

CITY OF RYE

NOTICE

There will be a Special Meeting of the City Council of the City of Rye on Thursday, September 28, 2017, at 11:15 a.m. in Council Chambers at City Hall.

AGENDA

1. Pledge of Allegiance.
2. Roll Call.
3. Resolution to transfer \$16,290 from the Cable TV Unassigned Fund balance to the Cable TV Operating Budget to retain The Buske Group to complete a community needs assessment review as part of the cable franchise renewal process.
Roll Call.
4. Adjournment.

The next regular meeting of the City Council will be held on Wednesday, October 4, 2017 beginning at 7:30 p.m.

** City Council meetings are available live on Cablevision Channel 75, Verizon Channel 39, and on the City Website, indexed by Agenda item, at www.ryeny.gov under "RyeTV Live".

* Office Hours of the Mayor by appointment by emailing jsack@ryeny.gov or contacting the City Manager's Office at (914) 967-7404.



CITY COUNCIL AGENDA

NO. 3

DEPT.: City Manager

DATE: September 28, 2017

CONTACT: Marcus Serrano, City Manager

AGENDA ITEM: Resolution to transfer \$16,290 from the Cable TV Unassigned Fund balance to the Cable TV Operating Budget to retain The Buske Group to complete a community needs assessment review as part of the cable franchise renewal process.

FOR THE MEETING OF:
September 28, 2017

RECOMMENDATION: That the City Council adopt the following resolution:

WHEREAS, City staff has determined that the amounts required to perform a needs assessment review for the cable franchise renewal negotiations was not anticipated and was not provided for in the adopted 2017 budget by \$16,290, and;

WHEREAS, the Cable TV Unassigned Fund balance has enough funds to be appropriated to engage The Buske Group to complete the community needs assessment for the City, now, therefore be it;

RESOLVED, that the City Comptroller is authorized to transfer \$16,290 from the Cable TV Unassigned Fund balance to the Cable TV Operating Budget to complete a community needs assessment review as part of the cable franchise renewal process.

IMPACT: Environmental Fiscal Neighborhood Other:

BACKGROUND: The franchise agreements between the City of Rye and Verizon and Altice (Cablevision) expire in December, 2017 and February, 2018. It is beneficial to the City to complete a community needs assessment review as part of the cable franchise renewal process. The City Council is asked to appropriate the Cable TV funds to retain The Buske Group to complete the review.

See attached.

III. COST ESTIMATE

The Buske Group fees and expenses for the proposed tasks are itemized below as a "menu," which permits the City to select the tasks that it wants to be provided by The Buske Group. Please examine the notes following the budget that explain the assumptions used for our cost estimates.

PROPOSED PROJECT FEES AND EXPENSES

OPTION 1 (9-22-17)

Task	Consultant	Prof. Hours	Fees⁽¹⁾	Travel Expenses⁽²⁾	Total
1. Review of Current Franchise Documents	Buske VanDalsen	4 4	\$600 \$480		\$600 480 \$1,080
2. Focus Group/Stakeholder Sessions (Reduced to 2 sessions)					
a. Preparations and planning	Buske	16	\$2,400		\$2,400
b. Prepare questionnaires	VanDalsen	8	\$960		960
c. Conduct focus groups	Buske VanDalsen	8 8	\$1,200 \$960	\$1,300 \$750	2,500 1,710 \$7,570
3. On-Line Survey	VanDalsen	24	\$2,880		\$2,880
4. Evaluation of PEG Resources and Services					
a. Prepare Questionnaires, Review Inventory	VanDalsen	8	\$960		\$960
b. Review Existing Services and Activities	VanDalsen	4	\$480		480
c. Meet with Rye TV Staff	VanDalsen	2	\$240	(incl. in 2.c)	240
d. On-site Inspection of Facilities & Equipment	VanDalsen	4	\$480	(incl. in 2.c)	480
e. Prepare PEG Findings and Recommendations	VanDalsen Thayer	16 8	\$1,920 \$800		1,920 800 \$4,880
5. Information Analysis and Report	Buske VanDalsen	8 32	\$1,200 \$3,840		\$1,200 3,840 \$5,040

TOTAL FEES AND EXPENSES: \$21,450

FOOTNOTES TO PROPOSED PROJECT BUDGET:

1. Fee assumptions – Buske: \$150/hr.; VanDalsen: \$120/hr.; Thayer: \$100/hr.

2. Expense assumptions: Air travel @ \$700/trip; rental car/gas @ \$75/day; lodging @ \$200/night; meals @ \$25/day.

PROPOSED PROJECT FEES AND EXPENSES

OPTION 2 (9-22-17)

Task	Consultant	Prof. Hours	Fees ⁽¹⁾	Travel Expenses ⁽²⁾	Total
1. Review of Current Franchise Documents	Buske	4	\$600		\$600
	VanDalsen	4	\$480		<u>480</u>
					\$1,080
2. Focus Group/Stakeholder Sessions (Deleted)					
3. On-Line Survey					
a. Prepare questionnaires	VanDalsen	8	\$960		960
b. Conduct survey	VanDalsen	24	\$2,880		<u>2,880</u>
					\$3,840
4. Evaluation of PEG Resources and Services					
a. Prepare Questionnaires, Review Inventory	VanDalsen	8	\$960		\$960
b. Review Existing Services and Activities	VanDalsen	4	\$480		480
c. Meet with Rye TV Staff	Buske	4	\$600	\$1,300	1,900
d. On-site Inspection of Facilities & Equipment	VanDalsen	4	\$480	\$750	1,230
e. Prepare PEG Findings and Recommendations	VanDalsen	16	\$1,920		1,920
	Thayer	8	\$800		<u>800</u>
					\$7,290
5. Information Analysis and Report					
	Buske	8	\$1,200		\$1,200
	VanDalsen	24	\$2,880		<u>2,880</u>
					\$4,080
TOTAL FEES AND EXPENSES:					\$16,290

FOOTNOTES TO PROPOSED PROJECT BUDGET:

1. Fee assumptions – Buske: \$150/hr.; VanDalsen: \$120/hr.; Thayer: \$100/hr.
2. Expense assumptions: Air travel @ \$700/trip; rental car/gas @ \$75/day; lodging @ \$200/night; meals @ \$25/day.