

**WARREN COUNTY PUBLIC WORKS**

**DPW COMMITTEE MEETING**

**Thursday, August 22, 2013  
9:30 am**

**AGENDA**

**CALL TO ORDER..... Chairman Ralph Bentley**

**APPROVAL OF MINUTES..... Chairman Ralph Bentley**

**NEW BUSINESS..... Chairman Ralph Bentley**

**Page #**

**1 DPW OT Report..... Jeff Tennyson**

**2 DPW Fuel Report..... Jeff Tennyson**

**5 (R) Amend Budget – Services to Other Govt (\$10k)..... Jeff Tennyson**

**6 (R) Amend Budget – D.5112 County Roads (\$20k)..... Jeff Tennyson**

**7 (R) Sale of Surplus Equipment – Van Trailer..... Jeff Tennyson**

**8 (R) Intent to Fill – Naturalist (UpYonda Farm)..... Jeff Tennyson**

**Transfers**

**9 A7110.110 PRR Salaries to A7110.130 PRR Salaries PT (\$12.5k)..... Jeff Tennyson**

**Items of Interest**

- **Hicks Road Reconstruction (Awaiting DOT Bid Approval – Kubricky ALRB)**
- **Crane Mt Road Reconstruction (Awaiting DOT Bid Approval – New Century ALRB)**
- **DPW 2014 Budget Meetings**

**OLD BUSINESS..... Chairman Ralph Bentley**

**REFERRALS (none)..... Chairman Ralph Bentley**

**PRIVILEGE OF THE FLOOR..... Chairman Ralph Bentley**

**ADJOURNMENT..... Chairman Ralph Bentley**

DPW OVERTIME ALL DIVISIONS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2008	4180	4743	1796	301	940	889	707	343	1443	416	2919	1261	19938
2009	3155	1311	36	123	659	619	317	325	930	215	381	1813	9884
2010	1668	1462	89	205	120	489	390	251	1094	196	299	1147	7410
2011	2481	2238	1459	270	1464	1072	304	990	1482	866	396	577	13599
2012	1950	881	722	108	245	543	514	454	1073	356	366	2212	9424
2013	1279	1616	838	164	109	357	346	407					5116
Average	2452	2042	823	195	590	662	430	462	1204	410	872	1402	13074

Department of Public Works  
 Diesel & Unleaded Fuel Expense  
 for Period Ending July 31, 2013  
 As of 08/16/2013

Year	January	February	March	April	May	June
2006	\$ 30,076.00	\$ 19,299.00	\$ 19,327.00	\$ 15,096.00	\$ 26,956.00	\$ 24,890.00
2007	\$ 28,267.00	\$ 28,178.00	\$ 24,103.00	\$ 24,179.00	\$ 22,350.00	\$ 22,934.00
2008	\$ 41,643.00	\$ 51,796.00	\$ 27,756.00	\$ 27,519.00	\$ 33,621.00	\$ 43,618.00
2009	\$ 31,901.00	\$ 19,323.00	\$ 14,152.00	\$ 14,041.00	\$ 15,832.00	\$ 20,211.00
2010	\$ 20,251.00	\$ 21,890.00	\$ 18,052.00	\$ 20,409.00	\$ 21,826.00	\$ 24,286.00
2011	\$ 41,395.00	\$ 42,921.00	\$ 40,756.40	\$ 21,979.34	\$ 36,389.79	\$ 43,952.57
2012	\$ 40,027.00	\$ 25,334.00	\$ 31,974.00	\$ 28,001.77	\$ 29,323.87	\$ 33,578.02
<b>Seven Year Ave</b>	\$ 33,365.71	\$ 29,820.14	\$ 25,160.06	\$ 21,603.59	\$ 26,614.09	\$ 30,495.66
<b>Ave. Minus high/low</b>	\$ 34,334.00	\$ 27,529.20	\$ 24,242.40	\$ 21,836.47	\$ 26,815.38	\$ 29,861.21
<b>Actual 2013</b>	35917.67	\$ 33,902.19	\$ 29,065.23	\$ 22,110.54	\$ 22,994.76	

Year	July	August	September	October	November	December	Year Total
2006	\$ 23,890.00	\$ 27,924.00	\$ 19,789.00	\$ 21,014.00	\$ 12,504.00	\$ 17,912.00	\$ 258,677.00
2007	\$ 20,053.00	\$ 23,292.00	\$ 18,961.00	\$ 26,637.00	\$ 22,830.00	\$ 41,035.00	\$ 302,819.00
2008	\$ 41,711.00	\$ 36,772.00	\$ 36,849.00	\$ 33,330.00	\$ 20,615.00	\$ 34,086.00	\$ 429,316.00
2009	\$ 20,694.00	\$ 20,001.00	\$ 20,226.00	\$ 19,534.00	\$ 14,865.00	\$ 35,580.02	\$ 246,360.02
2010	\$ 21,243.00	\$ 22,945.00	\$ 21,119.00	\$ 18,731.00	\$ 18,193.00	\$ 24,298.00	\$ 253,243.00
2011	\$ 25,992.71	\$ 34,175.23	\$ 37,901.04	\$ 29,037.34	\$ 33,796.55	\$ 25,754.67	\$ 414,051.64
2012	\$ 30,915.85	\$ 31,184.24	\$ 30,933.55	\$ 35,501.21	\$ 22,835.91	\$ 37,425.63	\$ 377,035.05
<b>Seven Year Ave.</b>	\$ 26,357.08	\$ 28,041.92	\$ 26,539.80	\$ 26,254.94	\$ 20,805.64	\$ 30,870.19	\$ 325,928.82
<b>Ave. Minus high/low</b>	\$ 24,547.12	\$ 27,904.10	\$ 25,783.31	\$ 25,910.47	\$ 19,867.79	\$ 32,150.74	\$ 320,782.19
<b>Actual 2013</b>							\$ 143,990.39

**Budget Balance 07/31/2013** \$ 205,717

**Less: Projected Additional Expense** \$ 168,476

**Projected Budget Overage or (Shortage) @ current rates** \$ 37,241

**Department of Public Works  
Diesel Fuel Used (Gallons)  
for Period Ending July 31, 2013  
As of 08/16/2013**

Year	January	February	March	April	May	June
2006	11575	6480	6355	4488	8658	7438
2007	9445	9661	7290	7073	6345	6402
2008	10159	13655	5861	5145	6221	7891
2009	10599	6650	4841	5260	5787	6958
2010	5893	6673	4558	5435	6311	7306
2011	10891	10687	8845	3703	7415	10142
2012	8954	4932	6757	5843	6383	8165
<b>Seven Year Ave.</b>	9645	8391	6358	5278	6731	7757
<b>Ave. Minus high/low</b>	10010	8030	6221	5234	6535	7552
<b>Actual 2013</b>	7366	6947	5836	4268	4990	6359
<b>Projected 2013</b>						

Year	July	August	September	October	November	December	Year Total
2006	7051	8300	6169	6769	3462	5198	81943
2007	5315	6384	4924	6714	4795	10400	84748
2008	7298	6746	7082	6934	6088	10618	93698
2009	6756	6580	6297	6382	4344	7906	78360
2010	5241	7121	6401	5031	4576	6062	70608
2011	5480	7377	9046	6592	7705	5256	93139
2012	7420	6833	6799	7548	4470	8035	82139
<b>Seven Year Ave.</b>	6366	7049	6674	6567	5063	7639	83519
<b>Ave. Minus high/low</b>	6380	6931	6550	6678	4855	7532	82508
<b>Actual 2013</b>							
<b>Projected 2013</b>	6213	6931	6550	6678	4855	7532	38759

**Current Projected  
Price Cost      \$3.16      \$122,478**

**Department of Public Works  
Unleaded Fuel Used (Gallons)  
for Period Ending July 31, 2013  
As of 08/22/2013**

Year	January	February	March	April	May	June
2006	3271	3137	3200	2445	3045	3204
2007	3495	3099	3345	3059	2927	2937
2008	3725	3406	3359	3117	3252	3235
2009	3960	3465	3229	2824	2914	3341
2010	2587	2606	3063	3149	2849	3069
2011	3959	3528	3927	3002	3414	3459
2012	3174	2562	2486	2274	2646	2727
<b>Seven Year Ave</b>	3453	3115	3230	2839	3007	3139
<b>Ave. Minus high/low</b>	3525	3143	3239	2889	2997	3157
<b>Actual 2013</b>	2940	2498	2678	2672	2489	2432
<b>Projected 2013</b>						

Year	Year											Total
	July	August	September	October	November	December	January	February	March	April	May	
2006	2848	2841	2605	3022	2340	2725	34683					
2007	2874	3200	2799	3300	3229	3625	37889					
2008	3524	3342	3533	3835	2863	4170	41361					
2009	3294	3032	3293	2845	2317	3081	37595					
2010	3019	2832	3224	2803	2833	3269	35303					
2011	2588	3279	2855	2616	2511	2773	37911					
2012	2644	2949	2583	3012	2377	2751	32185					
<b>Seven Year Ave</b>	2970	3068	2985	3062	2639	3199	36704					
<b>Ave. Minus high/low</b>	2936	3060	2955	2996	2585	3100	36582					
<b>Actual 2013</b>	2940											
<b>Projected 2013</b>		3060	2955	2996	2585	3100	14696					

**Current Price \$ 3.13**  
**Projected Cost \$ 45,998**

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Department of Public Works, County Road**

**DATE: 08/20/2013**

- (a) Purpose of Amendment: To amend the County budget for increase in Services to other Government. Additional charges for paving of roads.
  
- (b) Appropriation Code, Object Code, Full Title and Amount, services to Other Governments, Rental Equipment \$10,000.
  
- (c) Revenue Code (with title), and Amount: D.5148 2306 Services to other Governments, Rd. & Bridge Charges, OT Governments. \$10,000.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: DPW

SIGNED:

DATE: 08.22.2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8173 280	County Roads, CR13 Glen Athol Road	D.5112.8173 280	County Roads, CR60 Harrington Hill Road	\$20,000

Please state reason for transfers requested: To transfer unused funds from one County Road Project to another.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

**RESOLUTION REQUEST FORM NO. 18**

***Request to Transfer or Sell County Equipment***

**DEPARTMENT NAME: DPW**

**DATE: 8/22/13**

- (a) Purchaser=s Name: Town of Warrensburg
  
- (b) Purchaser=s Address: Town Hall, 3797 Main Street, Warrensburg
  
- (c) **Description, Serial Number and/or County Inventory Number** of Item being sold:  
Wabash Semi Trailer, WC 700BT / 86-42, Serial #:1JJV452C6GL104989
  
- (d) Amount: \$1,000.00
  
- (e) Value of County Equipment being transferred or sold: \$1,250.00 minus 20% typ.  
auction fee

RESOLUTION REQUEST FORM NO. 12

8

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Public Works Payroll Dept. No. 19.41
Title of Position Naturalist Annual Salary \$36,908 Grade
Budget code and title A.7111 Naturalist #2 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10236
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other 100 %
Impact to Budget:
Personnel Officer has approved this form when initialed.

Reimbursement from UpYonda Trust

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 8/22/13

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 8/22/13

- The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature

REQUEST FOR TRANSFER OF FUNDS

9

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: PUBLIC WORKS  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 8/22/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7110 110	Parks & Recreation Salaries - Regular	A.7110 130	Parks & Recreation Salaries, Part Time	\$ 12,500.00

Please state reason for transfers requested:

To transfer regular salaries in Parks and Recreation to Part Time salaries due to changes in staff.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

REFERRALS - AUGUST/SEPTEMBER 2013

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10

DPW:

No items this month.