

## MEMORANDUM

**Date:** September 14, 2012

**To:** President, Vice-President, Council and Mayor

**From:** Jeff Naftal, Borough Manager 

**Subject:** Hiring Separate Code Enforcement Official

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### Background:

Mr. Pat Kelly was hired by the Borough in 1984 on a part-time basis and went to work full-time for the Borough in 1988 in the Streets Department. In 1996, he was appointed as the Borough's Building Official and has been in that position ever since. Among his duties are Code Enforcement and managing the part-time code enforcement inspectors for the Borough. Mr. Kelly has approached me about the idea of separating Code Enforcement duties so that he can focus on his Building Official responsibilities and the Borough could hire someone with expertise in Code Enforcement. My evaluation of that request follows.

### Discussion:

Operationally this move makes a lot of sense. Building Officials are trained to deal with contractors, review plans, and make sure that projects are done properly. Code Enforcement Officials on the other hand are trained to deal with residents and business owners, understand Code provisions, and to gain compliance with the Code in situations that are often very inflammatory. That is why the majority of municipalities separate these positions out. In the Borough's case, it makes even more sense since the current construction workload plus the anticipated workload when the Transportation Oriented Development (TOD) is built will be more than enough work for Mr. Kelly without adding in code enforcement duties. And with the stepped up Code Enforcement that the Council and Borough residents are requesting, it will be good to have someone dedicated to code enforcement rather than having Mr. Kelly split his time. Finally, Mr. Kelly is a fully certified and licensed Building Official with many additional certifications related to his profession. But he is not a certified code enforcement official and by splitting the position the Borough could hire someone specifically trained in code enforcement best practices.

Financially, I believe that the Borough can not only absorb the cost of the extra position for the remaining portion of this year, but we will be able to fund it next year as well. And this position, like the Building Official position, would not be a union position. Mt. Lebanon just hired a Code Enforcement Officer with a starting salary range of \$37,887 to \$41,193. While we are not Mt. Lebanon, we do want to be in the ballpark to attract a quality candidate. I would say that if we offered \$35,000 we should get a good hire. In fact I have already spoken with a potential candidate who would consider the position for that salary. If we were to hire someone by the beginning of November at this salary, we would need approximately \$5,000 for the remainder of the year. Funding for that is available in the UCC & Code Enforcement Department budget in the Code Enforcement/Inspections line item. If Council approves this hire, we will budget the full \$35,000 in next year's budget.

Recommendation:

I recommend that Council approve hiring a full-time Code Enforcement Officer at an annual salary of \$35,000 and to have the Building Official only handle Building and Zoning duties.

JN

Cc: Pat Kelly, Building Official



## MEMORANDUM

**Date:** September 17, 2012

**To:** President, Vice-President, Council and Mayor

**From:** Jeff Naftal, Borough Manager 

**Subject:** Purchase of Network Backup System

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### Background:

Currently the Borough utilizes a two (2) hard drive data backup system that requires staff to manually change out the hard drives on a weekly basis. There are numerous problems with this system that make it extremely unreliable for protecting all of the electronic data stored on the Borough's networks. Our Information Technology consultant has been proposing to update and modernize this system for the past two years.

### Discussion:

The problems with our current backup system start with the fact that the software the Borough is using to facilitate the backup has never been purchased. It was originally installed on a temporary free license. Therefore its functionality is extremely limited. To compound this problem is the fact that the backup itself is not functioning properly in that the automatic overwrite of data does not occur which leads to the hard drive filling up to capacity and then our IT consultant having to manually intervene to save the data. Finally, best practices for data backup say that you should save your data daily for at least a week and preferably two weeks before overwriting the data. We only save it once a week and overwrite it the following week. Best practices also say that you should remove the saved data offsite so that it is available in case of a catastrophe here at Borough Hall. We do not ever take our saved data offsite.

Our IT consultant has proposed a state-of-the-art backup system, "Barracuda" that saves the data on "the cloud" which means that it is stored on servers owned and managed by the company providing the services. The complete package includes backup of all of our servers, including any future servers we may add. There will be multiple ways to restore our data should we have either a catastrophe or even just a hardware failure. And we will receive live alerts of any issues with either our data or the backup process we implement. The product specifications for the Barracuda system are attached.

Implementing this system will allow us to meet all of the industry best practices for data backup and data storage. The cost for the system is \$2,948. There will be annual maintenance costs of \$1,049 per year beginning in 2013. Most of the annual cost is for the data storage which is based on the amount of data. We are estimating that to be \$50 per month for at least the first year. Funds for this purchase are available in the Data Processing Department, Administration Hardware line item. The annual maintenance for next year will be budgeted in the Data Processing Department budget.

Recommendation:

I recommend that the Borough Council authorize me to purchase the Barracuda data backup system at a cost of \$2,948 from NET Xperts LLC, the lowest priced vendor selling this system.

JN

Attachments

**NET Xperts LLC**

1500 Ardmore Blvd  
 Suite 206  
 Pittsburgh, PA 15221  
 US

Voice: 412-244-NETX  
 Fax: 412-244-6390

**QUOTATION**

Quote Number: 08302012-01

Quote Date: Aug 30, 2012

Page: 1

**Quoted To:**

Borough of Dormont  
 ACCOUNTS PAYABLE  
 1444 Hillside Avenue  
 Dormont, PA 15216  
 US

Customer ID	Good Thru	Payment Terms	Sales Rep
DORMONT	9/15/12	Prepay	RUBENSTEIN

Quantity	Item	Description	Unit Price	Amount
1.00	BABBS390A	Barracuda Backup Server 390	2,499.00	2,499.00
1.00	BABBS390AE1	Barracuda Backup Server 390 1 Year Energize Update *Please note that there is a monthly fee paid directly to Barracuda which is determined by the amount of data that is being backed up.	449.00	449.00
			Subtotal	2,948.00
			Sales Tax	
			<b>TOTAL</b>	<b>2,948.00</b>



BARRACUDA BACKUP

## Barracuda Backup

Provides local disk-based data backup and deduplication

Barracuda Backup is a complete and affordable data backup solution. The Barracuda Backup Server provides a full local data backup and then replicates data offsite for disaster protection. This hybrid approach provides the best of both worlds - local backups via a dedicated appliance for great performance and restore times, and disaster recovery data protection through offsite replication using either the Barracuda Cloud Storage Service or site-to-site "private cloud" replication. In both cases, data deduplication is applied inline at the block level to reduce traditional backup storage requirements 20 to 50 times while also reducing backup windows and bandwidth requirements.

### Powerful, Complete Solution

Designed for organizations of various sizes and needs, Barracuda Backup stores a local copy of data and efficiently transfers data offsite without placing additional burden on production servers. The Barracuda Cloud Storage Service is monitored and managed by Barracuda Central, providing reliable and secure offsite disaster recovery storage for business critical data. Barracuda Networks support technicians are available 24x7 for emergency assistance with restores in the event of a system failure or a disaster.



Barracuda Backup's Web Interface provides access and displays backup data usage and allows quick restoration of files.

Included with Barracuda Backup at no added cost, Barracuda Backup Agent software for Windows provides complete native backup of Microsoft Exchange Server, Microsoft SQL Server, Windows system state, Windows file system data, and Microsoft Hyper-V hosts. In addition to the agent backup, the Barracuda Backup Server can back up data directly from network file shares using industry standard protocols. For granular and convenient restoration of email messages and mailboxes, the message-level backup feature connects directly to Microsoft Exchange and Novell GroupWise.

### Easy-to-Use and Maintain

Barracuda Backup's web user interface makes it easy to manage backups and conduct data restores across multiple Barracuda Backup Servers at one or more locations. The web user interface provides access and control of settings, reports, restores, statistics, and account information. It also provides the ability to manage multiple Barracuda Backup Servers and cloud storage service plans from a single interface. In addition, customers receive automated alert notifications upon detection of conditions affecting backups.

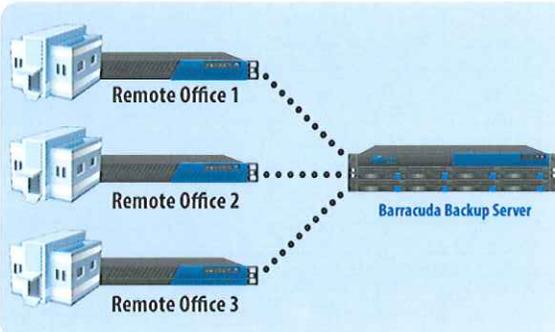
#### Cloud Storage Replication



#### Private Cloud Replication



#### Multi-Site Replication



MODEL  
190  
390  
490  
690  
890  
990  
1090



# BARRACUDA BACKUP

MODEL  
190  
390  
490  
690  
890  
990  
1090

## TECHNICAL SPECIFICATIONS

### Key Features

#### DATA BACKUP FEATURES

- Full local backup and restore
- Data deduplication
- Cloud replication with mirrored storage
- Site-to-site replication
- 256-bit AES encryption to/at offsite locations
- Offsite selection
- Major OS compatibility
  - Windows (Backup Agent / CIFS / SMB)
  - Linux (SSHFS)
  - Mac OS X (SSHFS)
  - Novell (CIFS / SSHFS)
- Message-level email backup
  - Microsoft Exchange
  - Novell Groupwise
- Open file backup support
- Centralized management
- File change detection
- Continuous data protection
- Automated backup scheduling
- Data transfer rate limits
- VMware backup

#### BACKUP SOFTWARE INCLUDED

- Barracuda Backup Agent for:
  - Microsoft Windows File System
  - Microsoft Exchange
  - Microsoft SQL Server
  - Microsoft Windows system state including Windows registry, Active Directory, etc.
  - Hyper-V for Windows Server 2008
- Barracuda Restore Client for Windows

#### REPORTING AND STATISTICS

- Server health monitoring
- Network traffic utilization
- Storage utilization
- File revision history
- Detailed offsite backup reports
- Detailed restoration reports
- Administrator / user activity

#### ADMINISTRATION & POLICY MANAGEMENT

- Centralized web user interface
- User-based administration
- Flexible data retention
- Backup exclusion rules
- Litigation readiness
- File watch rules

#### DATA RESTORATION METHODS

- Bare metal recovery for Windows Server 2008, SBS 2011
- File / Application restore from web user interface
- File download from web user interface
- Barracuda Restore Client for Windows
- FTP from Barracuda Backup Server (file share method)
- FTPS from Barracuda Networks cloud storage (file share method)
- 24x7 Barracuda Technical Support restoration assistance

### Hardware Features

#### POWER REQUIREMENTS

- AC input voltage 100-240 volts
- Frequency 50/60 Hz

#### CONNECTORS

- Standard VGA
- PS/2 keyboard / mouse
- Ethernet (see chart below)
- Serial port (DB-9)

### Support Options

#### BARRACUDA ENERGIZE UPDATES

- Cloud-based web user interface
- Proactive monitoring
- Alert notifications on errors, warnings, file-based events
- Standard technical support

#### INSTANT REPLACEMENT SERVICE

- Replacement unit shipped next business day
- 24x7 technical support
- Shipment of restored data from Barracuda Networks cloud

## CLOUD STORAGE SERVICE

Barracuda Backup can be deployed with Barracuda Cloud Storage Service to meet offsite backup and disaster recovery needs. Market-leading scalable and affordable cloud storage is allocated in 200 GB increments at a monthly rate of \$0.25/GB. A typical 20-50X storage savings over traditional backup methods is realized through advanced data deduplication and compression. A total storage footprint of approximately 1.5X a single full backup is sufficient to satisfy most retention needs.

MODEL COMPARISON	MODEL 190	MODEL 390	MODEL 490	MODEL 690	MODEL 890	MODEL 990	MODEL 1090
<b>Capacity*</b>							
Suggested Backup Volume	200 GB	500 GB	1 TB	3 TB	6 TB	16 TB	40 TB
Internal Capacity	500 GB	1 TB	2 TB	6 TB	12 TB	33 TB	80 TB
<b>HARDWARE</b>							
Rackmount Chassis	1U Mini	1U Mini	1U	1U	2U	3U	4U
Dimensions (in)	16.8 x 1.7 x 9	16.8 x 1.7 x 14	17.2 x 1.7 x 19.8	17.2 x 1.7 x 19.8	17.4 x 3.5 x 25.5	17.2 x 5.2 x 25.5	17.2 x 7 x 27.4
Dimensions (cm)	42.7 x 4.3 x 23	42.7 x 4.3 x 35.6	43.7 x 4.3 x 50.3	43.7 x 4.3 x 50.3	44.2 x 8.9 x 64.8	43.7 x 13.2 x 64.8	43.7 x 17.8 x 69.9
Weight (lbs/kg)	8 / 3.6	12 / 5.4	26 / 11.8	26 / 11.8	52 / 23.6	76 / 34.5	154 / 70
Ethernet	1 x Gigabit	1 x Gigabit	1 x Gigabit	1 x Gigabit	1 x Gigabit <sup>1</sup>	10 GB Copper <sup>1</sup>	10 GB Copper <sup>1</sup>
AC Input Current (Amps)	1.0	1.2	4.1	4.1	5.1	5.5	10.5
Redundant Disk Array (RAID)		✓	✓	✓	✓	✓	✓
Redundant Power Supply					Hot Swap	Hot Swap	Hot Swap
Optional 10GigE Fiber					✓	✓	✓
<b>FEATURES</b>							
Hardened and Secure OS	✓	✓	✓	✓	✓	✓	✓
Local Backup Cache	✓	✓	✓	✓	✓	✓	✓
Backup Schedules	✓	✓	✓	✓	✓	✓	✓
Bandwidth Rate Control	✓	✓	✓	✓	✓	✓	✓
Secure Offsite Transfer	✓	✓	✓	✓	✓	✓	✓
Local Restore	✓	✓	✓	✓	✓	✓	✓
Partial Offsite Selection	✓	✓	✓	✓	✓	✓	✓

US 190. Specifications subject to change without notice. \*Suggested backup volume is raw, uncompressed data to be backed up. This sizing guideline depends on environment and selected options.  
<sup>1</sup>Fiber available upon request. All active Barracuda Backup models require an associated cloud storage service or Energize Updates subscription.



## MEMORANDUM

**Date:** September 18, 2012  
**To:** President, Vice-President, Council and Mayor  
**From:** Jeff Naftal, Borough Manager *gn*  
**Subject:** 2013 Pension Minimum Municipal Obligation

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### Background:

Under Pennsylvania law, each municipal pension plan receives each year their Minimum Municipal Obligation (MMO). The MMO is the amount that the Borough must budget for and place into each of our pension funds, the Police and the Non-Uniformed pensions. The amount is calculated by our actuary. Some of those amounts are offset by State Aid which is also budgeted for each year. Pursuant to State law, the Borough must accept the MMO each year.

### Discussion:

The attached letters from the Borough's pension actuary, Mockenhaupt Benefits Group, show that the Police Pension Plan MMO for 2013 is \$269,858. That is as compared to \$187,043 for the current year. This is an increase of \$82,815. The Non-Uniformed Pension Plan MMO for 2013 is \$10,134. That is as compared to \$11,030 for the current year. This is a decrease of \$896. The Police Plan MMO is up because of the effects of the 2008 market crash. The Plan lost over \$2 million and those losses are being "smoothed" through next year's MMO calculations. "Smoothed" is a pension term meaning that the losses are not adjusted for immediately but over a set number of years, in our case 5 years. Even with those losses, the Police Plan is funded at 86% which is very good. The Non-Uniformed Plan is one of the best I have seen, funded at over 110%. Since the MMO is based on actuarial studies done every two years and the next one is due in 2013, I expect that we will see a gradual decrease in the Police Plan MMO next year and then a more significant decrease in the Police Plan MMO in the following years.

State Aid for the current year is \$139,468.28 which will be used to offset this year's MMO. I expect that State Aid will be about \$145,000 for 2013. All three of these amounts, the Police Pension MMO, the Non-Uniformed Pension MMO and the State Aid revenue will need to be budgeted for in 2013.

Recommendation:

I recommend that the Borough Council accept the 2013 Municipal Minimum Obligations for the Police and Non-Uniformed Pension Plans as outlined above.

JN

Attachments



August 10, 2012

**PERSONAL AND CONFIDENTIAL**

Ms. Vickie McGurk  
Clerk/Receptionist  
Dormont Borough  
1444 Hillsdale Avenue  
Suite 10  
Pittsburgh, PA 15216

**RE: Borough of Dormont Police Pension Plan  
2013 Minimum Municipal Obligation**

Dear Ms. McGurk:

Enclosed is the 2013 Minimum Municipal Obligation (MMO) Report for your Plan. This MMO must be submitted to the governing body of the Municipality by September 28, 2012 (although revisions may be made up to the time the budget is finalized). This report has been completed using the actuarial results from the January 1, 2011 valuation and the data you recently provided.

Please review the MMO calculations carefully. If any of the information that you previously supplied should be updated or corrected, contact us with any changes. If any changes are necessary, we will send you a revised MMO.

The Municipality should include the amount of the MMO (Item C. 4.) as an expenditure in the 2013 budget. State Aid to be received in 2013 should be included as a revenue/receipt in the 2013 budget. The funds used to satisfy the MMO include State Aid and local revenues. The entire MMO amount must be deposited into the Plan by December 31, 2013 regardless of the actual amount of State Aid received in 2013.

**Please note that State Aid you receive in October 2012 should be applied to the 2012 MMO that was prepared in the fall of 2011.**

If you should have any questions about the enclosed calculation or the MMO process in general, feel free to contact me at (412) 394-9332.

Sincerely,

A handwritten signature in blue ink that reads "Bill Asay".

William C. Asay, CEBS  
President

G:\MMOS\2013mmos\cover letters\Dormont Police.docx

Enclosure

**BOROUGH OF DORMONT POLICE PENSION PLAN  
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION  
FOR 2013 MUNICIPAL BUDGET**

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**A. Normal Cost**

1. Normal Cost as a Percent of Payroll	17.903%
2. Estimated 2012 Payroll for Active Participants	\$ <u>894,782</u>
3. Normal Cost (A1 x A2)	\$ <u>160,193</u>

**B. Financial Requirement**

1. Normal Cost (A3)	\$ 160,193
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	42,055
4. Amortization Payment, if any	<u>139,193</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u>341,441</u>

**C. Minimum Municipal Obligation**

1. Financial Requirement (B5)	\$ 341,441
2. Anticipated Employee Contributions (8.0% of Estimated Payroll)	71,583
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u>269,858</u>

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**NOTES:**

1. 2013 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
  2. Deposit into the Plan's assets must be made by December 31, 2013 to avoid an interest penalty.
  3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2013 budget along with an interest penalty.
- 

**I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 on 1984.**

Certified By:

---

Chief Administrative Officer  
Prepared using the January 1, 2011 Valuation.

---

Date



August 10, 2012

**PERSONAL AND CONFIDENTIAL**

Ms. Vickie McGurk  
Clerk/Receptionist  
Dormont Borough  
1444 Hillsdale Avenue  
Suite 10  
Pittsburgh, PA 15216

**RE: Borough of Dormont Non-Police Employees' Pension Plan  
2013 Minimum Municipal Obligation**

Dear Ms. McGurk:

Enclosed is the 2013 Minimum Municipal Obligation (MMO) Report for your Plan. This MMO must be submitted to the governing body of the Municipality by September 28, 2012 (although revisions may be made up to the time the budget is finalized). This report has been completed using the actuarial results from the January 1, 2011 valuation and the data you recently provided.

Please review the MMO calculations carefully. If any of the information that you previously supplied should be updated or corrected, contact us with any changes. If any changes are necessary, we will send you a revised MMO.

The Municipality should include the amount of the MMO (Item C. 4.) as an expenditure in the 2013 budget. State Aid to be received in 2013 should be included as a revenue/receipt in the 2013 budget. The funds used to satisfy the MMO include State Aid and local revenues. The entire MMO amount must be deposited into the Plan by December 31, 2013 regardless of the actual amount of State Aid received in 2013.

**Please note that State Aid you receive in October 2012 should be applied to the 2012 MMO that was prepared in the fall of 2011.**

If you should have any questions about the enclosed calculation or the MMO process in general, feel free to contact me at (412) 394-9332.

Sincerely,

A handwritten signature in blue ink that reads "Bill Asay".

William C. Asay, CEBS  
President

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Enclosure

**BOROUGH OF DORMONT NON-POLICE EMPLOYEES' PENSION PLAN  
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION  
FOR 2013 MUNICIPAL BUDGET**

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**A. Normal Cost**

1. Normal Cost as a Percent of Payroll	6.994%
2. Estimated 2012 Payroll for Active Participants	\$ <u>760,753</u>
3. Normal Cost (A1 x A2)	\$ <u><u>53,207</u></u>

**B. Financial Requirement**

1. Normal Cost (A3)	\$ 53,207
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	14,454
4. Amortization Payment, if any	<u>0</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u><u>67,661</u></u>

**C. Minimum Municipal Obligation**

1. Financial Requirement (B5)	\$ 67,661
2. Anticipated Employee Contributions (3.8% of Estimated Payroll)	28,909
3. Funding Adjustment, if any	<u>28,618</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u><u>10,134</u></u>

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**NOTES:**

1. 2013 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
  2. Deposit into the Plan's assets must be made by December 31, 2013 to avoid an interest penalty.
  3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2013 budget along with an interest penalty.
- 

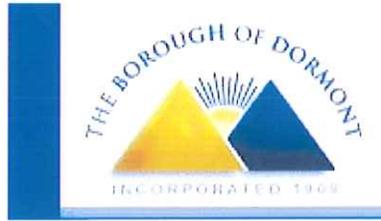
**I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 on 1984.**

Certified By:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

Prepared using the January 1, 2011 Valuation.



## MEMORANDUM

**Date:** September 18, 2012

**To:** President, Vice-President, Council and Mayor

**From:** Jeff Naftal, Borough Manager 

**Subject:** Purchase of Computer for Recreation Director

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### Background:

Our new Recreation Director is using an Apple "Mac Mini" computer that was purchased over 4 years ago. Though it was designed to run Apple software, the Borough at the time formatted the hard drive to work with Microsoft operating systems. The computer still works. However, the computer, one of four still in use in the Borough, is extremely slow and has no capacity for upgrading.

### Discussion:

Given that the new Director will be handling significant amounts of electronic information, including managing the Borough's Facebook and Twitter accounts, I feel that it is imperative that she have computer hardware and software that facilitate this. Already she is finding that she must wait 15-30 seconds for an e-mail to open. In addition, the newest Office and other programs will not run on this computer. The attached quote from Dell indicates that we can purchase a new computer for the Director for \$692.50. Funding for this is available in the Data Processing Department, Administration Hardware line item.

During the budget process, I intend to ask Council to include a computer hardware replacement program that would replace all of the Borough's computers every three years. Should that program be implemented, then this new computer would not be replaced until 2016 pursuant to that schedule.

Recommendation:

I recommend that the Borough Council authorize me to purchase a new computer for the Recreation Director at a cost of \$692.50.

JN

Attachment

**DELL****QUOTATION**

QUOTE #: 627213480

Customer #: 86036878

Contract #: 17ABH

Customer Agreement #: 4400002819

Quote Date: 7/23/12

Date: 7/23/12 4:33:00 PM

Customer Name: BOROUGH OF DORMONT

<b>TOTAL QUOTE AMOUNT:</b>	<b>\$692.50</b>		
<b>Product Subtotal:</b>	<b>\$647.19</b>		
<b>Tax:</b>	<b>\$45.31</b>		
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>		
<b>Shipping Method:</b>	<b>Ground</b>	<b>Total Number of System Groups:</b>	<b>1</b>

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$647.19	GROUP TOTAL: \$647.19
<b>Base Unit:</b>	OptiPlex 390 Desktop Standard PSU (225-1461)		
<b>Processor:</b>	Core i3-2120, 3.3GHz, 3M, VT-x, 65W, Optiplex 390 (317-7542)		
<b>Memory:</b>	4GB,Non-ECC,1333MHz DDR3,1X4GB,Dell OptiPlex 390 (317-7547)		
<b>Keyboard:</b>	Dell USB Entry Keyboard, No Hot Keys, English, OptiPlex (331-2024)		
<b>Monitor:</b>	No Monitor Selected, Dell OptiPlex (320-3704)		
<b>Video Card:</b>	Integrated Video,HD Graphics 2000, Optiplex 390 (320-2480)		
<b>Hard Drive:</b>	250GB 3.5" SATA 3.0Gb/s and 8MB Data Burst Cache,Dell OptiPlex 390 (342-3283)		
<b>Operating System:</b>	Windows 7 Professional,No Media, 64-bit, Optiplex, English (421-5606)		
<b>Operating System:</b>	Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)		
<b>Operating System:</b>	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)		
<b>Mouse:</b>	Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)		
<b>CD-ROM or DVD-ROM Drive:</b>	16X DVD-ROM SATA,Data Only,Dell OptiPlex 990 Desktop and Minitower (318-0483)		
<b>CD-ROM or DVD-ROM Drive:</b>	Cyberlink Power DVD 9.5,No Media, Dell OptiPlex, Latitude and Precision Workstation (421-4370)		
<b>Sound Card:</b>	Heat Sink, Mainstream, Dell OptiPlex 390 Desktop (331-3192)		
<b>Speakers:</b>	Internal Speaker, Optiplex (318-0319)		
<b>Cable:</b>	OptiPlex 390 Desktop Standard Power Supply (331-3195)		
<b>Cable:</b>	Regulatory Label,Dell OptiPlex 390 Desktop (331-3430)		
<b>Documentation Diskette:</b>	Documentation,English and French,Dell OptiPlex (331-2030)		
<b>Documentation Diskette:</b>	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)		
<b>Bundled Software:</b>	Microsoft Office Starter 2010,Dell OptiPlex,Precision and Latitude (410-0348)		
<b>Factory Installed Software:</b>	Dell Energy Smart Power Management Settings Enabled,This Item is Not EStar Qualified,OptiPlex (330-4817)		
<b>Feature</b>	No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)		
<b>Service:</b>	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended (953-4162)		
<b>Service:</b>	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis Initial Year (956-3780)		
<b>Service:</b>	Dell Limited Hardware Warranty Plus Service Extended Year(s) (936-3268)		
<b>Service:</b>	Dell Limited Hardware Warranty Plus Service Initial Year (932-1807)		
<b>Misc:</b>	Chassis Intrusion Switch,Dell OptiPlex Ultra Small Form Factor and Desktop (317-2828)		
<b>Misc:</b>	No Quick Reference Guide,Dell OptiPlex (310-9444)		
<b>Misc:</b>	Shipping Material for System,Desktop,Dell OptiPlex 990 (331-1269)		

SALES REP:	JC Otero	PHONE:	800-274-7799
Email Address:	jc_otero@dell.com	Phone Ext:	

Please review this quote carefully. You may order online by signing into Premier at [www.premier.dell.com](http://www.premier.dell.com). Click on the eQuotes link. To order without Premier, go to [www.dell.com/qto](http://www.dell.com/qto).

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## MEMORANDUM

**Date:** September 18, 2012  
**To:** President, Vice-President, Council and Mayor  
**From:** Jeff Naftal, Borough Manager *gn*  
**Subject:** Website Upgrade Package

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### Background:

The Borough upgraded its website in 2008 by purchasing a hosted website solution from GovOffice. This product allows the Borough to select a theme, add Borough images, and then be updated by staff as needed. Their software is used by local governments across the country and in fact, I have used their software in 3 of my previous positions. It is a very functional software depending on the design of the template chosen.

### Discussion:

One of the first things I began working on when I started was upgrading the website. It was hard to read and hard to look at and information was placed haphazardly throughout the site. But the biggest concern that was expressed to me about the site by multiple individuals, including the committee formed by Council to address some of these concerns, was that the site did not offer “dropdowns”. Dropdowns are headers that when you hold your cursor over them, you can see all of the subsections underneath, thus making it quicker and easier to locate the pages you want on the site.

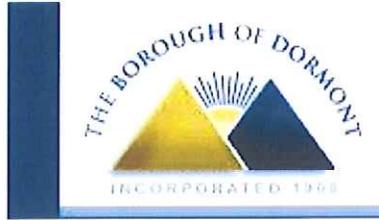
I have spent a portion of my time over the last 2 months improving the website and I believe that it is a much more user-friendly site at this time. However, it still lacks that dropdown functionality which is so common on other sites and which can make the user experience so much better. While I have organized various subsections under some of the headings that previously existed, the only way a user can know they are there is to click on the heading or to do a search.

Therefore, I am proposing that we upgrade the website with a one-time fee of \$1,200. This fee will allow me to pick a user-friendly template with dropdowns and import our pictures into the background on each screen. All of our data will remain but it will be imported into the new theme. The site will never be offline during the process and our annual maintenance will not increase with these changes. Funds for this are available in the Data Processing Department, Administration Hardware line item.

Recommendation:

I recommend that the Borough Council authorize me to execute an agreement with GovOffice to replace our existing template with a new, user-friendly template, at a cost of \$1,200.

JN



## MEMORANDUM

**Date:** September 19, 2012  
**To:** President, Vice-President, Council and Mayor  
**From:** Jeff Naftal, Borough Manager   
**Subject:** Request for Temporary Special Event Sign Permit for AARP

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### Background:

On August 29, we received a letter and sign permit application from the Dormont AARP chapter requesting permission to place a sign announcing their semi-annual Pancake and Sausage Brunch on the tennis court fence facing Banksville Road. The event is to be held on October 20, 2012. The brunch will be held at the Dormont Presbyterian Church on Potomac Avenue.

### Discussion:

Section 210-81 (E) (1) of the Borough's Code applies to this application. A copy of that section of the Code is attached to this report. This application meets the requirements of the section in that it is a non-illuminated, temporary event sign and it will be placed on a lot containing a public building. And while it does not meet the maximum square footage of 20 feet, it is 36 square feet, that portion of the Code has been relaxed while revisions are being made to increase the maximum square footage. The only issue not addressed is whether the Borough wants to allow signs for non-Borough events on the tennis court fences.

We have no clear policy or rules about which signs can be placed on our property. In the past we have placed signs on the tennis court fence for events sponsored by Borough entities such as Main Street events and the Farmer's Market. In this case, while it is not a Borough sponsored event, it is a non-profit organization operating in the Borough and the event itself is being held in the Borough. The problem becomes where we draw the line. I have already rejected a request from a vendor outside of the Borough to place a sign on the Borough's tennis court fence.

I believe that we need not just the change to the ordinance to allow more sign area but we need to have a policy for the placement of signs and other advertising on Borough property. I would therefore recommend that Council authorize me to move forward with development of such a policy. At the same time, considering that this will be for a Dormont organization with a Dormont location and it will only be up for less than 3 weeks, I would recommend approving this application with the understanding that future applications will be judged on their own individual merits pursuant to a future Borough policy.

Recommendation:

I recommend that the Borough Council approve the application of the Dormont Chapter of the AARP to post a 36 square foot sign on the tennis court fence facing Banksville Road from October 2, to October 21, 2012.

JN

Attachments

Cc: Pat Kelly, Building Official

# AARP Chapter

August 29, 2012

Arlene Peelor  
221 Buchanan Place  
Apt. E3  
Pittsburgh, PA 15228  
412-341-9326

Dormont Borough Manager  
1400 Hillsdale Avenue  
Pittsburgh, PA 15216

Dear Sir:

Dormont AARP #3016 is holding their semi-annual Pancake and Sausage Brunch on October 20, 2012 at Dormont Presbyterian Church. I am writing to ask your permission to place a sign advertising the brunch on the tennis court fence on Banksville Road from October 1, 2012 to October 20, 2012. It is of legal size. This brunch will benefit a local charity.

Thank you.

Sincerely,



Arlene Peelor  
Chairman, Pancake and Sausage Brunch

Pat

You have the letter  
I submitted. Even  
though it says Oct 1 - Oct 20,  
we would put up the  
sign after the Oct 1  
council meeting with  
your approval. Call  
if I have to re-do the  
letter because of the  
1 day date change.

Arlene Febo  
412-341-9326



# BOROUGH OF DORMONT

## APPLICATION FOR SIGN PERMIT

Application Date: 9/4/12 2865 ESTY AVE.  
Applicant Name: AARP Dormont #3016 Pancake Break  
Business Name: Arlene Peeler - V.P. + Chairman of  
Business Address: Dormont Presbyterian Church  
Potomac Ave.  
Business Phone: 412-341-9326  
Check One: Permanent Sign \_\_\_\_\_ Temporary Sign   
Number of lineal feet of storefront: N/A  
Square feet of existing signage: N/A  
Square feet of proposed signage: 36  
140 sq. feet  
Depth of Sign as measured from building: N/A  
Is the sign lighted? No If so, how? \_\_\_\_\_  
Cost of Sign: \$100  
Applicant Signature: Arlene Peeler

Sketch of proposed sign - Please show exact dimensions:

~~20~~  
12 ft

Dormont AARP Chapter 3016  
Pancake Brunch  
October 20, 2012 8-1pm  
Dormont Presbyterian Church on Potomac Ave

36 ft

For Official Use Only:

Permit Cost: \$18.00

Approved By: \_\_\_\_\_ 210-81E

36 FT  
x 150  
18

NEED COUNCIL'S APPROVAL  
ON PERMITS & PROPERTY OVER  
50 FOOTAGE ALLOWED PER ORDINANCE



AL

# AARP CHAPTER LIABILITY INSURANCE POLICY INFORMATION

June 1, 2012 - June 1, 2013 (12:01 am)

Because of the difficulty and expense for Chapters to obtain individual liability insurance coverage, AARP, through its insurance broker, Beecher Carlson, and its insurance carrier, Arch Insurance Group, is offering a group general liability insurance policy. This policy is available to all Chapters, and AARP strongly recommends that chapters purchase this coverage. **New: All chapters are required to obtain legal liability insurance coverage by June 2013 due to the recent change in the AARP chapter policy.**

Insurance is a very complicated subject. AARP strongly encourages all Chapters with extensive operations to discuss their needs with a knowledgeable advisor in their locality. It is impossible for the National Organization to advise each and every Chapter on its particular needs. We would hope, however, that this group policy provides ample protection, with significant savings.

Each AARP Chapter is encouraged to study the information contained in this document and review its insurance requirements with knowledgeable Chapter members or local insurance advisors. Chapters that utilize this group policy should find that it provides the basic protection generally desired by a Chapter.

The basic coverage being offered is Commercial General Liability Insurance. A general synopsis of the coverage provided is listed on pages 2-4.

This coverage is designed for the protection of the Chapter in the event that the Chapter is sued by a third party party. ***Voluntary medical payments or accident medical reimbursement coverage for Chapter membership is not provided since it is presumed that the members carry insurance for their own protection.***

If the Chapter is interested in this liability insurance protection, the enclosed application should be completed and forwarded, with a check for the premium payment, to the address provided. The check must be made payable to **Beecher Carlson**. The Chapter will receive a Certificate of Insurance evidencing insurance coverage and the procedure to follow should it become necessary to report an accident.

If you have questions please call the following numbers:

For questions regarding the insurance policy coverage, additional parties covered by policy, and claims contact: Mr. Bill Dornhecker at Beecher Carlson at (617) 532-9421, [bdornhecker@beechercarlson.com](mailto:bdornhecker@beechercarlson.com).

## INSURANCE COMPANY

Arch Insurance Company is rated A XV by the A.M. Best Company. Insurer name will be shown on any certificate issued.

### Commercial General Liability - Premises and Operations

Insures *legal liability* for accidental Bodily Injury or Property Damage that results from either a condition on the chapter's premises or operation in progress, whether on or away from the premises. The insurance company will defend any claim even if the claim is groundless, false or fraudulent. However, there is no duty to defend the insured against any suit seeking damages for bodily injury or property damage to which this insurance does not apply.

### Extensions of Coverage

**Lease of Premises** - "Hold Harmless" contractual liability with landlord included as additional insured if required by lease agreement. An important coverage provided by the Chapter Group Liability Insurance policy is for lease of premises hold harmless agreements. If the Chapter has accepted the responsibility for damages which might occur at its meeting place, it is strongly recommended that the Chapter obtain the insurance protection provided by this policy.

#### **Personal Injury:**

- A. False arrest, detention or imprisonment;
- B. Malicious prosecution;
- C. Wrongful entry or eviction, or other invasion of the right of private occupancy.
- D. Oral or written publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services; or
- E. Oral or written publication of material that violates a person's right of privacy

Fire Legal Liability for damage to Real Property in your Care Custody or Control.

Host Liquor Law Liability - Giving or serving of alcoholic beverages at functions incidental to operations.

Products Liability - The liability for bodily injury or property damage arising out of the products sold, distributed, manufactured or handled by the chapters.

### LIMITS OF PROTECTION

Commercial General Liability:

- \$1,000,000 each occurrence
- \$1,000,000 annual aggregate
- \$3,000,000 annual aggregate All Chapters.
- \$1,000,000 annual aggregate Products and Completed Operations

The information contained herein on the proposed insurance coverages is intended to serve only as a partial and general outline of coverage. It does not alter, amend or change the actual provisions of the policy itself which contains exclusions, limitations, terms and conditions of coverage.

## **BUS AND OTHER GROUND TOURS**

Another area of concern to the Chapter and its officers should be the question of liability coverage on bus and other tours. Before chartering a bus, the Chapter should check the adequacy of the insurance coverage provided by the bus company and attempt to get the chapter named as an additional insured onto the bus/tour company's insurance policy. The chapter should receive a certificate of insurance evidencing this. Again, the Chapter Group Liability Insurance policy does not provide voluntary medical payments or accident medical reimbursement coverage for the benefit of the Chapter members. It only protects the Chapter for its legal liability against claims or suits filed against it.

## **BOATS AND OTHER WATERCRAFT - EXCLUSION**

The policy contains a standard exclusion for claims arising out of the ownership, maintenance, use or entrustment to others of any watercraft owned or operated by or rented or loaned to any insured. Use includes operation and loading or unloading. Coverage will therefore be unavailable under this program in situations where a boat or other watercraft is chartered.

## **ACCIDENT REPORT INFORMATION**

**When an accident occurs involving a Chapter, that Chapter must file an accident report promptly – preferably within the first few days of the incident - so as to alert the insurance company of a possible claim. Accident reporting instructions will be mailed to each Chapter upon receipt of the Chapter's application and check. The completed accident report form is to be emailed to [gbrown@beechercarlson.com](mailto:gbrown@beechercarlson.com) or faxed to Glenn Brown at (617) 532-9490. It should be pointed out to the injured party that the filing of the accident report does not constitute a claim on his or her behalf. If the accident was due solely to the injured party's own negligence, the probability is that the injured party would have no claim against anyone else. If some other party negligently caused the accident, the injured party should pursue his or her rights, preferably with the advice of legal counsel. However, the Chapter Group Liability policy does not provide voluntary medical payments or accident medical reimbursement coverage for the benefit of the Chapter membership. Most Chapter members have some form of 24-hour medical insurance coverage, whether it be Medicare, Blue Cross, Supplemental or other type of insurance.**

If the Chapter policy were extended to include medical coverage for the member, the protection would only cover the member while on Chapter business and the member would still have to maintain this other form of coverage. Such an extended Chapter policy in most cases would therefore be duplicating existing coverage and not providing any additional benefits. Since the insurance company would charge a full premium, the cost of providing such coverage for all members who attend the meeting would be prohibitive.

## **EFFECTIVE DATES OF COVERAGE AND PREMIUM RATES**

The master policy runs from June 1, 2012 to June 1, 2013 (12:01 am). The premium rate for coverage is \$98. The open enrollment period ends June 1, 2012.

For applications received prior to June 1, 2012, coverage begins on June 1, 2012.

For applications received after June 1, coverage becomes effective when AARP receives the written confirmation from the insurance carrier. In this case, coverage is for the remainder of the policy term.

On and after December 1, Chapters may obtain coverage for the remainder of the policy term at \$52.00.

- A. Bulletin sign. One bulletin sign which is nonilluminated or indirectly or internally illuminated and which does not exceed 24 square feet in surface area shall be permitted in connection with any church, school, library or similar public or semipublic building.
- B. Real estate sign. One nonilluminated temporary real estate sign shall be permitted on each lot, provided that the surface area of the sign shall not exceed six feet in height. The real estate sign shall not exceed six square feet in surface area when located in any residential zoning district and shall not exceed 12 square feet in any other zoning district. Such sign shall be removed within 30 days of the sale or rental of the property on which it is located.
- C. Development sign. One nonilluminated temporary development sign shall be permitted on each lot, provided that the surface area of the sign shall not exceed 32 square feet in surface area. The development signs shall not exceed six feet in height when located in any residential zoning district and shall not exceed 10 feet in height in any other zoning district. Such sign shall be removed within 30 days of the sale or rental of the last lot or completion of the proposed construction in the development.
- D. Construction sign. One nonilluminated temporary construction sign announcing the names of contractors, mechanics or artisans engaged in performing work on the premises shall be permitted on a lot, provided that the sign shall not exceed 12 square feet in area and shall be removed within 30 days of the completion of the work.
- E. Temporary special event sign.
  - (1) One nonilluminated temporary special event display sign, as defined by this chapter, shall be permitted to be erected on any lot containing a public building, church or building housing a nonprofit organization, provided that the area of the sign shall not exceed 20 square feet and provided that the sign is displayed for a period no longer than 30 days and is removed within five days following the event that it is erected to promote.
  - (2) The temporary special event display sign shall be either securely affixed to the building or to an existing freestanding sign or, if freestanding on the lot, shall be securely anchored and shall be located outside the public street right-of-way, behind any sidewalk and in a location which does not constitute a public safety hazard for pedestrian or vehicular traffic.
- F. Home occupation identification sign. One nonilluminated home occupation identification sign shall be permitted for an approved home occupation, provided that the surface area of the sign does not exceed one square foot and the sign shall contain only the name, address and occupation of the resident and shall not contain any logo or other advertising.
- G. Political signs. Nonilluminated temporary political signs erected during a political campaign shall be permitted in all districts, except the P-1 Park District, provided that they are not of a type restricted by § 210-80A(1) of this chapter and provided that the surface area of such signs shall not exceed six square feet. The signs shall not be erected before 20 days prior to the election and shall be removed within five days after the election for which they were erected. [Amended 8-2-1999 by Ord. No. 1484]
- H. Off-premises directional signs.