

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

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

1. Approval of Minutes – Receive and file minutes of the November 17, 2015 meeting.
2. Appropriate Seized Funds for Police Body Cameras (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$80,000 from seized funds in support of the purchase of 36 body worn cameras and related equipment and software services (see letter from M. Henderson).
3. Agreement for Animal Boarding and Veterinary Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2016 (see letter from M. Henderson).
4. Contract Renewal for Geese Control Services (Police Dept./Animal Control) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2016 (excluding July) with no change in cost (see letter from M. Henderson)
5. Bid Award for Operations Center Roof Replacement (Public Works) – Request from Chad Roscoe for Town Board action to award to bid to Leo J. Roth Corp. in an amount of \$94,060 for the replacement of a portion of the roof at the DPW Operations Center and to authorize any change orders up to 10%, collectively (see letter from C. Roscoe).
6. Public Hearing Request for Appropriation of Repair Reserve Funds (Finance) – Request from Suzanne Zaso for Town Board action to set a public hearing on December 23, 2015 on the appropriation of \$90,000 from the Town's Repair Reserve Fund to support the HVAC replacement project in the Public Safety Wing (see letter from S. Zaso).
7. Contract for Senior Transportation (Recreation) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute an agreement with Platinum Limousine of Western New York to provide transportation services for the Senior Program in 2016 with the option to renew annually for four additional years (see letter from R. Cotter).

8. Contract for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to execute and agreement with Bero Architecture PLLC to provide cultural resources surveys as needed for designating landmarks (see letter from R. Boehner).
9. Executive Session – Employment of particular people.
10. Discussion – Domestic partner benefits policy.
11. Contract Renewal for Independent Risk Management Services (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management, a division of Aldrich & Cox, Inc., to provide risk management services in 2016 (see letter from S. Zaso).
12. Financial System Software Maintenance Agreement (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a 5-year agreement with New World Systems to provide standard software maintenance for supporting the Town's financial management software package with NWS (see letter from S. Zaso).
13. Budget Transfers and Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2015 budget (see memo from S. Zaso).

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



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 30, 2015

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

RE: Body Worn Camera- Taser International Professional Services Agreement/Contract

Dear Board Members:

The Honorable Town Board recently authorized the Town Supervisor the authority to enter into a 5-year professional services agreement/contract with Taser International to provide for the purchase of 36 camera body worn cameras (with an upgrade to 36 new cameras in year 2.5 and year 5), six 6-bay docking stations, Evidence.com unlimited licensing and Evidence.com unlimited storage for a total cost of \$165,596.72.

I propose that the "Proceeds of Forfeited Property" be used to partially fund the total cost of this professional services agreement/contract. I did consult 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 2.17 Law Enforcement Equipment** be increased by **\$80,000.00**. The partial funding for the body worn camera 5-year professional services agreement/contract will not exceed **\$80,000.00** and 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



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 24, 2015

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

RE: 2016 Boarding and Veterinary Services Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between the Animal Hospital of Pittsford and the Town of Brighton for the provision of boarding and veterinary services. This contract is for the period beginning January 1, 2016 through December 31, 2016. This year's proposed contract represents a slight increase in some of the fees for services provided by the Pittsford Animal Hospital.

Possible alternatives to Pittsford Animal Hospital have been researched; however no other animal hospital offers a 24 hour emergency service site to compare to the Animal Emergency Services. AES is a division of Pittsford Animal Hospital.

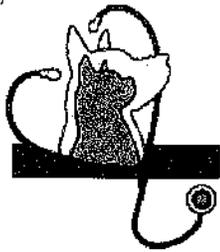
Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

c: Captain David Catholdi
Bruce Blackman, Animal Control Supervisor



ANIMAL HOSPITAL OF PITTSFORD
2816 MONROE AVENUE
ROCHESTER, NY 14618

TELEPHONE (585) 271-7700
FAX (585) 244-7287
WWW.PITTSFORDVET.COM

36.
HOSPITAL DIRECTORS:

PAUL R. BLACK, DVM
TODD W. WIHLEN, DVM

November 18, 2015

The following proposal is submitted to **Town of Brighton** Animal Control by Pittsford Animal Hospital (AHOP)/Animal Emergency Service (AES), (hereafter referred to as "provider") for providing leased space for shelter and professional veterinary services under contract with the Town of Brighton.

1. The contract will be for one year, ending **December 31, 2016**.
2. Provider will provide shelter for stray dogs, cats, and/or injured animals picked up by Brighton Animal Control or good Samaritans within the Town of Brighton. Provider will contact Brighton Animal Control when a Good Samaritan or police officer brings an animal to the hospital. The number of animals sheltered at one time will not exceed six without specific approval of the Hospital Director.
3. Animals placed in the shelter will be provided food, water, and exercise on a scheduled basis. Medical treatment will be administered under the supervision of the hospital veterinarians as approved by the Animal Control Officers.
4. Immediate emergency care, on a minimal life support basis, will be provided for any animal in critical condition or experiencing undue suffering at the veterinarian's discretion. In these cases, the Animal Control Officer will be notified as soon as possible.
5. The Brighton Animal Control Officers will communicate directly with the doctor assigned to the injured animal, or Dr. Black or Wihlen at AHOP in regard to the medical care disposition of the animal.
6. Animals with chronic medical problems will not be treated for their problems at Town of Brighton expense.
7. Emergency care for animals picked up after the hospitals are closed will be handled by the Animal Emergency Service at 825 White Spruce Blvd. Well animals picked up by the town may be brought to Pittsford Animal Hospital for impounding on Sundays and holidays when a kennel worker is present to admit the Animal Control Officer to the hospital.
8. All initial communication with the public will be handled through the Brighton Animal Control. This will include initial lost dog inquiries, initial injured animal inquiries, and updated vaccinations information. The hospital will release animals to owners/harborers only when the proper release forms have been obtained, fees have been satisfied, and/or on direct instructions from the Animal Control Officers.
9. Fees to be collected by the Brighton Town Clerks Office or Brighton Animal Control Officers prior to the release of any animals include charges for seizure, boarding, and license fees.
10. All fees owed to the Provider for services rendered, except boarding, will be paid directly to the Hospital by the animal owner/harborer.

3c.

11. Provider will bill the Town of Brighton on a monthly basis for boarding, euthanasia, and cremation fees accrued during the month.

12. All adoptable animals that are not claimed upon completion of the required impound period are to be taken to the Monroe County Humane Society by Brighton Animal Control, dependent upon the Humane Society's willingness to accept the animals.

13. A schedule of fees is attached.

SCHEDULE OF FEES FOR PROFESSIONAL SERVICES

Leased space and proposed fees for the boarding of stray/injured animals and professional veterinary services for the Town of Brighton Are as follows:

1. Sheltering of animals to include caging, food, and limited exercise (calculated on a 24 hr basis).

Dogs--\$14.50 for the first day; \$10.50 for each additional day

Cats--\$8.75 for the first day; \$6.25 for each additional day

2. Emergency care at the Animal Emergency Services with Animal Control Officer having direct access to the facility and a veterinarian available in residence 24 hours a day including all weekends and holidays, physical examinations, and recommendations for further diagnosis and treatment.

Emergency exam--\$45.00

3. Minimal life support will have to be determined on a per case basis dependent on the extent of injuries in need of immediate medical attention. In all cases, Brighton Animal Control will be notified immediately of the anticipated expenses.

If paid by owner/harbinger--standard hospital charges.

If paid by Town of Brighton--20% professional services discount of standard hospital fees.

4. A standard fee of \$21.00 will be charged for all animal euthanizations, regardless of size, requested by Brighton Animal Control.

5. A standard fee of \$ 1.25 per pound with a minimum fee of \$27.00 per animal will be charged for all animal cremations, up to 100 pounds, requested by Brighton Animal Control.



Paul Black, D. V. M.
Director, Pittsford Animal Hospital

Supervisor, Town of Brighton



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 24, 2015

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

RE: 2016 Geese Control Contract

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Geese Control of New York and the Town of Brighton for the provision of geese control in the Town of Brighton. This contract is for the period beginning April 1, 2016 through November 30, 2016, with no service for the month of July.

I hereby recommend acceptance of the agreement as presented by Geese Control of New York for services to the Town for the stated time period. Geese Control of NY will keep the rates the same as 2015 at \$650 per month. There are no other vendors in the area that provide this service.

Thank you for your consideration. I will be happy to answer any questions you may have regarding this request.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo
attachment

c: Captain David Catholdi
Bruce Blackman, Animal Control Supervisor



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

November 23, 2015

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

Re: Award of Bid
Replace Town Operations Center Roof

Dear Councilperson Werner and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on November 19th at 2:00 PM, all as required by law. A copy of the bid advertisement and bid tabulation are attached for your reference. Six bids were received and are shown in Table – 1.

Table – 1 Bid Results Summary

| <u>Bid #</u> | <u>Company Name</u> | <u>Base Bid</u> | <u>Alt. "A"</u> | <u>Total Bid</u> |
|--------------|------------------------------|-----------------|-----------------|------------------|
| 1 | Apple Roofing Corporation | \$118,184.00 | \$6,263.00 | \$ 124,447.00 |
| 2 | J&B Installations, Inc. | \$105,325.00 | \$13,690.00 | \$ 119,015.00 |
| 3 | Grove Roofing Services | \$112,569.00 | \$5,120.00 | \$ 117,689.00 |
| 4 | Leo J Roth | \$88,260.00 | \$5,800.00 | \$ 94,060.00 |
| 5 | Spring Sheet Metal & Roofing | \$106,900.00 | \$3,000.00 | \$ 109,900.00 |
| 6 | Elmer W. Davis | \$159,677.00 | \$10,000.00 | \$ 169,677.00 |

SWBR Architects reviewed the bids for completeness and accuracy and concluded that the low bid submitted by Leo J. Roth is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. A copy of the Recommendation of Award letter prepared by SWBR Architects is attached for your reference.



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

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Therefore, I am requesting that FASC recommend that the Town Board award the bid to replace the Town of Brighton's Operations Center roof to the low, responsible and responsive bidder, Leo J. Roth of Rochester, N.Y., in the unit prices calculated from their bid and for a Base Bid with Allowance cost not to exceed \$94,060. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

Respectfully,

Chad J. Roscoe
Junior Engineer

attachments

cc: S. Zaso
T. Keef
M. Hussar

50.

BID TABULATION

Opening Date:

Project Name: 2015 Operations Center Road Replacement
Contract For: Town of Brighton, Highway Operations Center

Work Order #: 2015-0121
Time: 2:00 PM

11/19/2015

COMPANY INFO

BASE BID

SECTION CHECKLIST

Company: Apple Roofing Corporation
Contact:
Address: 6720 Commerce Boulevard
City: Syracuse **State:** NY **Zip:** 13211
Phone: (315) 463-5482 **Fax:** (315) 437-5827
email:
website:
Comments:

Base Bid: \$ 118,184.00
Alt: \$ 6,263.00
Grand Total: \$ 124,447.00

- 300-1.3 Bid Security 5%
- 300-1.4 Addendums
- 300-2.4 Signatures
- 410 Bid Security Form
- 440 EEO
- 450 Bidder Responsibility
- 470 Corporate Resolution
- 480 Non-Collusive
- 485 MacBride
- 490 Site Investigation

Company: J&B Installatons, Inc.
Contact:
Address: 723 Visions Drive, PO Box 188
City: Skaneateles Falls **State:** NY **Zip:** 13153
Phone: () **Fax:** ()
email:
website:
Comments:

Base Bid: \$ 105,325.00
Alt: \$ 13,690.00
Grand Total: \$ 119,015.00

- 300-1.3 Bid Security 5%
- 300-1.4 Addendums
- 300-2.4 Signatures
- 410 Bid Security Form
- 440 EEO
- 450 Bidder Responsibility
- 470 Corporate Resolution
- 480 Non-Collusive
- 485 MacBride
- 490 Site Investigation

Company: Grove Roofing Services
Contact:
Address: 131 Reading Street
City: Buffalo **State:** NY **Zip:** 14220
Phone: () **Fax:** ()
email:
website:
Comments:

Base Bid: \$ 112,569.00
Alt: \$ 5,120.00
Grand Total: \$ 117,689.00

- 300-1.3 Bid Security 5%
- 300-1.4 Addendums
- 300-2.4 Signatures
- 410 Bid Security Form
- 440 EEO
- 450 Bidder Responsibility
- 470 Corporate Resolution
- 480 Non-Collusive
- 485 MacBride
- 490 Site Investigation

Company: Leo J Roth
Contact:
Address: 841 Holt Road
City: Webster **State:** NY **Zip:** 14580
Phone: () **Fax:** ()
email:
website:
Comments:

Base Bid: \$ 88,260.00
Alt: \$ 5,800.00
Grand Total: \$ 94,060.00

- 300-1.3 Bid Security 5%
- 300-1.4 Addendums
- 300-2.4 Signatures
- 410 Bid Security Form
- 440 EEO
- 450 Bidder Responsibility
- 470 Corporate Resolution
- 480 Non-Collusive
- 485 MacBride
- 490 Site Investigation

Company: Spring Sheet Metal & Roofing
Contact:
Address: 678 South Clinton Avenue
City: Rochester **State:** NY **Zip:** 14620
Phone: () **Fax:** ()
email:
website:
Comments:

Base Bid: \$ 106,900.00
Alt: \$ 3,000.00
Grand Total: \$ 109,900.00

- 300-1.3 Bid Security 5%
- 300-1.4 Addendums
- 300-2.4 Signatures
- 410 Bid Security Form
- 440 EEO
- 450 Bidder Responsibility
- 470 Corporate Resolution
- 480 Non-Collusive
- 485 MacBride
- 490 Site Investigation

5d.

COMPANY INFO

| | | | | |
|------------------|----------------------|---------------|-----|-------------------|
| Company: | Elmer W. Davis | | | |
| Contact: | | | | |
| Address: | 1217 Clifford Avenue | | | |
| City: | Rochester | State: | NY | Zip: 14621 |
| Phone: | () | Fax: | () | |
| email: | | | | |
| website: | | | | |
| Comments: | | | | |

BASE BID

| | |
|---------------------|---------------|
| Base Bid: | \$ 159,677.00 |
| Alt: | \$ 10,000.00 |
| Grand Total: | \$ 169,677.00 |

SECTION CHECKLIST

| | |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | 300-1.3 Bid Security 5% |
| <input checked="" type="checkbox"/> | 300-1.4 Addendums |
| <input checked="" type="checkbox"/> | 300-2.4 Signatures |
| <input checked="" type="checkbox"/> | 410 Bid Security Form |
| <input checked="" type="checkbox"/> | 440 EEO |
| <input checked="" type="checkbox"/> | 450 Bidder Responsibility |
| <input checked="" type="checkbox"/> | 470 Corporate Resolution |
| <input checked="" type="checkbox"/> | 480 Non-Collusive |
| <input checked="" type="checkbox"/> | 485 MacBride |
| <input checked="" type="checkbox"/> | 490 Site Investigation |



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

6.

November 30, 2015

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

Re: Set Public Hearing on the Appropriation from the Repair Reserve Fund in Support of the
Public Safety Wing HVAC Project

Dear Honorable Town Board:

On February 25, 2015, the Town Board authorized a Bond Resolution in the amount of \$440,000 for the replacement of the heating, ventilation, and air conditioning (HVAC) system in the Public Safety Wing of Town Hall, inclusive of engineering services and financing costs. Since the initial engineering review of the project, a cooling tower unit in the facility has been identified as being in need of replacement; the cost of which was not anticipated in the original financing. It is recommended that this unit be replaced as part of the overall HVAC system replacement project for the facility. In order to fund the additional costs associated with the project, I am recommending that the Town Board appropriate \$90,000 in funding from the Town's Repair Reserve account.

General Municipal Law section 6-d requires that a public hearing be set to appropriate repair reserve funds. Therefore, I am requesting action of the Town Board to set a public hearing for their December 23, 2015 meeting to consider the appropriation of \$90,000 from the Town's Building Repair Reserve Fund to support the HVAC system replacement project in the Public Safety Wing of Town Hall.

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: M. Guyon



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

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December 1, 2015

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

Senior Transportation Contract

Dear Finance Committee Members:

Funding is available in the 2016 Recreation Budget for Senior Transportation Services. Bid notices were mailed to several companies, public notice appeared in the Brighton-Pittsford Post.

Bids were opened on November 4, 2015 at 10:00 am. Platinum Limousine of Western New York was the sole bidder, with a bid price of \$87.50 per hour with a 4 hour minimum, and \$80.00 per hour for trips lasting more than 5 hours.

I respectfully request your permission to authorize the Supervisor to execute a contract for our Senior Transportation Service with Platinum Limousine of Western New York contingent upon successful vehicle inspection by Town Staff for 2016, with the option to renew contract for up to four additional one year terms with agreement from both parties.

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

Respectfully,


Rebecca J. Cotter
Recreation Director



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

8

November 24, 2015

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Brighton, NY 14618

Re: Award of Professional Service Contract
Bero Architecture PLLC
Cultural Resources Surveys Update and Preparation

Honorable Members:

The Historic Preservation Commission is responsible for the designation of landmarks. Cultural Resources Surveys provide important information to the Commission in determining if properties are worthy of landmark designation. As previously authorized, I have prepared and distributed a request for proposal (RFP) seeking professional services to update and prepare Cultural Resources Surveys.

I recommend that an award be approved for Bero Architecture PLLC to provide professional services to update and prepare Cultural Resources Surveys, in the hourly rate proposed and for a not to exceed amount of \$440 per property survey update and \$1,400 per new survey.

This recommendation is made pursuant to our standard procedure. A written RFP was prepared and sent to five qualified firms (Bero Architecture, Clark Patterson Associates PC, Landmark Society of Western New York, Inc., Rhen Design and Saralinda Hooker). Bero Architecture was the only firm that submitted a proposal.

Funds are available A.HIST.7515.4.52. The Town will have the option of renewing the contract for an additional year, by mutual agreement.

Sincerely,

Ramsey A. Boehner
Town Planner

cc: Tim Keef

I:\Ramsey\Town Board\FinanceCommitteeletterHPCCConsultingServices2015.rft



11.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5398

November 30, 2015

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

Re: Renewal Agreement with Holfoth Risk Management for Independent Risk Management Services

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management for the continued provision of independent risk management consulting services in 2016. Requested services would be provided at the rate of \$125 per hour; an increase of \$5.00 per hour over 2015

For a number of years the Town has utilized the services of Holfoth Risk Management to obtain an objective third-party assessment of all risk related matters. The Administration's Insurance Committee has greatly valued the good counsel and wealth of experience provided in the past from Jim Hood and Charlie Cox in helping to manage the Town's many and varied risks.

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 E. Zaso".

Suzanne E. Zaso
Director of Finance

cc: D. Aman



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

12.

November 30, 2015

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

Re: Standard Software Maintenance Agreement with New World Systems for Financial Management Software

Dear Honorable Town Board:

The Town's Standard Software Maintenance Agreement (SSMA) with New World Systems, the provider of our financial management system software, will expire on 12/31/15. This SSMA provides the Town with updates and support to the Town's existing programs in New World System's Financial Management Base Accounting System, Capital Assets, and Project/Grant Accounting modules. Since New World Systems is the sole developer and provider of this financial software, they are the only organization that can provide this necessary support to the Town's existing financial management system.

New World Systems has proposed to the Town a five year agreement that will continue these support services through 12/31/20, with opt-out options for 2019 and 2020. The annual costs of the SSMA will be as follows:

2016 - \$11,990
2017 - \$12,470
2018 - \$12,969
2019 - \$13,487
2020 - \$14,027

Sufficient funding has been provided in the 2016 budget for this expenditure.

I am recommending that the Town Board authorize a five-year agreement with New World Systems for standard software maintenance. I would be happy to respond any questions you may have regarding this matter.

Sincerely,

Suzanne E. Zaso
Director of Finance

13.



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(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 *AS*
Date: December 1, 2015
Subject: Budget Transfers and Appropriations

I am requesting Town Board authorization to record the attached 2015 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect changes that have occurred since the adoption of the 2015 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