

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

**Meeting Date: Tuesday, May 1, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Towing (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements with 12 Corners Towing, Murray's Towing, and Sutherland Service to provide towing services for the Town (see letter from M. Henderson).

2. Budget Transfer for Micro Computer Support Technician (Info Systems) – Request from Suzanne Zaso for Town Board authorization to transfer \$14,210 from contracted services to part-time wages and FICA expenditures in the Information Systems Department to cover the cost of the newly created part-time Micro Computer Support Technician for the remainder of 2012 (see letter from S. Zaso).

3. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday May 15, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



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

April 24, 2012

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

Dear Board Members:

I request permission to have the Supervisor enter into a Towing Agreement with 12 Corners Towing, Murray's Towing and Sutherland Service to provide towing services for the Town of Brighton.

The Towing Agreement is a long standing agreement that has established authorized towing vendors for the Town of Brighton. The tow vendors are called (by the 911 Center) based upon a given geographic area; the agreement establishes prices that can be charged for a variety of towing services and delineates the type of towing equipment the vendor is required to have at their disposal.

In the past, the Towing Agreement was signed by a member of the Command Staff of the Brighton Police Department only after the appropriate insurance documentation was provided and a review was completed of the previous year's service with the vendor, discussing any quality of service issues, if there were any.

The Towing Agreement formalizes long standing practices and specifically identifies the level of insurance required by tow vendors, the allowable response times for the vendor to arrive on scene, the amount that the vendor can charge for towing and storage fees and identifies applicable procedures relative to the handling and storage of the vehicles towed.

Please do not hesitate to contact me if you have questions about this request or would like a clarification of past practices.

Respectfully,

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

Mark T. Henderson
Chief of Police



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

2.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *SZ*
Date: May 1, 2012
Subject: Budget Transfer for Micro Computer Support Technician

As part of the 2012 budget process, the need for added support in the Information Systems Department was discussed and addressed by appropriating \$25,500 in funds for either an outside contractor or a new permanent part-time position. At their February 22, 2012 meeting, the Town Board adopted a resolution to create the new position of Micro Computer Support Technician in the Information Systems Department at 20 hours per week. Since the original funding was provided under Contracted Services, I am requesting that \$14,210 be transferred from Contracted Services (A.FINCE.1680 4.49) with \$13,200 being credited to Part-Time Wages (A.FINCE.1680 1.20) and \$1,010 being credited to Employer FICA Contributions (A.FINCE.1680 8.20) to cover this position for the balance of 2012.

I will be happy to respond to any question the committee or other member of the Town Board may have regarding this matter.

Copy to: S. Wentworth
G. Brandt