

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

**Meeting Date: Tuesday, November 18, 2014 (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 a renewal agreement with Electronic Field Productions Inc. for cable television programming and production services for 2015 in an amount not to exceed \$48,000 (see letter from M. Hussar).
2. Discussion regarding part-time Assistant Fire Marshal staffing.
3. Budget Transfers (Highway) – Request from Tim Anderson for Town Board authorization to transfer \$1,125 within the highway department to purchase five portable crane lifts (see letter from T. Anderson).
4. Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services. The Town Pittsford will pay Brighton to plow Allens Creek Road for the 2014-15 snow season at the County's reimbursement rate (see letter from T. Keef).
5. Laserfiche Software Upgrade (Information Systems) – Request from Sue Wentworth for Town Board authorization of the Supervisor to execute an amendment to the 2009 agreement with General Code to enhance the Laserfiche software utilized by several Town departments (see memo from S. Wentworth).
6. Request to Name Volunteer Student Intern for SOC (Sustainability Oversight Committee) – Request from Mike Guyon for Town Board action to name a new volunteer intern to the SOC to support Climate Smart Community initiative (see letter from M. Guyon).
7. Request for Proposals for Farmer's Market (Public Works) – Request from Mike Guyon for Town Board authorization to seek proposals for site plan and design services for a winter Farmer's Market and multi-use facility at 1435 Westfall Road (see letter from M. Guyon).
8. Appropriate Seized Funds for Video Security System (Police Dept.) – Request from Chief Mark Henderson for Town Board authorization to appropriate \$55,970.41 from seized funds for the purchase of a building video security system (see letter from M. Henderson).

9. Executive Session – Employment of particular people.
10. Contract with Rochester-Monroe County Youth Bureau (Rec. Dept.) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute an agreement with the Rochester-Monroe County Youth Bureau for 2014 in an amount not to exceed \$7,213 to support the Town's Youth Asset Building/Positive Youth Development Initiative (see letter from R. Cotter).
11. Contract Renewal for WBFPD Service Award Program (Finance/WBFPD) - Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program (see memo from S. Zaso).
12. Budget Transfers and Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2014 budget (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 2, 2014 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

(Handwritten initials "la.")

MEMORANDUM

To: Members of the Finance and Administrative Services Committee
The Honorable Town Board
From: MaryAnn Hussar, Assistant to the Supervisor *(Handwritten initials "MA")*
Date: November 10, 2014
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 2015

Requesting authorization for Supervisor to execute agreement with our current provider, Electronic Field Services (EFP) to provide video production and cable television management services to Town of Brighton for 2015.

EFP has agreed not to increase pricing for 2015 from the 2014 agreement and will provide the Town of Brighton with all the services and equipment outlined in proposal that is necessary to maintain current Cable and video production operations.

Therefore, I hereby request authorization from the members Finance and Administrative Services Committee to grant approval 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 2015 to the Town of Brighton.

Thank you for your consideration.

Attached: EFP Proposal Summary



OFFICE OF THE FIRE MARSHAL
TOWN OF BRIGHTON

2300 ELMWOOD AVENUE – ROCHESTER, NEW YORK 14618
(585) 784-5220 OFFICE (585) 784-5207 FAX

2

Christopher A. Roth

christopher.roth@townofbrighton.org

Monday, November 17, 2014

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

Re: Proposed Filling of Vacant Part –Time Deputy Fire Marshal Position

Dear Chairman Werner and Committee Members:

Due to restructure of staff within the Brighton Fire District, Deputy Fire Marshal Richard Tracy has extended his retirement as of December 6, 2018 with the Office of the Fire Marshal at the Town of Brighton.

I hereby request that this position be officially advertised and filled as soon as possible in order to maintain the operation efficiency of the department.

If you have any questions or wish to discuss this matter in detail please feel free to contact me directly.

A handwritten signature in black ink that reads "Christopher A. Roth".

Christopher A. Roth
Chief Fire Marshal



Town Of Brighton

Operations Center

1941 Elmwood Ave. / Rochester, New York 14620 / Phone (585) 784 - 5280 Fax (585) 784 - 5385

3.

November 13, 2014

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

Re: Transfer of funds - Machinery

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Snow & Ice Control – OPP Training (D.HWY.5142 4.74) in the amount of \$1,125

To the following:

Highway – Machinery – Maintenance Equipment (D.HWY.5130 2.40) in the amount of \$1,125

The funds are proposed to be used to cover the purchase of five (5) portable crane lifts. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



4.

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

November 17, 2014

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

re: Snow and Ice Control of Allens Creek Road Agreement
with the Town of Pittsford (2014/2015)

Dear Chairperson Werner and Committee Members:

As you are aware, the Towns of Brighton and Pittsford have previously entered into an IMA for the Town of Brighton to perform snow and ice control upon that portion of Allens Creek Road within the Town of Pittsford. At this time I am requesting your support to renew the IMA for the upcoming season. The Town of Pittsford reimburses us at the same rate that the County reimburses us for the same service upon County Roads. Therefore, I request that the Finance and Administrative Services Committee recommend that the Supervisor be authorized to execute this document.

As always, thank you for your consideration. I will be in attendance at your specially scheduled November 18, 2014 meeting in the event that you have any questions regarding this matter.

Sincerely,




Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: T. Anderson
S. Zaso
A. Banker
M. Hussar
K. Gordon

5a.



TOWN OF BRIGHTON
Susan Wentworth, Coordinator of Data Processing
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Susan Wentworth, Coordinator of Data Processing
Date: November 18, 2014
Subject: Laserfiche Software Upgrade

The Town of Brighton purchased the Laserfiche software as awarded in the grant from the Local Government Records Management Improvement Fund (LGRMIF) in 2009. The Department of Public Works and the Building and Planning Department have utilized the Town's digital imaging and document management system to reduce the overwhelming paper storage burden and improve access to digital records for increased productivity.

This use of this software has expanded to other departments in the Town. The Town Clerk's office has implemented electronic storage of Contracts, Town Board Meeting Agendas and Foil requests. This has allowed all departments to view necessary information electronically.

The existing software has limitations in its search capabilities and notifications. General Code has proposed an upgrade to the Laserfiche software that includes a Workflow model which has automated processes that can provide email reminders for contract renewals, enforce time schedules for projects and many more features.

General Code is offering a Laserfiche Software Upgrade Credit equal to the Town's initial software investment in the amount of \$5,865.00. The upgrade requires a change in the licensing structure. The six concurrent licenses will move to eleven Fixed Full User licenses. The \$4,027 in funding needed for the purchase of the software upgrade is available in the Public Works, Sewer, and Information Systems 2014 budgets.

The annual software maintenance will increase from \$1,324.00 to \$1,577.00 and funds have been budgeted in the 2015 adopted budget to support this increase.

This request is for the Town Supervisor to execute this agreement for the software upgrade and add as an addendum to the existing contract with General Code dated November 16, 2009.

Thank you for your consideration.

Susan A. Wentworth

INVESTMENT DETAIL & OPTIONS

Hardware or any applicable taxes are not included in price, unless otherwise noted

Line Item Description	Model #	Quantity	Unit Price	Total
Base Software				
Avante Server for SQL Express with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Avante Named Full User with Snapshot & Email	MNF05	11	\$500.00	\$5,500.00
Base Software Subtotal				\$7,000.00
Add-Ons/Plug-Ins				
Avante ScanConnect	MCS01	1	\$165.00	\$165.00
Add-Ons/Plug-Ins Subtotal				\$165.00
Support				
LSAP Avante Named Full User with Snapshot & Email	MNF05B	11	\$110.00	\$1,210.00
LSAP Avante Server for SQL Express with Workflow	MSE10B	1	\$330.00	\$330.00
LSAP Avante ScanConnect	MCS01B	1	\$37.00	\$37.00
Support Subtotal				\$1,577.00
Professional Services				
Remote Services - Off-Site Days (<i>installation / configuration</i>)	OF-S	1	\$1,150.00	\$1,150.00
Professional Services Subtotal				\$1,150.00
Adjustments				
Laserfiche Software Upgrade Credit (<i>credit price expires 11-30-14</i>)		1	(\$5,865.00)	(\$5,865.00)
Adjustments Subtotal				(\$5,865.00)
Grand Total				\$4,027.00

Your LSAP anniversary date will be re-aligned to reflect the date of ordering of the Laserfiche software for your new Avante system. Any remaining LSAP from your Laserfiche "Classic" system will be reflected as a credit on the project invoice.

Anticipated annual LSAP fees after the included 1st year for the above configuration would be \$1,577.00.

Note: This estimate is subject to change based upon the then-current support prices for that year.

Automated Workflow Module (software) is included with Laserfiche Avante. If/when the Town wishes to implement Automated Workflow, there will be additional development and configuration time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.

Remote Services include but are not necessarily limited to the following services: software order processing; project management; software implementation such as modification of server to reflect new license levels; installation or modification of server; client or scanning software; installation and/or configuration of add-on products, such as WebLink, Quick Fields or Workflow and configuration of hardware, such as scanners.



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

Loa

November 13, 2014

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

Re: Town of Brighton Sustainability Oversight Committee
Volunteer Intern Position

Dear Councilperson Werner and Committee Members:

The Town of Brighton Town Board created a volunteer student intern position for the Sustainability Oversight Committee at their September 18, 2012 meeting. The Sustainability Oversight Committee with the support of Karen Berger of the University of Rochester hopes to name a new intern to this position for the Spring Semester, January 2015 to June 2015. The intern would support the Climate Smart Community initiative of the SOC and will assist with completion of a greenhouse gas and energy use inventory.

One of the first tasks will be completing an inventory of the Town government's greenhouse gas emissions. The student intern will work together with Town Staff, under the supervision of an SOC member, to assist in the gathering of data, entry into the inventory software, and analysis of results.

The expectations for the intern include the following:

- Meeting or communicating on a weekly or biweekly basis with the supervising SOC member;
- Meeting with Town staff, as needed, to coordinate information gathering;
- Meeting with Professor Berger on a biweekly basis to provide updates, and submission of a written summary of the project at the end of the semester; and
- Attendance at occasional SOC evening meetings (anticipated 1-3 times during the semester);

Qualifications for the position include the following:

- Strong organizational skills and attention to detail;
- Familiarity with Excel spreadsheets;
- Motivation to pursue information even when it is not easily available;
- Maturity to act in a professional manner with Town staff and SOC members; and
- Ability to present information clearly in both written and oral form.



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The internship is an unpaid position however; the student may receive an Internship credit at the University of Rochester for the spring semester.

I am requesting that the FASC recommend that the Town Board authorize the naming of a new volunteer intern to the SOC. The intern would support the Climate Smart Community initiative of the SOC and will assist with completion of a greenhouse gas inventory.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 18, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Mary Ann Hussar
Gary Brandt
Ron Wexler



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

(Ca.)

November 12, 2014

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

Re: Town of Brighton Farmer's Market
Request for Professional Services

Dear Councilperson Werner and Committee Members:

The Town of Brighton received a \$250,000 grant from the New York State Department of Agriculture and Markets and a \$150,000 New York State funded grant to evaluate the use of a portion of the property at 1435 Westfall Road as a winter farmers market and multi-use facility. The site is currently occupied by several farm structures that may be restored and incorporated into the project.

I am requesting authorization to seek proposals from qualified and experienced professional firms to develop an overall concept plan, a site improvement plan, implementation plan and design and construction documents for the initial phase for a farmer's market and multi-use facility. A draft copy of the request for proposals is attached for your reference.

No action as to awarding a contract will be considered with out returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 18, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Suzanne Zaso
Rebecca 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

7b

REQUEST FOR PROPOSALS

Town of Brighton Farmer's Market Town of Brighton, Monroe County, New York October 31, 2014

A. Purpose

The Town of Brighton would like to transform a portion of the property at 1435 Westfall Road into a winter farmers market and multi-use facility. The site is currently occupied by several farm structures that may be restored and incorporated into the project. The Town is seeking proposals from qualified and experienced professional firms to develop an overall concept and site development plan for the farmer's market and multi-use facility. The successful candidate will also be responsible to develop design and construction documents for the initial phase of the project. The Town has secured grant funding of approximately \$400,000 to plan, design and construct the initial phase of this project. The project must also consider the required site development improvements such as parking, utilities and stormwater management. The project site currently has access from Westfall Road. Ultimately, the site will be accessed from the Senator Keating Boulevard extension.

B. Study Area

The parcel at 1435 Westfall Road is approximately 43.7 acres in size and occupied by seven agricultural buildings. Figure 1 illustrates the site location. The Town of Brighton conducted an evaluation of the existing buildings located at 1435 Westfall Road in November 2011. A copy of this report is attached as exhibit A. The Town of Brighton is considering renovating buildings 3c- Masonry Storage Barn, 2a- Masonry Milking Barn and Silo and building 4- Metal Sided Pole Barn as a multiuse facility capable of housing a winter farmers market.

C. Background

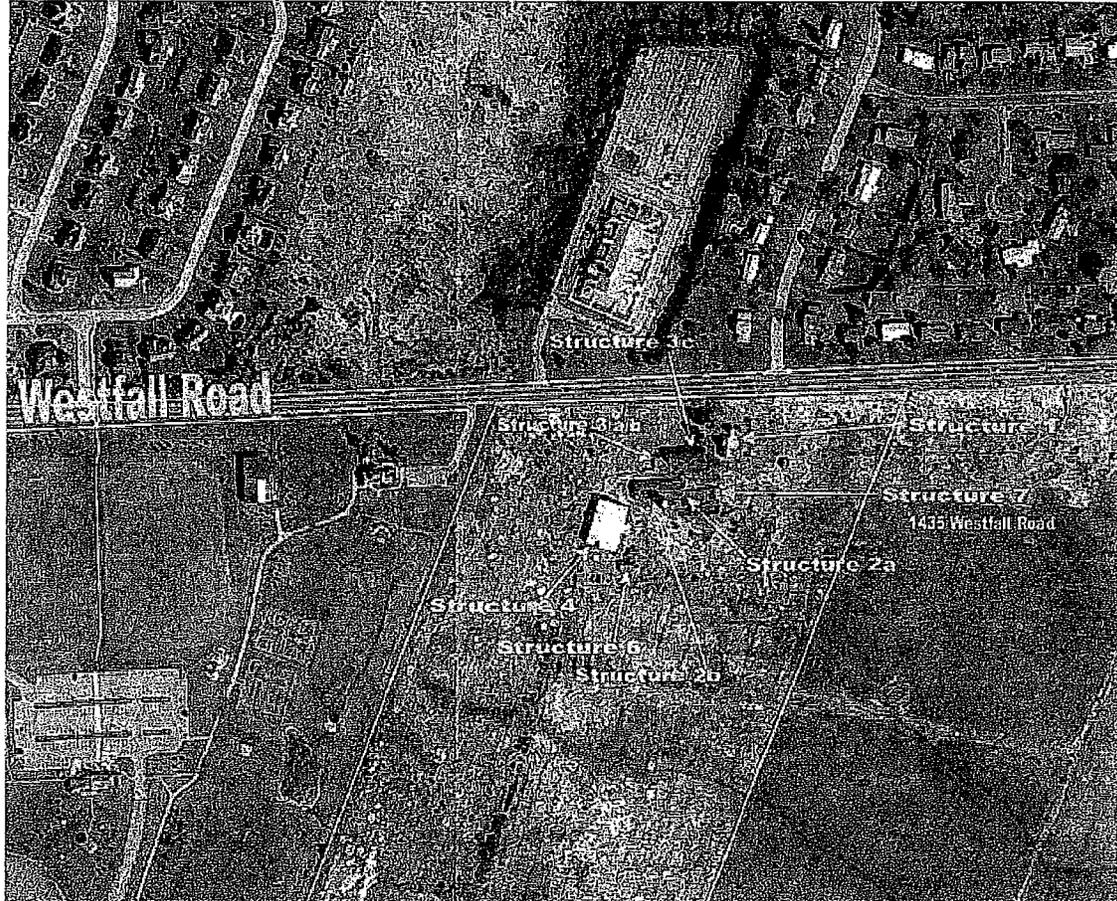
The Brighton Farmers' Market is sponsored by the Town of Brighton, and is a weekly, producer-only market. The market was founded in 2008 as part of the Town's Color Brighton Green initiative, which was established to promote environmental sustainability among Brighton residents and businesses.

During the summer months the market is held every Sunday at the Brighton High School parking lot, 1150 Winton Road South. During the winter months, November to May the Market moves to the Brookside Center at 220 Idlewood Road. In 2011 the Town secured a \$250,000 grant to renovate the Buckland Farm building(s) to house a winter market. Additionally, the Town has secured another \$150,000 to further this project. The Town seeks to hire a consultant to develop a concept and site development plan for the winter farmer's market/multi-use facility and develop construction documents for the initial phase of the project. The initial phase of the project shall constitute that portion of the project that can be constructed with the available grant funding.

7c

The project must consider the renovation of the existing buildings and the site improvements necessary to accommodate the current and future market vendors and visitors. Additionally, the site and buildings must accommodate various weekday and evening uses. The consultant will develop a list of these uses in the programming phase and present them to the Town for concurrence. A code compliant review must consider the various uses identified for the project.

Figure 1 – Project Study Area



D. Study Participants

Study participants include but are not limited to: Town of Brighton Town Board, Brighton Farmers' Market and the Town of Brighton Parks and Recreation Departments. The Monroe County Department of Transportation, (MCDOT) should be consulted regarding access to the project site from Westfall Road. Ultimately, the site will be accessed from Senator Keating Boulevard.

E. Study Tasks

The following tasks and sub-tasks are necessary to complete a thorough evaluation of the project site.

7d.

1. Project Coordination and Meetings

The Town of Brighton includes a Parks Department and a separate Recreation Department. The Consultant will coordinate all project activities with the staff of both departments. The Parks and Recreation staff will be convened and meet as necessary to guide this Project. The Consultant shall be prepared to participate in a minimum of four staff meetings and two Committee meetings. The consultant shall also be prepared to attend and present the project to the Town of Brighton Historic Preservation Committee.

In addition, the Consultant shall conduct a minimum of three public informational meetings. One of the public meetings shall be scheduled early in the process to seek public input on the identification of goals, objectives, issues, concerns, opportunities, etc. The second meeting will include a presentation of the concept plan including a phasing sequence for the project. The third public meeting will occur later in the process to review the final overall market concept plan, preliminary plans for the first phase, probable construction schedule and provide a final opportunity for public comment before proceeding to preparation of the construction documents for the first phase of the project.

2. Inventory of Existing and Planned Conditions

To support the project design and decision-making necessary to advance this project, the Consultant will review and inventory the following:

- a. Existing mapping, studies, plans and proposed improvements within the project limits.
- b. Existing infrastructure including electrical, gas, cable TV, communications, sanitary sewer, water and storm sewer utilities.
- c. Existing pedestrian and recreational amenities and infrastructure serving the study area (e.g., sidewalks, trails, crosswalks, benches, etc.).
- d. Planned transportation improvements within the study area (vehicular, pedestrian, and other proposals)
- e. Existing historical buildings and archeologically sensitive areas. Identify historic and cultural resources, including sites listed or potentially eligible for listing on the National Register of Historic Places (NRHP)
- f. Existing Environmental Studies.
- g. Available topographic maps, sanborn maps, geologic surveys, other historical maps and aerial photographs of the project area.
- h. Other key information as necessary, including relevant anecdotal information, which may materially benefit project decision-making.
- i. The consultant shall conduct site visits to obtain field measurements of the buildings being considered for redevelopment.
- j. The evaluation must consider buildings 3c-Masonry Storage Barn, 2a-Masonry Milking Barn and Silo and building 4- Metal Sided Pole Barn buildings. However, the consultant should consider any additional existing buildings that they identify as unique, useable and restorable.
- k. Conduct a public informational meeting to seek public input and identify project goals, objectives, issues, concerns, and opportunities. The consultant must prepare all presentation material for this meeting.



3. Evaluation/Programming/Concept Plan

Pursuant to the information developed in the Tasks 2, the Consultant will:

- a. Conduct a review of buildings 3c, Masonry Storage Barn; 4, Metal Sided Pole Barn; and Building 2a, Milking Barn and Silo including the project site. This review shall identify the improvements that are required to accommodate a multi use facility capable of housing a winter market. The review must consider:
 - 1) Year round use of the existing buildings
 - 2) Sustainability, including the use of green technologies such as solar, wind and geothermal energy.
 - 3) Building uses other than the Farmers Market
 - 4) NYS Building and Fire Code requirements. A code review must be completed based on the selected building uses
 - 5) Structural and Aesthetic improvements to the buildings
 - 6) HVAC, Electrical and Plumbing requirements for the Buildings
 - 7) Town of Brighton Building requirements
 - 8) Utility requirements of the existing buildings and project site
 - 9) Stormwater Management
 - 10) Access including a cursory review of the anticipated traffic. Future access from Senator Keating Boulevard must be considered
 - 11) Internal traffic flow and parking
 - 12) Bicycle and Pedestrian Access
 - 13) Fire Protection including the need for a sprinkler system
 - 14) Public Restrooms
 - 15) Future Expansion of the Structures
- b. Develop a concept plan illustrating the site layout which shows: approximate property boundaries, the building location, the buildings to be removed, site access including any improvements necessary to accommodate traffic, parking configuration, parking requirements, dimensional requirements, utilities, stormwater management, lighting, and landscaping.
- c. Develop an architectural program for the buildings that identifies the scope of work to be designed, space requirements and the functional and operational requirements for the buildings. The architectural program should result in the development of a building(s) floor plan and a rendering.
- d. Develop cost estimates for the anticipated building and site improvements. These estimates must also include costs for demolition or preservation/stabilization of the unusable buildings. The cost estimate must consider a phased development. A cost estimate for the first phase must be provided.
- e. Develop an implementation strategy. The implementation strategy must include a phase development program that considers the available and future funding. The cost to construct the first phase must not exceed the existing available funding minus the soft costs and professional fees associated with this Request for Proposal.
- f. Identify funding opportunities.
- g. Create graphics that illustrate and communicate the character of the proposed redevelopment. These graphics will be used to promote the project.
- h. Prepare a preliminary report that discusses items a. – g. Present the preliminary report to the Parks and Recreation Departments.
- i. Present the findings of the evaluation at a public informational meeting.



- j. Prepare a final report based upon the comments obtained during the public informational meeting. The consultant shall review the final plans with the Committee and Town staff.

4. Prepare Final Overall Concept and Phase I Preliminary Plans

a. Survey

The Consultant shall perform a planimetric and topographic survey of the project area. All dimensions must be in imperial units. The survey mapping shall include:

- 1) Complete design data survey, including but not limited to: survey and plotting of all culture, natural features and topography (including but not limited to features such as grade contours at 1 foot intervals, trees, structures, walls, manhole covers, hydrants, water valves, utility poles, gas valves, edge of pavement, curbing, gutters, edge of walks, rim and invert elevations of all gravity sanitary, storm and drainage systems, catch basins, headwalls, manholes, invert elevations of the pipes, driveways, signage, mailboxes, and State/County/Town monuments). Please note that the required accuracy for both vertical and horizontal control shall be to one one hundredth, (0.010) of a foot with elevations at one foot contour intervals.
- 2) Ground shots to define existing grades either top or toe of steep slope areas.
- 3) Surveyor should request a design ticket from Dig Safely New York (USFPO) prior to beginning field work. By notifying Dig Safely New York will locate existing utilities in the area of survey.
- 4) Show recorded or otherwise known easements including the appropriate liber and page and rights-of-way and identify the owners.
- 5) Identify jurisdiction and width of adjoining streets and highways, width and type of pavement. Identify street monuments. Identify existing sidewalks, pavement, curbing, curb cuts, driveway and utilities along both sides of the Highway Right of Way.
- 6) The project shall be tied to the New York State Plane Coordinate System, North American Datum 1983, North American Vertical Datum 1988.
- 7) Identification of all State and Federal wetlands that complies with New York State Department of Environmental Conservation (NYSDEC) and United States Army Corps of Engineers (USACOE) guidelines and requirements. Delineation shall be performed and physically indicated in the field by an experienced wetland investigator and shown upon the plans. The wetland boundary delineation must be acceptable to the NYSDEC and USACOE.

b. Final Concept Plan

- 1) The consultant shall prepare a final concept plan that illustrates the overall project site including phasing delineations. The final concept plan must be context sensitive, minimize the disturbance to the environmentally sensitive areas and consider impacts to the adjacent properties.
- 2) The consultant shall identify impacts associated with the environmentally sensitive areas including but not limited to state wetlands, federal wetlands, and historic buildings and archeologically sensitive areas.
- 3) The consultant shall submit the project to the State Historic Preservation Office, SHPO, for review. The cost to complete a Phase 1a Cultural Resources Investigation should be included in the price of the proposal.

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- c. Phase 1 Preliminary Building and Site Plans
- 1) The consultant shall prepare preliminary building and site plans for the first phase of the project. The plans must be consistent with the concept plan and should represent 75% complete plans.
 - 2) The consultant shall prepare construction specifications for the first phase that are consistent with the information presented on the Preliminary Plans. The Town of Brighton will provide the specification front end. The consultant will be responsible to develop the technical specifications, payment items, and obtain the New York State wage rates. In addition, the consultant is responsible to coordinate the information presented in the front end documents with the remaining construction documents. The construction documents must be presented to the Town Staff for review and comments.
 - 3) A preliminary probable cost of construction. The construction of this project will be publically bid and the probable cost of construction must consider the use of contractor to complete the improvements.
 - 4) The consultant shall present the preliminary plans to the Town Staff and the Committee for review and comment. The consultant shall revise the preliminary plan in accordance with the comments received and submit the revised plans to Town staff.
 - 5) The final concept plan and preliminary plan shall be presented at a public informational meeting. The Consultant will present the project and prepare all meeting materials. The Town of Brighton will make the appropriate notifications.
 - 6) The consultant will tabulate the public comments and revise the plans accordingly.
 - 7) The consultant shall complete the necessary documentation to satisfy the State Environmental Quality Review Act. The proposed project is a Type 1 action and will require a coordinated review. The Town of Brighton staff will notify all interested and involved agencies and present the information to the Town Board. The consultant will be responsible to complete the following:
 - a. Prepare a list of Interested and Involved agencies
 - b. Interested and Involved agency notification letters.
 - c. Long Environmental Assessment Form Parts 1, 2 and 3 including supporting documentation as necessary.
 - d. Environmental Determination Letter
- d. Construction Documents for the First Phase, (Phase 1)
- 1) The consultant shall prepare final phase 1 construction documents consistent with the concept and preliminary drawings. The plans shall include but are not limited to the following information:
 - 2) Phase 1 Demolition Plan. The demolition plan must consider the identification and removal of asbestos.
 - 3) Final Architectural Plans for the proposed building improvements within Phase 1 including a New York State Code Review.
 - 4) Final Site Plan for phase 1 including the existing and proposed grade contours information.
 - 5) Appropriate architectural and engineering details.
 - 6) Landscaping Plan
 - 7) Erosion Control Plan
 - 8) Prepare a stormwater pollution prevention plan, SWPPP, for the project.
 - 9) Prepare a final construction cost estimate for the proposed Phase 1 improvements. The construction of this project will be publically bid and the probable cost of construction must consider the use of a contractor to complete the project.

7h.

- 10) Develop a Project Schedule for the Phase 1 improvements
- 11) The consultant shall prepare and submit the appropriate documentation to obtain permits for all jurisdictional agencies. We anticipate that permits will be required from the following agencies: Town of Brighton, Monroe County Department of Transportation, State Historic Preservation Office, and NYSDEC. The consultant shall be responsible to obtain all necessary permits.
- 12) The consultant shall present the Final plans to the Town Staff for review and comment. The consultant shall revise the final plan in accordance with the comments received and submit the revised plan to Town staff

5. Bid Administration Phase

- a. The Consultant shall prepare the appropriate architectural/construction bid documents. The Town will publish the Bid Advertisement in the official paper and distribute the construction documents to interested contractors. The consultant shall schedule and chair a pre-bid meeting; prepare the meeting agenda and minutes and distribute this information to the meeting attendees. The consultant will provide fifteen sets of architectural/construction bid documents to the Town for distribution. During the bidding process the consultant will address any questions and issue Addendums and/or Clarifications to the contract drawings as necessary. The consultant will be responsible to review the bids for completeness, tabulate the bids and prepare a letter to the Town of Brighton recommending the appropriate bidder.

6. Construction Phase

- a. Schedule and chair a pre-construction meeting. The consultant shall also prepare the meeting agenda and minutes and distribute this information to the meeting attendees.
- b. Prepare three sets of signed architectural/construction documents.
- c. Receive and review all shop drawing submittals
- d. Respond to all contractor questions and issue Clarifications, Requests for Information and Requests for Proposals as necessary.
- e. If necessary issue appropriate Change Orders. The consultant must be prepared to attend the Town of Brighton's Finance Committee and Town Board meetings to present any change orders.
- f. Review and recommend payment requests in writing.

F. Project Schedule

Proposals must be submitted by 10:00 a.m. on December 30, 2014. This Request for Proposals (RFP) describes the elements requested for inclusion in the proposal. The Town of Brighton reserves the right to invite any or all Consultants for an interview. Such an invitation does not commit the Town of Brighton to pay any costs incurred in participating in said interview. Notification to the successful firm is anticipated in February 2015. The Town hopes to complete the Evaluation/Programming/Concept Plan phase in June 2015 and begin Phase 1 Construction in October 2015.

G. Project Funding

The project will be funded by a \$250,000 grant from NYS Department of Agriculture and a \$150,000 grant from New York State.

H. Proposal Format / Requirements

- a. Proposals must be succinct and in no case exceed fifteen, (15) pages, inclusive of requirements 1) through 8) below. Pages must be numbered. Proposals exceeding fifteen, (15) pages may be disqualified from consideration. Printing is to be on double-sided, 8-1/2" X 11" pages, using a minimum font size of 10.
- 1) Cover Letter - Identify the prime consultant and describe any subcontract arrangements. Please identify the person who is authorized to negotiate for the team.
 - 2) Firm Identification & Qualifications - Provide a brief description of the Consultant's firm, size and organizational structure, number of full-time and part-time employees, area of practice, and number of years the firm has been in the business of conducting the described services. Provide a brief description of the Consultant's qualifications for this project including a short history of the Consultant's experience in similar projects. The firm's background, resources (financial and personnel), and capabilities in the relevant areas shall be described. Conflicts of interest must be identified.
 - 3) Project Understanding - A demonstration of the Consultant understands the proposed project and its various tasks must be submitted as part of the Proposal. The project understanding should also identify potential project obstacles and a strategy to overcome these obstacles.
 - 4) Technical Approach, Scope of Work, and Schedule - Provide a detailed description of the Consultant's proposed technical approach and scope of services for the completion of the tasks identified in this RFP. The Consultant may propose alternate tasks that will meet the study objectives. A work plan and preliminary schedule for completing the study along with key study tasks should be included. The consultant must prepare a project schedule that includes an evaluation phase, concept phase, preliminary phase, final phase and construction phase. In addition, the schedule must identify public informational meetings, permitting and critical milestones. The number and type of meetings are to be estimated and detailed in the proposed work plan.
 - 5) Project Staffing - The proposal should include information on how the Consultant proposes to staff this project. This should include identification of the Consultant's key project team members by name, field of expertise, specific responsibilities on the project, estimated number of hours they will work on the project and their hourly rate. Include any relevant experience, such as the number of similar projects the employee has directly participated.
 - 6) Recent Clients - The proposal must include a list of the three (3) most recent municipal clients for whom the Consultant has provided services similar to those required herein. The list should include the name, address, and telephone number of the client contact person. Identify when work was performed and the type of work and services performed. The Town of Brighton may contact these references.
 - 7) Federal, State, WBE, MBE and DBE Requirements - The Consultant must show that it is certified to do business in the State of New York and that it can comply with all standard federal and state contracting requirements. The Consultant should also indicate whether the firm or any Sub-Consultants for the study have status as a certified minority/women-owned/disadvantaged business enterprise in the State of New York.

7j.

- 8) Price Proposal - The Consultant's Price Proposal should set forth the fee for services and the method of calculating the rates for each of the Study Tasks , 1 – 6. This Price Proposal shall be for a firm fixed "not to exceed" price for the services to be provided. The price proposal shall include printing, overhead and miscellaneous expense costs.

I. Insurance

The Project consultant and any subcontractor are required to secure and deliver to the Town the appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. The policies must name the Town of Brighton as additional insured/loss payee parties and shall cover the contractor's public liability and property damage insurance, contractor's contingent liability insurance, "all-risk" insurance and worker's compensation for the Project.

J. Proposal Submittal

- a. Five copies of the proposal must be received on or before December 30, at 10:00 a.m. Proposals should be addressed to:

Timothy Keef, Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester NY 14618

- b. The outside of the package should be clearly marked "Town of Brighton Farmers' Market Proposal" with the name of the proposing firm shown on the outside. Each firm is fully responsible for the timely delivery of its Proposal. Reliance upon mail or public carriers is at the firm's own risk. Proposals received after the time and date specified will not be considered.
- c. This RFP does not commit The Town of Brighton to award a contract, to pay for any costs incurred in the preparation of a proposal, or to pay for any costs incurred in the preparation of a contract for services. The Town of Brighton reserves the right to accept or reject any or all proposals received, or to cancel, in part or in whole, this RFP.
- d. Any questions about this RFP should be directed to:

Michael Guyon, Town Engineer
Town of Brighton Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618
Tel: (585) 784-5225
Fax: (585) 784-5368
E-Mail: Mike.Guyon@TownofBrighton.org

- e. Questions regarding clarification of the RFP must be submitted in writing on or before 4:00 p.m., on December 19, 2014. The Town of Brighton's response will be provided to all parties who request a copy of the RFP.

TK.

K. Proposal Evaluation

- a. The Town of Brighton staff will review and rank the technical proposals using the factors listed below to select the preferred Consultant. Based upon the evaluation of the technical proposals, the Town of Brighton reserves the right to invite any or all Consultants for an interview. Such an invitation does not commit the Town of Brighton to pay any costs incurred in participating in said interview.

- b. The evaluation factors are:
 - 1) Experience, Qualifications, and Capacity of the Consultant
 - a. The capabilities of each responding firm will be evaluated in these specific areas:
 - b. Recent relevant municipal experience of the firm in similar projects
 - c. The extent to which the firm has personnel, equipment, and facilities to perform the scope of work
 - d. Experience of recent clients for similar services
 - 2) Qualifications of the Project Team
 - a. The quality and experience of the proposed staff and the proper balance of relevant skills
 - b. The quality and experience of any proposed sub-contractors
 - 3) Proposals
 - a. The proposals will be evaluated for their demonstrated understanding of the requirements of this RFP and their ability to meet the study objectives. This will include:
 - b. Public Participation Process
 - c. Project understanding
 - d. Clarity of the Proposal
 - e. Proposed scope of work and project approach
 - 4) Price
 - a. A not to exceed itemized price for the work described in this proposal must be provided as described in Section 9. Proposal Format / Requirements paragraph h.

END OF REQUEST FOR PROPOSAL



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

November 4, 2014

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

RE: Use of Forfeited Funds to purchase building video security system

Dear Board Members:

Members of the police department recently conducted a review of the security needs for the Police Department. When the Public Safety Wing first opened there was a building security system that included a number of cameras and monitors. At this time a majority of the cameras do not work and are out of service.

We contacted three vendors who are under New York State contract that provide complete video security systems. The companies include Day Automation, Linstar and Tyco Simplex Grinnell.

Each vendor provided a written quote that included a price for video cameras, monitoring, hardware, software, training and video storage. As a result of a very comprehensive review of each vendor, their products and a contact with established customers, Day Automation has been chosen to provide the security system for the Brighton Police Department.

I propose that the "Proceeds of Forfeited Property" be used to fund this request. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for this purpose is an appropriate use. I request that appropriations in account **A.POLCE.3125 2.60** Facility Improvements be increased by \$55,970.41. The total expenditure of \$55,970.41 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

10



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 18, 2014

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 as required, with the Rochester Monroe County Youth Bureau for the Town's 2014 funding. According to the terms of the contract, the County shall reimburse the Town in the amount not to exceed \$7,213. As you are aware, this funding is used in the development of our Youth Asset Building/Positive Youth Development Initiative. It is matched to partially offset the salary of the Recreation Director in her work with this program.

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

Sincerely,

Rebecca J. Cotter
 Recreation Director

M.



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 *MJ*
Date: November 17, 2014
Subject: West Brighton Fire Protection District Service Award Program –
Renewal of Agreement with Penflex, Inc.
November 1, 2014 – October 31, 2015

I recommend that Your Honorable Body authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for the period November 1, 2014 through October 31, 2015 through which Penflex would continue to serve as the third-party administrator for the West Brighton Fire Protection District's Service Award Program.

The base fee for 2014/15 will be \$3,600 (an increase of \$600 due to increased costs of doing business), the fee per participant of \$17 has been eliminated, and certification and trustee directive letters are \$125 each (no change). The total fees to be paid for services in 2014/15 are estimated at \$3,900. (This amount can be impacted by the number of certification/recertification letters completed plus an additional audit assistance fee, if necessary.)

Penflex has been of great assistance in helping the Town to better understand the financial implications and impacts of the Service Award Program. I recommend that the Town Board allow us to continue this beneficial relationship.

I would 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: C. Roth



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

12a.

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: November 17, 2014
Subject: Budget Transfers and Appropriations

I am requesting Town Board authorization to record the attached 2014 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect changes that have occurred since the adoption of the 2014 budget (see attached).

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

Attachment