

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

**Meeting Date: Tuesday, September 1, 2015 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the August 18th and special August 25th, 2015 meeting.
2. Agreement for Graphic Design Services (Communications) – Request from MaryAnn Hussar for Town Board authorization to enter into an agreement with Site Hub Inc. to provide graphic design services for street pole banners (see letter from M. Hussar).
3. Email Migration to Google Apps (Info Systems) – Request from Sue Wentworth for Town Board authorization to migrate the existing Time Warner Business Class email to Google Apps inclusive of Google Vault (see memo from S. Wentworth).
4. Resolution to Establish Affordable Care Act Measurement Period (Finance) – Request from Suzanne Zaso for Town Board action to adopt a resolution to establishing the measurement, administrative and stability periods for determining if ongoing and new employees constitute full-time employees under the Affordable Care Act (see letter from S. Zaso).
5. Discussion – Medical insurance for domestic partners.
6. Budget Appropriation for Environmental Review (Building/Planning) – Request from Suzanne Zaso for Town Board authorization to appropriate \$39,430 received from an applicant for the environmental scoping and review of the proposed redevelopment of the Clover Lanes property (see letter from S. Zaso).
7. Bid Request for HVAC Improvements (Public Works) – Request from Mike Guyon for Town Board authorization to seek bids for the construction of HVAC improvements in the Public Safety Wing of Town Hall (see letter from M. Guyon).
8. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, September 15, 2015 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.



2a

TOWN OF BRIGHTON
Office of the Assistant to the Town Supervisor

August 25, 2015

TO: Honorable Town Board
Members of the Finance and Administrative Services Committee

RE: Site Hub Agreement

I respectfully request that authorization be granted to the Town Supervisor to execute an agreement between the Town of Brighton and Site Hub Inc. a graphic design business located at 556 Park Avenue, Rochester, NY to provide the following professional services:

- Provide (3) Design Concept Ideas for a series of 3 – 4 themed street pole banners at a cost of \$300
- Provide Finalized Print Ready Designs at \$100 per print
- Extra cost of \$20 per stock photograph if needed

Appropriate funding has been budgeted in the 2015 budget for the entire Street Pole Banner project.

Thank you in advance for your consideration.

Sincerely,

MaryAnn Hussar

Assistant to the Town Supervisor

Town of Brighton Street Pole Banner Graphic Design pricing received

Note: Separate Cost for actual printed Banner and hardware – 2 sided printing, qty 30 approx. \$5,500 - \$6,000

Graphic Artist

1. S-Squared Designs

PROPOSAL COST

Tier 1- Collaborative 2-3 designs working w/Town Design coordinator \$500 - \$750
Plus Billable Expenses

Tier 2- Sole Contractor
4-6 Designs, work alone to design Banners \$1,000 - \$1,500
Plus Billable Expenses

Services

1. Design for one Common Banner for all 30 encompassing 4-5 elements of "Living in Brighton"
2. Development of 4-6 Designs each representing images that reflect example words : Parks & Trails, Living, Learning, Diversity, etc.

Graphic Artist

2. Flight 9 Creative

PROPOSAL COST

Fixed Costs for Design Services:
\$6,450
PLUS:
Custom Illustrations or digital artwork \$300- \$900 per
Royalty-free stock photography \$150-\$400 per
Custom Photography \$300-\$600 per
Project Management w/Subcontractors \$500

Services

1. Development with Town of Creative Concepts
2. Design of 3 unique initial design concepts w/3 revisions
3. Custom Illustrations/royalty free photography/digital artwork
3. Design and layout w/electronic file preparation

2c.

Graphic Artist

PROPOSAL COST

Services Included in pricing

3. Artistic Vision Design

OPTION A. (With 2 rounds of Revisions, 3 Design options Included)
 Single Design: \$900 - \$1800

OPTION B. (With 2 rounds of Revisions, 3 Series Design options Included)
 Series of 3 Designs: \$900 - \$1800 per Design

1. Meet with Town Leadership to develop design strategy, tone, message and concepts

2. Design Draft concepts w/ revisions -

Options:

A. One common banner (Single)

B. 3-4 (Series) different designs to be used amongst the 30 banners

C. Double (2) Banner for each pole

Graphic Artist

PROPOSAL COST

Services

4. Site Hub Design

Conception Creation \$300/Each (Single or Series of 3-4).

Finalization of Art \$100 per print ready design

\$20 Each per stock photography if used

1. Concept Design

2. Revisions

3. Preparation of Final art/design

2d.



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

3a

MEMORANDUM

To: The Honorable Finance Committee
From: Susan Wentworth, Coordinator of Data Processing *AW*
Date: August 31, 2015
Subject: Email Migration to Google Apps

The Town has been using Time Warner Business Class email since 2003. The mailboxes are limited to 100 MB each which does not provide sufficient storage space for the users. The determination to migrate to Google Apps for Government was made after evaluating the options of an internal Exchange server, Hosted Exchange, Hosted Office 365 and Hosted Google Apps. Eight employees from several departments met to evaluate the email needs for the Town and participate in the thirty day trials for both Office 365 and Google Apps.

Google Apps for Government is certified and accredited under the Federal Information Security Management Act (FISMA) with the following security:

- Government email and data is stored in physically segregated clusters within Google data centers located in the continental United States, separate from other non-governmental customers
- Guaranteed 99.9% uptime with built-in robust disaster recovery, all data automatically backed up
- Strong encryption and two factor authentication

Additional benefits of Google Apps include:

- 30 Gigabytes of storage per mailbox
- Sharing and collaboration of calendars and documents in real time
- Google Vault provides Email archiving, Legal Hold and eDiscovery
- Mobile Device Management service and Internal website service
- Ease of use and migration; Users can maintain existing Outlook client with Google Apps Sync

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Google apps for Government is offered on the GSA Schedule 70 contract under a Blanket Purchase Agreement (BPA) for Email as a Service (EAAS). The annual cost per user is \$45.14 per mailbox for email and \$45.14 per mailbox for Google Vault.

The annual cost for 125 mailboxes is \$11,285. The migration support cost is \$205.80 per hour. The estimated amount of support from the vendor is estimated at 10 hours. The IT staff will perform the migration in stages by department. The migration plan estimates 30 days for completion of all mailboxes.

User training for Google Apps features will be available through online videos, webinars and IT staff support.

This request is for authorization to process a purchase order for a 12 month term with DLT Solutions for 125 mailboxes of Google Apps and Google Apps Vault. The attached Google Apps Terms of Service apply to the Town's use of these services.

Funds are available in the 2015 Information Systems Budget, A.FINCE.1680 and have been requested for 2016.

Thank you for your consideration.

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

August 31, 2015

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

Dear Board Members:

Included in the Affordable Care Act of 2010 is a provision for Employer Shared Responsibility that takes effect in 2015. Under this provision, if an employer does not offer affordable health care that meets minimum coverage to at least 95% of its full-time employees, the employer may be subject to a shared responsibility payment. In determining which employees are considered full-time under the Act, the employer must establish measurement periods for tracking and calculating hours paid.

My formal request to the Town Board is to adopt the attached resolution establishing a measurement period, administrative period, and stability period for ongoing and new employees as outlined in the resolution for determining employee status based on the provisions of the Affordable Care Act.

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.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso
Director of Finance

Cc: T. VanPutte

A Resolution for the Establishment of Affordable Care Act Measurement Periods

Standard Periods for Ongoing Employees

WHEREAS, the Patient Protection and Affordable Care Act (the "Act") and the regulations promulgated thereunder authorize employers to utilize measurement, administrative, and stability periods to determine whether ongoing employees constitute full-time employees under the Act; and

WHEREAS, the Town of Brighton wishes to adopt measurement, administrative, and stability periods for the purposes of determining whether ongoing employees constitute full-time employees under the Act.

NOW THEREFORE, BE IT RESOLVED, that the standard measurement period for ongoing employees shall be a period of twelve (12) months from October 3rd to October 2nd; and

BE IT FURTHER RESOLVED that the administrative period for ongoing employees shall be a period of ninety (90) days from October 3rd to December 31st; and

BE IT FURTHER RESOLVED that the stability period for ongoing employees shall be a period of twelve (12) months from January 1st to December 31st.

Initial Periods for New Variable Hour, Part-Time, and Seasonal Employees

WHEREAS, the Patient Protection and Affordable Care act (the "Act") and the regulations promulgated thereunder authorize employers to utilize initial measurement, administrative and stability periods to determine whether new variable hour, part-time, and seasonal employees constitute full-time employees under the Act; and

WHEREAS, the Town of Brighton wishes to adopt initial measurement, administrative, and stability periods for the purposes of determining whether new variable hour, part-time, and seasonal employees constitute full-time employees under the Act.

NOW THEREFORE, BE IT RESOLVED, that the initial measurement period for new variable hour, part-time, and seasonal employees shall be a period of twelve (12) months that commences on the first day of the calendar month following an employee's first day of work; and

BE IT FURTHER RESOLVED, that the administrative period for new variable hour, part-time, and seasonal employees shall commence on the day after the end of the employee's initial measurement period and continue until the last day of the first calendar month beginning on or after the first anniversary of the employee's start date; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour, part-time, and seasonal employees shall be a period of twelve (12) months commencing on the day after the end of the employee's administrative period.



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

6.

August 31, 2015

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

Dear Board Members:

At the July 22, 2015 Town Board meeting, your Honorable Body authorized a contract with Stantec Consulting Group, Inc. to provide environmental scoping and review of the proposal by the Daniele Family Companies to redevelop the Clover Lanes property on Monroe Ave. The amount of the contract (\$39,430) has been fully reimbursed by the applicant. At this time I am requesting that the Town Board authorize an amendment to the 2015 budget to support this contract and corresponding revenue.

My formal request of the Town Board is to amend the 2015 Building and Planning Department budget by appropriating \$39,430 in engineering services (A.DPW.8020 4.52) to be fully supporting by an increase in revenues (A.DPW.8020 2560 - contractor expense reimbursement) by the same.

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.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso
Director of Finance

Cc: Ramsey Boehner



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

7.

August 31, 2015

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

Re: Town of Brighton Public Safety Wing
HVAC Improvements
Construction Bid

Dear Councilperson Werner and Committee Members:

The Town Board authorized M/E Engineering P.C. to prepare construction documents and provide construction administration services for the installation of HVAC improvements within the Public Safety Wing. The construction documents are 95% complete and we would like to advance the project to the construction phase. Therefore, I am requesting that the FASC recommend that the Town Board authorize the Department of Public Works to solicit a request for bidders to provide those construction services necessary to install the HVAC improvements within the Public Safety Wing.

No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 1, 2015 meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

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

Cc: Suzanne Zaso
Steve Spencer
Chief Mark Henderson
Tim Keef