

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

**Meeting Date: Tuesday, June 18, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Budget Amendment for Farmers' Market (Recreation/Finance Depts.) – Request from Suzanne Zaso for Town Board action to increase appropriations in the Farmers' Market Contracted Services by \$2,600 and in Program Supplies by \$1,000 to be fully supported by an increase in Program Fees of \$3,600. This amendment is to support the year-round farmers' market (see memo S. Zaso).
2. Accept Proposal for Consulting Services for Monroe Ave Green Street Project (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to enter into an agreement with Barton & Loguidice, P.E. to provide professional services necessary to prepare design drawing in accordance to the scope outlined for the Monroe Avenue Green Street Project inclusive of soil borings and the development of a project website at a total cost not-to-exceed \$229,500. Funding for these services will be reimbursed by the Green Innovation Grant Program (GIGP) (see letter from M. Guyon).
3. Budget Appropriation for Monroe Ave Green Street Capital Project (Finance) – Request from Suzanne Zaso for Town Board authorization to appropriate \$229,500 in engineering fees in the newly created Monroe Avenue Green Street Capital Project to be fully supported by NYS grant funding from the Green Innovation Grant Program (see memo from S. Zaso).
4. Contract Amendment for Design of Highland Crossing Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to endorse Supplemental Consultant Agreement #3 with Fisher Associates for additional design work relating to the Highland Crossing Trail at a cost not-to-exceed \$25,000 (see letter from M. Guyon).
5. Budget Appropriation for Highland Crossing Trail (Finance) – Request from Suzanne Zaso for Town Board authorization to appropriate \$25,000 in engineering fees and \$200,000 in right-of-way acquisition costs in the Highland Crossing Trail Capital Project to be fully supported by an increase in Federal Aid of \$180,000, funding from the City of Rochester of \$27,000, and Town funding of \$18,000. Town Board authorization is also sought to appropriate \$18,000 from General Fund Balance into the Brighton Town Park transfer to capital projects account to support the local share (see memo from S. Zaso).

6. Discussion – Distribution only of the draft 2014–2016 Town Capital Improvement Plan (CIP) along with a discussion on the next steps in the review and approval process.

The next regularly scheduled meeting of the FASC will be held **Tuesday, July 2, 2013, 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.

1.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance 
Date: June 17, 2013
Subject: Budget Appropriation for Farmers' Market

Since the adoption of the 2013 budget, the Town has expanded on the summer and winter farmers' markets making a year-round farmers' market. Due to the added contractual costs to run the market along with new signage and supplies, I am requesting as amendment to the 2013 farmers' market budget as follows:

Increase appropriations in the following accounts:
A.REC.8981 4.49 Other Contracted Services by \$2,600
A.REC.8981 4.18 Program Supplies by \$1,000

Increase revenues in the following account:
A.REC.8981 2005 Program Fees by \$3,600

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Copy to: R. Cotter



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

2a.

June 13, 2013

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

Re: Request for Proposals, (RFP)
Monroe Avenue GIGP Project
Professional Services

Dear Councilperson Werner and Committee Members:

The Town Board authorized the preparation and solicitation of a request for proposal for professional consulting services for the Monroe Avenue Green Street Project. The project includes the installation of green infrastructure improvements such as street trees, porous pavement sidewalks, rain gardens, and riparian buffers, along Monroe Avenue from Westfall Road to Elmwood Avenue. The Town of Brighton solicited a Request Proposals for professional services for this project in March 2013. The Request for Proposal was advertised in the NYS Contract Reporter on March 25, 2013 and responses were requested on April 15, 2013. Over one hundred, (100) firms obtained copies of the RFQ and six firms submitted a response to the Request for Proposal. These firms were, Barton & Loguidice, P.E., Fisher Associates, Erdman Anthony, Bergmann Associates, BME Associates, and Popli Design Group.

Town staff with the assistance of the Monroe Avenue GIGP committee evaluated the proposals and selected the top three consultants, Barton & Loguidice, P.E., Fisher Associates and Erdman Anthony. Interviews were conducted by Town staff and members of the Monroe Avenue GIGP committee on May 24, 2013. After much deliberation the consultant Barton & Loguidice, P.E. was selected based upon their understanding of the project scope, local knowledge, and experience with similar projects.

The Barton & Loguidice, P.E. price proposal indicates that a maximum not-to-exceed price to provide those services outlined in the RFP plus soil borings and the development of a project website is \$229,500. The EFC GIGP grant will be used to fund the consultant costs.

I am requesting that the FASC authorize the Supervisor to enter into an agreement with Barton & Loguidice, P.E. for a cost not-to exceed \$229,500 to provide those professional



Monroe Avenue GIGP Project, (RFP)

June 13, 2013

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2b.

services necessary to prepare design drawing in accordance to the scope outlined in the March 2013 Request for Proposal for the Monroe Avenue Green Street Project.

I will be in attendance at your regularly scheduled June 18, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guyon".

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Tim Keef

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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

June 14, 2013

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

Re: Highland Park/Canalway Trail
Fisher Associates
Supplemental Agreement #3, Additional Final Design Services

Dear Councilperson Werner and Committee Members:

The Genesee Transportation Council approved an amendment to the Highland Crossing Trail agreement which adds \$25,000 of design and \$200,000 of right-of-way acquisition funding for the above referenced project. The FASC at their May 14, 2013 meeting recommend that the Town Board authorize the Town Supervisor to endorse Supplemental Agreement No. 3 to the Federal-Aid Local Project Agreement. This agreement will allow the NYSDOT to reimburse the Town of Brighton eighty percent of the additional design services and right of way acquisition phase fees for this project.

Subsequently, we recently received Supplemental Consultant Agreement #3 prepared by Fisher Associates for the additional design work associated with the Highland Park/Canalway Trail. The agreement allocates \$25,000 for the additional design services.

I am requesting that the FASC recommend that the Town Board authorize the Town Supervisor to endorse Supplemental Consultant Agreement No. 3 prepared by Fisher Associates for the additional design work for a cost not to exceed \$25,000.

I will be in attendance at your regularly scheduled June 18, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Mary Ann Hussar
Suzanne Zaso

5.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: June 18, 2013
Subject: Capital Project Budget Amendment – Highland Crossing Trail
(aka Highland Park/Canalway Trail)

The Genesee Transportation Council approved an amendment to the Highland Crossing Trail agreement which adds \$25,000 of design and \$200,000 of right-of-way acquisition funding to the project. Funding for this amendment will be 80% Federal (GTC) grant funding and the remaining 20% local share split between the City of Rochester and the Town of Brighton. This split is anticipated to be 60% City and 40% Town. To appropriate this increased funding and the Town's share of the expenditures, I am recommending that the Town Board authorize budget amendments to the Highland Crossing Trail capital project and the Brighton Town Park account as follows:

Increase appropriations in the following Highland Crossing Trail accounts:
H.PARKS.TPTRL 4.52 Engineering Fees by \$25,000
H.PARKS.TPTRL 2.69 Easement/Right-of-Way by \$200,000

Increase revenues in the following Highland Crossing Trail accounts:
H.PARKS.TPTRL 2389 Intergovernmental Fees by \$27,000
H.PARKS.TPTRL 4585 Federal Aid by \$180,000
H.PARKS.TPTRL 5010 Transfer from General Fund by \$18,000

Appropriate General Fund Balance in the following Brighton Town Park account:
A.DPW.7120 9.10 Transfer to Capital Projects by \$18,000

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Copy to: M. Guyon
A. Banker