front balcony slabs replacement	New slabs	\$ 20,559.00	Grant/Dormitory		Reserve	\$ 20,559.00	\$ -
	Electrical Review	Review of existing electrical service and upgrade needs	\$ 10,000.00	Grant/Dormitory		Reserve	\$ 10,000.00	\$ -
	Meeting Room Upgrade	Upgrade of sound and video	\$ 20,000.00	ARPA	\$ 20,000.00			\$ -
	Computers	Replacement Computers	\$ 4,000.00					\$ 4,000.00
	Desk	Replacement of two desks	\$ 4,000.00					\$ 4,000.00
	Assessment of Basement foundation	Identify areas of concern and remedy	\$ 10,000.00					\$ 10,000.00
	Archive shelving	Additional shelving for archives	\$ 3,000.00					\$ 3,000.00
	Level II EV charger	Install new EV charger at Village Hall	\$ 8,500.00					\$ 8,500.00
	Solar Panels	Install solar roof panel on Village Hall	\$ 48,000.00					
	Roof Snow clips	Replacement of two desks	\$ 4,000.00					\$ 4,000.00
	Upgrade lighting basement	Upgrade existing lighting in basement to LED	\$ 1,000.00					\$ 1,000.00
<b>Totals:</b>	<b>2024-2025 Budget Year Climate Smart Capital Improvement Totals:</b>		<b>\$ 214,641.00</b>	<b>N/A</b>	<b>\$ 20,000.00</b>	<b>N/A</b>	<b>\$ 97,641.00</b>	<b>\$ 49,000.00</b>
2025 2026	Rear Ramp railing - Repainting	Scrape and clean 50" of exterior steel railings and apply fresh top coat of oil-based black paint.	\$ 5,925.00					\$ 5,925.00
	Back emergency exit stair refurbishment	Remove existing roof structure, prepare and coat side walls with waterproof coating, add cap stones to top of wall, working around existing railings. Paint existing railings in place and construct new roof structure.	\$ 23,882.00					\$ 23,882.00
	Front side stair refurbishment	Repair concrete as needed and coat sidewalls with water coating, paint existing railings	\$ 10,000.00					\$ 10,000.00
	Security Camera System	New security camera system	\$ 5,000.00					\$ 5,000.00
	Meeting Room Floor	Cover / Replacement of Vinyl flooring	\$ 4,500.00					\$ 4,500.00
	Computers	Replacement Computers	\$ 4,000.00					\$ 4,000.00
	<b>Totals:</b>	<b>2025-2026 Budget Year Climate Smart Capital Improvement Totals:</b>		<b>\$ 53,307.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>

	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	2026 2027	Window Rehabilitation	Restoration of 33 Double hung windows	\$ 33,000.00				
Parking Lot Lights		Review and Upgrade lighting in parking lots	\$ 20,000.00					\$ 20,000.00
Apron Replacement		Replaced damaged front driveway apron- concrete	\$ 15,000.00					\$ 15,000.00
Computers		Replacement Computers	\$ 4,000.00					\$ 4,000.00
								\$ -
								\$ -
<b>Totals:</b>		<b>2026-2027 Budget Year Climate Smart Capital Improvement Totals:</b>		<b>\$ 72,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>
2027 2028	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	Village Hall Painting	Scrape and Repainting	\$ 30,000.00					\$ 30,000.00
	Computers	Replacement Computers	\$ 4,000.00					\$ 4,000.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>Totals:</b>	<b>2027-2028 Budget Year Climate Smart Capital Improvement Totals:</b>		<b>\$ 34,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ 34,000.00</b>
2028 2029	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	Parking Lot Evaluation	Parking Lot Repaving including driveway	\$ 25,000.00					\$ 25,000.00
	Computers	Replacement Computers	\$ 4,000.00					\$ 4,000.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>Totals:</b>	<b>2028-2029 Budget Year Climate Smart Capital Improvement Totals:</b>		<b>\$ 29,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ 29,000.00</b>
2029 2030	Project Name:	Project Description & Details:	Cost Estimates Based at current market rates:	Funding Source 1:	Funding Amount 1:	Funding Source 2:	Funding Amount 2:	VOP Budget Amount Needed:
	Woodwork refinishing foyer	Refinish woodwork in front foyer	\$ 20,000.00					\$ 20,000.00
	Computers	Replacement Computers	\$ 4,000.00					\$ 4,000.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>Totals:</b>	<b>2029-2030 Budget Year Climate Smart Capital Improvement Totals:</b>		<b>\$ 24,000.00</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ 24,000.00</b>

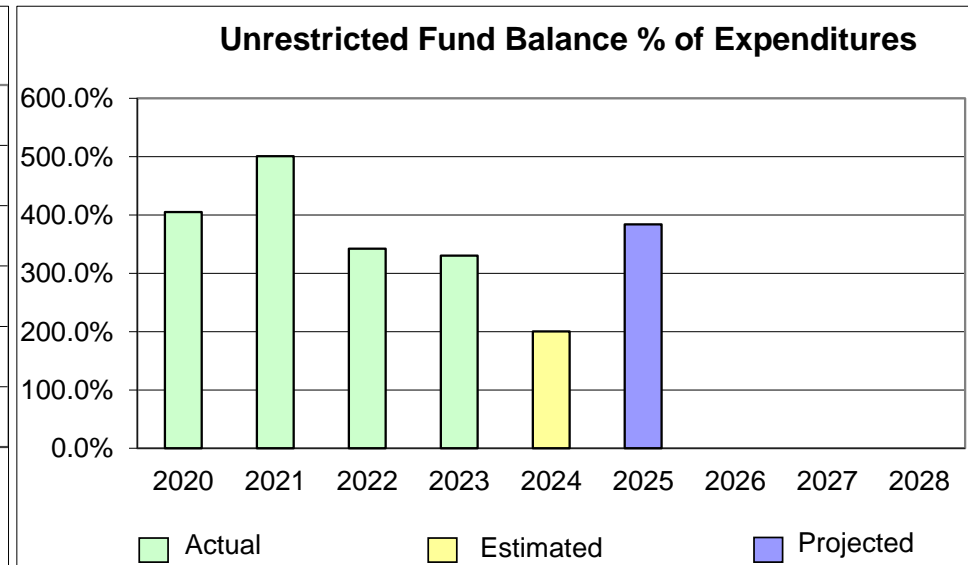
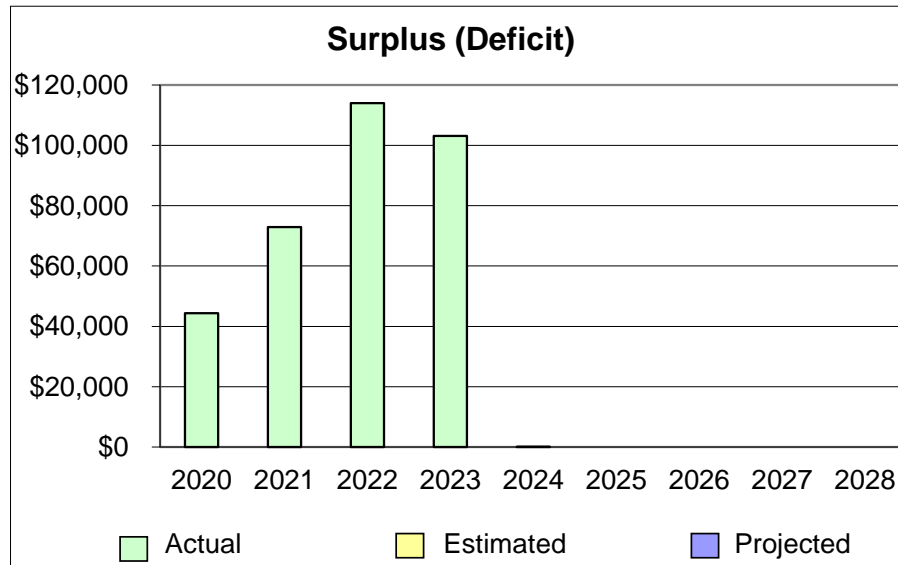
**Village of Pittsford**  
**Four Year Financial Plan, Fiscal Years 2025-2028**  
**General Fund**

	Actual				Estimated	Projected				Avg Ann Increase 2020-present	Assumptions				Description	
	2020	2021	2022	2023	2024	2025	2026	2027	2028		2025	2026	2027	2028		
<b>Revenues</b>																
Real Property Taxes	739,576	879,478	883,908	895,848	964,575	\$997,467				7%	3.41%					
Sales and Use Tax	643,852	595,181	721,768	762,080	735,000	\$745,000				3%						
State Aid	81,708	145,088	57,580	91,731	150,019	\$49,319				16%						
Federal Aid	0	0	0	17,526	0	\$0				N/A						
Interfund Transfers	0	54,425	0	0	6,175	\$0				N/A						
Other Revenue	61,247	46,165	68,174	88,856	83,701	\$55,601				8%						
<b>Total Revenues and Other Sources</b>	<b>\$1,526,383</b>	<b>\$1,720,337</b>	<b>\$1,731,430</b>	<b>\$1,856,041</b>	<b>\$1,939,470</b>	<b>\$1,847,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>6%</b>	<b>-5%</b>	<b>-100%</b>				
<b>Expenditures</b>																
Personal Services	510,441	466,446	541,719	577,568	599,104	616,530				4%						
Equipment and Capital Outlay	4,087	54,993	7,907	78,014	77,500	17,800				109%						
Contractual	672,869	647,683	620,039	784,417	765,718	750,459				3%						
Debt Service (Principal and Interest)	73,935	90,049	89,174	88,299	93,525	161,272				6%						
Employee Benefits	169,693	187,201	206,079	215,489	264,660	301,326				12%						
Interfund Transfers	0	0	0	0	138,963	-										
<b>Total Expenditures and Other Uses</b>	<b>\$1,431,025</b>	<b>\$1,446,372</b>	<b>\$1,464,918</b>	<b>\$1,743,787</b>	<b>\$1,939,470</b>	<b>\$1,847,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>4%</b>	<b>-5%</b>	<b>-100%</b>				
<b>Surplus (Deficit)</b>	<b>\$95,358</b>	<b>\$273,965</b>	<b>\$266,512</b>	<b>\$112,255</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>							
<b>Budgetary Reserves</b>																
Fund Equity, Beg. of Year	249,665	345,023	618,988	885,337	1,016,798	1,016,798	1,016,798	1,016,798	1,016,798							
Fund Equity, End of Year	345,023	618,988	885,337	1,016,798	1,016,798	1,016,798	1,016,798	1,016,798	1,016,798							
Nonspendable and Restricted Fund Balance	163,544	163,869	164,054	226,096	226,096											
<b>Unrestricted Fund Balance</b>	<b>\$181,479</b>	<b>\$455,119</b>	<b>\$721,283</b>	<b>\$790,702</b>	<b>\$790,702</b>	<b>\$1,016,798</b>	<b>\$1,016,798</b>	<b>\$1,016,798</b>	<b>\$1,016,798</b>							
Unrestricted Fund Balance % of Expenditures	12.7%	31.5%	49.2%	45.3%	40.8%	55.0%										



**Village of Pittsford**  
**Four Year Financial Plan, Fiscal Years 2025-2028**  
**Sewer Fund**

	Actual				Estimated	Projected				Avg Ann Increase 2020-present	Assumptions				Description
	2020	2021	2022	2023	2024	2025	2026	2027	2028		2025	2026	2027	2028	
<b>Revenues</b>															
Sewer Rents	214,683	221,111	277,042	286,695	321,307	348,618				11%	8.5%				
Interest and Earnings	4,118	957	683	13,268	1,500	10,000				-22%					
Other					1,739.5	2,000									
<b>Total Revenues and Other Sources</b>	<b>\$218,801</b>	<b>\$222,068</b>	<b>\$277,725</b>	<b>\$299,963</b>	<b>\$324,547</b>	<b>\$360,618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>10%</b>	<b>11%</b>	<b>-100%</b>			
<b>Expenditures</b>															
Personal Services	74,259	83,769	94,146	112,900	181,035	182,468				25%					
Equipment and Capital Outlay	0	0	0	0						N/A					
Contractual	50,463	27,821	16,257	20,539	68,100	88,150				8%					
Debt Service (Principal and Interest)	0	0	0	0						N/A					
Employee Benefits	49,720	37,569	53,330	63,400	75,411	90,000				11%					
Interfund Transfers	0	0								N/A					
<b>Total Expenditures and Other Uses</b>	<b>\$174,442</b>	<b>\$149,159</b>	<b>\$163,733</b>	<b>\$196,839</b>	<b>\$324,546</b>	<b>\$360,618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>17%</b>	<b>11%</b>	<b>-100%</b>			
<b>Surplus (Deficit)</b>	<b>\$44,359</b>	<b>\$72,909</b>	<b>\$113,992</b>	<b>\$103,124</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>						
<b>Budgetary Reserves</b>															
Fund Equity, Beg. of Year	1,050,210	1,094,569	1,167,478	1,281,470	1,384,594	1,384,594	1,384,594	1,384,594	1,384,594						
Fund Equity, End of Year	1,094,569	1,167,478	1,281,470	1,384,594	1,384,594	1,384,594	1,384,594	1,384,594	1,384,594						
Nonspendable and Restricted Fund Balance	388,089	420,545	721,229	734,497	734,497										
<b>Unrestricted Fund Balance</b>	<b>\$706,480</b>	<b>\$746,933</b>	<b>\$560,241</b>	<b>\$650,097</b>	<b>\$650,097</b>	<b>\$1,384,594</b>	<b>\$1,384,594</b>	<b>\$1,384,594</b>	<b>\$0</b>						
Unrestricted Fund Balance % of Expenditures	405.0%	500.8%	342.2%	330.3%	200.3%	384.0%									



# Village Board Meeting

Meeting Items  
Agenda Item 2

General Budget Review

# Village Board Meeting

Meeting Items  
Agenda Item 3

Sewer Budget Review

# Village Board Meeting

Meeting Items  
Agenda Item 4

Phone / Fiber Update

**VILLAGE HALL - PHONE and INTERNET SERVICE  
Evaluations- Prepared 2/16/2024.**

**Current Services**

Spectrum Installed 2011-2012

<b>PHONE - Current Cost (Monthly)-</b>	\$ 194.84 x12	\$ 2,338.08
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Spectrum/Charter

<b>INTERNET - Current Cost (monthly)</b>	\$ 169.98 x12	\$ 2,039.76
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<b>Current Combined Annual Cost</b>		<b>\$ 4,377.84</b>
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Current Annual Cost Conferencing/Webinar (ZOOM)		<b>\$ 2,226.00</b>
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<b>Total Annual Services</b>		<b>\$ 6,603.84</b>
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**Bids for Upgraded Phone System: 36-month contracts**

GoTo (Includes Conferencing)	\$ 342.69 x12	\$ 4,112.28
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Nextiva	\$ 287.68 x12	\$ 3,452.16
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ZOOM Conferencing		<b>\$ 2,226.00</b>
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Vonage*	\$ 185.80 x12	\$ 2,229.60
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ZOOM Conferencing		<b>\$ 2,226.00</b>
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Total:		\$ 4,455.60
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**Bids for Fiber (Monthly): 36-month contracts**

Crown Castle*	\$ 589.00 x12	\$ 7,068.00
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First Light	\$ 585.00 x12	\$ 7,020.00
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Spectrum Charter	\$ 749.00 x12	\$ 8,988.00
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\*Recommendation: Consider Vonage Phone Service, retaining ZOOM and upgrading to Crown Castle Fiber. ZOOM has been highly effective and user friendly, Vonage and Crown Castle are competitive in the marketplace and have been well-received. These three services will meet Village Hall's current and future needs, including the technology upgrades to the meeting room



# Sales Order

**Sales Order #:** Q-1243738  
**Customer:** Village of Pittsford  
**Customer Contact:** Alexandria Vaughn  
**Sales Order Valid for Customer Signature Until:** Feb 29, 2024 at 11:59 pm (EST)  
**Subscription Services Initial Term:** 3 Year  
**Subscription Service Term Start Date:** 45 Days After Sales Order Acceptance  
**Subscription Services Invoicing Frequency:** Monthly  
**Payment Terms:** Due on receipt  
**Sales Order Currency:** USD

Account Executive

**Alex Comstock**  
[alexander.comstock@vonage.com](mailto:alexander.comstock@vonage.com)  
 404-900-5146

Contact your Account Executive with any questions

Included at no extra cost:

The "Vonage Business Cloud" Mobile app! Call and text using your personal business number on-the-go, check voicemails, access paid add-ons and more. Available on the App Store and Google Play. Mobile data charges may apply.

## Quote #Q-1243738

Name	Address	One time set up price	Estimated monthly price
Pittsford <span style="background-color: purple; color: white; padding: 2px 5px;">Primary</span>	21 N MAIN ST PITTSFORD, NY 14534 US	\$ 1,285.38	\$ 223.66

**Pittsford**  
21 N MAIN ST, PITTSFORD, NY 14534 US

**Purchase order:**

One time set up price

Product	Quantity	Unit price	Subtotal
Polycom VVX 350 with Power Supply Purchase ^^	8	\$ 149.99	\$ 1,199.92
Polycom VVX 350 with Power Supply Purchase Discount**			(\$ 599.92)
Yealink DECT Handset only W56H - Purchase ^^	3	\$ 99.99	\$ 299.97
Yealink DECT Handset only W56H - Purchase Discount**			(\$ 60.00)
Yealink DECT IP Phone W76P Package - Purchase ^^	1	\$ 179.99	\$ 179.99
Yealink DECT IP Phone W76P Package - Purchase Discount**			(\$ 20.00)
Essential Onboarding User ^^	12	\$ 25.00	\$ 300.00
Essential Onboarding User Discount			(\$ 120.00)
Location Activation ^^	1	\$ 100.00	\$ 100.00
Location Activation Discount			(\$ 100.00)
<b>Product total</b>			<b>\$ 1,179.96</b>

<b>Shipping</b>			
Standard Shipping	12	\$ 0.00	\$ 0.00
<b>Subtotal (excludes taxes)</b>			<b>\$ 1,179.96</b>
<b>Taxes</b>			
State - NY Sales Tax			\$ 40.16
County - NY Sales Tax			\$ 40.16
State - Excise Tax			\$ 25.10
<b>Taxes total</b>			<b>\$ 105.42</b>
<b>Total one time set up price</b>			<b>\$ 1,285.38</b>

**Monthly charge (upon activation)**

Product	Quantity	Unit price	Subtotal
Unlimited Extension ^^	9	\$ 12.99	\$ 116.91
Local Company Number ^^	2	\$ 0.00	\$ 0.00
Business Number Inbox ^^	2	\$ 0.00	\$ 0.00
Call Group ^^	2	\$ 0.00	\$ 0.00
Virtual Extension ^^	1	\$ 9.99	\$ 9.99
Local Paperless Fax ^^	1	\$ 7.99	\$ 7.99
<b>Fees</b>			
Recovery Fee			\$ 42.00
Emergency Services Fee			\$ 8.91
<b>Subtotal</b>			<b>\$ 185.80</b>
<b>Taxes</b>			
State - NY Sales Tax			\$ 5.77
County - E-911			\$ 3.15
County - NY Sales Tax			\$ 5.77
Federal - Federal Program Fee			\$ 18.21
State - Excise Tax			\$ 4.96
<b>Taxes total</b>			<b>\$ 37.86</b>
<b>Estimated monthly price</b>			<b>\$ 223.66</b>

\*\*While supplies last, the discounted equipment is only available for new account activations. Accounts must be active and in good standing for at least ninety (90) consecutive days following activation or the account will be charged the full cost of the equipment discount as noted in the above quote. Unless otherwise noted above, this offer cannot be combined with any other discounts or promotions and is not applicable to past purchases. International rate charges (if applicable), additional services, fees and taxes not included. The equipment is tied to the Vonage Business network. Shipping and handling charges may apply. Allow up to 2 weeks for shipping. Other restrictions may apply.

Estimated total (all locations)	One time set up price	Estimated monthly price
	\$ 1,285.38	\$ 223.66

^^ Discount pricing does not apply to add-ons, certain features, hardware, or one-time charges. Taxes, fees, customs and duty are not included.

**Please note:**

1. Notwithstanding the then-current retention period (if any) for Customer Data; upon termination of the Agreement, Customer Data will be available to retrieve or download for a period of 30 days only. Thereafter, Vonage shall permanently delete all Customer Data. If termination occurs before the expiry of the then-current retention period (whether the standard inclusive period or extension to that period), no refund will be available to the Customer.
2. Payments are due in the currency and on the terms and frequency stated in this Sales Order.
3. Any applicable taxes and fees will be determined based on the laws and regulations of the applicable authority(ies) governing the provision of the Services and purchase of Vonage Equipment in the Country/Region/location provided by Customer on this Sales Order

**Validity and Authorized Signatures**

This Sales Order remains valid for acceptance by Customer until the Sales Order expiration date as detailed above. Upon Customer acceptance, this Sales Order constitutes the valid and binding agreement between Vonage and the Customer identified below to purchase and use the Vonage products and services specified in this Sales Order. This Sales Order, together with any terms or conditions set forth in any applicable amendment, addendum, exhibit or schedule to this Sales Order, is subject to and governed by the Terms of Service Agreement set forth at <https://www.vonage.com/legal/unified-communications/tos/global-vbc-tos/> (the "TOS"), which include provisions relating to payment, service term, early termination, limitations of liability and emergency services, and which are hereby made part of and incorporated by this reference into this Sales Order. Any capitalized terms not otherwise defined in this Sales Order shall have the meaning ascribed to such terms in the TOS. The Person who has accepted this Sales Order as stated below warrants that they are authorized to accept this Sales Order and to acknowledge and accept the TOS.

The authorized representative of Customer has accepted this Sales Order effective on the date below.

**Customer Information**

<b>Name:</b>	Alexandria Vaughn
<b>Email Address:</b>	eric@integritas-tec.com
<b>Title:</b>	Administrator
<b>Accepted On:</b>	



Date: 1/19/24

Proposal Prepared For:  
Village of Pittsford




Proposal Prepared By:  
Eric Johnson  
Integritas Group, LLC  
585.479.4107 Office





Term - 36 months

**Internet Connectivity Fiber Internet Provider Pricing**

Providers			
21 N. Main Street Pittsford, NY 14534			
<b><i>Monthly Recurring Costs</i></b>			
50x50 Mbps DIA	\$499.00	No Bid	
100x100 Mbps DIA	\$549.00		
200x200 Mbps DIA	\$679.00		\$1,500.45
500x500 Mbps DIA	\$799.00		\$1,569.45
<b>Installation fees</b>	\$0.00	\$16,000.00	\$0.00

\*Pricing is budgetary, does not include any applicable taxes and surcharges



Term Length in Months = 36

Provider	<b>nextiva</b>	<b>RingCentral</b>	<b>Vonage</b>
Proposed	Hosted Voice Services	Hosted Voice Services	Hosted Voice Services
	UCaaS	UCaaS	UCaaS
<b>Voice Services</b>			
QTY of Licenses	8	8	8
Cost per License	\$ 16.95	\$ 15.00	\$ 12.99
<b>Total Cost of License</b>	<b>\$ 135.60</b>	<b>\$ 120.00</b>	<b>\$ 103.92</b>
QTY of Fax Lines	2	2	2
Cost per License	\$ -	\$ -	\$ -
<b>Total Cost of License</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Monthly License Charges</b>	<b>\$ 135.60</b>	<b>\$ 120.00</b>	<b>\$ 103.92</b>
Qty of Surcharges	8	8	8
E911 Fee per license	\$ 0.41	\$ 1.00	\$ 0.99
CRF per license	\$ 0.22	\$ 4.00	\$ 4.08
<b>Total Surcharges</b>	<b>\$ 5.04</b>	<b>\$ 40.00</b>	<b>\$ 40.56</b>
<b>Estimated Monthly Total Monthly Costs</b>	<b>\$ 140.64</b>	<b>\$ 160.00</b>	<b>\$ 144.48</b>
<b>Equipment &amp; Setup (One Time Costs)</b>			
Desk Phone Make	Nextiva	YeaLink	Polycom
Desk Phone Model	X-835 Eris	T48U	VVX 350
QTY of Desk Phones	8	8	8
Cost per Phone	\$ -	\$ 183.40	\$ 75.00
<b>Total Cost for Phones</b>	<b>\$ -</b>	<b>\$ 1,467.20</b>	<b>\$ 600.00</b>
Cordless Phone Base Make	YeaLink	YeaLink	YeaLink
Cordless Phone Base Model	W70B	W79P	W76P
QTY of Cordless Base Phones	1	4	1
Cost per Cordless Base Phone	\$ 90.00	\$ 202.30	\$ 159.99
<b>Total Cost for Cordless Phone Base</b>	<b>\$ 90.00</b>	<b>\$ 809.20</b>	<b>\$ 159.99</b>
Cordless Phone Make	YeaLink		YeaLink
Cordless Phone Model	W56H		W56H
QTY of Cordless Phones	4		4
Cost per Cordless Phone	\$ 90.00		\$ 39.99
<b>Total Cost for Cordless Phones</b>	<b>\$ 360.00</b>		<b>\$ 159.96</b>
<b>Total Cost for Phone Handsets</b>	<b>\$ 450.00</b>	<b>\$ 2,276.40</b>	<b>\$ 919.95</b>
Project Management Implementation Costs	\$ 500.00	\$ 500.00	\$ 680.00
Training Costs	\$ 150.00	\$ 150.00	\$ 150.00
<b>One-time Equipment/Setup Costs</b>	<b>\$ 1,100.00</b>	<b>\$ 2,926.40</b>	<b>\$ 1,749.95</b>
<b>Usage Rates</b>			
Local usage per minute	unlimited	unlimited	unlimited
LD minutes included	unlimited	unlimited	unlimited
Inter LD per minute	unlimited	unlimited	unlimited
Intra LD per minute	unlimited	unlimited	unlimited
Regional LD per minute	unlimited	unlimited	unlimited
<b>Totals</b>			
<b>Total Recurring Costs per Month</b>	<b>\$ 140.64</b>	<b>\$ 160.00</b>	<b>\$ 144.48</b>
<b>One Time Costs</b>	<b>\$ 1,100.00</b>	<b>\$ 2,926.40</b>	<b>\$ 1,749.95</b>
<b>12 Month Costs</b>	<b>\$ 2,787.68</b>	<b>\$ 4,846.40</b>	<b>\$ 3,483.71</b>
<b>36 Month Costs</b>	<b>\$ 6,163.04</b>	<b>\$ 8,686.40</b>	<b>\$ 6,951.23</b>
<i>Pricing is estimated and meant for budgetary purposes</i>			



**NEXTIVA X -835**



**NEXTIVA W708**



**NEXTIVA W56H**



**YEALINK T48U**



**YEALINK W79P**



**YEALINK W76P**



# ***THANK YOU! HERE IS YOUR PROPOSAL FOR SERVICES***

***Village of Pittsford***

Quote #: Q-806130

Quote Name:

**Authorized Partner:**

Intelisys

Virginia Almeida

Phone # 9292942656

[virginia.almeida@scansource.com](mailto:virginia.almeida@scansource.com)

(mailto:virginia.almeida@scansource.com)

## **CHOOSE GOTO WHEN YOU WANT TO:**



### **Increase Productivity**

Frictionless technology that empowers your business to focus on successful outcomes.



### **Improve Flexibility**

Depending on your unique needs, GoTo can deliver all, some or one of its solutions. It's that simple.



### **Respond Quicker**

Reach your customers quickly on their terms; whenever, wherever, however.



### **Reduce Costs**

One trusted provider. One big savings. One sizable reduction in headaches.



### **Collaborate More**

Meetings, Phone, Messaging, Rooms, Webinars. Your business demands innovative options.



### **Satisfy Customers**

When it matters most, your collaboration products must be fast, easy, and reliable.

# GLOBAL PRODUCT – LOCAL PRESENCE

## **Purchasing through a certified GoTo partner ensures:**

- ✓ Local resource and advocate
- ✓ Enhanced setup and install experience
- ✓ Greater order success
- ✓ Custom designed solution
- ✓ Network pre-qualification
- ✓ Unlimited customer service
- ✓ Unlimited technical support

# COLLABORATE AND WIN TOGETHER

## Highest Rated

Join other satisfied customers who have already made us their GoTo.

## Most Reliable

With more datacenters worldwide than any competitor, your communications are always routed through the closest datacenter to ensure the quickest connection.

## There's a GoTo solution for that

The GoTo Collaboration Cloud brings together the easiest, fastest, and most innovative unified communications and collaboration products that help your business succeed.

## PROPOSAL DETAILS

Prepared for:

Quote #: Q-806130  
Billing Address:

Contract Term: 36  
Prepared by:

Village of Pittsford	21 N Main St	Intelisys
Alexandria Vaughn	Pittsford, NY 14534-1309	Virginia Almeida
atorres-vaughn@villageofpittsford.com	US	9292942656
+15855864332		virginia.almeida@scansource.com
Contract Term: 36		

If you need assistance with this quote or any product offerings, please contact your Partner, or the Partner Success Team at 888.990.4262.

MONTHLY CHARGES	QTY	MSRP	DISCOUNT	QUOTED PRICE	SUB TOTAL
GoToConnect Standard	12	\$29.00	\$60.00	\$24.00	\$288.00

\* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.

<b>Savings</b>	<b>Sub Total</b>
\$60.00	\$288.00
<b>Estimated Taxes*</b>	<b>\$38.22</b>
<b>Monthly Total</b>	<b>\$326.22</b>

TODAY'S TOTAL	QTY	MSRP	DISCOUNT	QUOTED PRICE	SUB TOTAL
Professional Services - Per Seat GTC Setup Assistance (Under 50 Licenses)	12	\$50.00	\$600.00	\$0.00	\$0.00
Yealink T33G SIP phone w/power supply	8	\$119.00	\$952.00	\$0.00	\$0.00
Yealink W70B DECT Base Station	1	\$90.00	\$19.11	\$70.89	\$70.89
Yealink W73H Handset (requires W70B base)	4	\$89.00	\$84.20	\$67.95	\$271.80

\* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.

<b>Savings</b>	<b>Sub Total</b>
\$1,655.31	\$342.69
<b>Estimated Taxes*</b>	<b>\$35.98</b>
<b>Today's Total</b>	<b>\$378.67</b>

Today's Total  
**\$378.67**

Monthly Total  
**\$326.22**

# Hardware Specs

PRODUCT NAME	IMAGE	DESCRIPTION
Yealink T33G SIP phone w/power supply		
Yealink W70B DECT Base Station		©2024 GoTo   All Rights Reserved
Yealink W73H Handset (requires W70B base)		

## Quotation

**CROWN CASTLE FIBER**  
 80 Central St. Boxborough, MA 01719  
[Fiber.CrownCastle.com](http://Fiber.CrownCastle.com)

**Date Received:** 15-Feb-24  
**Date Prepared:** 16-Feb-24  
**Quotation Valid Until:** 16-Mar-24  
**Quotation # (Customer):** N/A

**Quotation For:** Village of Pittsford  
**Project Name (if applicable):** Dedicated Internet Access  
**Customer Address:** 21 North Main St. Pittsford NY  
**Prepared By:** Matt Keaney

**Contact Name:** Michelle Cocuzzi

**Prepared By (Phone):** 617 448 8447

**Prepared By (E-mail):** [matthew.keaney@crowncastle.com](mailto:matthew.keaney@crowncastle.com)

Qty	Service	Internet / Ethernet Bandwidth (/ app.)	Market	From Address	To Address	Term (Months)	Monthly Charge (MRC)	Service Activation Fee (NRC)	Other Non-Recurring Fees (NRC)	Total Non-Recurring Charge (NRC)
1	Internet	100	Pittsford	21 North Main St.	Crown Castle Pop	36	\$589	\$0	\$0	\$0

**Comments / Demarc Description (if applicable)**  
 pricing includes 5 static IP. Lead time to install is up to 120 calendar days.

Notes:



# Service Order

**Customer:** Village of Pittsford  
**Billing Address:** 1 Village Lane  
 Pittsford, NY 14534  
**Federal Tax ID:**  
**Purchase Order:**

**Primary Contact:** Brooklyn Thomas  
**Email:** bthomas@villageofpittsford.com  
**Phone:** 5855864332  
**Mobile Phone:**

**Order Type:** New Service  
**Business Case:** 2023-6154  
**Term:** 36 months  
**Existing MRC:** \$0.00

**Billing Contact:** Brooklyn Thomas  
**Email:** bthomas@villageofpittsford.com  
**Phone:** 5855864332  
**Mobile Phone:**

**Opportunity ID:** 97285  
**Order Date:** 09/15/2023  
**Requested Service Date:** 10/31/2023

**Account Executive:** Matt Mareane  
**Email:** mmareane@firstlight.net  
**Phone:**  
**Sales Engineer:** Lloyd LeBlanc

**Technical Contact:** Brooklyn Thomas  
**Email:** bthomas@villageofpittsford.com  
**Phone:** 5855864332  
**Mobile Phone:**

**SERVICE ADDRESS: 1 Village Lane, Pittsford, NY 14534, US Off Net**

Burstable	No
Class of Service	Not Applicable
Protection	Single Path - Single Entrance
Service Profile	Not Applicable
Service Type	Internet (Symmetrical)
Z Address Extend DMARC	No
Z Address Extend DMARC Text	not applicable
Z Address Handoff Type	Ethernet: 100BASE-TX (RJ45)

Group	Product	Product Code	QTY	Monthly Recurring Charge	Non-Recurring Charge	Rate	Total Monthly Recurring Charge	Total Non-Recurring Charge
<b>Core Network Services</b>								
Dedicated Internet Access	100M x 100M Internet	INT100	1	\$585.00	\$400.00		\$585.00	\$400.00
IP Addresses - IP Justification Form Not Required	Static IP Block - Quantity 1 (/30)	STATIC01	1	\$0.00	\$0.00		\$0.00	\$0.00
<b>Group Total:</b>							<b>\$585.00</b>	<b>\$400.00</b>
<b>Service Address Total:</b>							<b>\$585.00</b>	<b>\$400.00</b>

**SERVICE ADDRESS: 21 North Main Street, Pittsford, NY 14534, US Off Net**

Burstable	No
Class of Service	Not Applicable
Protection	Single Path - Single Entrance
Service Profile	Not Applicable
Service Type	Internet (Symmetrical)
Z Address Extend DMARC	No
Z Address Extend DMARC Text	not applicable
Z Address Handoff Type	Ethernet: 100BASE-TX (RJ45)

Group	Product	Product Code	QTY	Monthly Recurring Charge	Non-Recurring Charge	Rate	Total Monthly Recurring Charge	Total Non-Recurring Charge
<b>Core Network Services</b>								
Dedicated Internet Access	100M x 100M Internet	INT100	1	\$585.00	\$400.00		\$585.00	\$400.00
IP Addresses - IP Justification Form Not Required	Static IP Block - Quantity 1 (/30)	STATIC01	1	\$0.00	\$0.00		\$0.00	\$0.00
<b>Group Total:</b>							<b>\$585.00</b>	<b>\$400.00</b>

	<b>Service Address Total:</b>	<b>\$585.00</b>	<b>\$400.00</b>
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	<b>Service Order Total Monthly Recurring Charge: \$1,170.00</b>	<b>Service Order Total Non-Recurring Charge: \$800.00</b>
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THIS ORDER IS GOVERNED BY FIRSTLIGHT'S STANDARD TERMS AND CONDITIONS POSTED AT [www.firstlight.net/terms-conditions](http://www.firstlight.net/terms-conditions). By signing this Order and initialing the applicable Service Schedules, Customer certifies that Customer has read and agrees to abide by FirstLight's standard terms and conditions and associated Service Schedules, and E911 acknowledgement. Customer acknowledges terms and conditions, and E911 services may change from time to time and that Customer's continued use of the service indicates acceptance of the terms and conditions and E911 acknowledgement. In the event that Customer and FirstLight or its affiliates\* have an existing Master form of contract for the type of service ordered, that master form of contract shall supersede FirstLight's standard terms and conditions. Unless otherwise specifically identified, the prices included are exclusive of any taxes, surcharges, and other applicable fees which, whether specified or not, may be revised at any time. Taxes, surcharges, and other fees may include but are not limited to federal, state, and local taxes, surcharges and fees, Universal Service Fund charges and network surcharges. The list of current rates and charges can be found at [www.firstlight.net](http://www.firstlight.net). You have the right to opt-out if you do not want your CPNI data used by FirstLight for marketing purposes. Visit [www.firstlight.net/CPNI](http://www.firstlight.net/CPNI) to learn more or to inform FirstLight of your desire to opt-out. \* Affiliates including, but not limited to: Oxford Networks, BayRing Communications, Sovernet, ION, Finger Lakes Technologies Group, 186 Communications, Maine Fiber Company, Inc., FirstLight Construction, LLC, TruePath Technologies, PrimeLink and Best Web. FirstLight may also utilize the assets in Pennsylvania acquired from the Keystone Initiative for Network Based Education and Research. ("KINBER").

The execution and delivery of this Service Order and all Customer obligations contemplated herein, have been duly and validly authorized by all necessary action on the part of such Customer. This Service Order has been duly executed and delivered by such authorized representative of Customer and, assuming due authorization, execution, and delivery by FirstLight, this Service Order constitutes the valid and binding obligations of FirstLight and Customer, enforceable against each FirstLight and Customer in accordance with its terms.

Security Incidents. Subject to FirstLight's obligation under Applicable Laws, in the event FirstLight knows or reasonably believes that there has been unauthorized access to Personal Information in the possession or control of FirstLight that compromises the security, confidentiality or integrity of such Personal Information, FirstLight shall (1) promptly notify Customer of such unauthorized access; and (2) use good faith efforts to cooperate with Customer as reasonable necessary to facility compliance with any Applicable Laws regarding access of Personal Information. FIRSTLIGHT SHALL HAVE NO LIABILITY FOR UNAUTHORIZED ACCESS TO OR UNAUTHORIZED ACQUISITION OF PERSONAL INFORMATION, IF CUSTOMER HAS FAILED TO ENCRYPT THE PERSONAL INFORMATION, WHETHER AT REST OR IN TRANSIT.

CUSTOMER AGREEMENT: By signing below, the signatory represents and warrants authority to execute this Service Order on behalf of Customer and Customer's acceptance of this Service Order as a legally binding contract.

Village of Pittsford

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FirstLight Fiber, Inc

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Service Schedule C - FirstLight Internet Services

**1. Applicability.** This Service Schedule is applicable only where Customer orders and FirstLight accepts a Service Order for, or has already installed, FirstLight Internet Services.

**2. Service Description.** FirstLight Internet Service is a dedicated Internet port and specified bandwidth for the transmission of data to and from the Internet. Service is provided by FirstLight from a specific Customer location, to the Internet port and then to the interface between the FirstLight Network and the Internet.

**3. Installation of FirstLight Internet Service.** FirstLight will exercise commercially reasonable efforts to install Internet Service on or before the Customer Commit Date. The actual installation date may be affected by Service Orders that contain incorrect or incomplete information supplied by Customer or Service Orders that are changed at Customer's request after submission and acceptance by FirstLight.

#### 4. Bandwidth Measurement.

- A. Burstable Maximums: Available at 3 x CIR (committed information rate) or up to the provisioned port speed or a max of 10 Gbps, whichever is lower.
  - i. For example: (a) Customer has a 30Mbps service (CIR) on a 100Mbps port, and Customer can burst up to 90Mbps; (b) Customer has purchased a 50Mbps service (CIR) and is on a 100Mbps port. Customer can burst up to 100Mbps; (c) Customer has a 5Gbps service (CIR) on a 10Gbps port, the max is 10Gbps so no bursting beyond the 10Gbps.
  - ii. Customer is not guaranteed the bandwidth beyond what they purchased as a base service.
- B. Measurement: When Customer purchases FirstLight Internet Service that is a burstable service, bandwidth usage will be calculated by FirstLight using the 95<sup>th</sup> percentile of samplings taken at five (5) minute intervals on a monthly basis. Samples are taken by FirstLight via SNMP from the FirstLight switch or router port the Customer is directly connected to and the results are the greater of input or output bits per second. The 95<sup>th</sup> percentile is determined by sorting the sample data from the smallest to the largest and discarding the top 5%, with the remaining largest sample designated as the 95<sup>th</sup> percentile.
- C. Billing: If after measurement it is determined that Customer did burst beyond their base service, Customer will pay the Mbps effective base service rate multiplied by two for each additional Mbps beyond their CIR.
  - a) For example, a customer with 100Mbps service paying a base rate of \$825 per month pays effectively \$8.25 per Mbps, multiply this rate by two for the burstable Mbps rate. As a result, if Customer were to burst to 150Mbps, Customer would pay 50 x \$16.50 that month (additional).

#### 5. Service Levels.

- A. **Connection Availability Service Level for FirstLight Internet Service.** The Connection Availability Service Level for FirstLight IP Service is 99.99%. In the event that the FirstLight provided connection becomes unavailable as a result of FirstLight's fault, error, or omission, and for reasons other than an Excused Outage, Customer will be entitled to a service credit for the affected Service based on the cumulative unavailability of the affected Service in a given calendar month as set forth in the table below. In no event shall the total amount of credits issued to Customer per month exceed the monthly recurring charges invoiced to Customer for the affected Service for that month.

**Cumulative Unavailability  
(in hrs:mins:secs)**

**Service Level Credit**

- 00:00:01 – 00:05:00 No Credit
- 00:05:01– 00:45:00 5%
- 00:45:01– 04:00:00 10%
- 04:00:01 – 08:00:00 20%
- 08:00:01 –12:00:00 30%
- 12:00:01 –16:00:00 40%
- 16:00:01 – 24:00:00 50%
- 24:00:01 or greater 100%

For purposes of this section, unavailability means the total inability to transmit or receive packets.

**B. Network Latency Service Level.**

- i. The monthly average Network Latency for packets carried over the FirstLight Network on a one-way trip basis from the hand-off point of FirstLight's circuit with the Customer, through the Customer's Internet port, up to the interface between the FirstLight Network and the transit carrier or peered end point as applicable is 10 milliseconds for all fiber based, on-net Internet Services.
- ii. After being notified by Customer of Network Latency in excess of the rates specified above, FirstLight will use commercially reasonable efforts to determine if an excess Network Latency exists, identify the source of the excess Network Latency and take corrective action to the extent that the source of the excess Network Latency is on the FirstLight Network.
- iii. If FirstLight fails to remedy such Network Latency within four (4) hours of being notified of excess Network Latency on the FirstLight Network, Customer will receive, at Customer's written request, a service credit equivalent to the period of time from when the Customer notifies FirstLight until the Network Latency is at or below 20 milliseconds continuously for one (1) hour. Customer may obtain no more than one (1) month worth of MRC for service credits for any given month. In no event shall the total amount of credits issued to Customer per month exceed the monthly recurring charges invoiced to Customer for the affected Service for that month.

a) **Jitter Service Level.** The Jitter Service Level is 5 milliseconds from the hand-off point of FirstLight's circuit with the Customer, through the Customer's Internet port up to the interface between the FirstLight Network and the Internet.

1. After being notified by Customer of Jitter in excess of the rates specified above, FirstLight will use commercially reasonable efforts to determine if excess Jitter exists, identify the source of any excess Jitter, and take corrective action to the extent the source of the excess Jitter is on the FirstLight Network.
2. If FirstLight fails to remedy such Network Jitter within four (4) hours of being notified of any excess Network Jitter Customer will receive, at Customer's written request, a service credit equivalent to the period of the time from when the Customer notifies FirstLight until the Jitter is at or below 5 milliseconds continuously for one (1) hour. Customer may obtain no more than one (1) month worth of MRC for service credits for any given month. In no event shall the total amount of credits issued to Customer per month exceed the monthly recurring charges invoiced to Customer for the affected Service for that month.

b) **Packet Delivery Guarantee.** The FirstLight Network has an average monthly Packet Loss no greater than 0.01% (or successful delivery of 99.99% of packets).

1. Packet Loss is defined as the percentage of packets that are not successfully transmitted between two adjacent network ports between customer's service demarc to the interface between the FirstLight Network and the transit carrier or peered end point as applicable. FirstLight continuously monitors this aggregate packet loss and compiles the collected data into a monthly average measurement for the FirstLight Network.
2. After being notified by Customer of Packet Loss in excess of 0.01%, FirstLight will use commercially reasonable efforts to determine if excess Packet Loss exists, identify the source of any excess Packet Loss, and take corrective action to the extent the source of the excess Packet Loss is on the FirstLight Network.
3. If FirstLight fails to remedy such excess Packet Loss within four (4) hours of being notified of any excess Packet Loss on the FirstLight Network and average Packet Loss for the preceding 30 days exceeds 0.01%, Customer will receive, at Customer's written request, a service credit equivalent to the period of time when the Customer notifies FirstLight until the average Packet Loss is less than 0.01% continuously for one (1) hour. Customer may obtain no more than one (1) month worth of MRC for service credits for any given month. In no event shall the total amount of credits issued to Customer per month exceed the monthly recurring charges invoiced to Customer for the affected Service for that month.

**c) Internet Services – Service Level Criteria Table**

Availability	Latency (One Way)	Jitter	Packet Loss
99.99% (One-way Trip Basis)	<10 milliseconds	<5 milliseconds	<.01%

**6. Specified Service, Term and Pricing.** FirstLight shall provide term length and pricing for FirstLight Internet Service in its Service Order. All Service Orders shall be signed by both parties prior to provisioning.

**7. Acceptable Use Guidelines.** Customer will at all times comply with and conform its use of the FirstLight Internet Service to the FirstLight Acceptable Use Policy (set forth on FirstLight's website at [www.firstlight.net](http://www.firstlight.net)), as updated from time to time and incorporated (including any updates) herein by reference.

**8. Address Space.** FirstLight will assign Internet addresses to Customer based upon ARIN guidelines. Addresses assigned to Customer by FirstLight may only be used while a FirstLight customer. If Customer has a valid address allocation from ARIN, RIPE, or APNIC, Customer may request FirstLight to announce it via BGP.

**9. Resale.** In the event Customer resells FirstLight Internet Service (a) Customer remains responsible to FirstLight for all of its obligations hereunder including but not limited to all Service Charges and liabilities arising out of or related to such third party usage, (b) notwithstanding any provision in the Agreement, Customer shall indemnify FirstLight for any and all third party claims arising out of or related to such third party usage and (c) Customer agrees to include and shall include terms and conditions within any contract to resell that are substantially similar to the terms and conditions herein and no less restrictive as to such third party. Upon the expiration or termination of this Agreement, neither Customer nor any third-party resale customer of Customer shall have any rights to use the FirstLight Internet Service. Notwithstanding the foregoing, FirstLight is not liable to any third party resale customer of Customer for any claims, losses or damages of any type or nature, (including but not limited to indirect, special, punitive, exemplary or consequential damages) resulting from such third party's use of the Service, and FirstLight shall have no obligations whatsoever to such third party customer of Customer, including but limited to Outage Credits, repairs, troubleshooting, or otherwise.

**10. Disclaimer of Third-Party Actions and Control.** FirstLight does not and cannot control the flow of data to or from the Network and other portions of the Internet. Such flow depends on the performance of Internet services provided or controlled by third parties. Actions or inactions caused by third parties can produce situations in which Customer connections to the Internet (or portions thereof) may be impaired or disrupted. FirstLight has no control over such situations and cannot guarantee that such situations will not occur and, accordingly, FirstLight disclaims any and all liability resulting from or related to such events. In the event that Customer's use of the Service or interaction with the Internet or such third parties is causing harm to or threatens to cause harm to the Network or its operations, FirstLight shall have the right to immediately suspend the Service.

**11. FilteredNet Service.**

- A. FilteredNet is intended to be part of a solution that conforms to the guidelines set forth in the Children's Internet Protection Act (CIPA). It is ultimately the responsibility of the customer to ensure that CIPA guidelines are followed. Customer shall indemnify FirstLight for any and all claims related to CIPA that arise from the Customer's use of FilteredNet.
- B. FilteredNet includes a device that is located on the customer's premises as part of the overall solution. The device is owned and maintained by FirstLight and is the responsibility of FirstLight to replace if required. Some customers may request to make changes to the software or hardware on this device. Please be advised that FirstLight's responsibility to supply a working device is void as to defects caused by the Customer's actions (or failure to act), the acts of others, or events beyond the control of FirstLight or its partners.

For VILLAGE OF PITTSFORD

# Communications Solutions Proposal

**Prepared by:**

**Daniel Wagner**

Major Account Manager - Gov/Ed



The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law. If you and/or your agents or representative make any unauthorized disclosure, Charter shall be entitled to revoke this proposal, terminate any associated agreement without liability and to seek damages and/or injunctive relief arising from such unauthorized disclosure. This proposal is an estimate for discussion purposes only and is not intended to give rise to binding obligations for either party.

**Spectrum**  
ENTERPRISE

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## Introduction

Thank you for considering Spectrum Enterprise for your communications technology needs. This proposal outlines a solution that addresses the needs and requirements we have discussed. It also provides an overview of our service delivery process and other relevant information.

I will schedule a time to review the details of this proposal with you, however, please contact me in the meantime with any questions.

I look forward to speaking with you soon about how we can partner to help you achieve your goals.

Regards,

Daniel Wagner  
Major Account Manager - Gov/Ed

**Office:** (315) 928-3537

**Cell:** (585) 481-1440

**Email:** [daniel.wagner@charter.com](mailto:daniel.wagner@charter.com)



## Company Overview

Technology unlocks powerful opportunities for business success. With competition at an all-time high, you need technology that doesn't just keep up, but puts you ahead.

Spectrum Enterprise, a part of Fortune 100 company Charter Communications, provides the digital infrastructure your business needs to drive success. Our secure and scalable technology portfolio includes wide area network (WAN), Internet, managed services, voice and TV solutions.

### Technology and expertise that exceeds expectations

<b>Dense fiber reach nationwide</b>	<ul style="list-style-type: none"><li>• 32 metros across 41 states</li><li>• 217,000+ fiber-lit buildings</li><li>• 230,000+ fiber-route miles</li></ul>
<b>Deep expertise</b>	<ul style="list-style-type: none"><li>• Fiber and IT infrastructure solutions</li><li>• Over two times more active MEF-certified professionals than all other top Ethernet providers combined</li></ul>
<b>Committed to delivering quality experiences</b>	<ul style="list-style-type: none"><li>• One team = one experience</li><li>• Unparalleled service level agreements (SLAs)</li><li>• Self-service portals</li><li>• Network Operations Center</li></ul>
<b>Recognized for solution and service excellence</b>	<ul style="list-style-type: none"><li>• Ranked #1 for 'Ease of doing business' by ATLANTIC-ACM</li><li>• MEF 2019 award-winner</li><li>• TMC 2019 SD-WAN Implementation award-winner</li><li>• INTERNET TELEPHONY 2020 Hosted Call Center Excellence award</li></ul>

### The right partner for your digital journey


Spectrum Enterprise has invested over \$2 billion to support client progress, and we continue to add over 50 fiber-lit buildings to our network every day. Our goal is to increase client access to our national fiber network. We are doing that by absorbing the costs of fiber construction for the majority of enterprise buildings within our footprint.


We're committed to ensuring an exceptional client experience, and we put the needs of our clients at the center of everything we do. With national reach, committed teams and proven expertise, we can connect you and go beyond your expectations.

We invite you to join us as we turn the promise of digital technology into progress.



**Proposed Services – features and benefits**

	<p><b>Fiber Internet Access (FIA)</b> Provides dedicated symmetrical connectivity for organizations that need reliable or high-bandwidth upload and download capabilities. FIA runs on Spectrum Enterprise’s fiber-rich network and provides a dedicated, continuous link between the local area network (LAN) and the Internet. FIA service is proactively monitored 24/7/365 U.S.-based support to ensure availability.</p>	
<p><b>Features</b></p>	<p><b>Benefits</b></p>	
<p>Dedicated connection that is not shared with others and is delivered over a reliable advanced fiber network.</p>	<p><b>Superior performance</b> – Improves business productivity through a reliable, high-performing internet service.</p>	
<p>Industry-leading SLA metrics support availability and low latency, jitter and packet loss all the way into the client suite</p>	<p><b>Reach and scalability</b> – Provides an easily scalable platform with national reach and dense metro coverage to support current and future needs.</p>	
<p>Single provider, with 24/7/365 US-based support and local technicians.</p>	<p><b>End-to-end support</b> – Reduces complexity via a single partner providing one resource team and one contact point for both service and support, including the in-building connection.</p>	
<p>Multiple diversity and redundancy options to help protect your network from equipment failures and other network-impacting situations.</p>	<p><b>Business continuity</b> – Optional diversity solutions to support Internet uptime in the event of a wireline disruption.</p>	

	<p><b>Unified Communications (UC) with RingCentral</b> All-in-one cloud-based platform that seamlessly combines messaging, video conferencing and phone calling. Maximize customer and employee user experiences and engagement by allowing them to work the way they want, regardless of location or device.</p>	
<p><b>Features</b></p>	<p><b>Benefits</b></p>	
<p>World-class phone system.</p>	<p><b>Simple to use</b> – Advanced cloud PBX capabilities power voice calling across desktop, mobile and desk phone users.</p>	
<p>Third party application integration.</p>	<p><b>Manage complexity</b> – Keep using the business tools you’re familiar with. RingCentral’s App Gallery offers 250+ pre-built integrations as well as 500+ APIs and developer tools for customized needs.</p>	
<p>Unified desktop, tablet and smartphone experience.</p>	<p><b>Support office mobility</b> – Extend your office tools to the virtual office. All of your conversations, meetings and switching modes from desk to mobile mid-call travel with you.</p>	



Compatible with existing phones.	<b>Control costs</b> – Clients can choose to purchase phones and equipment or keep their existing compatible phones for this solution.
Dedicated Implementation Manager.	<b>Simple installation</b> – Includes a single point of contact for service activation, delivery, tuning, and training for all users and sites during initial 10-day on-boarding
Simplified and scalable IT management.	<b>Continuous support</b> – Spectrum Enterprise client portal is one pane of glass to view all services, trouble tickets, service configuration and quick access to RingCentral portal for call flow and user management. Your service is proactively monitored 24x7x365 to ensure availability and performance.

Certain features subject to availability. Please consult with your sales representative for details.



**New and revised services and monthly charges at: 1 Village Grv Unit RR, Pittsford NY 14534**

Product	Quantity	Sales price	Contract term	Monthly price
Spectrum Business Internet	1	\$199.99	Month to Month	\$199.99
Business WIFI	1	\$7.99	Month to Month	\$7.99
Unified Communications with RingCentral Standard Seat	6	\$22.00	36 Months	\$132.00
Total*:			\$339.98	

\*Prices do not include taxes, surcharges, and/or fees

**New and revised services and monthly charges at: 21 N Main St , Pittsford NY 14534**

Product	Quantity	Sales price	Contract term	Monthly price
Unified Communications with RingCentral Standard Seat	6	\$22.00	36 Months	\$132.00
5 Static IP Addresses	1	\$0.00	36 Months	\$0.00
Fiber Internet 100Mbps	1	\$749.00	36 Months	\$749.00
Total*:			\$881.00	

\*Prices do not include taxes, surcharges, and/or fees

**One-time charges at: 21 N Main St , Pittsford NY 14534**

Product	Quantity	Sales price	Price
FIA Installation	1	\$0.00	\$0.00
Poly VVX450 - 36 month EIP - UC with RingCentral	6	\$234.00	\$1,404.00
UC-RC Prof Addl Outlet	6	\$0.00	\$0.00
Remote Professional Install - UC with RingCentral	1	\$0.00	\$0.00
Total*:		\$1,404.00	

\*Prices do not include taxes, surcharges, and/or fees

**One-time charges at: 1 Village Grv Unit RR, Pittsford NY 14534**

Product	Quantity	Sales price	Price
Remote Professional Install - UC with RingCentral	1	\$0.00	\$0.00
Poly VVX450 - 36 month EIP - UC with RingCentral	6	\$234.00	\$1,404.00



UC-RC Prof Addl Outlet	6	\$0.00	\$0.00
Total*:		\$1,404.00	
*Prices do not include taxes, surcharges, and/or fees			



## Summary

Spectrum Enterprise is fully committed to providing you with the solutions that are right for your unique needs, and delivering a seamless experience through installation and beyond. From our exceptionally reliable, scalable fiber technology solutions to our highly skilled and certified team, we are well-positioned to help you meet your needs not only today, but in the future as your business evolves.

We look forward to helping your company achieve its full potential by not only providing you with the right digital infrastructure, but by establishing a long-term partnership that delivers support and expertise you can count on.

THE SPECIFICATIONS AND INFORMATION REGARDING THE SERVICES IN THIS DOCUMENT ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS DOCUMENT ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY SERVICES.

Third party trademarks are the property of their respective owners.

Spectrum Enterprise services*			
<b>Fiber Internet Access</b>	<p>Leverage the power of fiber</p> <p>Dedicated fiber connection, not shared, for consistent performance with symmetrical bandwidth where downloads and uploads are equally as fast.</p>	<p>Ensure reliable performance</p> <p>High performance and availability for your mission-critical applications is assured by a competitive service level agreement (SLA).</p>	<p>Meet your growth needs</p> <p>Speeds are easily scalable to meet your evolving business needs.</p>
<b>Wireless Internet Backup</b>	<p>Seamless and secure connection</p> <p>In the event of a network or power interruption, we provide seamless, automatic failover and fallback to an encrypted 4G wireless signal. This ensures there are no internet service disruptions so your organization can remain productive.</p>	<p>End-to-end service and support</p> <p>Wireless Internet Backup includes everything your organization needs, including wireless hardware and battery backup, at no additional cost to you. We also manage the service for you, starting from installation, and we provide 24/7/365 U.S.-based support.</p>	<p>Cost-effective wireless backup</p> <p>Wireless Internet Backup has unlimited data and no overage fees, enabling you to wirelessly connect as long as you need to without impacting your budget.</p>
<b>Wireless Internet</b>	<p>Internet access</p> <p>Provide connectivity for point-of-sale systems, network equipment management, WAN integration and more.</p>	<p>Business continuity</p> <p>Gain peace of mind knowing that your organization will continue to operate through an interruption when configured as an alternate connection or backup.</p>	<p>Rapid installation</p> <p>Quickly deploy internet access to any of your locations, including rural, remote and hard-to-reach sites.</p>
<b>Ethernet</b>	<p>Assure network performance</p> <p>Our competitive service level agreement (SLA) exceeds industry specifications and ensures the network is meeting performance objectives.</p>	<p>Connect your locations</p> <p>Ethernet can cost effectively connect your locations with secure, point-to-point, point-to-multi-point, or multi-point-to-multi-point topologies.</p>	<p>Scale your network</p> <p>Quickly increase bandwidth to meet changing business requirements.</p>
<b>Cloud Connect</b>	<p>Improve performance</p> <p>Access to public clouds is faster and more consistent with high performance, service level agreement (SLA)-backed, dedicated connectivity.</p>	<p>Reduce risk</p> <p>Private connectivity protects against disruptive intrusions and malicious attacks.</p>	<p>Simplify cloud connectivity</p> <p>Easily link multiple cloud environments to any network resource.</p>



<p><b>Wavelength Services</b></p>	<p>A smart, cost-effective option for high-capacity requirements</p> <p>Consider Wavelength Services if you're in search of very high transport speeds — but not the cost and complexity of owning and operating dedicated network infrastructure. It efficiently converges network services, including WAN and Internet access, while keeping capital expenses to a minimum.</p>	<p>Keep your most valuable data secure</p> <p>Wavelength Services provides a non-shared, point-to-point circuit for connecting locations. Traffic passes seamlessly across the network, separated from other data streams and encapsulated inside a wavelength frequency.</p>	<p>Speeds designed to power productivity</p> <p>Delivering speeds up to 100 Gbps, Wavelength Services offer more bandwidth and low-latency data transmission without handling frames or packets, providing the data-intensive transport your organization needs to run critical business applications.</p>
<p><b>Managed WiFi</b></p>	<p>Enable scalability</p> <p>Leverage the high-speed connectivity of our Internet service and allocate the appropriate bandwidth to support different usage needs at one location or across a large campus environment.</p>	<p>Manage end-to-end WiFi</p> <p>Simplify local network infrastructure and minimize administration effort with industry experts to install, manage and maintain WiFi infrastructure and online portals to view WiFi performance.</p>	<p>Ensure network performance</p> <p>A highly competitive service level objective (SLO) helps ensure optimal network performance and availability to support mission-critical wireless operations.</p>
<p><b>Managed Router Service</b></p>	<p>Ensure network continuity</p> <p>Gain insight into network performance and improve reliability and uptime of WAN connections with up-to-date equipment that identifies and corrects issues.</p>	<p>Enable a connected solution</p> <p>Bundle Managed Router Service with Business Internet or Ethernet for a turn-key solution delivered over a fiber-rich network.</p>	<p>Enhance productivity</p> <p>Free up your IT staff to work on more strategic initiatives and offload network support requirements.</p>

<p><b>DDoS Protection</b></p>	<p>Comprehensive traffic evaluation</p> <p>Proprietary machine learning and advanced analytics, powered by NETSCOUT's Arbor platform, identify anomalies in traffic flows at each of your locations to quickly mitigate attacks before they can negatively impact your organization.</p>	<p>Faster detection and resolution</p> <p>Offered with our Fiber Internet Access services, DDoS Protection quickly detects, redirects and mitigates any malicious traffic and minimizes the impacts of a DDoS attack, ensuring the availability of your network assets.</p>	<p>Continuous support</p> <p>We provide a single source of support for fast and easy resolution. Our network operations center is equipped with experts and resources to ensure mitigation and support during an attack. You also have online access to incident reports that include event mitigation details, countermeasures deployed, IP addresses impacted, configuration settings and more.</p>
<p><b>Enterprise Trunking</b></p>	<p>Choose what works for you</p> <p>We're able to meet your ever-changing requirements by supporting your preferred trunk interface and handling both centralized or decentralized configurations. Also, our flexible service lets you scale as needed by adding more capacity, minutes of use or other advanced features.</p>	<p>Rely on a dedicated partner</p> <p>Enterprise Trunking is delivered over our private fiber network. We proactively monitor our network 24/7/365, giving you confidence that your dedicated connection is available and performing at the highest level.</p>	<p>Do business with ease</p> <p>One monthly transaction delivers everything you need—the connection, bandwidth, DID numbers and long distance plans.</p>
<p><b>Unified Communications (UC) with RingCentral</b></p>	<p><b>Maximize customer and employee user experiences</b></p> <p>With the RingCentral app, your organization gets an all-in-one communication and collaboration solution containing full-feature voice and video calling, content sharing, and instant messaging.</p>	<p><b>Easy to set-up</b></p> <p>Your dedicated Implementation Manager will ensure your solution is delivered, activated, tuned and all users are trained and able to use the service properly during initial onboarding.</p>	<p><b>Peace of mind with 24x7x365 support</b></p> <p>Spectrum Enterprise proactively monitors your service to ensure availability and performance and 4-hour response to repair.</p>



<p><b>Unified Communications (UC) with Webex</b></p>	<p>Have confidence in a highly reliable service</p> <p>Gain peace of mind in knowing that your cloud-based UC services are always available. By using a dedicated connection on our private, secure, fiber-based network, you'll receive both reliable service and the highest level of voice quality.</p>	<p>One number to make your life easier</p> <p>We design, install and maintain your UC service. Our service-level agreement provides 99.99 percent service availability — all the way to the IP desktop phone. Our 611 feature can be used from any UC phone, giving instant access to U.S.-based technical support representatives 24/7/365 at no extra charge.</p>	<p>Equip your teams with a powerful, flexible suite of collaboration tools</p> <p>Your people can communicate how they want, on the devices they choose, through a range of cloud-based services. Additionally, our UC solution integrates with popular tools such as client relationship management (CRM) applications. Integration maximizes solution adoption, provides a better user experience and enhances functionality.</p>
<p><b>Unified Communications (UC) for Hospitality</b></p>	<p>Discover a more efficient way to manage your voice services and deliver a superior guest experience.</p> <p>Unified Communications (UC) for Hospitality is built for the unique needs of hotels. It encompasses telephone management, automated wake-up calls, customized greetings and call accounting systems — all in a single, fully managed package. The solution also includes an intuitive online portal that enables more effective use of your voice investment.</p>	<p>Create memorable experiences</p> <p>Instant access to account and transaction history via your Property Management System (PMS) enables staff to anticipate guests' preferences and delight them with the truly personal service that leads to strong brand loyalty. For example, you can deliver customized wake-up call greetings and voicemail prompts in a guest's preferred language and sets your property apart.</p>	<p>Empower your team</p> <p>Combine comprehensive managed voice services with advanced messaging, meeting capabilities and mobile device integration to simplify staff communication and increase collaboration. Improve team efficiency with, along with other advanced features, real-time housekeeping statuses, minibar monitoring and phone-call accounting that can be customized by guest type.</p>
<p><b>Hosted Call Center</b></p>	<p>Ensure clear, reliable service</p> <p>Experience clear voice quality and improved security from service delivered via a dedicated and secure connection over our privately owned and operated fiber network.</p>	<p>Customize your call center</p> <p>Improve call center operations and derive business insights with advanced call monitoring and call analytics software engineered specifically for call center supervisors.</p>	<p>Decrease management time</p> <p>Free IT staff to focus on higher business priorities instead of daily call center management and ensure you have the latest technology through automatic updates.</p>
<p><b>Webex Meetings from Spectrum Enterprise</b></p>	<p>All-in-one communication and collaboration</p> <p>Enjoy one app that combines messaging, meetings, virtual workspaces, and content sharing. Allow your employees and customers the flexibility to work from anywhere, on any device, at</p>	<p>One meeting experience</p> <p>Whether participants are together or apart, internal or external to the organization, they will feel included and enjoy the same meeting experience regardless of device.</p>	<p>Continuous support</p> <p>Take the worry out of your meetings and maximize results with a solution that offers multilevel, enterprise, security policies that site administrators can configure and enforce for individual users, groups, or an entire</p>



	any time.		organization.
<b>Enterprise TV</b>	<p>Provide preferred programs</p> <p>Create an exceptional HDTV viewing experience with access to over 200 core and premium channels your viewers want, at a great value, featuring entertainment, news, sports and international programming.</p>	<p>Choose your service</p> <p>Select the delivery platform that provides the features your viewers want and the performance you need, all within your budget.</p>	<p>Count on reliable TV</p> <p>Ensure viewers are entertained and informed with highly reliable delivery that is not susceptible to weather-related disruptions.</p>

**\*Certain features subject to availability. Please consult your sales representative for details.**

**All rights reserved. Not all products, pricing and services are available in all areas. Pricing and actual speeds may vary. Restrictions may apply. Subject to change without notice.**



# Village Board Meeting

Meeting Items  
Agenda Item 5

Pro Housing Community Designation



**CITY OF ALBANY**  
**OFFICE OF THE MAYOR**  
24 EAGLE STREET  
ALBANY, NEW YORK 12207

**KATHY SHEEHAN**  
MAYOR

February 6, 2024

Hon. Kathy Hochul  
Governor, State of New York  
New York State Capitol  
Albany, NY 12242

RuthAnne Visnauskas  
Commissioner & CEO  
New York State Homes and Community Renewal  
641 Lexington Avenue  
New York, NY 10022

Re: Pro-Housing Community Letter of Intent

Dear Governor Hochul & Commissioner Visnauskas,

As the Chief Executive Official of the City of Albany, I hereby submit our letter of intent to be recognized by New York State as a Pro-Housing Community.

Our Department of Neighborhood & Community Services looks forward to working with New York State Homes and Community Renewal to compile and submit the necessary information to certify our participation.

I look forward to our continued partnership.

Sincerely,

Kathy M. Sheehan  
Mayor, City of Albany

# Program Requirements

The Pro-Housing Community Program will provide prioritization in scoring for certified Pro-Housing Communities. Municipalities can apply for certification based on factors assessing their success in promoting housing growth and commitment to identifying impediments to housing growth.

Municipalities must submit an application to HCR to be designated as a “Pro-Housing Community”. Municipalities can start the process by sending a letter of intent from an authorized official to the program email at [prohousing@hcr.ny.gov](mailto:prohousing@hcr.ny.gov).

Next, all applicants will fill out templates provided below to document and verify local zoning codes and information detailing local housing permit approvals over the past five years.

If a municipality can show through the permitting documentation that they have approved either:

- Permits increasing their housing stock by 1% (downstate) or 0.33% (upstate) over the past year OR
- Permits increasing their housing stock by 3% (downstate) or 1% (upstate) over the past THREE years,

After their data submission has been reviewed, they will be notified of their certification within 90 days.

For localities that have not seen housing growth, they can still be certified as a Pro-Housing Community by submitting their data and having the municipal governing body pass the Pro-Housing Resolution (linked below). After the municipality submits the executed resolution and the data has been reviewed, they will be notified of their certification within 90 days.

To support communities that receive this certification, the Governor’s executive order requires the prioritization of those municipalities who have been certified as Pro-Housing over those that have not in applications for specific discretionary funding programs.

HCR will review program applications on a rolling basis, providing approval or denial within 90 days of submission. Localities must resubmit their housing permit data and any updates to their zoning on an annual basis by the end of Q1 (March 31) of the next year to remain certified and qualify for prioritization.