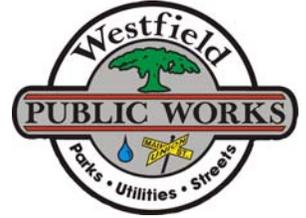


WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety Agenda
From: Kurt J. Wanninger
CC: Andy Cook, Bruce A. Hauk
Date: April 3, 2008
Re: Public Works Department Matters

BOARD OF PUBLIC WORKS
J. ANDREW COOK, MAYOR
JOHN B. HART, BOARD MEMBER
MARK HEIRBRANDT, BOARD MEMBER

CHIEF ADMINISTRATIVE OFFICER
BRUCE A. HAUK

DIRECTOR OF PUBLIC WORKS
KURT J. WANNINGER

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)

Department Safety Statistics

(See Attachment 2)

HNTB Progress Report

(See Attachment 3)

Employee of the Month

The department's Employee of the Month selection for February 2008 was Sharon Kingery.

Sharon has been with the Westfield Public Works Department since June 15, 1998. Sharon is the Director of First Impressions within the Public Works Administration Division. Please join me in congratulating Sharon on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2008

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 722.50	\$ 875.00										
Sewer Availability Fees	\$ 20,150.00	\$ 150,234.64										
Sewer Tap Fees	\$ 23,352.00	\$ 95,736.00										
Subsequent Sewer Connection	\$ 909.00	\$ 1,289.00										
Water Availability Fees	\$ 10,963.80	\$ 89,569.84										
Water-3/4" Tap Fees	\$ 9,730.00	\$ 40,890.00										
Water-1" Tap Fees	\$ 500.00	\$ -										
Water-1 1/2" or Greater	\$ -	\$ -										
Lawn Irrigation Fees	\$ -	\$ 25.00										
Road Impact Fees	\$ 101,257.54	\$ 25,598.00										
Plan Review Fees	\$ 600.00	\$ 2,960.00										
Inspection Fees	\$ 2,849.00	\$ 7,862.50										
Map Fees	\$ -	\$ -										
Erosion Control Appl. Fees	\$ 1,680.00	\$ 3,100.00										
Erosion Control Penalty Fees	\$ 500.00	\$ 1,700.00										
Sanitary Sewer Permit Fees	\$ 300.00	\$ -										
Water Permit Fees	\$ 300.00	\$ -										
Water Service Line Protection	\$ 216.00	\$ 32.00										
Totals per Month	\$ 174,029.84	\$ 419,859.98	\$ -									

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 1,597.50	\$ -	\$ -	\$ -
Sewer Availability Fees	\$ 170,364.64	\$ -	\$ -	\$ -
Sewer Tap Fees	\$ 119,088.00	\$ -	\$ -	\$ -
Subsequent Sewer Connection	\$ 2,198.00	\$ -	\$ -	\$ -
Water Availability Fees	\$ 100,533.64	\$ -	\$ -	\$ -
Water-3/4" Tap Fees	\$ 50,620.00	\$ -	\$ -	\$ -
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ 25.00	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 126,853.54	\$ -	\$ -	\$ -
Road Impact Fees	\$ 3,550.00	\$ -	\$ -	\$ -
Plan Review Fees	\$ 10,711.50	\$ -	\$ -	\$ -
Inspection Fees	\$ -	\$ -	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,780.00	\$ -	\$ -	\$ -
Erosion Control Penalty Fees	\$ 2,200.00	\$ -	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 300.00	\$ -	\$ -	\$ -
Water Permit Fees	\$ 300.00	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 248.00	\$ -	\$ -	\$ -
Totals per Quarter	\$ 593,889.82	\$ -	\$ -	\$ -

Type of Fees	Yearly Totals
Encroachment Permits	\$ 1,597.50
Sewer Availability Fees	\$ 170,364.64
Sewer Tap Fees	\$ 119,088.00
Subsequent Sewer Connection	\$ 2,198.00
Water Availability Fees	\$ 100,533.64
Water-3/4" Tap Fees	\$ 50,620.00
Water-1" Tap Fees	\$ 500.00
Water-1 1/2" or Greater	\$ 25.00
Lawn Irrigation Fees	\$ 126,853.54
Road Impact Fees	\$ 3,550.00
Plan Review Fees	\$ 10,711.50
Inspection Fees	\$ -
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 4,780.00
Erosion Control Penalty Fees	\$ 2,200.00
Sanitary Sewer Permit Fees	\$ 300.00
Water Permit Fees	\$ 300.00
Water Service Line Protection	\$ 248.00
Gross Total for 2008	\$ 593,889.82

Type of Fees	12 months - 2007
Encroachment Permits	\$ 25,105.20
Sewer Availability Fees	\$ 442,899.90
Sewer Tap Fees	\$ 400,610.40
Subsequent Sewer Connection	\$ 25,062.48
Water Availability Fees	\$ 411,028.68
Water-3/4" Tap Fees	\$ 212,442.00
Water-1" Tap Fees	\$ 1,750.00
Water-1 1/2" or Greater	\$ -
Lawn Irrigation Fees	\$ 7,100.00
Road Impact Fees	\$ 432,515.56
Plan Review Fees	\$ 71,200.00
Inspection Fees	\$ 85,055.60
Map Fees	\$ 278.25
Erosion Control Appl. Fees	\$ 43,500.00
Erosion Control Penalty Fees	\$ 20,850.00
Sanitary Sewer Permit Fees	\$ 3,000.00
Water Permit Fees	\$ 5,400.00
Water Service Line Protection	\$ 1,440.00
Totals of 2007	\$ 2,188,657.07

Type of Fees	Feb-07
Encroachment Permits	\$ 175.00
Sewer Availability Fees	\$ 17,500.00
Sewer Tap Fees	\$ 20,760.00
Subsequent Sewer Connection	\$ 10,079.68
Water Availability Fees	\$ 42,457.50
Water-3/4" Tap Fees	\$ 9,525.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Lawn Irrigation Fees	\$ 3,159.00
Road Impact Fees	\$ 4,575.00
Plan Review Fees	\$ 4,575.00
Inspection Fees	\$ 10,323.00
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 1,700.00
Erosion Control Penalty Fees	\$ 350.00
Sanitary Sewer Permit Fees	\$ 300.00
Water Permit Fees	\$ -
Water Service Line Protection	\$ -
Totals	\$ 120,904.18

Type of Fees	2007 Totals	2008 Totals	2009 Totals	2004 Totals
Encroachment Permits	\$ 25,105.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.50
Sewer Availability Fees	\$ 442,899.90	\$ 1,426,596.60	\$ 3,040,962.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 400,610.40	\$ 712,284.00	\$ 825,796.00	\$ 731,620.00
Subsequent Sewer Connection	\$ 25,062.48	\$ 54,840.61	N/A	N/A
Water Availability Fees	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00	\$ 270,070.00
Water-1" Tap Fees	\$ 1,750.00	\$ 5,885.00	\$ 39,581.17	\$ 63,824.10
Water-1 1/2" or Greater	\$ -	\$ 3,135.00	\$ 15,000.00	\$ 2,700.00
Lawn Irrigation Fees	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 41,680.00
Road Impact Fees	\$ 432,515.56	\$ 908,894.76	\$ 908,894.55	\$ 596,208.98
Plan Review Fees	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 85,055.60	\$ 93,523.38	\$ 10,596.57	\$ 6,167.77
Map Fees	\$ 278.25	\$ 525.00	\$ 104.50	N/A
Erosion Control Appl. Fees	\$ 43,500.00	\$ 26,904.00	N/A	N/A
Erosion Control Penalty Fees	\$ 20,850.00	\$ 13,300.00	N/A	N/A
Sanitary Sewer Permit Fees	\$ 3,000.00	\$ 7,200.00	N/A	N/A
Water Permit Fees	\$ 5,400.00	\$ 3,000.00	N/A	N/A
Water Service Line Protection	\$ 1,440.00	\$ 3,048.00	N/A	N/A
Gross Total	\$ 2,188,657.07	\$ 5,228,125.50	\$ 7,438,570.84	\$ 4,933,638.86

2004

2005

2006

2007

ATTACHMENT #2

**WESTFIELD PUBLIC WORKS
MONTHLY ACCIDENT STATISTICAL REPORT
FOR FEBRUARY 2008**

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	9	937	0	0	0	0	0	3	2460	0	0	0	\$0.00
CSC	5	552.5	0	0	0	0	0	1	212	0	0	0	\$0.00
Water	7	771	0	0	0	0	0	7	5890	0	0	0	\$0.00
Wastewater	8	871.75	0	0	0	0	0	6	5022	0	0	3	\$0.00
Street-G/M	13	1333.5	0	0	0	0	0	16	13495	0	0	0	\$0.00
GIS	4	467.5	0	0	0	0	0	3	2361	0	0	0	\$0.00
Dev/Con-Eng	10	1117	0	0	0	0	0	6	4503	0	0	0	\$0.00
Inst & Controls	2	236	0	0	0	0	0	1	958	0	0	0	\$0.00
2008	58	6286.25	0	0	0	0	0	43	34901	0	0	3	\$0.00
2007	53	7304.75	0	0	0.5	0	0	40	22264	0	0	N/A	N/A

***Three residents on Westlea Drive had back flow flooding during the rain even on February 6th. The insurance has not made a determination if we will be charged with a claim due to Flood Warnings being posted and being the excessive rain being an "act of Mother Nature".

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS and SAFETY MEETING

April 3, 2008

Progress Report Executive Summary

1. TIF Projects – Greyhound Pass / Western Way (West Project), 151st Street from Carey Road to Setters Road (EastProject). The plans are complete for the West project and are 95% complete for the East Project. These projects are scheduled for summer 2008 construction contingent on Utility Coordination and property acquisition. These are critical-path issues that the City needs to address. Of the four parcels on the West project, four offers have been sent; none has been accepted and one is in condemnation. Two of the four appraisals on the East project are pending due to decisions that required the right-of-way engineering to be revised.
2. River Road Water Treatment Plant Expansion. Construction by Contractor, Shook Construction, continues on the Chlorine and Filter Buildings. The two new filters were delivered and set in place on the west side of the treatment plant. Work continues to be done in the Chlorine Building and work in the existing treatment plant building. The regularly scheduled progress meeting was held on March 6, 2008 to review the past and upcoming construction activities. As a result of the costs provided by the Contractor to construct Well Nos. 11, 12 and 13, the Contractor was directed to move forward only with the improvements for Well No. 12. Site piping is to be completed by others and negotiated directly with the WPWD. Only the Well No. 12 portion of the original project will be included as a change order. This change order for Well No. 12 and other changes has been prepared for WPWD's approval. Well House No. 12 foundation is complete; masonry wall construction is under way. Bid documents for Well Nos. 11 and 13 were advertised February 29, 2008; a pre-bid conference was held March 13, 2008; bids will be received March 27, 2008. After award and notice to proceed, construction of Well House Nos. 11 and 13 is expected to be substantially complete within 150 calendar days.
3. Westside Interceptor. Construction activities continue to be slow. The WPWD has cited the Contractor for erosion-control deficiencies and are monitoring the corrective actions that are to be taken. Approximately 11,000 feet of sewer have been installed to date, with approximately 14,000 feet remaining to be installed. HNTB is continuing monitoring of several residential wells to determine if dewatering activities are impacting potable water supplies. The next progress meeting with the Contractor is scheduled for April 17, 2008.
4. Public Works Department Facilities Expansion. The City's contract with Browning Construction, Inc. for the Public Works Department Expansion project continues toward completion. Office exterior framing work and roofing are complete. Final design and color and material selections have been finalized.
5. Sycamore/Birch Storm Sewers. Easement agreements, final design and easement preparation are expected to be carried out and completed within the next few weeks; April advertisement for construction bids is planned.
6. US 31/SR 32 Signal Preemption. Installation of Opticom equipment by the City continues at several intersections.

CITY OF WESTFIELD

PROGRESS REPORT

for

April 3, 2008 BOARD OF PUBLIC WORKS MEETING

The following covers HNTB activities for February-March 2008.

1. TIF Projects – Greyhound Pass / Western Way (West Project), 151st Street from Carey Road to Setters Road (EastProject).

The plans are complete for the West project and are 95% complete for the East Project. The 5% on the East Project includes final design of the hardscape, landscape, lighting, and waterline design. A coordination meeting is needed between the City and Throgmartin-Henke to resolve landscaping and property-acquisition issues. In addition, the City needs to coordinate with Duke Energy to finalize the utility agreement. Two of the four appraisals on the East project are pending due to utility coordination that required the right-of-way engineering to be revised. The right-of-way engineering for these parcels will be completed by the end of March. The appraisals for the remaining two parcels are anticipated to be complete in May and offers sent in June.

On the West project, utility relocation plans are complete but contingent on property acquisition. Of the four parcels on the West project, four offers have been sent, none has been accepted and one is in condemnation.

2. River Road Water Treatment Plant Expansion

Construction by the contractor, Shook Construction, continues on the Chlorine and Filter Buildings and detention tank supports. Work continues to be done in the Chlorine Building and work in the existing treatment plant building. The regularly scheduled progress meeting was held on March 6, 2008 to review the past and upcoming construction activities. Pricing was received from the Contractor for the proposed Well Nos. 11, 12 and 13. As a result of the proposed costs, modifications were made to the proposed design and additional pricing was requested from the Contractor to obtain lower pricing. Only the Well No. 12 portion of the original project will be included as a change order. This change order for Well No. 12 and other changes is being prepared for WPWD's approval. Well House No. 12 foundation is complete; masonry wall construction is under way. Bid documents for Well Nos. 11 and 13 were advertised February 29, 2008; a pre-bid conference was held March 13, 2008; bids will be received March 27, 2008. After award and notice to proceed, construction of Well House Nos. 11 and 13 is expected to be substantially complete within 150 calendar days.

3. Westside Interceptor

Construction activities continue to be slow. The WPWD has cited the Contractor for erosion-control deficiencies and is monitoring the corrective actions that are to be taken. Approximately 11,000 feet of sewer have been installed to date, with approximately 14,000 feet remaining to be installed. HNTB is continuing monitoring of several residential wells to determine if dewatering activities are impacting potable water supplies. A conference call was held with the pipe supplier (Hobas), Contractor, WPWD and HNTB on February 21, 2008 to review installation procedures. The next progress meeting with the Contractor and the City is scheduled for April 17, 2008.

4. Public Works Department Facilities Expansion

The City is under contract with Browning Construction, Inc. for the Public Works Department Expansion project. The project continues on schedule. The Salt Storage/Streets Barn and Streets Storage Building Expansion have reached substantial completion and punch lists have been prepared for final work by the Contractor. Office exterior framing work and roofing are complete. Office design details such as the final floor plan and finishes have been finalized.

5. Sycamore/Birch Storm Sewers

Easement agreements are required from five property owners. The City of Westfield has finalized the easement documentation and plans to have property-owner signatures within one week. The design sheets and specifications will be finalized within the next few weeks for anticipated April advertisement for construction bids.

6. US 31 / SR 32 Signal Preemption

Of the ten (10) intersections approved by INDOT the City has installed six (6) preemptions and the remaining four (4) will be completed pending INDOT projects. Installations are underway at US 31 and Greyhound Pass, 151st St. and US 31, and 161st St. and US 31.

7. Miscellaneous Assistance

- a. HNTB assisted WPWD with developer permitting for water and sewer projects including Meadowlands at Viking Meadows and Ace Hardware at Westfield Marketplace.
- b. For the SR 32 INDOT road improvement project, Westfield Utility relocation design has been completed. In February Westfield approval was added to plans and specifications and the complete package was submitted to INDOT February 29, 2008, in time for timely INDOT project advertisement.
- c. The City's National Pollutant Discharge Elimination System (NPDES) permit allowing discharge from the lagoons north of 171st Street is due to expire in 2008. The Indiana Department of Environmental Management (IDEM) final permit has now been received by the City with a new expiration date of 2013.
- d. WPWD staff is continuing their flow data gathering as a part of planning for a modified or new pumping station at the lagoons north of 171st Street. The WPWD staff is considering bidding this project as a Performance Contracting (Energy Efficiency) Project. Bowen Engineering will be assisting.
- e. HNTB is evaluating various options to utilize the Viking Meadows Lift Station to serve areas on either side of US 31 and north and south of 161st Street and eliminate various existing lift stations.