

WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety Agenda
From: Kurt J. Wanninger
CC: Andy Cook, Bruce A. Hauk
Date: July 10, 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 July 2008 was Jason Greathouse and Austin Gill.

Jason Greathouse has been with the Westfield Public Works Department since March 10, 2008. Jason is a Street Laborer within the Public Works Transportation, Grounds, and Utility Maintenance Division.

Austin Gill was a summer intern with the Westfield Public Works Department since June of 2008. Austin was a Street Laborer Summer Intern within the Public Works Transportation, Grounds, and Utility Maintenance Division.

Please join me in congratulating Scott and Austin 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	\$ 869.00	\$ 3,221.00	\$ 2,050.00	\$ 1,500.00	\$ 1,525.00					
Sewer Availability Fees	\$ 20,150.00	\$ 150,234.64	\$ 9,375.00	\$ 145,943.04	\$ 315,798.88	\$ 145,943.04	\$ 15,620.00	\$ 81,522.88	\$ 15,620.00			
Sewer Tap Fees	\$ 23,352.00	\$ 95,736.00	\$ 48,756.00	\$ 90,672.00	\$ 101,520.00	\$ 90,672.00	\$ 30,624.00	\$ 84,324.00	\$ 30,624.00			
Subsequent Sewer Connection	\$ 906.00	\$ 1,289.00	\$ 380.00	\$ 2,496.00	\$ 909.00	\$ 2,496.00	\$ 380.00	\$ 1,058.00	\$ 380.00			
Water Availability Fees	\$ 10,963.80	\$ 89,589.84	\$ 16,819.20	\$ 98,677.44	\$ 193,118.48	\$ 98,677.44	\$ 50,403.60	\$ 63,536.48	\$ 50,403.60			
Water-3/4" Tap Fees	\$ 9,730.00	\$ 40,890.00	\$ 26,955.00	\$ 44,415.00	\$ 50,445.00	\$ 44,415.00	\$ 20,340.00	\$ 21,715.00	\$ 20,340.00			
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Lawn Irrigation Fees	\$ -	\$ 25.00	\$ 250.00	\$ 650.00	\$ 700.00	\$ 650.00	\$ 350.00	\$ 600.00	\$ 350.00			
Road Impact Fees	\$ 101,257.54	\$ 25,598.00	\$ 26,142.00	\$ 18,000.00	\$ 18,000.00	\$ 15,750.00	\$ 12,150.00	\$ 18,000.00	\$ 15,750.00			
Plan Review Fees	\$ 600.00	\$ 2,950.00	\$ 4,330.00	\$ 11,700.00	\$ 7,805.00	\$ 11,700.00	\$ 4,795.00	\$ 3,215.00	\$ 4,795.00			
Inspection Fees	\$ 2,849.00	\$ 7,862.50	\$ 5,069.00	\$ 3,163.50	\$ 2,534.50	\$ 3,163.50	\$ 4,902.50	\$ 5,901.50	\$ 4,902.50			
Map Fees	\$ 1,680.00	\$ 3,100.00	\$ 50.00	\$ 2,300.00	\$ 2,900.00	\$ 2,300.00	\$ 2,100.00	\$ 3,000.00	\$ 2,100.00			
Erosion Control Appl. Fees	\$ 300.00	\$ 1,700.00	\$ 2,250.00	\$ 8,000.00	\$ 1,000.00	\$ 8,000.00	\$ 450.00	\$ 600.00	\$ 450.00			
Erosion Control Penalty Fees	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Sanitary Sewer Permit Fees	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Water Permit Fees	\$ 216.00	\$ 32.00	\$ 40.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 96.00	\$ -	\$ -			
Water Service Line Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Totals per Month	\$ 174,029.84	\$ 419,859.98	\$ 141,305.20	\$ 696,828.96	\$ 429,535.98	\$ 285,370.96	\$ 143,895.10	\$ -	\$ -	\$ -	\$ -	\$ -

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 2,496.50	\$ 6,771.00	\$ 1,525.00	\$ -
Sewer Availability Fees	\$ 179,759.64	\$ 543,264.80	\$ 15,620.00	\$ -
Sewer Tap Fees	\$ 167,844.00	\$ 276,516.00	\$ 30,624.00	\$ -
Subsequent Sewer Connection	\$ 2,578.00	\$ 4,463.00	\$ 380.00	\$ -
Water Availability Fees	\$ 117,352.84	\$ 355,332.40	\$ 50,403.60	\$ -
Water-3/4" Tap Fees	\$ 77,575.00	\$ 116,575.00	\$ 20,340.00	\$ -
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 275.00	\$ 1,950.00	\$ 350.00	\$ -
Road Impact Fees	\$ 152,965.54	\$ 51,750.00	\$ 12,150.00	\$ -
Plan Review Fees	\$ 7,860.00	\$ 22,720.00	\$ 4,795.00	\$ -
Inspection Fees	\$ 15,780.50	\$ 11,599.50	\$ 4,902.50	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,630.00	\$ 8,200.00	\$ 2,100.00	\$ -
Erosion Control Penalty Fees	\$ 4,450.00	\$ 9,650.00	\$ 450.00	\$ -
Sanitary Sewer Permit Fees	\$ 300.00	\$ 900.00	\$ -	\$ -
Water Permit Fees	\$ 288.00	\$ 144.00	\$ 56.00	\$ -
Water Service Line Protection	\$ -	\$ -	\$ -	\$ -
Totals per Quarter	\$ 735,195.02	\$ 1,410,735.70	\$ 143,895.10	\$ -

Type of Fees	7 months of 2007
Encroachment Permits	\$ 13,468.00
Sewer Availability Fees	\$ 400,071.00
Sewer Tap Fees	\$ 213,392.40
Subsequent Sewer Connection	\$ 19,146.48
Water Availability Fees	\$ 386,549.64
Water-3/4" Tap Fees	\$ 129,268.00
Water-1" Tap Fees	\$ 1,250.00
Water-1 1/2" or Greater	\$ -
Lawn Irrigation Fees	\$ 4,900.00
Road Impact Fees	\$ 114,996.06
Plan Review Fees	\$ 50,960.00
Inspection Fees	\$ 48,790.30
Map Fees	\$ 182.50
Erosion Control Appl. Fees	\$ 18,000.00
Erosion Control Penalty Fees	\$ 6,650.00
Sanitary Sewer Permit Fees	\$ 2,400.00
Water Permit Fees	\$ 3,600.00
Water Service Line Protection	\$ 768.00
Totals	\$ 1,414,421.38

Type of Fees	7 months of 2007
Encroachment Permits	\$ 1,875.00
Sewer Availability Fees	\$ 4,325.00
Sewer Tap Fees	\$ 18,960.00
Subsequent Sewer Connection	\$ -
Water Availability Fees	\$ 56,828.24
Water-3/4" Tap Fees	\$ 26,354.00
Water-1" Tap Fees	\$ 750.00
Water-1 1/2" or Greater	\$ -
Lawn Irrigation Fees	\$ 650.00
Road Impact Fees	\$ 14,400.00
Plan Review Fees	\$ 6,650.00
Inspection Fees	\$ 7,162.46
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 2,700.00
Erosion Control Penalty Fees	\$ 900.00
Sanitary Sewer Permit Fees	\$ 300.00
Water Permit Fees	\$ 300.00
Water Service Line Protection	\$ 96.00
Totals	\$ 142,050.70

Type of Fees	2007 Totals	2008 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 25,108.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 442,689.30	\$ 1,428,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 400,610.40	\$ 712,284.00	\$ 625,796.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 25,062.48	\$ 54,940.61	N/A	N/A
Water Availability Fees	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,681.55	\$ 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	\$ 3,135.00	\$ 1,500.00	\$ 2,700.00
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 432,515.56	\$ 909,894.76	\$ 908,081.55	\$ 586,208.98
Road Impact Fees	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Plan Review Fees	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 85,055.60	\$ 93,523.38	\$ 10,536.57	\$ 6,167.77
Map Fees	\$ 276.25	\$ 525.00	\$ 104.50	N/A
Erosion Control Appl. Fees	\$ 43,320.00	\$ 26,904.00	N/A	N/A
Erosion Control Penalty Fees	\$ 20,650.00	\$ 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	\$ 5,226,125.50	\$ 7,438,570.94	\$ 4,933,639.66

ATTACHMENT #2

WESTFIELD PUBLIC WORKS
MONTHLY ACCIDENT STATISTICAL REPORT
FOR JULY 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	11	1819.5	0	0	0	0	0	3	1653	0	0	0	\$0.00
CSC	5	821	0	0	0	0	0	1	398	0	0	0	\$0.00
Water	7	1106.5	0	0	0	0	0	7	7183	1	1	0	\$2,572.63
Wastewater	8	1118.5	0	0	0	0	0	6	5845	0	0	0	\$0.00
Street-G/M	19	2942.5	0	0	0	0	0	15	9805	0	0	0	\$0.00
GIS	4	597	0	0	0	0	0	3	2611	0	0	0	\$0.00
Dev/Con-Eng	11	1809	0	0	0	0	0	6	4328	0	0	0	\$0.00
Inst & Controls	2	304	0	0	0	0	0	1	1486	0	0	0	\$0.00
2008	67	10518	0	0	0	0	0	42	33309	1	1	0	\$2,572.63
2007	64	9248.75	1	0	5	0	1	43	34278	1	1	N/A	N/A

*On 7/15/08 Jim Norzinskay backed into a fire hydrant while attempting to park off the side of Sumerville Drive in order to inspect and set a meter.

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS MEETING August 28, 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 for the East project. These projects are scheduled for fall 2008 construction. Of the four parcels on the West project, four offers have been sent, one has been accepted and two are in condemnation. The four appraisals on the East project are complete and have been given to the City. The projects' bid opening was held on July 8, 2008. The contracts were awarded to Calumet Civil Contractors, Inc.
2. River Road Water Treatment Plant Expansion. Construction by Contractor, Shook Construction, continues on the Filter Building and new Fluoride Room. The new chlorine system has been started up and is currently in use. Problems with the plant instrumentation and control systems caused a delay to the start. The regularly scheduled progress meeting was held on August 7, 2008 to review the past and upcoming construction activities. Well House No. 12 is operating in conjunction with Westfield Well Nos. 5 and 8, providing more than 5 million gallons per day of raw water to City of Indianapolis in accordance with the long-term supply agreement with City of Indianapolis, Department of Water.
3. River Road Water Treatment Plant Well Nos. 11 and 13. Contractor M.K. Betts Engineering and Construction, Inc. has completed masonry buildings and piping for Well Nos. 11 and 13; well pumps are in place; electrical and control work remain to complete. The Contractor hopes to achieve substantial completion by the end of August. WPWD is eager to have these new wells in operation, performing their intended job of pumping raw water to City of Indianapolis. This change will free WPWD to return production from Well Nos. 5 and 8 to their normal destinations of Cherry Tree Rd. WTP and River Road WTP.
4. Westside Interceptor. Two of the three crews have demobilized from the site. The remaining crew has completed the majority of the sewer installation west of the Westfield Airport. The bore under the airport has been corrected and completed as of late July. The Contractor has started to do general clean-up of the site and in some locations they have started rough and final grading. Manhole and sewer testing continues along with manhole lining. The next progress meeting with the Contractor is scheduled for September 10, 2008.
5. Public Works Department Facilities Expansion. The City's contract with Browning Construction, Inc. for the Public Works Department Expansion project has reached partial substantial completion. The Office Building construction is being finalized with completion of exterior grading and repairs to the lower level interior. Offices have been occupied as they are accepted as substantially complete and their variances are included on the punch list.
6. Sycamore/Birch Storm Sewers. There were seven bids placed for the Sycamore/Birch Storm Sewer project, which was awarded to Sweeney Construction for \$259,250. Construction will be complete in 2008.

CITY OF WESTFIELD

PROGRESS REPORT

for

August 28, 2008 BOARD OF PUBLIC WORKS MEETING

The following covers HNTB activities for June - August 2008.

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

The Greyhound Pass/Western Way contract and Contract A: 151st Street and Carey Road Roundabout were awarded to Calumet Civil Contractors, Inc. on July 10, 2008. A pre-construction meeting for both projects was held on August 14, 2008. HNTB is providing construction engineering services for both projects.

The four appraisals on the East project are complete. Coordination with Duke Energy is complete and wood poles will be installed starting mid-August. This will allow the 2008 construction schedule to be met.

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, one has been accepted, one is in condemnation, and at one the right-of-way is clear for construction. The City is pursuing property donation from Regions Bank. It is anticipated that the right-of-way will be acquired for three of the four parcels the week of August 25, 2008. A right of entry has been signed by the owner of one of the parcels for construction to begin the week of August 25, 2008.

2. River Road Water Treatment Plant Expansion

Construction by Contractor, Shook Construction, continues on the Filter Building and the new Fluoride Room. The new chlorine system has been started up and is currently in use. Problems with the plant instrumentation and control systems caused a delay to the start. The regularly scheduled progress meeting was held August 7, 2008 to review the past and upcoming construction activities. Well House No. 12 is operating in conjunction with Westfield Well Nos. 5 and 8, providing more than 5 million gallons per day of raw water to City of Indianapolis in accordance with the long-term supply agreement with City of Indianapolis, Department of Water.

a. River Road Water Treatment Plant Well Nos. 11 and 13

Contractor M.K. Betts Engineering and Construction, Inc. has completed masonry buildings and piping for Well Nos. 11 and 13; well pumps are in place; electrical and control work remain to complete. The Contractor hopes to achieve substantial completion by the end of August. WPWD is eager to have these new wells in operation, performing their intended job of pumping raw water to City of Indianapolis. This change will free WPWD to return production from Well Nos. 5 and 8 to their normal destinations of Cherry Tree Rd. WTP and River Road WTP.

4. Westside Interceptor

Two of the Contractor's three crews have demobilized from the site. The remaining crew has completed the majority of the sewer installation west of the Westfield Airport. The bore under the airport has been corrected and completed as of late July. The Contractor has started to do general clean-up of the site and in some locations they have started rough/final grading. Manhole and sewer testing continues along with manhole lining. The next progress meeting with the Contractor is scheduled for September 10, 2008.

5. Public Works Department Facilities Expansion

The City's contract with Browning Construction, Inc. for the Public Works Department Expansion project has reached partial substantial completion. The construction is being finalized with completion of exterior grading and repairs to the lower level after setbacks due to flooding after heavy rains; the causes have been corrected and damaged materials are being replaced. Offices on the first and second floors have been occupied as they are accepted as substantially complete and their variances are added to the punch list.

6. Sycamore/Birch Storm Sewers

There were seven bids placed for the Sycamore/Birch Storm Sewer project which was awarded to Sweeney Construction for \$259,250. A pre-construction meeting was held July 29, 2008 with Sweeney Construction, HNTB, and the City of Westfield. A community meeting, open to the public, was held on August 5, 2008. Notice to proceed will be August 25, 2008. The Contractor will have until December 22, 2008 to have all work completed. HNTB is presently reviewing shop drawings

7. 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 now pending due to INDOT equipment upgrades at US 31 and Greyhound Pass, 151st St. and US 31, and 161st St. and US 31. HNTB met with INDOT personnel August 7, 2008; the Opticom design at SR 32 and Moontown/Gray was reviewed and approved at that meeting.

8. Miscellaneous Assistance

- a. WPWD staff is continuing their flow data gathering as a part of planning for a new pumping station at the lagoons north of 171st Street. Site survey and force main route planning began in August. The goal of the project is to divert a portion of flow now being treated by Carmel and instead pump more flow to the Westfield wastewater treatment facility. The WPWD staff is considering this project as a Performance Contracting (Energy Efficiency) Project. Bowen Engineering will be assisting.
- b. HNTB and WPWD personnel, along with WPWD's well driller and hydrogeologist, are exploring possible well sites east of new Well Nos. 11, 12 and 13.
- c. HNTB met with the Grand Junction Committee to assist in the Master Planning for Downtown. HNTB presented Downtown transportation concepts, discussed pros and cons and began the process of coordination with respect to land-use and regional travel (via US 31 and State Road 32). HNTB also met with the Mayor and City staff to discuss thoroughfare plan changes to be presented to City Council in October.