

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

**Meeting Date: Tuesday, November 5, 2013 (3:00 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Presentation – A presentation from John Haley of Outsource PC Services of an application he developed to be utilized by the Fire Marshal and two Assistant Fire Marshals for use during daily field inspections to increase efficiencies.
2. Appointment of Office Clerk IV Part-Time (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appoint Ms. Suzanne Grau to the position of Office Clerk IV Part-Time in the Records Division of the Police Department effective November 18, 2013 at a rate of \$13.18 per hour. This position is vacant due to a recent resignation (see letter from M. Henderson).
3. Contract Extension for Uniform Cleaning/Laundrying (Police Dept.) - Request of Chief Mark Henderson for Town Board action to extend the current contract with Town & Country Cleaners for uniform cleaning and laundrying for a fourth year per the original agreement (see letter from M. Henderson).
4. Request to Solicit Proposals for MCC Sanitary Sewer Project Design Services Phase III (Public Works) – Request from Mike Guyon for Town Board authorization to solicit proposals for professional design services for Phase III of the Monroe Community College sanitary sewer project (see letter from M. Guyon).
5. Change Order for Veterans Memorial Site Improvements – Request from Mike Guyon for Town Board authorization to execute change order #3 with Birchcrest Tree and Landscape Inc. in the amount of \$2,996 to install a French drain along the northern boundary of the Veterans Memorial to help alleviate drainage problems along the Community Garden's southern boundary. This cost will be split between the Community Gardens and the Vet's Memorial (see letter from M. Guyon).
6. Request to Purchase Fiber Interconnection (Sewer/Public Works) – Request from Mike Guyon for Town Board authorization to enter into an agreement with Fibertech Networks to install and support a fiber optic line between the Town Hall and the Operations Center for a one-time fee of \$5,000 and a monthly fee of \$900 (see letter from M. Guyon).
7. Budget Transfer for Building Code Review (Building & Planning Dept.) – Request from Ramsey Boehner for Town Board action to authorize a budget transfer totaling \$3,660 from unallocated cashouts to part-time wages and benefits in the Building and Planning Department to support NYS Building Code compliance reviews for building permits (see letter from R. Boehner).

8. Budget Transfer for Truck Repairs and Replacement (Highway) – Request from Tim Keef for Town Board authorization to transfer \$55,000 from road salt appropriations to vehicle maintenance/repair (\$3,200), vehicle parts (\$1,800) and trucks (\$50,000) to support additional truck repairs and the replacement of a medium duty dump truck (see letter from T. Keef).
9. Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services. The Town Pittsford will pay Brighton to plow Allens Creek Road for the 2013-14 snow season at the County's reimbursement rate (see letter from T. Keef).
10. Contract with Monroe County for Snow & Ice Control Services (Highway Dept.) – Request from Tim Keef for Town Board authorization of the Supervisor to execute a renewal agreement with Monroe County Department of Transportation (MCDOT) in the amount of \$304,935.46 for snow & ice control for the 2013/2014 season. The Town will be reimbursed by MCDOT for these services provided on county roads in the Town of Brighton (see letter from T. Keef).
11. Disposal of Fixed Assets (Finance) – Request from Suzanne Zaso for Town Board action to declare as lost or destroyed various computer equipment (see memo from S. Zaso and accompanying list of assets).
12. Request to Solicit Proposals for Audit Services – (Finance) – Request from Suzanne Zaso for Town Board authorization to solicit proposals for annual financial auditing services of the Town's Operating, Capital, and Special District Funds along with special reviews (see memo from S. Zaso).
13. Discussion - Discussion with Suzanne Zaso regarding an accounts payable purchasing card program as a form of vendor payment with cash rebate of 1% for every paid dollar.
14. Amend Flexible Spending Plan (Personnel) – Request from Gary Brandt for Town Board action to amend the Town's employee flexible spending plan (FSA) to replace the provision of a grace period with a new \$500 carry-over provision beginning with the 2014 plan year (see memo from G. Brandt).
15. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 19, 2013, 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 4, 2013

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

Dear Board Members:

As a result of recent resignations there currently exists a vacancy at the position of Office Clerk IV (Part-Time) within the Brighton Police Department. After a search for qualified candidates, Ms. Suzanne J. Grau has been selected to fill this position. Ms. Grau is a Brighton resident who has retired from full-time employment with prior experience in the customer service field. The part-time position is limited to twenty hours per week and does not require civil service action for hiring.

I respectfully request that the Honorable Town Board authorize the hiring of Suzanne J. Grau to the position of Office Clerk IV (Part-Time) within the Brighton Police Department, effective November 18, 2013 to a 52 week probationary period, at a rate of pay of \$13.18 per hour (Starting Rate).

Respectfully,

A handwritten signature in blue ink that reads "Mark Henderson".

Mark T. Henderson  
Chief of Police

xc: Gary Brandt, Director of Personnel



# 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 4, 2013

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

Re: 2014 Police Dry Cleaning Contract

Dear Board Members:

On October 20, 2010, the Police Department opened and publicly read the only bid received for dry cleaning and laundering of uniforms for the year 2011. As you know, the bid received was from Town and Country Cleaners and it included an option to extend the contract up to four additional years at the mutual consent of both parties.

I have been very satisfied with their past service and I would recommend that the Town Board renew this contract with Town and Country Cleaners for 2014.

Respectfully,

Mark T. Henderson  
Chief of Police

MTH:jpo



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

4

October 30, 2013

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

Re: Monroe Community College Sanitary Sewer Project.  
Prepare and solicit an RFP for Professional Design Services Phase III

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services for Phase III of the Monroe Community College sanitary sewer project. Design drawings for phases I and II were previously developed by the Town of Brighton Department of Public Works. Phase III of the MCC sanitary sewer project includes three roadway crossings using boring or directional drilling technology. The Town of Brighton Sewer Department does not have the expertise to complete these roadway crossings. Therefore, construction bid documents must be developed to complete this work.

The Department of Public Works could prepare these documents however, the consequences of encountering an unforeseen obstacle while performing pipe installations associated with borings and directional drilling can be costly. The use of a professional design firm that has extensive experience in this area will reduce potential conflicts and limit the Town of Brighton's exposure.

Funds are available in account SS.Sewer.8120 2.80 to perform the professional design services for Phase III of the MCC Sanitary Sewer project. Therefore, we are requesting authorization to prepare and solicit a request for proposals for professional design services for Phase III of the Monroe Community College sanitary sewer project. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.  
Town Engineer

cc: S. Zaso  
T. Keef  
S. Zimmer  
Mary Ann Hussar



50



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

October 31, 2013

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

Re: The Veterans Memorial  
Birchcrest Tree and Landscape  
Additional Services  
Install Drainage System to Capture Storm water from the Community Garden

Dear Councilperson Werner and Committee Members:

At the August 8, 2012 meeting the Town of Brighton Town Board awarded the contract for the Veterans Memorial Site Improvements to Birchcrest Tree and Landscape, Inc. for a total cost not to exceed \$64,968.52. In November of the same year the Town Board authorized a change order in the amount of \$16,404.95. This change provided additional funding for landscaping, flagpole, lighting, a bench and the installation of a Bronze plaque. In September of 2013 the Town Board authorized a second change order in the amount of \$32,960.00 to complete the work listed in Table-I. The original contract and the work completed as part of Change Orders 1 and 2 were funded by donations and grant moneys.

Table-I – Change Order 2

| Description                                    | Estimated Quantity | Unit | Unit Cost | Total Cost   |
|--|--------------------|------|-----------|--------------|
| Stone Curb Edging typical curb height straight | 160                | LF   | \$ 66.00  | \$ 10,560.00 |
| Stone curb edging typical height curved        | 320                | LF   | \$ 70.00  | \$ 22,400.00 |
| TOTAL =  |                    |      |           | \$ 32,960.00 |

During the spring of 2013 representatives of the Community Garden expressed concern that the Veterans Memorial Site was exacerbating drainage problems along the gardens southern boundary. Dave Daily of Birchcrest Tree and Landscaping suggested installing a french drain system including several inlets to alleviate the drainage situation. Mr. Daily provided a cost estimate of \$2,996 to complete this work. Half of the cost to complete this work, \$1,498.00 will be reimbursed by the Veterans Memorial Fund, TE



(56)

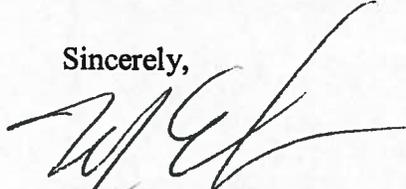
Veterans Memorial  
September 11, 2013

92.Vets. The remaining \$1,498.00 will be reimbursed by the Town of Brighton General Fund.

I am requesting that FASC authorize the Town Board to increase the Birchcrest Tree and Landscape, Inc. contract and authorize the Supervisor to execute Change Order Number 3 in the amount of \$2,996.00. A copy of the change order is attached for your reference.

I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,



Michael E. Guyon, P.E.  
Department of Public Works

Cc: Suzanne Zaso  
Tim Keef  
Mary Ann Hussar



5c.



# 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

### VETERANS MEMORIAL SITE WORK CONTRACT CHANGE ORDER NUMBER 3

**CONTRACTOR:** Birchcrest Tree and Landscape Inc.

**DATE:** October 31, 2013

**CHANGE IN CONTRACT TIME:** Contract must be completed by June 30, 2014

DESCRIPTION OF CHANGE ORDER:

This change order includes the following additional work performed by the contractor:

| Description of Work  | Amount     |
|--|------------|
| 1. Install french draina along northern boundary of the Veterans Memorial Site | \$2,996.00 |
| <hr/>  |            |
| which is cause for the following adjustment to the contract:                   | \$2,996.00 |

Positive net change to contract resulting in an increase of: \$2,996.00

Total cost increase this change order: \$2,996.00

Original Contract Price: \$64,968.52

Previous Change Orders:

Change Order #1 \$16,404.95

Change Order #2 \$32,960.00

Adjusted Contract Price through previous change orders \$114,333.47

Adjusted Contract Price through Change Order #3: \$117,329.47

The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract. All other terms and conditions of said contract as modified shall remain the same.

#### APPROVALS

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DEPARTMENT OF PUBLIC WORKS

\_\_\_\_\_  
SUPERVISOR



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

Loa.

November 1, 2013

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

Re: Purchase Request  
Dedicated Fiber Interconnection to the Operation Center

Dear Councilperson Werner and Committee Members:

The Operation Center and Town Hall have two distinct network systems. At present, transferring information between these two network systems is not practical due to the interconnection speed. The existing point-to-point T-1 line shares telephone service to the Operations Center as well as data access to shared servers and the Finance system on the AS/400 (iSeries midrange computer). The charge for this line is \$290 per month. Information such as GIS mapping, drawing files and archived data contained in Laserfiche cannot be shared between the departments and must be duplicated which results in obvious work inefficiencies. A fiber optic interconnection between the Town Hall and the Operations Center will significantly increase the data transfer speed thus reduce the need to duplicate information and improve work efficiencies. Additionally, it is my understanding that the Operation Center's current phone system has experienced sporadic outages. The Operations Center is available 24 hours a day 7 days a week and a reliable phone system is essential. A fiber optic line will also provide a more reliable phone service connection.

Fibertech Networks provided a price quote which includes a one-time fee of \$5,000 and an ongoing monthly fee of \$900 for a 5 year term to install a dedicated fiber optic line between the Town Hall and the Operation Center to replace the point-to-point T-1. The increased monthly cost realized by the Town will be \$900 - \$290 (existing monthly charge) = \$610. A longer term contract will reduce the monthly fee. Fibertech Networks is on the New York State Office of General Services bidding list. I have attached a copy of the price quote for your reference.

Funding is available in account SS.Sewer.8120 2.80. We understand that these monies exclusively fund activities and services associated with the sewer district. Initially, we anticipate that approximately 90% of the information transferred by the proposed fiber optic line will include data to and from the sewer department. Ultimately, the fiber optic line will facilitate the transfer of information from the sewer, highway and DPW departments. The highway, sewer and DPW budgets will be adjusted in the future to reflect each department's use of the fiber optic line.

The fiber optic line will improve the work efficiencies as follows:

- GIS Mapping – Currently the Sewer and Public Works Departments maintain separate GIS databases. Each department's mapping includes unique information that is inaccessible by the other department's network. Presently, updating the GIS mapping includes duplicating each department's information on the other department's network to insure that the information is consistent throughout the Town. The fiber optic line allows the development of a single GIS database that would be accessible to all of the departments.

2300 Elmwood Avenue • Rochester, New York 14618 • 585-784-5250 • Fax: 585-784-5373  
<http://www.townofbrighton.org>



Lab

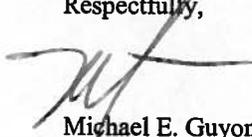
October 14, 2013

- **Design Drawings** – The present interconnection between the Town Hall and the Operation Center is not capable of efficiently transferring the information associated with AutoCAD files. Therefore, digital drawings files cannot be shared between the DPW and Sewer Department and neither department can assist the other in preparing digital drawings. Shared drawings are either copied onto a removable memory device or plotted onto 11" x 17" sheets and transported between departments. The fiber optic connection will enable departments to effectively share and assist in preparing drawing files.
- **Laserfiche** – Laserfiche is a records management system that archives information for future reference. Presently, the sewer department cannot access laserfiche and view and/or store information within the management system. The fiber optic interconnection will allow the sewer department to access information to evaluate a variety of situations. Additionally, this interconnection will enable the sewer department to store information which will then become readily accessible to Town staff located at Town Hall.

I am requesting that the FASC recommend that the Town Board authorize the Supervisor to enter into a contract with Fibertech Networks to install and support a fiber optic line between the Town Hall and the Operation Center for a one-time fee of \$5,000.00 and a monthly fee of \$900.00.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,



Michael E. Guyon, P.E.  
Town Engineer

- cc: S. Zaso  
T. Keef  
Mary Ann Hussar





**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

7

November 4, 2013

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

Re: 2013 Budget Transfer for Additional Architect Hours

Dear Honorable Members:

The current part-time Architect for the Town is budgeted to work 1,040 hour per year (an average of 20 hours per week). This past July I submitted a request to the Finance Committee seeking a transfer of approximately \$4,000 from current appropriations within the Building & Planning Department to add an additional 105 hours to this position for 2013 because of an increase in department work load for compliance reviews for existing and future building permit submissions. To date these additional hours have been used and our work load in this area has continued to increase.

To help stay on top of the demands for these compliance reviews, I am requesting that the Town Board consider an additional appropriation to the wages and benefits accounts in the Building and Planning Department to allow for an additional 90 hours to the position of part-time Architect for the remainder of 2013. In review with the Finance Director it is suggested that these funds be transferred from exiting appropriations to fund unanticipated cashouts. The transfer requested is as follows:

From: A.UNDST.9000 1.40 (other wages) \$3,400  
A.UNDST.9000 8.20 (FICA) \$260  
To: A.DPW.8020 1.20 (part-time wages) \$3,400  
A.DPW.8020 8.20 (FICA) \$260

I will be happy to respond to any questions or concerns you may have regarding this matter.

Respectfully Submitted,

  
Ramsey A. Boehner  
Town Planner

Cc: Tim Keef  
Gary Brandt  
Suzanne Zaso





8.

# 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

October 28, 2013

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

re: Proposed Transfer of Highway Funds  
Various Accounts for Truck Repair/Replacement

Dear Chairman Werner and Committee Members:

As you are aware, the winter weather at the front end of this year's season (January through March) was light, resulting in an advantageous budgetary situation in the Snow/Ice Control - Road Salt account (DHWY.5142 4.09). Furthermore, specific needs have been identified in the Highway Department that would benefit from a transfer of funds to effect repairs and purchases for unanticipated and/or unbudgeted items. Therefore, I would recommend, and ask your consideration, for the transfer of monies from the Highways Snow/Ice Control - Road Salt account (DHWY.5142 4.09) as follows:

- 1) transfer \$3,200.00 from said account to Highways Machinery - Equipment - Vehicle Maintenance/Repair (DHWY.5130 4.65) for outside repair services associated with Truck #47;
- 2) transfer \$1,800.00 from said account to Highways Machinery - Equipment - Vehicle Parts/Components (DHWY.5130 4.08) for parts needed to repair Truck #47;
- 3) transfer \$50,000.00 from said account to Highways Machinery - Equipment - Trucks/Vans (DHWY.5130 2.22) to replace Truck #73 (medium duty dump truck);

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon



9

# 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

October 28, 2013

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

re: Snow and Ice Control of Allens Creek Road Agreement  
with the Town of Pittsford (2013/2014)

Dear Chairperson Werner and Committee Members:

As you are aware, the Towns of Brighton and Pittsford have previously entered into an IMA for the Town of Brighton to perform snow and ice control upon that portion of Allens Creek Road within the Town of Pittsford. At this time I am requesting your support to renew the IMA for the upcoming season. The Town of Pittsford reimburses us at the same rate that the County reimburses us for the same service upon County Roads. Therefore, I recommend that the Finance and Administrative Services Committee recommend that the Supervisor be authorized to execute this document.

As always, thank you for your consideration. I will be in attendance at your specially scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

attachment

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon



# 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

October 28, 2013

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

re: Snow and Ice Control Agreement 2013/2014  
with the Monroe County Department of Transportation (MCDOT)

Dear Chairman Werner and Committee Members:

The Town of Brighton provides snow and ice control for Monroe County roads via an agreement with the Monroe County Department of Transportation. At this time I am requesting your support to renew said agreement with the MCDOT for the upcoming 2013/2014 season in the amount of \$304,935.46 (reflective of revised mileage rates for said season). Therefore, I recommend that the Finance and Administrative Services Committee approve the Supervisor to execute this document.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

attachment

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon

11a.

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
Subject: Disposal of Fixed Assets

From: Suzanne Zaso 

Date: November 5, 2013

In accordance with the Town Board's Fixed Asset Policy and Procedures, I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: Finance Department

Attached: Disposal of Fixed Asset Sheet

**TOWN OF BRIGHTON  
DISPOSAL OF FIXED ASSET**

DEPT. Cable

REQUESTING EMPLOYEE Suzanne Zaso

DATE November 5, 2013

DEPT. HEAD SIGNATURE \_\_\_\_\_

| TOWN I.D. # * | ITEM DESCRIPTION    | MANUFACTURER  | MODEL           | YEAR | VIN or SERIAL NUMBER | COST       | COMMENTS            |
|---------------|---------------------|---------------|-----------------|------|----------------------|------------|---------------------|
| 000990        | Wireless Microphone | Lectronsonics | UCR100          | 2004 | 3461                 | \$1,748.00 | Not Found           |
| 003454        | Camcorder           | Sony          | RVX-1000        | 1997 | 64365                | \$3,345.00 | Not Found           |
| 005234        | Doorway Dolly       | Matthews      | N/A             | 2005 | N/A                  | \$1,769.95 | Was scrapped at HWY |
| 005236        | Laptop              | Apple         | MacBook Pro 17" | 2008 | W88110AAYP4          | \$2,947.00 | Not Found           |
| 005236        | Laptop              | Apple         | iMac 24"        | 2008 | QP8090DEX8A          | \$1,998.00 | Not Found           |
| 005237        | Computer            | Apple         | MacBook Pro 17" | 2007 | W871806UW0M          | \$2,689.00 | Not Found           |
|               |                     |               |                 |      |                      |            |                     |
|               |                     |               |                 |      |                      |            |                     |
|               |                     |               |                 |      |                      |            |                     |
|               |                     |               |                 |      |                      |            |                     |
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|               |                     |               |                 |      |                      |            |                     |
|               |                     |               |                 |      |                      |            |                     |
|               |                     |               |                 |      |                      |            |                     |

\* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: \_\_\_\_\_ Town Board Authorization Date \_\_\_\_\_ Insurance Notification Date \_\_\_\_\_

115.

12.



SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (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 *SZ*  
Date: November 5, 2013  
Subject: Request for Proposals for Audit Services

I am requesting Town Board authorization of the Finance Office to seek proposals for annual audit services of the Town's Operating, Capital, and Special District Funds along with special reviews and single Federal and State audits as required.

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.

14a.

**TO:** Christopher Werner, Chair, Finance & Admin. Services Committee  
**FROM:** Gary Brandt, Director of Personnel & HR  
**DATE:** November 4, 2013  
**RE:** Employee Benefit Flexible Spending Account (FSA) Plan Modification

On October 31<sup>st</sup> the Obama Administration issued a new rule for FSA plans, allowing for a \$500 of FSA money rollover into the next program year. The new rule would take effect for 2014 plans. This will permit employees with FSA's to avoid up to \$500 per year in forfeited funds, as is the current rule for FSA's in the "use it or lose it" scenario, i.e. money left unspent after 12/31 of each FSA program year is forfeited to the employer.

I am requesting approval to amend the current Town FSA plan to allow for the implementation of the new rule for our 2014 plan.

Attached is the Brown & Brown announcement for this rule change.

c: Suzanne Zaso, Director of Finance



# FSA use-it-or-lose-it rule changed

BY KATHRYN MAYER

October 31, 2013

The U.S. Department of the Treasury and the IRS on Thursday issued a **notice** modifying the longstanding "use-or-lose" rule for health flexible spending arrangements. Participants now can carry over up to \$500 of their unused balances remaining at the end of a plan year. The rule will go into effect for the 2014 plan year.

Effective immediately, employers that offer FSAs that don't include a grace period will have the option of allowing employees to roll over up to \$500 of unused funds at the end of this plan year.

An employer cannot offer a FSA carryover provision and an FSA grace period at the same time, officials said.

For nearly 30 years, employees eligible for FSAs have been subject to the use-it-or-lose-it rule, meaning any account balances remaining unused at the end of the year are forfeited.

FSAs allow employees to contribute pre-tax dollars to pay for **out-of-pocket** health care expenses — including deductibles, copayments, and other qualified medical, dental or vision expenses not covered by the individual's health insurance plan.

**Health savings accounts**, on the other hand, are similar vehicles, but allow participants to build up savings over time.

The move, the departments announced, is making "FSAs more consumer-friendly and provide added flexibility."

"Across the administration, we're always looking for ways to provide added flexibility and commonsense solutions to how people pay for their health care," Treasury Secretary Jacob Lew said in a statement. "Today's announcement is a step forward for hardworking Americans who wisely plan for health care expenses for the coming year."

The change responds directly to more than 1,000 public comments the Treasury fielded. Employers and employees complained about the difficulty for employees to predict future needs for medical expenditures. Many FSA users said they scrambled at year end to spend the remaining amounts, often buying unnecessary medical supplies.

IRS officials said they believe a \$500 rollover cap is appropriate because most employees who lost money under the rule lost far less than that amount.

The rule will have far-reaching effects: An estimated 14 million families participate in FSAs.

Under the Patient Protection and Affordable Care Act, the amount an employee can set aside in an FSA dropped to \$2,500 this year. The \$500 carryover won't reduce the \$2,500 maximum a worker can contribute to a FSA each year, Treasury officials said.