



# Memorandum

To: Westfield Board of Public Works & Safety

Date: August 30, 2012

Re: Public Works & Matters

## **Memo to Board Members**

Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

### **Fees Collected**

(See Attachment 1)

### **Safety Statistics**

(See Attachment 2)

### **Public Works Progress Report**

(See Attachment 3)

### **Employee of the Month**

The City Services Going the Extra Mile Employee of the Month selection for June 2012 was **Scott Shepard and Ren Waiter**.

Please join me in congratulating **Scott Shepard and Ren Waiter** on this significant achievement.

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) office  
l81 fax

Street  
46074  
n.gov

# ATTACHMENT #1

Yearly Permit Fees-2012												
Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 225.00	\$ 400.00	\$ -	\$ 3,150.00	\$ 3,250.00	\$ 2,100.00	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Availability Fees	\$ 11,613.48	\$ -	\$ -	\$ 3,150.00	\$ 3,800.00	\$ 3,500.00	\$ 21,941.64	\$ 25,200.00	\$ -	\$ -	\$ -	\$ -
Sewer Tap Fees	\$ 6,000.00	\$ 24,000.00	\$ -	\$ 30,312.00	\$ 33,600.00	\$ 43,200.00	\$ 40,580.00	\$ 32,400.00	\$ -	\$ -	\$ -	\$ -
Subsequent Sewer Connection	\$ 1,820.91	\$ 3,636.00	\$ -	\$ 2,198.00	\$ 3,405.00	\$ 3,405.00	\$ 3,107.00	\$ 1,438.00	\$ -	\$ -	\$ -	\$ -
Water Availability Fees	\$ 5,683.08	\$ -	\$ -	\$ 6,481.80	\$ 3,492.00	\$ 1,800.00	\$ 9,484.28	\$ 14,526.00	\$ -	\$ -	\$ -	\$ -
Water-3/4" Tap Fees	\$ 3,000.00	\$ 11,500.00	\$ -	\$ 18,895.00	\$ 19,470.00	\$ 20,500.00	\$ 21,325.00	\$ 15,935.00	\$ -	\$ -	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,544.24	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 120.00	\$ 1,080.00	\$ -	\$ 3,290.00	\$ 4,750.00	\$ 6,250.00	\$ 6,870.00	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -
Road Impact Fees	\$ 7,200.00	\$ 21,600.00	\$ -	\$ 23,400.00	\$ 43,200.00	\$ 39,600.00	\$ 67,490.00	\$ 28,800.00	\$ -	\$ -	\$ -	\$ -
Plan Review Fees	\$ 1,325.00	\$ 3,165.00	\$ -	\$ 3,180.00	\$ 1,475.00	\$ 4,390.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection Fees	\$ 5,531.50	\$ 5,198.50	\$ -	\$ 1,535.50	\$ 5,258.00	\$ 3,607.50	\$ 888.00	\$ 2,238.50	\$ -	\$ -	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 500.00	\$ 2,600.00	\$ -	\$ 3,800.00	\$ 2,900.00	\$ 3,900.00	\$ 3,800.00	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -
Erosion Control Penalty Fees	\$ 500.00	\$ 100.00	\$ -	\$ 400.00	\$ 3,000.00	\$ 800.00	\$ 1,050.00	\$ 700.00	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Water Permit Fees	\$ -	\$ -	\$ -	\$ 600.00	\$ 300.00	\$ 300.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 288.00	\$ 96.00	\$ -	\$ -	\$ 384.00	\$ 288.00	\$ -	\$ 192.00	\$ -	\$ -	\$ -	\$ -
<b>Totals per Month</b>	<b>\$ 43,806.97</b>	<b>\$ 73,375.50</b>	<b>\$ 100,392.30</b>	<b>\$ 127,537.00</b>	<b>\$ 133,940.50</b>	<b>\$ 183,880.16</b>	<b>\$ 132,404.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

2012 Year to Date	
Encroachment Permits	\$ 14,900.00
Sewer Availability Fees	\$ 68,905.12
Sewer Tap Fees	\$ 209,892.00
Subsequent Sewer Connection	\$ 18,582.91
Water Availability Fees	\$ 41,467.16
Water-3/4" Tap Fees	\$ 110,625.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Conn.	\$ 2,544.24
Lawn Irrigation Fees	\$ 28,380.00
Road Impact Fees	\$ 231,290.00
Plan Review Fees	\$ 13,535.00
Inspection Fees	\$ 24,257.50
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 20,800.00
Erosion Control Penalty Fees	\$ 6,550.00
Sanitary Sewer Permit Fees	\$ 1,200.00
Water Permit Fees	\$ 1,800.00
Water Service Line Protection	\$ 1,248.00
<b>Gross Total for 2012</b>	<b>\$ 795,936.93</b>

4th Qtr Total	
Encroachment Permits	\$ 1,675.00
Sewer Availability Fees	\$ 25,200.00
Sewer Tap Fees	\$ 32,400.00
Subsequent Sewer Connection	\$ 1,438.00
Water Availability Fees	\$ 14,526.00
Water-3/4" Tap Fees	\$ 15,935.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -
Lawn Irrigation Fees	\$ 6,000.00
Road Impact Fees	\$ 28,800.00
Plan Review Fees	\$ -
Inspection Fees	\$ 2,238.50
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 3,300.00
Erosion Control Penalty Fees	\$ 700.00
Sanitary Sewer Permit Fees	\$ -
Water Permit Fees	\$ -
Water Service Line Protection	\$ 192.00
<b>Totals per Quarter</b>	<b>\$ 132,404.50</b>

7 months of 2011	
Encroachment Permits	\$ 9,525.00
Sewer Availability Fees	\$ 343,582.50
Sewer Tap Fees	\$ 143,322.00
Sub- Sewer Connection	\$ 19,566.00
Water Availability Fees	\$ 180,711.00
Water-3/4" Tap Fees	\$ 68,917.50
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -
Lawn Irrigation Fees	\$ 12,030.00
Road Impact Fees	\$ 160,200.00
Plan Review Fees	\$ 16,315.00
Inspection Fees	\$ 7,359.93
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 17,100.00
Erosion Control Penalty Fees	\$ 6,750.00
Sanitary Sewer Permit Fees	\$ 1,800.00
Water Permit Fees	\$ 2,400.00
Water Service Line Protection	\$ 5,507.78
<b>Total</b>	<b>\$ 995,486.71</b>

4th Qtr Total	
Encroachment Permits	\$ 1,625.00
Sewer Availability Fees	\$ 1,750.00
Sewer Tap Fees	\$ 26,400.00
Subsequent Sewer Connection	\$ 4,016.00
Water Availability Fees	\$ 900.00
Water-3/4" Tap Fees	\$ 12,500.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -
Lawn Irrigation Fees	\$ 2,400.00
Road Impact Fees	\$ 34,200.00
Plan Review Fees	\$ 150.00
Inspection Fees	\$ 165.00
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 3,100.00
Erosion Control Penalty Fees	\$ 1,250.00
Sanitary Sewer Permit Fees	\$ 300.00
Water Permit Fees	\$ 300.00
Water Service Line Protection	\$ 711.75
<b>Total</b>	<b>\$ 89,787.75</b>

## ATTACHMENT #2

**WESTFIELD PUBLIC WORKS  
MONTHLY ACCIDENT STATISTICAL REPORT  
FOR JULY 2012**

Location	# of employees	# of Hours Worked	Employee Accidents/ Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents for the Month	Chargeable Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	3	411	0	0	0	0	0	1	94	0	0	0	\$0.00
C-9C	5	634.5	0	0	0	0	0	1	189	0	0	0	\$0.00
Water	5	648	0	0	0	0	0	7	4,360	0	0	0	\$0.00
Wastewater	4	517	0	0	0	0	0	6	3,037	0	0	0	\$0.00
Street-GM	16	2,088.5	0	0	1	0	0	16	8,960	0	0	0	\$0.00
Dew/Con-Eng	7	866.5	0	0	0	20	0	6	4,288	0	0	0	\$0.00
Inst & Controls	2	243.5	0	0	0	0	0	1	332	0	0	0	\$0.00
<b>2012</b>	<b>42</b>	<b>5,455</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>20</b>	<b>0</b>	<b>38</b>	<b>21,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
<b>2011</b>	<b>45</b>	<b>7,995</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>24,074</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2,100</b>

Matt Bell returned on 7/3 and will be on restrictions, he was injured on 3/5 while working on a curb. He is reassigned under Dew/Construction.

## ATTACHMENT #3

### WESTFIELD BOARD OF PUBLIC WORKS MEETING

#### *Westfield Public Works Executive Summary Progress Report*

1. Village Park TIF Projects

- South Union to Western Way Drive (Westfield Blvd.)(aka West Access Road) – This project has been broken into 3 Segment Phases. Phase 1 is from US31 south to 151<sup>st</sup> Street. The alignment and location of this segment has not been determined. Phase 2 will be from 151<sup>st</sup> south and tie into Greyhound Pass. Phase 3 will consist of building a Round-A-Bout at the intersection of Western Way/Greyhound Pass and the new West Access Road Connection.

The professional services design for Phase 1 has been awarded to VS Engineering. With this design a complete environmental assessment will be conducted for all 3 Phases. Additionally, in the Winter and Spring of 2011 the entire area was surveyed. VSE has begun the initial process of design for the construction of Phase 1.

Numerous coordination meetings have been held with INDOT and Panhandle Eastern in regards to road and high pressure gas line coordination.

2. Eastside TIF Projects – 161<sup>st</sup> Street and Carey Road. The design and engineering work on the 161<sup>st</sup> Street and Carey Road Round-a-bout project is complete, with R/W acquisition and utility coordination beginning in 2012. At this time, it appears that this project will likely be scheduled for utility relocations in late 2013 with construction in early 2014.
3. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project has been awarded to 3D Company out of Muncie. Construction for this project is not scheduled to start until after July 16 of 2012 in order to take advantage of the dry summer conditions and shorten the construction period. The contractor will be substantially completed with the work on or before September 21, 2012.
4. Block Grant. The 2013 Block Grant was submitted and we are awaiting approval from the Noblesville Housing Authority.
5. 2012 Resurfacing and Maintenance Improvement Project. The 2012 Resurfacing and MIP list has been generated and was bid on Monday April 27th, 2012 and will be brought to the Board on May 31st for approval and award. The following is a list of the projects and status:
- **Oak Road - Wedge & Level and Resurfacing (Baumgartner Asphalt)** – The project is approximately 90% complete. The surface is down and the road is open. The only work remaining is the placement of the stone shoulders and clean up.

- **Carey Road and 169<sup>th</sup> Street - Passing Blister (Calumet)** – Utilities are still in the process of being moved (with an August 1<sup>st</sup> completion date) and the passing blister work will start shortly after that. This project will take approximately 3 weeks. This project should be complete in one week.
  - **Gray Road – 2' Widening, Wedge & Level and Resurfacing (Baumgartner Asphalt)** – This project will start shortly. Once Baumgartner finishes up Oak Road they will move over to Gray Road. This project will take approximately one month.
  - **Timberbrook Run Subdivision – Mill and Resurface (Grady Brothers)** – Project is complete.
6. Westfield Farms Concrete Road Repairs. (Karns Inc.) The project is scheduled to start work 7/23/12. They are going to repair approximately 500 s.y.d of concrete pavement. This project will take approximately 3 weeks.
  7. 2012 Road Striping. (Gridlock) Project is scheduled to start this week. The project will take approximately one month to complete.
  8. Sign Replacement Project. (Shambaugh & Sons) Waiting on approval of street blade sign standard, authorization to replace incorrect street blades and warning signs. Project will take approximately two months to complete.
  9. Crack Sealing. (Harding Asphalt) – Approximately 25 tons of sealant was placed on 16 miles of road. With 62 miles of roads left to do, and an average of 1.6 tons of sealant per mile of road, that equals approximately 99 tons of sealant needed to complete all local streets (excludes subdivisions). Harding's unit price was \$3410.00/ton. The approximate cost to finish the roads would be \$337,590.00.
  10. Towne Road Bridge (21095) Replacement over the John Edwards Drain. The Public Works Engineering Division received 3 quotes for engineering the replacement of this bridge. This bridge was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List. Engineering design will begin in late 2012 with proposed construction of this bridge proposed for summer 2013 depending on funding.
  11. Grand Park. The Public Works Engineering and Development/Construction Divisions are providing technical input into the planning and design of the Grand Park Sports Complex. The Public Works Department continues to assist in the design and financial analysis meetings associated with this project. The Public Works Department is also overseeing the construction and inspection activities associated with Meyer Najem and Crider & Crider. Phase II of Grand Park will be put out for bid later this month and will be pricing will be received in late August.
  12. 186<sup>th</sup> Street Extension. This project is in conjunction with the Grand Park Project and the proposed Main Street Project. This project was bid on January 27, 2012. This project has been awarded and the Contractor, Crider and Crider has begun construction. Mass earth grading and road subbase has been completed. The underground storm system is currently being installed.

13. Grand Junction. The Public Works Department continues to be the lead on the proposed Regional Detention Plan associated with the Anna Kendall (Cool Creek) Regulated Drain. The Public Works Department also has provided technical input in regards to the downtown thoroughfare plan, utility development, and trail development.
14. Public Safety Training Facility/ Public Works Horseshoe Water Utilities Property. The Public Works Department continues to look for opportunities to utilize the maximum extent of the available land for development and will be working with the DNR to revise the limits of the floodway for the future Safety Training Facility that will be developed in the future.
15. Horseshoe Well Development. Well 16 is currently under construction with the valve vault, electrical, and instrumental apertures.
16. Oakridge Road and 161<sup>st</sup> Street Round-a-bout. The Public Works Department applied for CMAQ funds for a RAB at this intersection and these funds were approved at the August of 2011 by the MPO. The original funding was for construction only with the cost of design, R/W and utility acquisition by the City. The Public Works Department applied for additional funds for the cost of design, R/W and utility acquisition and these funds were also approved at the August 2012 MPO making this project 100% funded. Design was given to United Consulting Engineers. Survey has been completed and initial engineering has begun. Construction of the RAB is scheduled for the summer of 2013 in coordination with the US 31 project.
17. Springmill Road and 156<sup>th</sup> Street Round-A-bout. The Public Works Department applied for CMAQ funds for the construction of RAB's at this intersection and these funds were approved at the August of 2011 by the MPO. At the August MPO Policy Meeting the MPO members voted to approve the 156<sup>th</sup> Street and Springmill Road RAB for funding for construction and construction inspection. This intersection will be designed in late 2012 with construction in 2014.
18. 191<sup>st</sup> Street and Tomlinson Road Round-A-bout. The Public Works Department has selected USI Consultants to design a future roundabout at the above intersection. Survey and the engineering report analysis has begun. It is targeted for a summer 2013 construction.
19. Spring Mill Road (146<sup>th</sup> Street to SR32) and 161<sup>st</sup> Street (Springmill Road to US31) The Public Works allied for funding through the MPO for funding to study the above corridor. The Funding was approved in late 2011 and we recently requested additional funding to expand the scope of the study. The MPO received and reviewed the revised scope of work submitted by United Consulting for the expanded Spring Mill Road and 161<sup>st</sup> Street study noting the increased total cost. The MPO was able to fund the federal portion of the expanded study with a total MPO contribution of \$78,800 and a local contribution of \$19,720 paid by the City of Westfield. The Department has selected United Consulting Engineers to complete this study and held a kick off meeting in February to finalize the contract and scope to begin the evaluation of these roads. The study is currently underway with a targeted completion date of January 2013.

20. US 31 Freeway Project. The Public Works Department continues to meet with INDOT and the Design Team in regards to coordinating the design and utility relocations associated with this project. Recently this project has been accelerated and has increased the amount of time needed on this project. HNTB was retained to develop relocation plans for all the sanitary & water relocations.
21. 2012 CMAQ Applications. The Public Works Department completed and submitted applications for the 2012 CMAQ call for projects. CMAQ stands for Congestion Mitigation and Air Quality and is focused on transportation improvements designed to improve air quality and mitigate congestion. Roundabouts are a perfect application for this federally funded program. Three (3) intersections were applied. 161<sup>st</sup> Street & S. Union Street, 156<sup>th</sup> Street & Oakridge Road, and 169<sup>th</sup> Street & Springmill Road. Determination will be made in October/November.
22. Monon Trail TE Grant Funds. The City has officially been awarded TE funds for three projects. They are as follows:

Des. No.	Location	Amount
0900029	SR 32 to 216 <sup>th</sup> St.	\$846,000 (federal)/\$211,500(local)
1173079	SR 32 to 191 <sup>st</sup> St.	\$1,096,667 (federal)/\$274,167(local)
1173193	191 <sup>st</sup> to 216 <sup>th</sup>	\$1,000,000 (federal)/\$250,000 (local)

A TIP amendment request was submitted and approved by the MPO which placed both the 09 and the 11 project into the TIP with the 09 labeled strictly for Design, Survey and R/W and the 11 labeled for construction and construction inspection. Currently, there is a RFP out for the Design and R/W acquisition for the Monon Trail and DLZ has initially been selected. Project limits are north of SR32 to the Monon Trails Elementary School. Any additional funds will take the trail further north until funds are depleted.

