TOWN BOARD WORK SESSION AGENDA

Wednesday, January 9, 2019 7:00 PM

Supervisor R. Anthony LaFountain, presiding

I. Call to Order

II. Approval of Minutes – December 12, 2018

III. Monthly Reports

IV. Public Hearings - None

V. Guests
   a. (NONE)

VI. Action Items
   a. Special Permit at 2567 Browncroft Blvd., Wynne - Costello
   b. Review Website Proposals - Renner

VII. Informational Items
   a. (NONE)

VIII. Held Items
   a. Jomanda Way, Expanding No Shooting Petition - LaFountain
   b. Sign Ordinance Updates/Proposed Ordinance Revision - Costello/LaFountain
   c. Private Storm Pipe Agreement, 88 Stoneledge Way - Valentine
   d. Development of Apartment Building, 1384 Empire Blvd. - Costello

IX. Old Business – (NONE)

X. New Business

XI. Executive Session

XII. Next Meeting: January 23, 2019

XIII. Adjournment

This meeting will be video recorded and broadcast LIVE via the town’s website www.penfield.org and the Town’s Government Access Cable Channel 1303. Questions regarding video coverage contact Penfield TV at (585) 340-8661.
I. Call to Order

Present:
Supervisor LaFountain
Councilwoman Kohl
Councilwoman Metzler
Councilman Moore
Councilman Quinn

Also Present:
Lisa Grosser
Dave Renner

II. Approval of Minutes – 12/12/18
CM Quinn moved for the approval of the Minutes of December 12, 2018, CW Metzler seconded the motion.

III. Monthly Reports – Reports have started coming in and the balance are expected by the end of the week.

IV. Public Hearing – None

V. Guests
a. None

VI. ACTION ITEMS

a. Special Permit at 2567 Browncroft Blvd., Wynne – Costello
Supervisor LaFountain stated that this will be a held item until the next Work Session on January 23, 2019

b. Review Website Proposals – Renner
Dave Renner submitted a summary of the proposals received to the Board for its review. Renner explained seven (7) vendors responded to the RFP, and the Web Committee met to review the proposals. After review the Committee recommended four (4) companies which are detailed in the attached summary. Those are Revize, eGov Strategies, Jessy James Creative, Inc. and E-Solutions Group. All four (4) of these companies have been interviewed. The goal of the project is to combine all four (4) of the Town websites into one (1). Penfield.org will be the main site with the others as sub-sites. Revize is the only company that offers a Site Developer through their help desk support. The mobile application is an important tool we would like to utilize to push information to residents. We would also like the ability to move the site in the future if necessary.
Renner then reviewed the key components of the proposal which include Key System and Operations, Training Resources, Key Admin. Tools, Citizen Communication Tools, Citizen Engagement Apps. and Project details.

Renner stated the recommendation is to go with Revise, and included a company summary and some sample sites that the Board could review. Renner said, in three (3) to four (4) years we would have the company back in to do a site review, make sure we are meeting our needs and integrate any new design that is available. The proposal states the estimated time to launch the new website is 16 to 21 weeks, Renner feels it will be closer to 26 to 30 weeks with a goal to be live by July 4, 2019. Renner added our current website was a $100 software program, with a $3,000 hosting fee, that has been expanded to its limits over the past 13 years.

Councilman Moore stated that Revise was the lowest bidder. He asked if there are any concerns with the quoted price. Will it be adequate for what we are asking for, or could there be additional fees.

Renner said there will be some additional fees for the third party special integration, but they will honor the quoted price. The second revision is part of the original cost, but the site will need to be evaluated every three (3) to four (4) years, and re-bid to keep it up-to-date.

Supervisor LaFountain added Revise has been in business for over 20 years, has a large number of employees and has completed over 1,500 websites.

Renner added the company will do on-site training, including each department.

Councilman Quinn added he is impressed by the level of work done by Renner and his staff. He asked, how will live communications be handled?

Renner said recorded meetings will continue to be available through Vimeo and You Tube. Live stream will be done through TelVue.

Quinn asked if staff will still be able to retrieve analytical data.

Renner said yes, that data is what drives placement of information on the website.

Quinn asked if an online active assistant could be used for questions.
Renner said we do have that capability, but prefer to use social media which is active 24/7. Town staff will have to be trained to help residents navigate the site for information when they call in. There will also be a search function that residents can use to locate information. Renner added he contacted current towns that are using Revise and received no negative comments in fact their company has been very responsive to requests.

Councilman Quinn moved to have the Supervisor sign a contract with Revise for website development, Councilwoman Kohl seconded and all present voted “Aye.”

Councilman Moore said the website improvement is a continuation of the Town providing up-to-date information. Our current website has been acknowledged, and is beyond what other towns have done.

Supervisor LaFountain stated that the contract will be reviewed by Town Attorney Horwitz. A resolution will be submitted at the next Legislative Session on January 23, 2019.

VII. INFORMATIONAL ITEMS

a. None

VIII. HELD ITEMS
a. Jomanda Way, Expanding No Shooting Petition - LaFountain
b. Sign Ordinance Updates/Proposed Ordinance Revision - Costello/LaFountain
c. Private Storm Pipe Agreement, 88 Stoneledge Way - Valentine
d. Development of Apartment Building, 1384 Empire Blvd. - Costello

IX. Old Business - None

X. New Business - None

XI. Executive Session - Real Estate, Litigation and Human Resource Matters - None

XII. Next Meeting - January 23, 2019

XIII. Adjournment - Supervisor LaFountain adjourned the regular Work Session at 7:53 PM.

Lisa Grosser, RMC
Deputy Town Clerk