

Public Works – DPW
Department of Public Works
AGENDA
January 26, 2015 – 10:00am

Committee Members: *MERLINO, Conover, Wood, Taylor, Frasier, Dickinson, Simpson, Sokol, Vanselow*

I. Committee Meeting Call to Order..... Chairman Merlino

II. Motion to Approve Minutes of Prior Committee Meeting..... Chairman Merlino

III. Action Agenda/New Business

Page

- 1 Request to Authorize Usage of Westbrook Parking Lot.... Jeff Tennyson
Rationale: Request from Americade to Rent Lot
- 2 Request to Fill Vacant Position – Fiscal Manager..... Jeff Tennyson
Rationale: Critical position pending vacancy
- 3 Request to Create Position – Fiscal Manager #2..... Jeff Tennyson
Rationale: Fulltime position for 3 week transition
- 4 Request to Fill Vacant Position – Fiscal Manager #2..... Jeff Tennyson
Rationale: To be filled by Sandy Kloss for transition
- 5 Request for Transfer: P&R Salary to DPW Admin Salary.. Jeff Tennyson
Rationale: Funding for 3 week Fisc. Mngr #2 Salary
- 6 Request to Amend Budget – Various Co. Road Projects.... Jeff Tennyson
Rationale: To account for DPW equipment usage

IV. Referral/Pending Items - NONE

V. Information for Discussion/Review

Page

- Concerns raised regarding West Mountain Road Condition & Construction
- West Brook Parking Lot Reconstruction Schedule and Impact on Events

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Attachments

Page

- 8 DPW Overtime Report
- 9 DPW Fuel Usage Report

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: DPW

DATE: 1/26/15

- (a) Purpose of Request: To set the Westbrook Lot Rental Rate at \$1500 per day and authorize Superintendent to enter into usage permit for rent of the lot.

- (b) Details: Organizers of Americade have requested to rent the Westbrook Lot for their event in early June. Use of the lot would be exclusive to the event and be subject to other terms per the use agreement. The rental rate will be reassessed following expansion of the parking lot in September-October 2015. Superintendent is requesting the BOS set the rate at \$1500 and authorize the Superintendent to enter into a usage agreements with Americade and any other potential events. Usage permit will be as approved by the County Attorney and generally consistent with permits used for other similar County properties.

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: NA

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

2

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.: 19.00

Title of Position: Fiscal Manager Annual Base Salary: \$51,537 Grade: * Pending Salary Review by H.R.

Budget code and title: A.1490 Fiscal Manager Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No: 11692 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Provisional

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. JS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works - DPW Date 1/7/15

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 1/26/15

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works - DPW Date 1/26/2015

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

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Works

DATE: 01/16/2015

(a) Title of Requested Position: **Fiscal Manager #2**

(b) Annual **Base** Salary (and Grade if Applicable): **\$51,537 Full-time for 3 week transition**

* Position is fulltime, but will be eliminated following transition.

(c) Effective Date for New Position:* **02/20/2015**

*Please do not backdate unless the purpose is to correct an error.

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):

None

(e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.1490 130 General.Public Works Admin - DPW

(f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)

Yes

(g) Is this a mandated position? If so, please explain:

No

(h) Is there expected revenue from this position? If so, please explain:

No

RESOLUTION REQUEST FORM NO. 12

4

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: 19.00
Title of Position: Fiscal Manager #2 Annual Salary: \$51,537 Grade:
Budget code and title: A.1490 Administration Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. QS. Temp. Position for T&B.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works - DPW Date 1/24/15

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

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 1/26/15

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works - DPW Date 1/26/2015

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Eugene J. Merlino

REQUEST FOR TRANSFER OF FUNDS

5

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

FROM: PUBLIC WORKS

Name of Department

SIGNED: *Jeffrey E. Tunney* DATE: 1/21/2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7110 110	General. Parks & Recreation Salaries, Regular	A.1490 110	General DPW Administration Salaries, Regular	\$ 6,000.00

Please state reason for transfers requested:

Salary Adjustments needed for training of New Fiscal Manager
Fiscal Manager #2 Position, 3 Weeks of Training, plus terminal vacation

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:

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

(a) Purpose of Amendment; To Amend the County Road Project Budgets per attached list. The Internal County Road Equipment Rental Budget that should have been transferred to the 2014 Road Projects in 2014 and was not. The excess Budget in D.5110 421, County Road Equipment Rental Budget will be closed out to the County Road fund balance at year end 2014, Account D.909.00. This Amendment will correct the error by increasing the 2014 Road Project Budget Balances. The Source of funding will be an appropriation of County Road Fund Balance D.909.00 \$286,123.94

(b)

(c) Appropriation Code, Object Code: See list of Road Projects Attached \$286,123.94

(c) Revenue Code (with title), and Amount

County Road Budget Transfers to Road Projects for DPW Equipment Usage.

2014

			Amount
D.5112	8184	421 Glen Athol Road	\$ 3,352.93
D.5112	8196	421 Bay Road	\$ 37,433.12
D.5112	8197	421 Harrisburg Road	\$ 15,437.30
D.5112	8198	421 Valley Woods Road	\$ 15,452.07
D.5112	8199	421 New Hague Road	\$ 21,383.06
D.5112	8201	421 Mountain Ave.	\$ 17,714.85
D.5112	8202	421 Garnet Lake Road	\$ 34,092.63
D.5112	8203	421 River Street	\$ 7,103.53
D.5112	8204	421 Horicon Ave	\$ 15,524.91
D.5112	8205	421 Valentine Pond Road	\$ 20,919.90
D.5112	8206	421 Dartmouth Road	\$ 13,423.52
D.5112	8208	421 Olmsteadville Road	\$ 26,638.56
D.5112	8209	421 Haviland Road	\$ 26,034.62
D.5112	8210	421 East River Road	\$ 2,773.88
D.5112	8214	421 Schroon River Road	\$ 5,764.16
D.5112	8216	421 Hadley Road	\$ 6,586.27
D.5112	8217	421 West Hague Road	\$ 14,006.65
D.5112	8218	421 Diamond Point Road	\$ 2,481.98
			\$ 286,123.94

DPW OVERTIME ALL DIVISIONS

(hours)

	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	431	840	386	519	2054	8939
2014	2194	2042	1262	154	367	433	469	863	1131	289	973	1794	11971
2015	1058												
Average	2246	2042	886	189	558	629	435	522	1142	389	836	1551	11595

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 12/31/2014

Year	January	February	March	April	May	June
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
2013	\$ 35,917.67	\$ 33,902.19	\$ 29,065.23	\$ 22,110.54	\$ 22,994.76	\$ 27,007.62
Seven Year Ave	\$ 34,200.24	\$ 31,906.31	\$ 26,551.23	\$ 22,605.66	\$ 26,048.20	\$ 30,798.17
Ave. Minus high/low	\$ 35,501.53	\$ 30,445.04	\$ 26,190.05	\$ 23,239.38	\$ 26,023.13	\$ 30,284.73
Actual 2014	\$ 41,102.85	44,193.73	34,664.00	21,869.40	27,397.04	31,902.50

Year	July	August	September	October	November	December	Year Total
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
2013	\$ 28,081.00	\$ 29,777.32	\$ 29,089.41	\$ 29,968.97	\$ 25,563.08	\$ 35,684.95	\$ 349,162.74
Seven Year Ave.	\$ 26,955.79	\$ 28,306.68	\$ 27,868.43	\$ 27,534.22	\$ 22,671.22	\$ 33,409.18	\$ 338,855.35
Ave. Minus high/low	\$ 25,385.31	\$ 28,794.11	\$ 27,643.39	\$ 27,701.46	\$ 22,007.40	\$ 33,706.25	\$ 339,262.29
Actual 2014	\$ 32,737.06	\$ 25,894.24	\$ 34,375.73	\$ 29,062.57	\$ 26,566.80	\$ 28,610.78	\$ 378,376.70

Budget Balance after December Expense \$ 6,128

Less: Projected Additional Expense

Projected Budget Overage or (Shortage) @ current rates

**Department of Public Works
Diesel Fuel Used (Gallons)
for Period Ending December 31, 2014**

Year	January	February	March	April	May	June
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
2013	7366	6947	5836	4268	4990	6359
Seven Year Ave.	9044	8458	6284	5247	6207	7603
Ave. Minus high/low	9010	8124	6117	5190	6209	7344
Actual 2014	9224	10222	7695	4164	5900	7281.3
Projected 2014						

Year	July	August	September	October	November	December	Year Total
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
2013	6213	6478	6465	6513	5681	8175	75291
Seven Year Ave.	6246	6788	6716	6531	5380	8065	82569
Ave. Minus high/low	6212	6752	6609	6627	5122	8116	82735
Actual 2014	7732	5910	8767	7460	7240	8258	89853
Projected 2014							0

Current Price \$2.31
Projected Cost \$0

**Department of Public Works
Unleaded Fuel Used (Gallons)
for Period Ending December 31, 2014**

Year	January	February	March	April	May	June
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
2013	2940	2498	2678	2672	2489	2432
Seven Year Ave	3406	3023	3155	2871	2927	3029
Ave. Minus high/low	3459	3028	3135	2935	2918	3062
Actual 2014	3460	2826	2719	2515	2825	2854.3
Projected 2014						

Year	July	August	September	October	November	December	Year Total
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
2013	2940	2918	2616	2899	2438	2973	32493
Seven Year Ave	2983	3079	2986	3044	2653	3235	36391
Ave. Minus high/low	2954	3076	2957	2972	2604	3144	36238
Actual 2014	2685	2503	2696	2630	2326	2765	32804.3
Projected 2014							0

Current Price \$ 1.89
Projected Cost \$ -

