



Department of Public Works | 860.584.6125

DATE: July 15, 2021

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: DPW Year End Closeout – DPW Use of Surplus Funds

The Department of Public Works is currently coordinating with the City's Comptroller Office to close out the fiscal year 2020-21 that ended on June 30, 2021. As part of the process all purchase orders are closed (except as requested by DPW) and account that are deficit are balanced with accounts with surplus funds. Based on **PRELIMINARY** review of end of accounts it appears that DPW will have approximately \$530,000 in surplus funds at FY 2020-21. These funds are not available for DPW use, however we can request from the BOF to transfers funds for DPW use. BOF approval is based on an evaluation of the City's overall budget and DPW request to utilize funds may not be approved, however a list of DPW request in prioritized order is provided below:

1. Tree Truck Hybrid Conversation to a Standard Truck - \$50,000: Truck purchased in 2012 with grant is equipped with a 210 HP engine and hybrid transmission system (automatic). Truck is underpowered and has difficulty going up hills such as Woodland Street and Fern Hill Road. DPW currently investigating replacing hybrid transmission with manual and reprogramming engine to increase engine house power 100 HP to 310 HP. The estimate cost is a true estimate, the truck is scheduled to be evaluated by DPW's truck vendor next week to confirm that the truck can be modified and provide a cost estimate.
2. DPW File Scanning / Management Project -\$45,000: The DPW has sufficient funds and is currently completing the scanning of all documents currently stored in the Department file storage room (20 ft. x 30ft). The requested \$45,000 would be to scan all files currently located within DPW's office/ engineering space (excluding vault).
3. DPW Fleet Pickup -\$38,000: Purchase of a dedicated pick up for use by the Fleet Division. The Fleet Division historically assigned to Fleet was re-assigned to the Street Division. The need for Street Division use of vehicle remains, however the need for Fleet to have a vehicle for part pickup is also required.
4. DPW Engineering Vault Scanning - \$15,000: A portion of DPW Engineering vault documents have been scanned to date. Requested funding is complete scanning of all engineering vault documents.

The total cost of DPW proposed project is \$148,000. In order to complete DPW's year-end closeout and request use of a portion of surplus funds the DPW request the following BPW action:

Authorize the Director of Public Works to complete and submit FY 2020-21 year end closeout documents to the City Comptroller Office and Board of Finance including transfers to funds Tree Truck Hybrid transmission conversation, DPW file Scanning, Fleet Pickup and Engineering vault scanning. Said DPW transfer request for additional items shall be coordination with the City Comptroller.

Please feel free to contact me with any questions at 860-584-6113.