

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

**Meeting Date: Tuesday, November 20, 2012 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Cable Television Programming (Cable) – Request from MaryAnn Hussar for Town Board action to authorize the Supervisor to execute an agreement with Electronic Field Productions Inc. for cable television programming and production services for 2013 in an amount not to exceed \$48,000 (see letter from M. Hussar).
2. Contract for Online Recreation Registration Program (Rec. Dept.) – Request from Jerry LaVigne for Town Board action to authorize the Supervisor to enter into an agreement with Cirilian Inc. dba REC1 to provide a hosted software service for recreation programming and scheduling inclusive of online registration of payment (see letter from J. LaVigne).
3. Contract with Rochester-Monroe County Youth Bureau (Rec. Dept.) – Request from Jerry LaVigne for Town Board action to authorize the Supervisor to execute an agreement with the Rochester-Monroe County Youth Bureau for 2012 in an amount not to exceed \$7,211 to support the Town's Youth Asset Building Initiative (see letter from J. LaVigne).
4. Declare Vehicle Surplus (Rec. Dept.) – Request from Jerry LaVigne for Town Board action to declare one Chevy 2004 pickup truck as surplus and to dispose of at auction (see letter from J. LaVigne).
5. Contract Renewal with Holfoth Risk Management for Independent Risk Management Services (Personnel Dept.) – Request from Gary Brandt for Town Board action to authorize the Supervisor to execute an agreement with Holfoth Risk Management Services to provide risk management services in 2013 at a rate of \$110 per hour (see letter from G. Brandt).
6. Revision to Town Hall Meeting Room Rental Rates (Town Clerk) – Request from Dan Aman for Town Board action to increase the rates charged to outside organizations for renting meeting rooms at Town Hall beginning in 2013 (see letter from D. Aman).
7. Revision to Returned (NSF) Check Fees (Town Clerk) – Request from Dan Aman for Town Board action to increase the rates charged to individuals and organizations for returned checks due to insufficient funds or closed accounts from \$15 to \$20 beginning in 2013 (see letter from D. Aman).

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 4, 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.



MARYANN HUSSAR, Assistant to the Supervisor  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618



MEMORANDUM

To: Members of the Finance and Administrative Services Committee  
The Honorable Town Board  
From: MaryAnn Hussar, Assistant to the Supervisor  
Date: October 25, 2012  
Subject: Request Town Board action to Authorize the Town Supervisor to execute a Professional Services Agreement with Electronic Field Productions, Inc. to provide Video Production and Cable Television Management Services for 2013

A Request for Proposal was sent to nine potential vendors on September 28, 2013 for providing video production and cable television management services to Town of Brighton for 2013. Two vendors chose to respond. The Town of Penfield cable operations manager also quoted services for Brighton. Attached is a summary of the services and associated pricing.

Based on the proposals and quotes submitted, the recommendation is to select Electronic Field Productions, Inc. as the provider of these services for the time period January 1, 2013 – December 31, 2013.

This request is for Town Board action to authorize the Town Supervisor to execute a Professional Services Agreement with Electronic Field Productions, Inc. at an annual cost of \$48,000, to provide Video Production and Cable Television Management Services for 2013.

Thank you for your consideration.

cc: Susan Wentworth, IT Coordinator

Attached: Cable Proposal Summary  
Professional Services Agreement



Jerry LaVigne, Director of Recreation & Parks  
220 IDLEWOOD ROAD  
ROCHESTER, NEW YORK 14618

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MEMORANDUM

**To:** Members of the Finance and Administrative Services Committee  
The Honorable Town Board  
**From:** Jerry LaVigne, Director of Recreation & Parks  
**Date:** November 20, 2012  
**Subject:** Request Town Board action to Authorize the Town Supervisor to execute the Online Registration and Servicing Agreement with Cirilian, Inc. dba REC1 to provide a Hosted Software Service for Recreation Registration.

A Request for Proposal was sent to eight potential vendors on September 4, 2012 for providing Recreation Registration Software to the Town of Brighton. Six vendors chose to respond. Attached is a summary of the services and associated pricing.

Based on the proposals and quotes submitted, the recommendation is to select REC1 as the provider of these services. Their software format is an online hosted service with a per transaction fee. Based on registration revenues from 2011 and 2012, the estimated annual cost for 2013 would be around \$5,000 - \$5,500.

This request is for Town Board action to authorize the Town Supervisor to execute a The Online Registration and Serving Agreement with Cirilian, Inc. dba REC1 so that the Town can commence online registration by January 2013.

Thank you for your consideration.

**cc:** Rebecca Cotter, Assistant Director of Recreation & Parks  
Susan Wentworth, IT Coordinator

**Attached:** Recreation Proposal Summary



**TOWN OF BRIGHTON**  
**RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT**  
 220 Idlewood Road  
 Rochester, NY 14618  
<http://www.townofbrighton.org>  
 (585) 784-5260  
 Fax: (585) 784-5365  
 TTY: (585) 784-5381

November 19, 2012

Honorable Finance Committee  
 Town of Brighton  
 2300 Elmwood Avenue  
 Rochester, New York 14618

**Re: Rochester-Monroe County Youth Bureau Contract**

Dear Finance Committee Members:

I respectfully recommend that you authorize the Supervisor to execute an agreement, as well as any additional paperwork, with the Rochester Monroe County Youth Bureau for the Town's 2012 funding. According to the terms of the contract, the County shall reimburse the Town in the amount not to exceed \$7,211. As you are aware, this funding is used in the development of our Youth Asset Building Initiative. It is matched to partially offset the salary of our Assistant Recreation Director in her work on this program.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Jerry LaVigne  
 Director of Parks and Recreation



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**TOWN OF BRIGHTON**  
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT  
220 Idlewood Road  
Rochester, NY 14618  
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November 19, 2012

Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Finance Committee Members:

I respectfully request your permission to remove one Chevy 2004 pickup truck from our vehicle inventory list.

This vehicle has been replaced, due to the high maintenance cost, and was delivered to the Highway Department for auction on 5/18/12. The vehicle identification number is as follows:

**1GCHK24UO4E317680**

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Jerry LaVigne  
Director of Parks and Recreation



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

5a.

**TO:** Suzanne Zaso, Director of Finance  
**FROM:** Gary Brandt, Director of Personnel & HR  
**DATE:** November 13, 2012  
**RE:** Request Approval for Town Supervisor to Execute the  
Holfoth Risk Management Contract for 2013

Attached is the 2013 contract renewal request letter from James Hood, CPCU of Holfoth Risk Management, a division of Aldrich & Cox of Buffalo, NY. Mr. Hood is proposing a modest increase in his hourly rate from \$105. to \$110. per hour. The last hourly rate increase was in 2010.

Mr. Hood has been a valuable asset as the risk management and municipal insurance consultant to the Town since 1997. He also serves as a standing member of the Town Insurance Committee.

I therefore request that the Town Board authorize the Town Supervisor to execute the 2013 Holfoth Risk Management & Insurance Consultant agreement.

c: Dan Aman, Town Clerk



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# HOLFOTH RISK MANAGEMENT

*Division of Aldrich & Cox, Incorporated*

November 5, 2012

Mr. Gary Brandt  
Director of Personnel & Human Resources  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Risk Management Consulting Services

Dear Gary:

Our contract for Risk Management Consulting Services expires on December 31, 2012. We propose a small increase in the hourly rate from \$105 to \$110.

If the Town Board is agreeable, we would be honored to continue to work with you and the Insurance Committee during 2013. We will await the Town contract to continue our services.

Very truly yours,

HOLFOTH RISK MANAGEMENT



James B. Hood, Jr., CPCU  
Director

JBH/lmz

e-mail: hood@aldrichandcox.com

(F:\Client Contracts\2012 Contracts & Letters\Brandt20121105.doc)



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

(609)

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

November 20, 2012

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

RE: Town Hall Meeting Room Rental Rates

Dear Board Members,

As you are aware, I assumed responsibility over the Reception and Security Staff members as well as the day to day operations at the Reception Desk when the changes were made to the Supervisor's staff earlier this year. I have been reviewing our policies in a number of areas and am asking for your permission to make a change to the fees we charge for room rentals here at Town Hall.

I attempted to benchmark what we are currently charging for our meeting rooms against other towns in Monroe County, but did not find any others that rented space at their Town Hall. Other communities typically just rent out rooms at their Recreation facilities. I reviewed the fees of several towns and spoke with the Recreation Departments in Webster and Perinton. My conclusion is that we are currently priced well below average. Perinton rents their Activity Rooms \$32/hr and \$28 each additional. Webster's rates are based on the size of the room: 25 person - \$30/hr, 80 person - \$50-75/hr.

My proposal is that the Main Auditorium be raised to \$100 (from \$60), Downstairs Meeting Room to \$80 (from \$50) and the Stage Conference Room to \$40 (from \$25). I would like to leave the current rental periods (4 hour blocks) as they are today. The new per hour rate is still a bargain compared to these other municipalities, but will help to recover more of the expenses we incur by making our facility available to outside groups. The change would be effective January 1, 2013.

Very truly yours,

Daniel E. Aman  
Town Clerk / Receiver of Taxes

2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5240  
FAX: (585) 784-5374  
<http://www.townofbrighton.org>

ob.



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**ROOM RESERVATION RULES AND REGULATIONS**

1. There are tables and chairs available in each room. Please advise of any particular room configuration at time of reservation.
2. Reservations will not be confirmed until payment is received.
3. Rooms are available for rent in 4 hour blocks. 7am-11am, 12pm-4pm, 5pm-9pm. Any exceptions will be approved on a case by case basis.
4. No tape, tacks, etc are to be used on walls, windows, curtains, blinds or woodwork. Nothing is to be tied, taped or wired to the ceiling.
5. All rooms must be left in the manner in which they were found. A maintenance fee will be assessed for rooms not left in a reasonable manner or for any damage done to the room. Setup and Cleanup time should be taken into account when making your reservation.
6. All room reservations must be received a minimum of one week prior to the requested date. Any requests within one week will be approved on a case by case basis.
7. No refunds or date changes will be honored within one week of the reservation date.
8. All returned checks will be charged a <sup>20</sup>~~25~~ administrative fee.
9. Attendees of any meetings during business hours (9-5) may not park in areas indicated on the attached map – with the exception of handicapped parking permits.

	Maximum Occupancy	Rental Fees
Main Auditorium:	125	\$100 (4hr block)
Downstairs Meeting Room:	80	\$80 (4hr block)
Stage Conference Room*:	15	\$40 (4hr block)

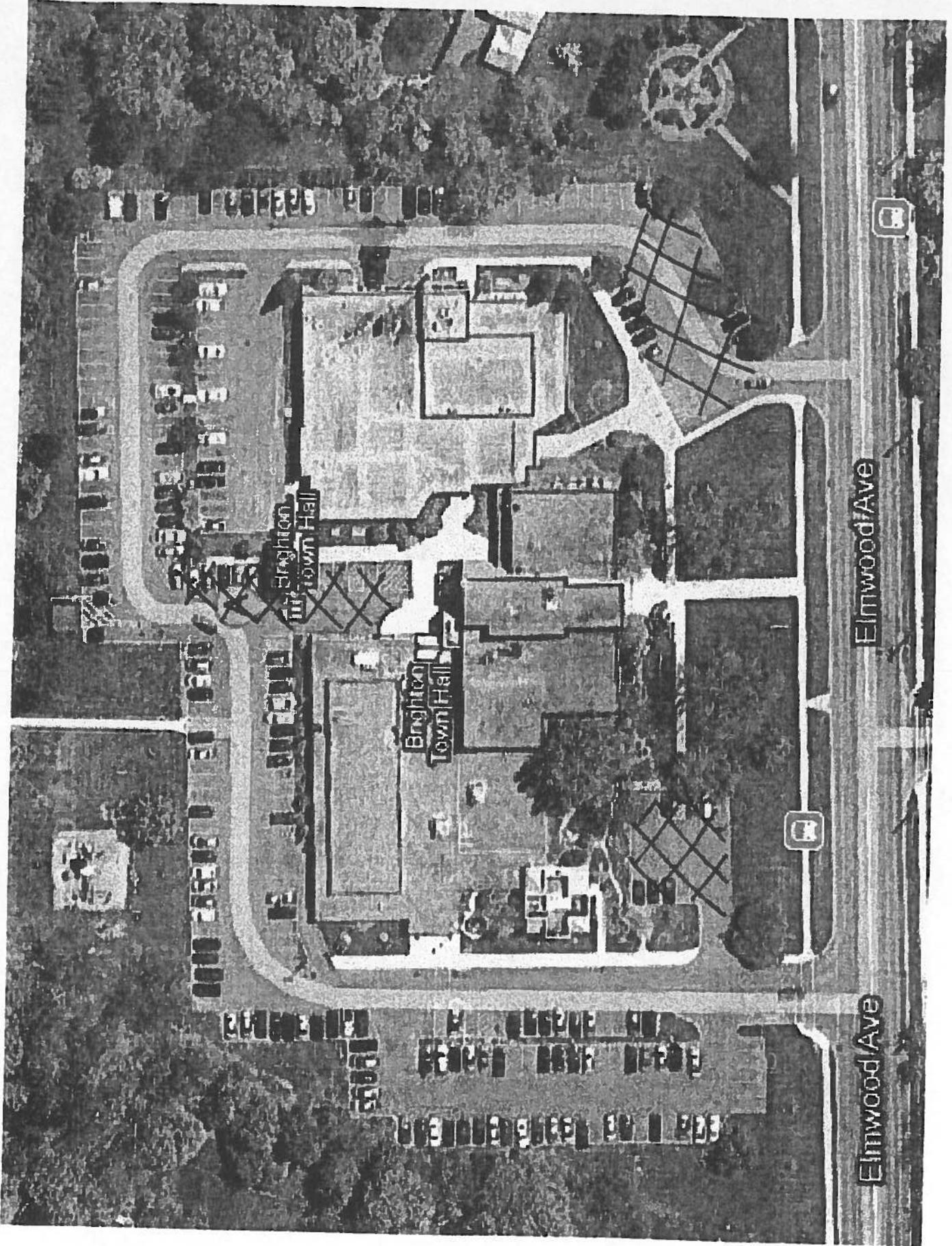
\*not handicapped accessible

I have read and understand the above points. I also understand that I will be held responsible for any damage resulting from our use of the facility.

\_\_\_\_\_ (PRINT)

\_\_\_\_\_ (SIGN)

(loc.)





**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

7.

November 20, 2012

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

RE: NSF Fees

Dear Board Members,

After successfully completing two tax collection cycles this year, I now feel I have a better sense for the amount of work that goes into processing a payment that is returned by our bank. This past spring, we processed 15 NSF checks during the Town and County collection and 6 more during the School collection.

Each of these requires a significant amount of additional processing. I am the only person with the access to reverse their original payments out of the County's tax system. My Deputy Receiver then needs to make copies, request supporting documentation from our bank, send a letter to the taxpayer, answer their phone inquires about the returned payment, and then begin the payment process over again when the replacement payment arrives.

With your permission, my proposal is that the Town increases the fee for returned checks to \$20 (from \$15). This is the amount allowed by New York State General Obligations Law (5-328). The change would be effective January 1, 2013.

Very truly yours,

Daniel E. Aman  
Town Clerk / Receiver of Taxes

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