

FAIRPORT MUNICIPAL COMMISSION

AGENDA

November 19, 2012

Village Hall @ 8:00 a.m.

- 1) Approve the minutes of the October 9, 2012 FMC meeting.
- 2) Procurement Requests (see attached)
- 3) Bid Awards (see attached)
- 4) Fairport Partnership Accomplishments and Goals Presentation.
- 5) Personnel Manual changes including drivers policy.
- 6) NYMPA Semi-Annual Meeting Report
- 7) MEUA Finance and Accounting Workshop Report
- 8) Fleet Management Discussion
- 9) On-going projects including: Water property, Frontier Telephone, Fairport Electric open house, newly-filled and yet-to-be filled positions, and LI mutual aid
- 10) Energy Conservation Report
- 11) Approval of Vouchers
- 12) Introductory and Policy Matters

Memo

FAIRPORT MUNICIPAL COMMISSION

To: Ken
From: Matt
CC: Mitch
Date: 11/15/2012
Re: November Commission Meeting Bid Requests

To Bid

<u>Item #1</u>	<u>Thirty (30) Secondary Enclosures (FMC stock #37001)</u>	<u>Est: \$ 3,000.00</u>
<u>Item #2</u>	<u>Two (2) Switchgear Pad Mounts (FMC stock # 44008)</u>	<u>Est: \$ 35,000.00</u>
<u>Item #3</u>	<u>7500 feet of triplex service wire with covered neutral (FMC Stock # 54004)</u>	<u>Est: \$ 6,500.00</u>
<u>Item #4</u>	<u>Tree Trimming Contract</u>	<u>Est: \$ 150,000.00</u>
<u>Item #5</u>	<u>Radio System Upgrade and Relicensing</u>	<u>Est: \$ 75,000.00</u>

For discussion and approval:

Resolution approving the undertaking for Permit Applications on NYSDOT property

Memo

To: Ken
From: Matt
CC: Mitch
Date: 11/15/2012
Re: November Commission Meeting Approvals

To Bid

<u>Item #1 6000 feet of spacer cable and hardware (FMC stock #52017 & 52015)</u>	<u>Est:\$</u>	<u>45,000.00</u>
Gottogo Electric representing Priority Wire and Cable	\$ 32,985.25	12 weeks
Stuart C. Irby Inc. representing Hendrix Conductor	\$ 40,494.35	10 weeks
Marmon Utility Inc representing Hendrix Conductor	\$ 39,000.75	10 weeks

My recommendation is to award to the lowest bidder that meets our specifications, Gottogo Electric representing Priority Wire and Cable for \$ 32,985.25 which is the low bid that meets all of our specifications.

Delivery: 12 Weeks

<u>Item #2 Annual Tree Trimming Contract</u>	<u>Est:\$</u>	<u>325,000.00</u>
Lewis Tree Inc.	\$ No Bid	
Birchcrest Tree and Landscape	\$ 412,840.00	
Iron Wood Heavy Highway, Inc	\$ 379,375.00	

My recommendation is to award to the lowest bidder that meets our specifications, Iron Wood Heavy Highway Inc for \$ 325,350.00 which is the adjusted low bid after removing sections 36 (electric infrastructure Safety Trimming and Landscape removal) along with section 39 (Village DPW tree removals). Removal of these sections is allowed under the bid specification and will allow us to complete this contract meeting our budget.

Delivery: 6 Weeks

**PREMIER STAKEOUTS
INVOICE TOTALS
2011**

[illegible]

FAIRPORT MUNICIPAL COMMISSION



OPERATING THE
CONSUMER OWNED
MUNICIPAL LIGHT AND POWER SYSTEM
31 SOUTH MAIN STREET
FAIRPORT, NEW YORK 14450
585-223-9500

NYSDOT RESOLUTION FOR UNDERTAKING REQUESTED BY **NYSDOT**.

COMMISSIONER _____ OFFERED RESOLUTION # _____

FOR **NYSDOT** UNDERTAKING; SECONDED BY COMMISSIONER

_____ AND IT CARRIED BY A VOTE 5 – 0.

RESOLUTION # _____

UNDERTAKING WITH THE

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

WHEREAS, THE FAIRPORT MUNICIPAL COMMISSION IS
REQUIRED TO ENTER INTO AN UNDERTAKING WITH THE NEW
YORK STATE DEPARTMENT OF TRANSPORTATION (**NYSDOT**) FOR
INSTALLATION, OBSTRUCTION, CONSTRUCTION, MAINTENANCE
AND/OR OPERATION OF FACILITIES.

THEREFORE, BE IT RESOLVED, THAT THE FAIRPORT
MUNICIPAL COMMISSION HEREBY APPROVES THE MOTION TO
AUTHORIZE THE UNDERTAKING WITH THE **NYSDOT** FOR A
PERIOD OF TWENTY YEARS.

FURTHER RESOLVED, THAT THE FAIRPORT MUNICIPAL
COMMISSION AGREES TO THE CONDITIONS IN THE **NYSDOT**
PERM 1 DATED 9/24/2012

Outage	After Planned	Date	Location	Duration in Hours	Number of Customers	Voltage	Circuit	Reason		
1	N	10/01/12	1 Nettiecreek Road, 526 Ayrault Road	0.90	2	120/240		Maintenance	Transfer service to new pole	
2	N	10/01/12	7 Nettiecreek Road, 526 Ayrault Road	1.75	2	120/240		Maintenance	Transfer service to new pole	
3	N	10/01/12	9 & 11 Nettiecreek Road	1.35	2	120/240		Maintenance	Transfer service to new pole	
4	N	10/01/12	21 Chelsea Way	0.00	1	120/240		Other	Internal	
5	N	10/02/12	1344 Macedonia Center Road	0.55	1	124/70	4HD	Maintenance	Replace strain insulator	
6	N	10/03/12	Nettiecreek Road #9, 11, 15, 17, 19	2.03	5	2400	41	Maintenance	Transfer service to new transformer	
7	N	10/04/12	9, 11, Clarkes Crossing, 36 Nettiecreek Road	1.30	3	120/240		Maintenance	Transfer secondary to new pole	
8	N	10/04/12	3 Delmarie Blvd	0.33	1	120/240		Maintenance	Repairs to meter	
9	N	10/04/12	17, 19 Hanford Way, 22, 24 Nettiecreek Road	2.10	4	120/240		Maintenance	Transfer secondary to new pole	
10	N	10/04/12	21 Hanford Way, 26, 28 Nettiecreek Road	2.00	3	120/240		Maintenance	Transfer services to new pole and transformer	
11	N	10/04/12	815 W Whitney Road	1.10	1	124/70	11C	Other	Internal	
12	N	10/04/12	35 Cinnamon Circle	1.55	1	120/240		Maintenance	Repairs to service	
13	Y	N	10/05/12	Woodcroft Terrace, Bristol View	3.50	73	7200	3HD	Maintenance	Bad piece of primary
14	N	10/05/12	300 Ayrault Road	3.05	1	120/240		Service Change	Disconnect / Reconnect	
15	N	10/05/12	6 Westwesterle Circle	4.55	1	120/240		Service Change	Disconnect / Reconnect	
16	N	10/05/12	21 Hanford Way, 26, 28 Nettiecreek Road	1.75	3	120/240		Maintenance	Finish work from 10/04/12	
17	N	10/05/12	Woodcroft Terrace, Bristol View	0.02	73	7200	3HD	Maintenance	Switch back to normal	
18	N	10/06/12	Meadow Glen, Cinnamon Circle, Southgate Tri	1.30	47	7200	4HA	Maintenance	Bad piece of primary	
19	N	10/07/12	Lower Hill, Spring Hill	1.75	52	7200	3HB	Maintenance	Switch back of primary	
20	N	10/09/12	66 Mosley Road	0.02	1	120/240		Maintenance	Tighten meter box	
21	N	10/10/12	11 Mosley Road	1.10	1	120/240		Maintenance	Repairs to service	
22	N	10/10/12	8 Park Circle Drive	0.80	1	120/240		Service Change	Disconnect / Reconnect	
23	N	10/11/12	48 Alstwick Rise	4.35	1	120/240		Service Change	Disconnect / Reconnect	
24	N	10/11/12	94 Sebourne Chase	0.55	1	120/240		Maintenance	Repairs to meter box	
25	N	10/11/12	Meadow Glen, Cinnamon Circle, Southgate Tri	0.01	37	7200	4HA	Maintenance	Switch back to normal	
26	N	10/11/12	Lower Hill, Spring Hill	0.01	73	7200	3HB	Maintenance	Switch back to normal	
27	Y	N	10/13/12	40 Liffbridge Lane East	0.01	1	120/240		Other	Internal
28	N	10/15/12	3, 9, 11, 15 Hanford Way, 12, 14, 16, 18, 20 Nettiecreek Road	2.00	10	2400	41	Maintenance	Partial transformer	
29	N	10/16/12	George St. -evens, Filkins St. 41	0.50	39	7200	3LC	Maintenance	Repairs to pole - broken out cut	
30	N	10/16/12	George St. -odds, Lewis Street, Filkins Street, Barrett Place	0.15	47	7200	3LC	Maintenance	Repairs to pole - broken out cut	
31	N	10/17/12	Parce Ave. -evens 48 - 78	0.35	11	120/240		Maintenance	Change transformer tap	
32	N	10/17/12	Parce Ave. -evens 26-40	4.66	12	120/240		Maintenance	Transfer service	
33	N	10/17/12	74 Squirrels Heath Road	4.66	1	120/240		Service Change	Disconnect / Reconnect	
34	N	10/17/12	3 Hanford Way	1.55	1	120/240		Maintenance	Transfer service to new pole	
35	N	10/19/12	119 Squares Heath Road	4.50	1	120/240		Service Change	Disconnect / Reconnect	
36	Y	N	219 S Main Street	0.00	1	120/240		Other	Internal	
37	N	10/22/12	219 S Main Street	27.50	1	120/240		Other	Power disconnected for electrician to do repairs	
38	N	10/23/12	Weymans - Pittsford Palmyra Road	3.25	1	120/240	1HB	Maintenance	Maintenance work for Weymans	
39	N	10/25/12	9 Whippletree Road	4.85	1	120/240		Service Change	Disconnect / Reconnect	
40	N	10/26/12	Parker Street 27, 29, 33, 35, 37	0.60	5	2400	52	Maintenance	Change transformer due to rotted condition	
41	N	10/26/12	40 Manor Hill Road	0.75	1	120/240		Animal	Change out service due to animal damage	
42	Y	N	10/28/12	Parker Street 27-37 odds; S Main St 94.99, 101; Potter Pl 10-60 evens; W Church St 9 -21 odds E Church St 10-120 evens and 27-45 odds	4.00	113	4150	52, 61	Maintenance	Service upgrades
43	Y	N	10/29/12	1 Oxbow Road	2.00	2	120/240	2HA	Weather	Broken pole due to high winds
44	Y	N	10/29/12	Wilkinson Road	1.78	13	120/240		Weather	Tree on primary at Wilkinson east of Pannell Rd
45	Y	N	10/29/12	Potter Place 92-94, Dewey Ave 91-97	1.60	8	120/240		Weather	Tree down due to high winds
46	Y	N	10/29/12	Blackwath Trl, Buttsworth Circle, Boswood Lane	2.50	29	7200	4HC	Weather	Broken pole due to high winds
47	Y	N	10/29/12	Mason Road 313 and 323	1.00	2	120/240		Weather	Tree damage due to high winds
48	Y	N	10/29/12	Chipping Ridge Road, Alynys Rise, Wood End	2.01	37	7200	4HC	Weather	Tree damage due to high winds
49	Y	N	10/29/12	54 Lookout View Road	1.00	1	120/240		Weather	Tree damage due to high winds
50	Y	N	10/29/12	27 Oxbow Road	16.50	1	7200	3LC	Weather	Tree damaged primary and broke pole
51	Y	N	10/30/12	172 High Street Ext	11.67	1	120/240		Weather	Tree damage due to high winds
52	Y	N	10/30/12	2 Gally Hill Lane	11.92	1	120/240		Weather	Tree damage due to high winds
53	Y	N	10/30/12	Beckenham Lane 3-11 odds, Lambeth Loop 33-37	12.75	9	7200	2HA	Weather	Tree damage due to high winds
54	N	N	10/30/12	97 Kings Lucy Lane	0.66	1	120/240		Weather	Tree damage due to high winds
55	N	N	10/30/12	Packet Boat Drive 2-48, Roseilawn Ave 40, 41, 42, 43	1.95	40	7200	3LB	Weather	Tree damage due to high winds
56	N	N	10/30/12	Pebble Hill 84-92 evens, Ledgemont Drive 15-23 odds	0.75	10	7200	3HA	Weather	Tree damage due to high winds
57	N	N	10/30/12	432 Wilkinson Road	0.30	1	120/240		Weather	Damage to service due to tree
			Blackwath Trl 63-107 odds, Timber Lane 1-23 odds, Chesham Way 2-42 evens; Dunmow Cres 16 & 20; South Ridge Trl 34 & 56	1.35	58	7200	1HB	Weather	Tree down due to high winds	
58	N	N	10/30/12	240 Dailay Road	0.60	2	7200	2HA	Weather	Tree down due to high winds
59	N	N	10/30/12	Country Corner Lane, Nettiecreek Road	1.50	6	120/240		Weather	Tree down due to high winds
61	Y	N	10/30/12	High Street	1.90	13	7200	11C	Maintenance	Bad Transformer
62	N	N	10/31/12	432 Wilkinson Road	0.50	1	120/240		Weather	Change overhead service due to storm damage
20 Number of After Hour Outages for the month						For the Year 2012	For the Month of Oct-11	For the Month of Oct-12		
97 Number of After Hour Outages for the year 2012						821.60	36.12	172.39	Duration of All Monthly Outages in Hours	
						586.06	23.37	80.49	Duration of Planned Monthly Outages in Hours	
						235.54	12.75	91.90	Duration of Unplanned Monthly Outages in Hours	
						106.77	0.00	72.34	Duration of Outages due to Weather in Hours	
						20.18	3.73	4.00	Duration of Outages due to Animals in Hours	
31 Number of Planned Outages for the month						20.18	3.73	4.00	Duration of Outages due to Animals in Hours	
22 Number of Unplanned Outages for the month						20.18	3.73	4.00	Duration of Outages due to Animals in Hours	
						4.75	2.25	0.00	Duration of Outages due to MVA's in Hours	
359 Number of Planned Outages for the Year to Date						258.16	12.73	26.76	Duration of Outages due to Service Changes in Hours	
127 Number of Unplanned Outages for the Year to Date						252.01	12.37	35.25	Duration of Outages due to Electrical Failures or Maintenance in Hours	
						82.42	3.73	30.61	Duration of Outages due to other causes in Hours	

Fairport Electric Weekly Report 2012

Dates	Tickets Called In	Tickets Completed	Open Tickets	After Hours Requests	Marked in Field	Cleared in Field	Cleared in Office
01/02/12 - 01/08/12 - Electric	17	6	0	1	2	4	0
01/02/12 - 01/08/12 - Sewer	0	0	0	0	0	0	0
01/09/12 - 01/15/12 - Electric	30	28	0	2	9	19	0
01/09/12 - 01/15/12 - Sewer	1	1	0	0	1	0	0
01/16/12 - 01/22/12 - Electric	31	25	0	1	4	20	0
01/16/12 - 01/22/12 - Sewer	0	0	0	0	0	0	0
01/23/12 - 01/29/12 - Electric	15	29	0	1	7	20	1
01/23/12 - 01/29/12 - Sewer	0	0	0	0	0	0	0
01/30/12 - 02/05/12 - Electric	12	12	0	0	3	9	0
01/30/12 - 02/05/12 - Sewer	0	0	0	0	0	0	0
02/06/12 - 02/12/12 - Electric	25	16	0	0	6	10	0
02/06/12 - 02/12/12 - Sewer	0	0	0	0	0	0	0
02/13/12 - 02/19/12 - Electric	13	22	0	0	12	10	0
02/13/12 - 02/19/12 - Sewer	2	2	0	0	2	0	0
02/20/12 - 02/26/12 - Electric	9	11	0	0	3	8	0
02/20/12 - 02/26/12 - Sewer	0	0	0	0	0	0	0
02/27/12 - 03/04/12 - Electric	29	30	0	1	5	25	0
02/27/12 - 03/04/12 - Sewer	0	0	0	0	0	0	0
03/05/12 - 03/11/12 - Electric	18	17	0	0	9	8	0
03/05/12 - 03/11/12 - Sewer	0	0	0	0	0	0	0
03/12/12 - 03/18/12 - Electric	31	26	0	0	15	11	0
03/12/12 - 03/18/12 - Sewer	0	0	0	0	0	0	0
03/19/12 - 03/25/12 - Electric	58	49	0	0	25	24	0
03/19/12 - 03/25/12 - Sewer	0	0	0	0	0	0	0
03/26/12 - 04/01/12 - Electric	53	61	0	0	31	30	0
03/26/12 - 04/01/12 - Sewer	0	0	0	0	0	0	0
04/02/12 - 04/08/12 - Electric	40	44	0	0	19	24	1
04/02/12 - 04/08/12 - Sewer	0	0	0	0	0	0	0

04/09/12 - 04/15/12 - Electric	41	37	0	0	16	21	0
04/09/12 - 04/15/12 - Sewer	0	0	0	0	0	0	0
04/16/12 - 04/22/12 - Electric	52	47	0	0	26	21	0
04/16/12 - 04/22/12 - Sewer	3	3	0	0	3	0	0
04/23/12 - 04/29/12 - Electric	35	30	0	0	10	20	0
04/23/12 - 04/29/12 - Sewer	1	1	0	0	1	0	0
04/30/12 - 05/06/12 - Electric	42	48	0	1	18	29	0
04/30/12 - 05/06/12 - Sewer	0	0	0	0	0	0	0
05/07/12 - 05/13/12 - Electric	53	53	0	2	23	28	0
05/07/12 - 05/13/12 - Sewer	0	0	0	0	0	0	0
05/14/12 - 05/20/12 - Electric	51	51	0	2	19	30	0
05/14/12 - 05/20/12 - Sewer	0	0	0	0	0	0	0
05/21/12 - 05/27/12 - Electric	55	55	0	2	26	27	0
05/21/12 - 05/27/12 - Sewer	0	0	0	0	0	0	0
05/28/12 - 06/03/12 - Electric	32	38	0	0	17	21	0
05/28/12 - 06/03/12 - Sewer	0	0	0	0	0	0	0
06/04/12 - 06/10/12 - Electric	63	57	0	2	15	42	0
06/04/12 - 06/10/12 - Sewer	0	0	0	0	0	0	0
06/11/12 - 06/17/12 - Electric	72	60	0	1	15	44	0
06/11/12 - 06/17/12 - Sewer	0	0	0	0	0	0	0
06/18/12 - 06/24/12 - Electric	66	60	0	1	15	44	0
06/18/12 - 06/24/12 - Sewer	0	0	0	0	0	0	0
06/25/12 - 07/01/12 - Electric	69	69	0	1	17	51	0
06/25/12 - 07/01/12 - Sewer	0	0	0	0	0	0	0
07/02/12 - 07/08/12 - Electric	36	26	0	0	6	20	0
07/02/12 - 07/08/12 - Sewer	0	0	0	0	0	0	0
07/09/12 - 07/15/12 - Electric	58	50	0	2	21	27	0
07/09/12 - 07/15/12 - Sewer	0	0	0	0	0	0	0
07/16/12 - 07/22/12 - Electric	39	29	0	1	7	21	0
07/16/12 - 07/22/12 - Sewer	0	0	0	0	0	0	0
07/23/12 - 07/29/12 - Electric	50	50	0	2	13	35	0

07/23/12 - 07/29/12 - Sewer	0	0	0	0	0	0	0
07/30/12 - 08/05/12 - Electric	67	52	0	2	10	40	0
07/30/12 - 08/05/12 - Sewer	0	0	0	0	0	0	0
08/06/12 - 08/12/12 - Electric	62	32	0	1	16	13	2
08/06/12 - 08/12/12 - Sewer	0	0	0	0	0	0	0
08/13/12 - 08/19/12 - Electric	44	22	0	2	10	10	0
08/13/12 - 08/19/12 - Sewer	0	0	0	0	0	0	0
08/20/12 - 08/26/12 - Electric	48	27	0	2	7	17	1
08/20/12 - 08/26/12 - Sewer	0	0	0	0	0	0	0
08/27/12 - 09/02/12 - Electric	44	30	0	1	15	14	0
08/27/12 - 09/02/12 - Sewer	0	0	0	0	0	0	0
09/03/12 - 09/09/12 - Electric	74	38	36	2	18	17	1
09/03/12 - 09/09/12 - Sewer	0	0	0	0	0	0	0
09/10/12 - 09/16/12 - Electric	51	39	12	2	13	23	1
09/10/12 - 09/16/12 - Sewer	2	0	0	0	2	0	0
09/17/12 - 09/23/12 - Electric	106	96	10	1	17	78	0
09/17/12 - 09/23/12 - Sewer	0	0	0	0	2	0	0
09/24/12 - 09/30/12 - Electric	54	43	11	0	17	26	0
09/24/12 - 09/30/12 - Sewer	0	0	0	0	0	0	0
10/01/12 - 10/07/12 - Electric	48	32	16	2	14	15	1
10/01/12 - 10/07/12 - Sewer	0	0	0	0	0	0	0
10/08/12 - 10/14/12 - Electric	45	33	12	2	18	13	0
10/08/12 - 10/14/12 - Sewer	0	0	0	0	0	0	0
10/15/12 - 10/21/12 - Electric	59	41	18	1	14	26	0
10/15/12 - 10/21/12 - Sewer	0	0	0	0	0	0	0
10/22/12 - 10/28/12 - Electric	31	31	0	0	11	20	0
10/22/12 - 10/28/12 - Sewer	0	0	0	0	0	0	0
10/29/12 - 11/04/12 - Electric	29	29	0	3	6	20	0
10/29/12 - 11/04/12 - Sewer	0	0	0	0	0	0	0
11/05/12 - 11/12/12 - Electric	42	34	8	0	13	21	0
11/05/12 - 11/12/12 - Sewer	1	1	0	0	1	0	0

Work Zone	Ironwood with work zones removed to meet bid		IRONWOOD	BIRCHCREST	DIFFERENCE	
1	AYRAULT ROAD		\$1,800.00	\$1,800.00	\$2,240.00	\$440.00
2	TURK HILL ESTATES		\$25,200.00	\$25,200.00	\$23,040.00	\$2,160.00
3	TURK HILL ROAD		\$9,000.00	\$9,000.00	\$17,060.00	\$8,060.00
4	MASON ROAD		\$7,200.00	\$7,200.00	\$10,280.00	\$3,080.00
5	LIFTBRIDGE LANE EAST		\$3,600.00	\$3,600.00	\$2,080.00	\$1,520.00
6	LONESOME ROAD		\$1,800.00	\$1,800.00	\$1,600.00	\$200.00
7	MOSELEY RD (ROUTE 250 SOUTHERLY)		\$21,600.00	\$21,600.00	\$20,240.00	\$1,360.00
8	NINE MILE POINT ROAD (ROUTE 250 NORTHERLY)		\$5,400.00	\$5,400.00	\$14,500.00	\$9,100.00
9	ROLLING HILLS SUBDIVISION		\$14,400.00	\$14,400.00	\$17,920.00	\$3,520.00
10	PERINTON PARKWAY		\$3,600.00	\$3,600.00	\$2,720.00	\$880.00
11	HIGH STREET		\$5,400.00	\$5,400.00	\$3,360.00	\$2,040.00
12	DURANT PLACE		\$1,800.00	\$1,800.00	\$960.00	\$840.00
13	NORTH MAIN STREET		\$1,800.00	\$1,800.00	\$2,880.00	\$1,080.00
14	EAST CHURCH STREET		\$7,200.00	\$7,200.00	\$3,200.00	\$4,000.00
15	O'CONNOR ROAD		\$5,400.00	\$5,400.00	\$2,560.00	\$2,840.00
16	FAIRPORT ROAD		\$1,800.00	\$1,800.00	\$2,400.00	\$600.00
17	FURMAN/HUBER/HAMILTON ROADS		\$9,000.00	\$9,000.00	\$8,000.00	\$1,000.00
18	RAILROAD STREET		\$3,600.00	\$3,600.00	\$2,720.00	-\$6,320.00
19	WATER STREET		\$1,800.00	\$1,800.00	\$960.00	\$840.00
20	PARK CIRCLE/MANOR HILL/WINDING BROOK		\$19,800.00	\$19,800.00	\$19,840.00	\$40.00
21	MAPLE ST/FRANK ST/EAST ST/HART ST		\$5,400.00	\$5,400.00	\$4,480.00	\$920.00
22	SUMMIT ST/HILLSBOROUGH ST/SUFFOLK ST		\$7,200.00	\$7,200.00	\$6,400.00	\$800.00
23	WEST CHURCH ST - AREA SOUTH SIDE		\$21,600.00	\$21,600.00	\$24,320.00	\$2,720.00
24	WEST CHURCH ST - AREA NORTH SIDE		\$18,000.00	\$18,000.00	\$28,480.00	\$10,480.00
25	PITTSFORD PALMYRA ROAD		\$16,200.00	\$16,200.00	\$35,680.00	\$19,480.00
26	MACEDON CENTER ROAD		\$10,800.00	\$10,800.00	\$13,300.00	\$2,500.00
27	STEELE ROAD		\$3,600.00	\$3,600.00	\$7,680.00	\$4,080.00
28	THAYER ROAD		\$12,600.00	\$12,600.00	\$15,360.00	\$2,760.00
29	BLUHM ROAD		\$7,200.00	\$7,200.00	\$8,800.00	\$1,600.00
30	LOUD ROAD		\$5,400.00	\$5,400.00	\$10,960.00	\$5,560.00
31	PANNELL ROAD		\$5,400.00	\$5,400.00	\$7,000.00	\$1,600.00
32	PANNELL CIRCLE		\$3,600.00	\$3,600.00	\$1,000.00	\$2,600.00
33	OLD POST		\$12,600.00	\$12,600.00	\$11,680.00	\$920.00
34	WHEATSTONE CIRCLE		\$18,000.00	\$18,000.00	\$19,520.00	\$1,520.00
35	WATSON ROAD		\$3,600.00	\$3,600.00	\$2,080.00	\$1,520.00
36	ELECTRIC INFRASTRUCTURE SAFETY TRIMMING, LANDSCAPE REMOVAL	\$ -		\$27,000.00	\$20,175.00	\$6,825.00
37	MISCELLANEOUS TREE REMOVALS - FMC		\$21,600.00	\$21,600.00	\$25,330.00	\$3,730.00
38	STUMP REMOVAL WITH TOP SOIL AND HYDRO SEEDING		\$1,350.00	\$1,350.00	\$285.00	\$1,065.00
39	VILLAGE DPW TREE REMOVALS	\$ -		\$27,025.00	\$11,750.00	\$15,275.00
		Adjusted	Iron Wood	Birchcrest	Vender Difference	
	Totals		\$325,350.00	\$379,375.00	\$412,840.00	\$33,465.00



VILLAGE OF FAIRPORT

Village of Fairport, NY

Fleet Study Overview

November, 2012



Introduction/Approach

- MyFleetDept performed a fleet operations review of 107 on & off-road assets and facilities to identify current challenges, barriers, improvement opportunities and feasibility of potential changes.
- The study approach included; employee interviews from FMC, DPW, FFD and FPD, a SWOT analysis with mechanics, equipment & facilities inspections, work observations, data analysis and staff reviews throughout the project.

Overall Assessment

- Overall fleet condition, availability and user satisfaction is satisfactory or better.
- FMC & FPD received highest satisfaction marks
- DPW & FFD received fair to poor marks for satisfaction (historically)
- DPW & FFD received high marks for recent management practices
- DPW management is perceived as proficient and receptive to field input

Overall Assessment, continued

- Identified a deficiency in maintenance & repair documentation, cost data and performance indicators
- Mechanic competency is rated very high for the FMC/FPD fleets, and adequate or below for the DPW/FFD fleets
- Efficiency improvement opportunities were identified which would result in additional “repair time” for mechanics

Overall Assessment, continued

- Fleet utilization is satisfactory
- Reducing fleet size would adversely affect the quality of provided services
- Current acquisition practices are sound
- Alternative fuel use aligns with the Village sustainability plan
- Additional use of alternative fuels will require an ROI evaluation specific to each application

Staff Interviews

- Staff interviews were conducted and included field employees and management from all four departments.
- The focus was on four primary fleet areas; utilization, acquisition, maintenance and improvement opportunities.
- The highlights listed are provided as received, without judgment.

Staff Interviews

Utilization Highlights

- Opportunities exist within DPW fleet to spec multi-purpose vehicles
- Install wing plow on loader to improve utilization and performance
- The sharing of vehicles & equipment among all departments works well
- Fleet size for FFD is limited by ISO rating
- FMC equipment standardization is helpful

Staff Interviews

Acquisition Highlights

- Operators would like more input with equipment specifications
- An equipment committee was suggested
- Replacement intervals work well, except...
- Many would like to see refuse trucks replaced more often

Staff Interviews

Maintenance Highlights

- DPW refuse trucks require an excessive amount of maintenance
- Would like to see more proactive and less reactive maintenance program
- Most DPW maintenance is reactive & seeing excessive downtime
- Parts delays are sometimes an issue
- FMC side provides high quality service and excellent customer service

Staff Interviews - Improvement Opportunities Highlights

- Mechanic training
- DPW improved maintenance & housekeeping
- More use of alternative fuels
- Better planning, parts inventory, warranty tracking and repair records
- Fleet management skills training
- Equipment operator training for new employees
- Cross training for equipment operators

SWOT Analysis

- A “SWOT” (Strengths, Weaknesses, Opportunities, Threats) analysis was performed with the two mechanics.
- The analysis was conducted as separate departments as they mostly operate independently.
- The highlights listed are provided as received, without judgment.

SWOT Analysis

Strengths (FMC & DPW)

- Parts availability, selection, local support
- Shared parts inventory
- Outsourced repair resources
- Regulatory compliance
- Shop hours / availability for crews

SWOT Analysis

Strengths (FMC only)

- Management support
- Preventive maintenance (PM) intervals
- Equipment utilization / availability to work on
- Productivity, proactive culture
- Fabrication and custom design abilities

SWOT Analysis

Strengths (DPW only)

- Vendor support
- Diesel experience

SWOT Analysis

Weaknesses (FMC & DPW)

- Lack of (per asset) maintenance & repair data

SWOT Analysis

Weaknesses (FMC only)

- None came to mind

SWOT Analysis

Weaknesses (DPW only)

- Preventive maintenance (PM) program and scheduling
- Lack of meter readings for PM scheduling
- Lack of electronics training
- Equipment replacement schedule for refuse trucks

SWOT Analysis

Opportunities (FMC & DPW)

- Produce or improve PM checklist
- Improved PM scheduling
- Parts procurement process & availability
- Parts & labor cost allocation improvement
- Utilize an industry standard work order
- Training to maintain industry knowledge
- Availability to technical service information
- Improved management of obsolete parts
- Inventory consignment program
- Performance measures for mechanics

SWOT Analysis

Opportunities (FMC only)

- Implement a “CMMS”, computerized maintenance management system.

SWOT Analysis

Opportunities (DPW only)

- Implement and/or adhere to a centralized repair request system
- Improve vehicle & equipment availability to the shop
- Install on-board scales on refuse trucks to minimize overloading
- Improved shop productivity

SWOT Analysis

Threats

- FMC: Undocumented repair requests sometimes result in missed repairs
- DPW: Overloaded refuse trucks cause safety and liability concerns
- MyFleetDept identified minor concerns during the study, which could be classified as threats.
 1. Mechanics working alone
 2. Blocked access to equipment and safety items.

Vehicle & Equipment Inspections

- The equipment assigned to all four departments was found to be in very good to excellent condition.
- We attribute this to the employee pride we recognized throughout the study in all four departments, consistent vehicle assignments and strong supervision.

Utilization / Right Sizing

- We found all departments at efficient levels.
- There may be opportunities to gain small efficiencies by utilizing multi-purpose vehicles.
- The open sharing among all departments is contributing to the efficiencies realized.
- We recognized a “business culture” among all levels of management who are focused on efficiencies, financial responsibility and providing the community the best possible services.

FMC Benchmarking – Utility Industry

- We found the following when benchmarking against other Utility fleets:
- The average percentage of vehicles in each category, suggests the FMC fleet is made up of more economical vehicles.
- The average vehicle age is consistent with the Utility industry as a whole.
- FMC average annual mileage is about 28% lower than the industry for light-duty vehicles and approximately 81% lower for bucket trucks (* industry includes utility operations of all sizes)

FMC Benchmarking – Municipalities

- We found the following when benchmarking the DPW and FPD fleets against other “City” Municipal fleets:
- The average vehicle age for class 1-5 trucks is about 29% younger at 5.5 years compared to 7.7 for the industry. (* Because of the small fleet size this could be a result of replacement cycle timing)
- The FPD fleet average age is consistent with other “City” police fleets at 3.9 years of age.

Alternative Fuel Use

- Our study concluded that a close evaluation should be performed for each asset when considering alternative fuel use. The Village, because of its small footprint, in many cases does not consume enough fuel to receive a positive ROI.
- However, with funding assistance and evolving technology, opportunities may exist and should be explored.

Acquisition

- Our study concluded the Village is utilizing sound practices for determining vehicle and equipment specifications and administration of the RFP and bidding process.
- We did not recognize opportunities for short-term leasing or vehicle/equipment rental beyond what is occurring currently.
- Current purchase funding practices are consistent with other Municipalities.

Acquisition, Replacement Intervals

- The “Life Cost Analysis”: (LCA) indicates current replacement schedules are consistent with industry best practices.
- Because asset specific maintenance cost data was not available, we utilized industry data for the LCA.
- With (future) “real” maintenance cost data, there may be opportunities to “fine-tune” replacement schedules for specific assets (i.e. Refuse trucks) to reduce the life cost.

Maintenance & Repair Shop Optimization

- The fleet study resulted in the following recommendations:
- Introduce a simple Preventive Maintenance (PM) Program with strict scheduling & strategic processes.
- Introduce a industry standard work order and PM checklist.
- Implement a plan to gradually introduce a computerized maintenance management system (CMMS) to collect and report data used to manage and monitor the fleet, mechanic performance measures, training & certifications, warranty tracking and PM scheduling.

Staffing & Workload

- The fleet study resulted in the following recommendations:
- Consider the addition of a 50% to 100% FTE (full time equivalent) employee to provide fleet administration and coordination assistance. This will free-up the mechanics to provide a substantial amount of additional 'hands-on' mechanical work.

Parts & Supplies Inventory

- The fleet study resulted in the following recommendations:
- Perform comprehensive reorganization to eliminate obsolete parts and relocate seldom used parts, components, tools and supplies.
- Task parts suppliers with maintaining the parts inventory with a consignment arrangement to minimize obsolescence, reduce inventory cost, maintain a neat environment and reduce the resources necessary to maintain it internally.

Parts & Supplies Inventory, Cont'd

- We recommend reviewing and updating the procurement policy related to vehicle and equipment parts.
- Currently, the requirement for multiple quotes can be unrealistic, when parts are proprietary or have limited manufacturers and/or suppliers.
- Approval limits should also be re-evaluated periodically as component requirements change and costs increase.

Performance Indicators

With the implementation of a CMMS, we recommend the following performance indicators be used for change management initiatives:

- ***In Service %*** - measures fleet reliability (number of hours an asset is available/not available during normal operating hours).
- ***Preventive Maintenance Quality*** – Avg. number of days which a preventable failure occurs since the last scheduled service was performed.
- ***Repair Quality*** – Number of second repairs necessary because of an inadequate initial repair.

Employee Development

Technology is advancing quickly in today's vehicles and equipment. Therefore, the need for training is greater than ever. We recommend to budget 40-60 hours annually for technical training, to include both classroom and on-line curriculum.

- We identified the following immediate needs:
 - Advanced Hydraulics Diagnosis
 - Advanced Electrical Diagnosis
 - Air Disc Brake Overview

CMMS Implementation

“Computerized Maintenance Management System”

Our recommendation is to implement a CMMS with a phased plan. This provides the best rate of success and user acceptance.

1. Introduce paper documentation which correlates with the future CMMS data input requirements.
2. Update protocol and policies to match future data requirements (e.g. document all payroll hours).
3. Initially utilize administrative staff for data entry.
4. Eventually transition to direct data entry to eliminate duplication of efforts.

Conclusion

This was a brief overview of the study findings. Full details are provided in the “Final Report” document. Please don’t hesitate to contact me with any questions.

I would like to thank all involved for the opportunity to work with you and the wonderful Village staff. It is refreshing to work with such a positive and enthusiastic group of dedicated professionals.

Mike Moser, President
MyFleetDept.com

ACCOUNTS RECEIVABLE AGEING & SECURITY DEPOSITS REPORT
(ELECTRIC DEPARTMENT)

	<u>CURRENT BALANCE</u>	<u>31 - 60 DAYS</u>	<u>61 - 90 DAYS</u>	<u>90 - OVER DAYS</u>	<u>TOTAL REC. DUE</u>	<u>SECURITY DEPOSITS</u>
OCT.2011-ACCTS.REC.	464,955	37,028	5,759	6,717	514,459	292,476
NOV.2011-ACCTS.REC.	414,077	31,173	6,562	7,455	459,267	291,366
DEC.2011-ACCTS.REC.	540,030	34,570	6,234	8,063	588,897	286,555
JAN.2012-ACCTS.REC.	792,722	33,694	6,220	8,675	841,311	284,802
FEB.2012-ACCTS.REC.	996,741	60,598	4,798	8,759	1,070,896	283,652
MAR.2012-ACCTS.REC.	856,679	69,103	6,632	8,486	940,900	290,706
APR.2012-ACCTS.REC.	630,012	72,247	9,246	9,346	720,851	288,785
MAY 2012-ACCTS.REC.	389,011	40,116	8,785	3,711	441,623	305,886
JUN.2012-ACCTS.REC.	482,026	32,108	9,313	5,628	529,075	304,882
JUL.2012-ACCTS.REC.	598,283	32,527	7,833	6,608	645,251	304,015
AUG.2012-ACCTS.REC.	663,528	43,129	6,190	6,364	719,211	306,304
SEP.2012-ACCTS.REC.	665,496	54,900	8,623	7,470	736,489	299,462
OCT.2012-ACCTS.REC.	428,073	44,785	6,965	8,891	488,714	296,037

F.M.C. ELECT. DEPARTMENT NET CASH-FLOW REPORT
(NOT INCLUDING CONSUMERS' DEPOSITS)

2008	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	TOTALS
RECEIPTS	\$1,613,439	\$1,433,109	\$ 1,523,084	\$ 1,622,033	\$ 1,536,304	\$1,458,231	\$1,180,813	\$1,915,043	\$2,054,813	\$2,771,534	\$2,823,072	\$2,089,800	\$ 22,021,275
DISBURSM	\$1,260,515	\$1,624,891	\$ 1,588,542	\$ 1,926,110	\$ 1,288,627	\$1,317,396	\$1,844,573	\$1,752,337	\$2,769,030	\$2,600,900	\$2,432,028	\$1,626,357	\$ 22,031,306
NET CASH	\$ 352,924	\$ (191,782)	\$ (65,458)	\$ (304,077)	\$ 247,677	\$ 140,835	\$ (663,760)	\$ 162,706	\$ (714,217)	\$ 170,634	\$ 391,044	\$ 463,443	\$ (10,031)
2009	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	TOTALS
RECEIPTS	\$1,327,314	\$1,617,842	\$ 1,656,729	\$ 2,239,293	\$ 1,534,189	\$1,432,899	\$1,558,706	\$2,139,325	\$2,775,644	\$3,190,798	\$2,258,249	\$1,630,611	\$ 23,361,599
DISBURSM	\$1,561,930	\$1,717,890	\$ 2,123,407	\$ 1,894,058	\$ 1,397,579	\$1,450,820	\$1,732,734	\$1,903,579	\$3,538,536	\$2,153,249	\$1,890,349	\$1,916,500	\$ 23,280,631
NET CASH	\$ (234,616)	\$ (100,048)	\$ (466,678)	\$ 345,235	\$ 136,610	\$ (17,921)	\$ (174,028)	\$ 235,746	\$ (762,892)	\$1,037,549	\$ 367,900	\$ (285,889)	\$ 80,968
2010	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	TOTALS
RECEIPTS	\$1,428,164	\$1,335,319	\$ 1,039,189	\$ 1,370,281	\$ 1,240,141	\$1,099,324	\$1,337,234	\$1,708,351	\$2,434,908	\$2,907,360	\$2,131,224	\$1,847,714	\$ 19,879,209
DISBURSM	\$1,266,705	\$ 309,325	\$ 1,375,079	\$ 2,135,542	\$ 1,619,866	\$1,309,888	\$1,553,710	\$1,984,276	\$2,911,361	\$2,475,922	\$1,854,353	\$1,444,577	\$ 20,240,604
NET CASH	\$ 161,459	\$1,025,994	\$ (335,890)	\$ (765,261)	\$ (379,725)	\$ (210,564)	\$ (216,476)	\$ (275,925)	\$ (476,453)	\$ 431,438	\$ 276,871	\$ 403,137	\$ (361,395)
2011	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	TOTALS
RECEIPTS	\$1,707,829	\$1,400,113	\$ 1,562,825	\$ 1,631,922	\$ 1,427,444	\$2,992,361	\$1,365,027	\$2,615,601	\$2,526,918	\$3,161,867	\$2,528,521	\$5,904,443	\$ 28,824,871
DISBURSM	\$1,667,014	\$1,633,333	\$ 1,743,174	\$ 2,271,572	\$ 1,720,066	\$1,529,118	\$1,434,497	\$2,141,034	\$3,219,095	\$2,543,440	\$2,166,182	\$3,455,297	\$ 25,523,822
NET CASH	\$ 40,815	\$ (233,220)	\$ (180,349)	\$ (639,650)	\$ (292,622)	\$1,463,243	\$ (69,470)	\$ 474,567	\$ (692,177)	\$ 618,427	\$ 362,339	\$2,449,146	\$ 3,301,049
2012	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	TOTALS
RECEIPTS	\$1,329,727	\$1,516,654	\$ 1,510,440	\$ 1,628,305	\$ 1,340,751	\$1,425,326	\$1,259,327	\$1,790,385	\$2,067,533	\$2,557,037	\$2,055,595	\$1,522,597	\$ 20,003,677
DISBURSM	\$1,228,844	\$1,424,237	\$ 1,534,442	\$ 2,241,424	\$ 3,566,888	\$1,431,171	\$1,687,022	\$1,499,866	\$2,917,051	\$2,162,567	\$1,580,887	\$1,734,657	\$ 23,009,056
NET CASH	\$ 100,883	\$ 92,417	\$ (24,002)	\$ (613,119)	\$ (2,226,137)	\$ (5,845)	\$ (427,695)	\$ 290,519	\$ (849,518)	\$ 394,470	\$ 474,708	\$ (212,060)	\$ (3,005,379)
2013	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	TOTALS
RECEIPTS	\$1,209,017	\$1,605,476	\$ 1,651,436	\$ 1,593,131	\$ 1,398,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,457,888
DISBURSM	\$1,443,760	\$1,461,488	\$ 1,721,203	\$ 1,939,801	\$ 1,571,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,137,892
NET CASH	\$ (234,743)	\$ 143,988	\$ (69,767)	\$ (346,670)	\$ (172,812)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (680,004)

DATE: November 8, 2012

MEMO TO: K. Moore, M. Wilke, M. Hegarty and Commissioners

FROM: P. Kehoe

SUBJECT: Cash-flow Performance for October 2012

ELECTRIC DEPARTMENT

	<u>FORECAST</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>
BEGINNING CASH	\$ -	\$ 2,820,073	\$ 2,820,073
<u>RECEIPTS</u>			
ELECTRIC-ACCTS. RECEIVABLE	\$ -	\$ 1,397,027	\$ 1,397,027
OTHER-ACCTS. RECEIVABLE	\$ -	\$ 815	\$ 815
MISC. RECEIPTS	\$ -	\$ 362	\$ 362
CONTRIB. FOR EXTENSIONS	\$ -	\$ -	\$ -
SALVAGE VALUE-SALE OF SCRAP WIRE	\$ -	\$ 624	\$ 624
<u>DISBURSEMENTS</u>			
PAYROLL DISBURSEMENTS	\$ -	\$ 204,009	\$ 204,009
POWER BILL / ENERGY PURCHASES	\$ -	\$ 1,108,978	\$ 1,108,978
ENERGY EFFICIENCY PROGS.	\$ -	\$ 24,065	\$ 24,065
BAN & BOND PAYMENTS	\$ -	\$ -	\$ -
PROPERTY TAXES	\$ -	\$ -	\$ -
SUBSTA.-REPAIRS & REPLACEMENTS	\$ -	\$ 12,047	\$ 12,047
WORKERS' COMPENSATION	\$ -	\$ 10,214	\$ 10,214
TOOLS & EQUIPMENT	\$ -	\$ 28,625	\$ 28,625
TRANSPORTATION EQUIPMENT	\$ -	\$ 8,854	\$ 8,854
TREE TRIMMING & LANDSCAPING	\$ -	\$ 6,349	\$ 6,349
OTHER ACCTS.PAYABLE	\$ -	\$ 168,499	\$ 168,499
ENDING CASH	<u>\$ -</u>	<u>\$ 2,647,261</u>	<u>\$ 2,647,261</u>

FAIRPORT MUNICIPAL COMMISSION
CASH REPORT
October 31, 2012

Village of Fairport Board of Trustees

Dear Board Members:

We hereby submit this statement of monies received and disbursed by us, on behalf of the Village Treasurer.

	<u>ELECTRIC FUND</u>	<u>ELECTRIC CONS.DEPOSITS FUND</u>	<u>ELECTRIC DEPRECIATION FUND</u>
Balance on Hand 10/01/12	\$ 1,241,531.80	\$ 299,462.44	\$ 1,578,540.83
Interest & Bank Fees in October	148.03	27.68	152.96
Deposits in October	<u>1,398,527.43</u>	<u>6,445.00</u>	<u>-</u>
	\$ 2,640,207.26	\$ 305,935.12	\$ 1,578,693.79
Disbursements in October	<u>1,571,640.16</u>	<u>9,898.37</u>	<u>-</u>
Balance on Hand 10/31/12	<u>\$ 1,068,567.10</u>	<u>\$ 296,036.75</u>	<u>\$ 1,578,693.79</u>

	<u>WATER FUND</u>
Balance on Hand 10/01/12	\$ 70,914.61
Interest & Bank Fees in October	7.06
Deposits in October	<u>43,237.50</u>
	\$ 114,159.17
Disbursements in October	<u>-</u>
Balance on Hand 10/31/12	<u>\$ 114,159.17</u>

Commissioner

Supervising Accountant