

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

**Meeting Date: Tuesday, September 18, 2012 (2:00 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. 2013 Budget Workshop
2. Request to Create and Appoint Office Clerk III Position (Information Systems) – Request from Sue Wentworth for Town Board action to create a permanent part-time Office Clerk III position under Information Systems and to appoint Ms. Gretchen Arnold to this position beginning at \$14.80 per hour at 20 hours per week (see memo from S. Wentworth).
3. Request to Seek Proposals for Cable Television & Video Production Services (Cable) – Request from MaryAnn Hussar for Town Board authorization to seek proposals for professional services for cable television operations for Brighton public access and government channels and video production services for calendar year 2013 (see memo from M. Hussar).
4. Contract Amendment for Computer Database Consulting Services and Budget Transfer (DPW/HWY/Sewer) – Request from Mike Guyon for Town Board authorization to amend the contract with Richard Cortina for consulting services relating to new software integrations in the Public Works, Highway, and Sewer departments for an additional amount not to exceed \$9,975. Town Board authorization is also requested to transfer \$6,165 from highway wages to contracted services to provide the additional funding needed to support this contract amendment (see letter from M. Guyon).
5. Request to Create Volunteer Student Intern Position (Sustainability Oversight) – Request from Mike Guyon for Town Board action to create a volunteer student intern position support the efforts of the Sustainability Oversight Committee (see letter from M. Guyon).
6. Declare Vehicle as Surplus (Highway) – Request from Tim Anderson for Town Board action to declare a 2011 Chevy Pick-up Truck that was totaled in an accident as surplus and to be authorized to be sold as scrap (see letter from T. Anderson).
7. Discussion – Bank courier services.

The next regularly scheduled meeting of the FASC will be held **Tuesday, October 2, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Susan Wentworth, Coordinator of Data Processing
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5390, (585) 784-5396 Fax

2.

September 13, 2012

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

Re: Create Office Clerk III position in the Finance Department under Information Systems and appoint employee to Permanent Part Time status

Dear Honorable Members:

The workload in Information Systems was successfully managed with the addition of the Seasonal Office Clerk III position held by Gretchen Arnold. I have established a good working relationship with Ms. Arnold and her contributions to my department have been significant.

This request is to create the Office Clerk III position in the Finance Department under Information Systems and appoint Gretchen Arnold as a permanent part time Office Clerk III employee subject to Town Board approval. This position would be in lieu of the Micro Computer Support Technician position that was approved last spring. The effective date of hire for this non-competitive position will be October 1, 2012. The wage shall be \$14.80 per hour (Group V, Step 1 of the Part-Time Permanent and Seasonal Employee Wage Schedule) with a maximum of 20 hours per week. This appointment is subject to a 26 week probationary period effective the date of hire on October 1, 2012.

I respectfully request that the Honorable Town Board authorize the appointment of Ms. Gretchen Arnold to the permanent part-time position of Office Clerk III subject to the conditions referenced above.

Thank you for your consideration.

A handwritten signature in blue ink that reads "Susan A. Wentworth".

Susan Wentworth
Coordinator of Data Processing

CC: Suzanne Zaso, Director of Finance
Gary Brandt, Director of Personnel



MARYANN HUSSAR Assistant to the Supervisor
2300 Elmwood Avenue
Rochester, NY 14618

M.H.

3

MEMORANDUM

TO: Members of the Finance and Services Committee
The Honorable Town Board
Date: September 14, 2012
Subject: Approval to request proposals to provide professional services for cable television operations for Brighton Public Access and government Channels 12 and 15 on time Warner Cable and for video production services for the period January 1, 2013 – December 31, 2013.

The Town's current agreement with Electronic Field Production Inc. is due to expire on December 31, 2012. Since the Town is desirous in continuing to outsource these services to an outside contractor/provider, I request authorization at this time to solicit for proposals for these services.

These Services will be as required by the Town and will include, but will not be limited to, the following:

- Live Cablecast of Brighton Town Board Meetings (per scope of services to be included in RFP)
- Location Video Production
- Cable Television Operations (per scope of services to be included in RFP).
- Full Service Video Production and Editing

Thank you.

c.c. Susan Wentworth, IT Coordinator

mah



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

4.

September 14, 2012

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

Re: Computer Database Consulting Services
Contract Amendment

Dear Councilperson Werner and Committee Members:

I am requesting to amend Richard S. Cortina's agreement to include an additional 105 hours of Consulting Services. Fifteen of these hours are required to complete the transition from the Fox Pro database to the new PubWorks software, 70 hours are necessary to migrate the Fox Pro database to the new DPW/Building and Planning Departments software, Muncicity, and 20 hours have been set aside for ongoing maintenance of the Fox Pro Database..

The Town Board authorized approval for the Supervisor to execute an agreement with Mr. Richard Cortina to provide Computer Data Base Consulting Services along with the approval of a budget transfer of \$6,000 to cover the associated costs at their September 14, 2011 meeting. Since September 2011 Mr. Cortina has assisted with the maintenance of the aging Fox Pro database, helped prepare and review the Request for Proposals for the Planning Department and Operation Center software, assist with payroll reporting, install and configure the Town's snow route software, support the operation of the Laserfiche file system and facilitate the transfer of the Fox Pro database to the new Operation Center software, Pubworks. These efforts have utilized approximately 95% of the budget transfer and the hours remaining in the contract, (3±) are not sufficient to complete the transition from the Fox Pro database to the PubWorks software, implement the new Muncicity software and provide support to maintain the existing Fox Pro system.

I am requesting that the FASC authorize the Town Board to amend Richard S. Cortina's contract to include an additional 105 hours, or \$9,975, for a new not-to-exceed amount of \$15,975. Town Board authorization is also requested to transfers \$6,165 from the Highway Department's full-time wages in road repairs (D.HWY.5110 1.10) to contracted services in the Highway Administration account (D.HWY.5142 4.49). These funds are available due to a vacancy in the department. The balance of the contract will be covered by existing funds in the Public Works and Sewer Departments.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 18, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Mike Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
M. Hussar



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

5a.

September 14, 2012

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

Re: Sustainability Oversight Committee
Intern Position

Dear Councilperson Werner and Committee Members:

The Sustainability Oversight Committee and Karen Berger of the University of Rochester are investigating the creation of a volunteer intern position which would support the efforts of the SOC and also be recognized by the University. The student intern would be responsible for the following:

- Attend monthly meetings of the Sustainability Oversight Committee throughout the 2012 – 2013 academic year
- Research three of the mutually agreed upon areas as listed below:
 - Stormwater runoff
 - Transportation alternatives
 - Recycling
 - Residential street lighting
 - Alternative fuels for Town vehicles
 - Incentive zoning
 - Wind generation (not sure if we should keep this on the list)
 - Refuse districts/ consider alternatives
 - Noise pollution
 - Heat island effect of asphalt

Research will include both a qualitative and quantitative assessment of the selected topics and will result in a report including presentation material. The selected research projects may run concurrently or one after the other depending on the scope and specific needs of the research.

- The Committee point of contact will be the Town Engineer; Town resources such as work space and access to information will be made available through the Town Engineer.
- Review required reading material as selected by the SOC on the areas of research.



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE * ROCHESTER, NEW YORK 14618 * PHONE (585)784-5250 * FAX (585)784-5368

56.

I am requesting that the FASC authorize the Town Board to create the position of volunteer intern to the Sustainability Oversight Committee. The position will be an unpaid 1 year appointment and will be budget neutral. We have contacted the University of Rochester and requested that worker's compensation and General Liability insurance with the Town being named an additional insured be provided. .

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 18, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Mike Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
M. Hussar
G. Brandt



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

6.

September 13, 2012

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Authorize Disposal of Certain Fixed Assets

Honorable Members:

A Highway Department vehicle was involved in accident in June of this year. The vehicle has been declared a total loss. The following vehicle is no longer available to support departmental operations. The following vehicle is not serviceable, but has some salvage value.

(1) 2011 Chevy Pick up truck #7, VIN #1GC2KVCG1BZ281457 Asset #281457

I further recommend the vehicle be declared surplus/junk, and that I be authorized to dispose of this equipment through an auction to be conducted by the Town's authorized agent.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: S. Zaso
A. Banker
M. Hussar

