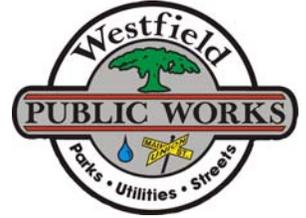


WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety
From: Kurt J. Wanninger
CC: Bruce A. Hauk
Date: November 26, 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 October 2008 was Scott Thompson

Scott Thompson has been with the Westfield Public Works Department since January 24, 2005. Scott is the Grounds and Maintenance Crew Leader within the Public Works Transportation, Grounds, and Utility Maintenance Division.

Please join me in congratulating Scott 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	\$ 889.00	\$ 889.00	\$ 3,221.00	\$ 1,500.00	\$ 1,525.00	\$ 975.00	\$ 975.00	\$ 1,875.00	\$ 500.00	\$ 500.00
Sewer Availability Fees	\$ 20,150.00	\$ 150,234.64	\$ 9,375.00	\$ 3,175.00	\$ 315,988.88	\$ 145,943.04	\$ 81,522.88	\$ 15,820.00	\$ 32,395.00	\$ 47,703.76	\$ 59,485.00	\$ 59,485.00
Sewer Tap Fees	\$ 23,352.00	\$ 95,736.00	\$ 48,756.00	\$ 48,756.00	\$ 101,520.00	\$ 90,672.00	\$ 30,624.00	\$ 48,732.00	\$ 48,732.00	\$ 33,816.00	\$ 48,900.00	\$ 48,900.00
Subsequent Sewer Connection	\$ 909.00	\$ 1,289.00	\$ 360.00	\$ 360.00	\$ 909.00	\$ 2,496.00	\$ 360.00	\$ 1,967.00	\$ 1,967.00	\$ -	\$ 1,436.00	\$ -
Water Availability Fees	\$ 10,863.80	\$ 89,569.84	\$ 16,819.20	\$ 183,118.48	\$ 63,536.48	\$ 98,677.44	\$ 50,403.60	\$ 11,879.10	\$ 27,628.96	\$ 38,528.90	\$ 21,990.00	\$ 21,990.00
Water-3/4" Tap Fees	\$ 9,730.00	\$ 40,890.00	\$ 26,955.00	\$ 50,445.00	\$ 44,415.00	\$ 21,715.00	\$ 20,340.00	\$ 20,295.00	\$ 15,750.00	\$ 15,750.00	\$ 21,990.00	\$ 21,990.00
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ -	\$ 25.00	\$ 25.00	\$ 70.00	\$ 650.00	\$ 600.00	\$ 350.00	\$ 300.00	\$ 300.00	\$ 250.00	\$ 175.00	\$ 175.00
Road Impact Fees	\$ 101,257.54	\$ 25,586.00	\$ 26,142.00	\$ 18,000.00	\$ 15,750.00	\$ 18,000.00	\$ 12,150.00	\$ 38,302.00	\$ 29,140.00	\$ 12,600.00	\$ -	\$ -
Plan Review Fees	\$ 600.00	\$ 2,950.00	\$ 4,330.00	\$ 7,805.00	\$ 11,700.00	\$ 3,215.00	\$ 4,795.00	\$ 1,925.00	\$ 4,200.00	\$ 2,140.00	\$ -	\$ -
Inspection Fees	\$ 2,849.00	\$ 7,862.50	\$ 5,069.00	\$ 2,534.50	\$ 3,163.50	\$ 5,901.50	\$ 4,902.50	\$ 2,423.50	\$ 7,572.15	\$ 6,512.00	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 1,880.00	\$ 3,100.00	\$ 50.00	\$ 2,800.00	\$ 2,300.00	\$ 3,000.00	\$ 2,100.00	\$ 3,900.00	\$ 1,220.00	\$ 2,680.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 500.00	\$ 1,700.00	\$ 2,250.00	\$ 1,000.00	\$ 8,000.00	\$ 650.00	\$ 450.00	\$ 2,250.00	\$ 715.00	\$ 300.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 300.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 300.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ -
Water Permit Fees	\$ 300.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 216.00	\$ 32.00	\$ 40.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 56.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ -	\$ -
Totals per Month	\$ 174,029.94	\$ 419,659.96	\$ 141,305.20	\$ 696,628.66	\$ 428,535.98	\$ 285,370.86	\$ 143,886.10	\$ 167,467.60	\$ 170,030.87	\$ 198,822.90	\$ -	\$ -

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 2,486.50	\$ 6,771.00	\$ 4,375.00	\$ 500.00
Sewer Availability Fees	\$ 179,759.64	\$ 545,264.60	\$ 95,916.76	\$ 59,495.00
Sewer Tap Fees	\$ 167,844.00	\$ 276,516.00	\$ 113,172.00	\$ 48,900.00
Subsequent Sewer Connection	\$ 2,575.00	\$ 4,463.00	\$ 2,347.00	\$ 1,438.00
Water Availability Fees	\$ 117,352.84	\$ 395,332.40	\$ 89,911.66	\$ 39,528.90
Water-3/4" Tap Fees	\$ 77,575.00	\$ 116,575.00	\$ 56,345.00	\$ 21,990.00
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ 500.00
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 275.00	\$ 1,950.00	\$ 900.00	\$ 175.00
Road Impact Fees	\$ 152,895.54	\$ 51,750.00	\$ 79,592.00	\$ 12,600.00
Plan Review Fees	\$ 7,860.00	\$ 22,720.00	\$ 10,920.00	\$ 2,140.00
Inspection Fees	\$ 15,780.50	\$ 11,599.50	\$ 14,868.15	\$ 6,512.00
Map Fees	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,830.00	\$ 8,200.00	\$ 6,620.00	\$ 2,680.00
Erosion Control Penalty Fees	\$ 4,500.00	\$ 9,650.00	\$ 3,415.00	\$ 300.00
Sanitary Sewer Permit Fees	\$ 300.00	\$ 900.00	\$ 900.00	\$ -
Water Permit Fees	\$ 300.00	\$ 900.00	\$ 1,500.00	\$ -
Water Service Line Protection	\$ 268.00	\$ 144.00	\$ 280.00	\$ 64.00
Totals per Quarter	\$ 735,185.02	\$ 1,410,735.70	\$ 481,094.57	\$ 196,872.90

Type of Fees	10 months of 2007	10 months of 2008
Encroachment Permits	\$ 21,303.00	\$ 21,303.00
Sewer Availability Fees	\$ 4,307,849.90	\$ 4,307,849.90
Sewer Tap Fees	\$ 3,461,118.40	\$ 3,461,118.40
Sub-sequent Sewer Connection	\$ 24,153.48	\$ 24,153.48
Water Availability Fees	\$ 401,182.68	\$ 401,182.68
Water-3/4" Tap Fees	\$ 187,377.00	\$ 187,377.00
Water-1" Tap Fees	\$ 1,750.00	\$ 1,750.00
Water-1 1/2" or Greater	\$ -	\$ -
Lawn Irrigation Fees	\$ 6,750.00	\$ 6,750.00
Road Impact Fees	\$ 364,421.56	\$ 364,421.56
Plan Review Fees	\$ 68,875.00	\$ 68,875.00
Inspection Fees	\$ 75,037.85	\$ 75,037.85
Map Fees	\$ 276.25	\$ 276.25
Erosion Control Appl. Fees	\$ 39,080.00	\$ 39,080.00
Erosion Control Penalty Fees	\$ 11,150.00	\$ 11,150.00
Sanitary Sewer Permit Fees	\$ 2,700.00	\$ 2,700.00
Water Permit Fees	\$ 4,500.00	\$ 4,500.00
Water Service Line Protection	\$ 864.00	\$ 864.00
Totals	\$ 1,996,884.12	\$ 322,726.40

Type of Fees	2007 Totals	2008 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 25,106.20	\$ 23,596.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 400,610.40	\$ 7,127,844.00	\$ 625,796.00	\$ 731,820.00
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	\$ 1,427,065.51
Water-3/4" Tap Fees	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00	\$ 270,070.00
Water-1" Tap Fees	\$ 1,750.00	\$ 5,865.00	\$ 39,581.17	\$ 63,624.10
Water-1 1/2" or Greater	\$ -	\$ 3,135.00	\$ 1,500.00	\$ 41,680.00
Lawn Irrigation Fees	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 432,515.96	\$ 909,694.76	\$ 908,081.55	\$ 586,208.98
Plan Review Fees	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 65,055.60	\$ 93,523.38	\$ 10,536.57	\$ 616.77
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	\$ 3,648.00	N/A	N/A
Gross Total	\$ 2,168,657.07	\$ 5,528,125.50	\$ 7,438,570.94	\$ 4,833,639.66

2007
2008
2005
2004

ATTACHMENT #2

**WESTFIELD PUBLIC WORKS
MONTHLY ACCIDENT STATISTICAL REPORT
FOR OCTOBER 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	1786	0	0	0	0	0	3	1570	0	0	0	\$0.00
CSC	5	773	0	0	0	0	0	1	362	0	0	0	\$0.00
Water	7	1220	0	0	0	0	0	7	6585	0	0	0	\$0.00
Wastewater	7	1108.75	0	0	0	0	0	6	5500	0	0	0	\$0.00
Street-G/M	16	2584.5	0	0	0	0	0	16	8742	1	1	0	\$485.00
GIS	5	794	0	0	0	0	0	3	873	0	0	0	\$0.00
Dev/Con-Eng	10	1756	0	0	0	0	0	6	3229	0	0	0	\$0.00
Inst & Controls	2	332	0	0	0	0	0	1	1164	0	0	0	\$0.00
2008	63	10354.25	0	0	0	0	0	43	28025	1	1	0	\$485.00
2007	57	6346	0	0	0	0	0	43	31648.5	0	0	N/A	N/A

10/20/08 - Mike Haemmerle drove the street sweeper into a bollard at the Westfield Schools transportation fuel station while pulling out of the fuel area causing \$485 dollars damage to the right front fender.

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS MEETING November 26, 2008

Progress Report Executive Summary

1. TIF Projects – Greyhound Pass / Western Way and 151st Street from Carey Road to Setters Road. The projects continue under construction by Calumet Civil Contractors, Inc. The Greyhound Pass / Western Way project right-of-entry for the Regions Bank parcel has been signed. The 151st Street project has two parcels remaining for right-of-way to be cleared; right-of-entry for the Goetz parcel was signed in September. Both projects will be winterized and open for full traffic the week of December 1, 2008.
2. Road Network Planning. Work includes investigation of road network improvements that would support the planned INDOT improvements to US 31 and SR 32, as well as downtown redevelopment envisioned by the Grand Junction Task Force. Concepts have been developed for possible road network improvements in downtown and along the west side of US 31. These ideas were discussed at the October 13, 2008 City Council meeting. An 80% planning grant has been requested from the Indianapolis MPO to support traffic plan development. If approved, the funds would be available early in 2009.
3. River Road Water Treatment Plant Expansion. Construction by Contractor, Shook Construction, continues on the new Fluoride Room. A progress meeting is scheduled for November 24, 2008 to review the remaining construction activities. A variety of items needs to be completed by Shook to achieve project completion. Shook has exceeded their contracted amount of time; they believe an extension in time is justified. Documentation and reasons for the delay have been requested from Shook. Chlorine Building punch-list items are being completed by Shook. Well House No. 12 flow-measuring equipment is functional, measuring flow of more than 5 million gallons per day of raw water from Westfield Well Nos. 8, 11, 12 and 13 to City of Indianapolis in accordance with the long-term supply agreement; Indianapolis Water is installing radio telemetry equipment at the site so they can simultaneously monitor that flow.
4. River Road Water Treatment Plant Well Nos. 11 and 13. Contractor M.K. Betts Engineering and Construction, Inc. achieved substantial completion of the well houses on September 22, 2008. Well Nos. 11 and 13 are operational. Most Contractor punch-list items have been completed.
5. Westside Interceptor. The regularly scheduled progress meeting was held on November 14, 2008. The Contractor, Atlas Excavating, Inc., believes they should complete the project by mid-December. Wetlands mitigation is underway by Williams Creek Consulting. Portions of the mitigation work will be completed in the spring of 2009 to better ensure survival. The next progress meeting with the Contractor is scheduled for December 10, 2008.
6. Sycamore / Birch Storm Sewers. Construction is underway. The Contractor has finished all storm sewer and sub-surface drain installation.

CITY OF WESTFIELD

PROGRESS REPORT

for

November 26, 2008

BOARD OF PUBLIC WORKS MEETING

The following covers HNTB activities for October - November 2008.

1. TIF Projects – Greyhound Pass / Western Way and 151st Street from Carey Road to Setters Road

The Greyhound Pass / Western Way contract mobilization began on August 20, 2008 by clearing right-of-way and began installing storm sewer on Western Way. The City secured right-of-entry to the Regions Bank parcel. The Contractor has begun completing the widening on the North Side of Greyhound Pass. Currently, the storm sewer, underdrains, pavement, and curb and gutter have been installed on Western Way and the south side of Greyhound Pass. Western Way construction is complete up to the intermediate paving layer. The surface layer will be installed next spring to ensure the specifications of construction are met. Winterization of the project will begin once the North Side of Greyhound Pass is constructed to the intermediate layer. It is anticipated the temporary pavement markings will be completed the week of December 1, 2008.

151st Street and Carey Road Roundabout mobilization began on September 2, 2008. The utility companies began to relocate the week of September 22, 2008. The City contacted Vectren on October 17, 2008. Vectren's relocation was completed the week of October 27, 2008. HNTB is working with the Hamilton County Surveyor's office (HCSO) along with the City to ensure the permit is approved. HNTB and the City met at the HCSO on November 7, 2008 to address comments. HNTB submitted the revised dry detention design to HCSO. The Contractor will install the additional storm sewer requested by the HCSO the week of November 24, 2008. The Contractor has completed installation of the water mains, storm sewer, underdrains, and subgrade treatment. Paving operations will begin the week of November 17, 2008. It is anticipated the roundabout will be winterized and open to traffic the week of December 1, 2008 assuming the weather does not cause delay.

2. Road Network Planning

HNTB has been working with Westfield on road network planning in the downtown area and the US 31 corridor. Work includes investigation of road network improvements that would support the planned INDOT improvements to US 31 and SR 32, as well as downtown redevelopment envisioned by the Grand Junction Task Force. Concepts have been developed for possible road network improvements in downtown and along the west side of US 31. These ideas were discussed at the October 13, 2008 City Council meeting. An 80% planning grant has been requested from the Indianapolis MPO to support traffic plan development. If approved, the funds would be available early in 2009.

3. River Road Water Treatment Plant Expansion

Construction by Contractor, Shook Construction, continues on the new Fluoride Room. A progress meeting is scheduled for November 24, 2008 to review the remaining construction activities. A variety of items needs to be completed by Shook to achieve project completion. Shook has exceeded their contracted amount of time; they believe an extension in time is justified. Documentation and reasons for the delay have been requested from Shook. Chlorine Building punch-list items are being completed by Shook. Well House No. 12 flow-measuring equipment is

functional, measuring flow of more than 5 million gallons per day of raw water from Westfield Well Nos. 8, 11, 12 and 13 to City of Indianapolis in accordance with the long-term supply agreement; Indianapolis Water is installing radio telemetry equipment at the site so they can simultaneously monitor that flow.

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

Contractor M.K. Betts Engineering and Construction, Inc. achieved substantial completion of the well houses on September 22, 2008. Well Nos. 11 and 13 are operational. Most Contractor punch-list items have been completed.

5. Westside Interceptor

The regularly scheduled progress meeting was held on November 14, 2008. The Contractor, Atlas Excavating, Inc., believes they should complete the project by mid-December. The majority of the sewer testing and manhole lining has been completed. Substantial completion is November 24, 2008 which will not be met by the Contractor. Wetlands mitigation is underway by Williams Creek Consulting. Portions of the mitigation work will be completed in the spring of 2009 to better ensure survival. The next progress meeting with the Contractor is scheduled for December 10, 2008.

6. Sycamore / Birch Storm Sewers

Construction is continuing. The Contractor has finished all storm sewer and sub-surface drain installation.

7. US 31 / SR 32 Signal Preemption

Plans have been approved by INDOT for signal preemptions at eleven intersections: six on US 31 and five on SR 32. Some of those signal preemptions have been constructed; others will be constructed following completion of INDOT projects. All await final inspection and preparation of as-built documents.

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. Existing Lagoon Pump Station pumps are being considered for pumping flow north, diverting flow now treated by Carmel and instead sending it via Westfield collection system to the Westside Wastewater Treatment Facility.
- b. HNTB and WPWD personnel, along with WPWD's well driller and hydrogeologist, are exploring possible well sites.
- c. HNTB has started the process of preparing a Water Service Master Plan for the City. A coordination meeting has been set for November 25, 2008 with HNTB and City staff.