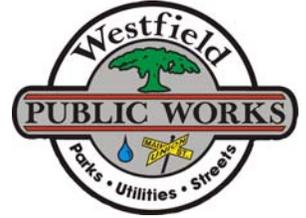


# WESTFIELD PUBLIC WORKS



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## Memorandum

To: Westfield Board of Public Works & Safety  
From: Kurt J. Wanninger  
CC: Bruce A. Hauk  
Date: January 29, 2009  
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 December 2008 was Paul Accord.

Paul Accord has been with the City of Westfield since 1998. Paul is the Building Inspector with the Community Development Department.

Please join me in congratulating Paul 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	\$ 722.90	\$ 875.00	\$ 889.00	\$ 889.00	\$ 3,221.00	\$ 1,500.00	\$ 1,525.00	\$ 975.00	\$ 500.00	\$ 1,875.00	\$ 1,051.50	\$ 480.00
Sewer Availability Fees	\$ 20,150.00	\$ 150,234.64	\$ 9,375.00	\$ 315,794.88	\$ 145,943.04	\$ 81,522.88	\$ 15,620.00	\$ 32,365.00	\$ 47,703.76	\$ 59,496.00	\$ 14,504.00	\$ -
Sewer Tap Fees	\$ 23,382.00	\$ 96,736.00	\$ 48,756.00	\$ 101,820.00	\$ 90,672.00	\$ 64,324.00	\$ 30,624.00	\$ 48,732.00	\$ 33,816.00	\$ 48,900.00	\$ 34,176.00	\$ 7,200.00
Subsequent Sewer Connection	\$ 809.00	\$ 1,268.00	\$ 380.00	\$ 900.00	\$ 2,498.00	\$ 380.00	\$ 380.00	\$ 1,987.00	\$ -	\$ 1,438.00	\$ 2,498.00	\$ 529.00
Water Availability Fees	\$ 10,963.00	\$ 88,969.84	\$ 18,192.20	\$ 193,118.48	\$ 98,877.44	\$ 63,538.48	\$ 50,403.60	\$ 11,879.10	\$ 27,628.98	\$ 39,528.90	\$ 7,470.00	\$ -
Water-3/4" Tap Fees	\$ 9,730.00	\$ 40,890.00	\$ 28,955.00	\$ 50,445.00	\$ 44,415.00	\$ 21,715.00	\$ 20,340.00	\$ 20,295.00	\$ 15,750.00	\$ 21,990.00	\$ 14,200.00	\$ 3,000.00
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ -	\$ 25.00	\$ 250.00	\$ 700.00	\$ 650.00	\$ 600.00	\$ 350.00	\$ 300.00	\$ 250.00	\$ 175.00	\$ 150.00	\$ 75.00
Road Impact Fees	\$ 101,257.54	\$ 265,986.00	\$ 26,142.00	\$ 18,000.00	\$ 15,750.00	\$ 18,000.00	\$ 12,150.00	\$ 38,302.00	\$ 29,140.00	\$ 12,600.00	\$ 104,900.00	\$ 5,400.00
Plan Review Fees	\$ 600.00	\$ 2,940.00	\$ 4,930.00	\$ 7,800.00	\$ 3,215.00	\$ 4,796.00	\$ 1,925.00	\$ 1,925.00	\$ 4,200.00	\$ 2,140.00	\$ 300.00	\$ 1,750.00
Inspection Fees	\$ 2,849.00	\$ 7,662.50	\$ 5,093.00	\$ 2,554.50	\$ 3,163.50	\$ 5,901.50	\$ 4,902.50	\$ 2,423.50	\$ 7,572.15	\$ 6,512.00	\$ 277.50	\$ 1,537.35
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ -
Erosion Control Appl. Fees	\$ 1,680.00	\$ 3,100.00	\$ 500.00	\$ 2,900.00	\$ 2,300.00	\$ 3,000.00	\$ 2,100.00	\$ 3,300.00	\$ 1,220.00	\$ 2,880.00	\$ 3,070.25	\$ 400.00
Erosion Control Penalty Fees	\$ 900.00	\$ 1,700.00	\$ 2,250.00	\$ 1,000.00	\$ 800.00	\$ 650.00	\$ 450.00	\$ 2,250.00	\$ 1,900.00	\$ 715.00	\$ 1,250.00	\$ -
Sanitary Sewer Permit Fees	\$ 300.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 300.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ -
Water Permit Fees	\$ 300.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 216.00	\$ 32.00	\$ 40.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 56.00	\$ 64.00	\$ 64.00	\$ 84.00	\$ 88.00	\$ 88.00
<b>Totals per Month</b>	<b>\$ 174,029.84</b>	<b>\$ 419,899.98</b>	<b>\$ 141,395.20</b>	<b>\$ 666,828.66</b>	<b>\$ 428,535.98</b>	<b>\$ 285,370.88</b>	<b>\$ 143,896.10</b>	<b>\$ 167,167.60</b>	<b>\$ 170,030.87</b>	<b>\$ 196,822.90</b>	<b>\$ 183,963.25</b>	<b>\$ 20,654.35</b>

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 2,486.90	\$ 6,711.00	\$ 4,375.00	\$ 2,001.50
Sewer Availability Fees	\$ 179,759.64	\$ 543,264.80	\$ 95,918.76	\$ 73,896.00
Sewer Tap Fees	\$ 167,844.00	\$ 276,516.00	\$ 113,172.00	\$ 90,276.00
Subsequent Sewer Connection	\$ 2,578.00	\$ 4,463.00	\$ 2,347.00	\$ 4,463.00
Water Availability Fees	\$ 117,352.64	\$ 355,332.40	\$ 69,911.66	\$ 46,986.90
Water-3/4" Tap Fees	\$ 77,575.00	\$ 116,575.00	\$ 58,345.00	\$ 39,230.00
Water-1" Tap Fees	\$ 500.00	\$ -	\$ -	\$ 500.00
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 275.00	\$ 1,950.00	\$ 900.00	\$ 400.00
Road Impact Fees	\$ 152,965.54	\$ 517,500.00	\$ 79,562.00	\$ 122,900.00
Plan Review Fees	\$ 7,860.00	\$ 22,720.00	\$ 10,920.00	\$ 4,215.00
Inspection Fees	\$ 15,780.50	\$ 11,596.50	\$ 14,898.15	\$ 8,326.85
Map Fees	\$ -	\$ -	\$ -	\$ 20.00
Erosion Control Appl. Fees	\$ 4,830.00	\$ 8,200.00	\$ 6,620.00	\$ 6,150.25
Erosion Control Penalty Fees	\$ 4,450.00	\$ 9,650.00	\$ 3,415.00	\$ 1,550.00
Sanitary Sewer Permit Fees	\$ 300.00	\$ 900.00	\$ 900.00	\$ -
Water Permit Fees	\$ 300.00	\$ 900.00	\$ 1,800.00	\$ -
Water Service Line Protection	\$ 288.00	\$ 144.00	\$ 280.00	\$ 340.00
<b>Total per Quarter</b>	<b>\$ 736,195.02</b>	<b>\$ 1,410,735.70</b>	<b>\$ 481,094.57</b>	<b>\$ 401,270.50</b>

Type of Fees	12 months of 2007	12 months of 2008
Encroachment Permits	\$ 25,106.20	\$ 25,106.20
Sewer Availability Fees	\$ 442,899.90	\$ 442,899.90
Sewer Tap Fees	\$ 400,810.40	\$ 400,810.40
Subsequent Sewer Connection	\$ 25,062.48	\$ 25,062.48
Water Availability Fees	\$ 411,028.68	\$ 411,028.68
Water-3/4" Tap Fees	\$ 212,442.00	\$ 212,442.00
Water-1" Tap Fees	\$ 1,750.00	\$ 1,750.00
Water-1 1/2" or Greater	\$ -	\$ -
Lawn Irrigation Fees	\$ 7,100.00	\$ 7,100.00
Road Impact Fees	\$ 432,515.56	\$ 432,515.56
Plan Review Fees	\$ 71,200.00	\$ 71,200.00
Inspection Fees	\$ 85,056.60	\$ 85,056.60
Map Fees	\$ 276.25	\$ 276.25
Erosion Control Appl. Fees	\$ 43,320.00	\$ 43,320.00
Erosion Control Penalty Fees	\$ 20,850.00	\$ 20,850.00
Sanitary Sewer Permit Fees	\$ 3,000.00	\$ 3,000.00
Water Permit Fees	\$ 5,400.00	\$ 5,400.00
Water Service Line Protection	\$ 1,440.00	\$ 1,440.00
<b>Gross Total for 2008</b>	<b>\$ 3,028,295.79</b>	<b>\$ 2,188,857.07</b>

Type of Fees	Dec-07
Encroachment Permits	\$ 1,900.20
Sewer Availability Fees	\$ 2,890.00
Sewer Tap Fees	\$ 17,680.00
Subsequent Sewer Connection	\$ 380.00
Water Availability Fees	\$ 3,132.00
Water-3/4" Tap Fees	\$ 8,370.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Lawn Irrigation Fees	\$ 215.00
Road Impact Fees	\$ 48,294.00
Plan Review Fees	\$ 2,500.00
Inspection Fees	\$ 5,096.75
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 1,100.00
Erosion Control Penalty Fees	\$ -
Sanitary Sewer Permit Fees	\$ -
Water Permit Fees	\$ -
Water Service Line Protection	\$ 480.00
<b>Total</b>	<b>\$ 89,395.95</b>

Type of Fees	2007 Totals	2008 Totals	2009 Totals	2004 Totals
Encroachment Permits	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 442,899.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,762.50
Sewer Tap Fees	\$ 400,810.40	\$ 712,264.00	\$ 625,760.00	\$ 731,620.00
Subsequent Sewer Connection	\$ 25,062.48	\$ 54,840.81	N/A	N/A
Water Availability Fees	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,851.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 212,442.00	\$ 420,874.50	\$ 442,530.00	\$ 270,070.00
Water-1" Tap Fees	\$ 1,750.00	\$ 5,995.00	\$ 39,581.17	\$ 63,824.10
Water-1 1/2" or Greater	\$ -	\$ 3,135.00	\$ 1,500.00	\$ 41,690.00
Lawn Irrigation Fees	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 432,515.56	\$ 908,894.76	\$ 908,081.55	\$ 586,208.86
Plan Review Fees	\$ 71,200.00	\$ 136,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 85,056.60	\$ 83,523.38	\$ 10,516.57	\$ 616.77
Map Fees	\$ 276.25	\$ 525.00	\$ 104.50	N/A
Erosion Control Appl. Fees	\$ 43,320.00	\$ 28,904.00	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	\$ 3,648.00	N/A	N/A
<b>Gross Total</b>	<b>\$ 2,188,857.07</b>	<b>\$ 5,228,125.90</b>	<b>\$ 7,438,570.94</b>	<b>\$ 4,933,630.66</b>

**ATTACHMENT #2**

**WESTFIELD PUBLIC WORKS  
MONTHLY ACCIDENT STATISTICAL REPORT  
FOR DECEMBER 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	1449	0	0	0	0	0	3	496	0	0	0	\$0.00
CSC	5	727.75	0	0	0	0	0	1	188	0	0	0	\$0.00
Water	7	1017.25	0	0	0	0	0	7	2049	0	0	0	\$0.00
Wastewater	7	1030.75	0	0	0	0	0	6	2479	0	0	0	\$0.00
Street-G/M	16	2269.5	0	0	0	0	0	16	9241	1	0	0	\$471.16
GIS	5	618	0	0	0	0	0	3	571	0	0	0	\$0.00
Dev/Con-Eng	11	1448.75	0	0	0	0	0	6	1291	0	0	0	\$0.00
Inst & Controls	2	262.5	0	0	0	0	0	1	443	0	0	0	\$0.00
<b>2008</b>	<b>64</b>	<b>8823.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>16758</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$471.16</b>
<b>2007</b>	<b>58</b>	<b>7126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>28903</b>	<b>3</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>

On 12/28/08 Michael Hammerle was removing a downed tree that had fallen across 159th street between Town Road and Little Eagle Creek due to high winds. As he was pushing the tree off the road with the backhoe, a branch on the tree broke off and broke the lower cab window. The glass was \$223.16 and installation was \$248.

## ATTACHMENT #3

### WESTFIELD BOARD OF PUBLIC WORKS MEETING January 29, 2009

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

1. TIF Projects – Greyhound Pass / Western Way and 151<sup>st</sup> Street from Carey Road to Setters Road. Both projects are currently both in a winterized stat, therefore limited activates are occurring on both of these projects by Calumet Civil Contractors, Inc. On Greyhound Pass / Western Way project, signalization work has continued. This work has consisted of installing the traffic signals and pulling all of the associated wiring. In addition, the contractor had been preparing to install the signal control boxes and loops in the pavement and work will soon begin to radio connect the Greyhound Pass Signals with the US 31 signals. The 151<sup>st</sup> Street and Carey Road Round-a-bout limited activities have occurred on this intersection since December of 2008 and will probably be the case until Spring when the weather is more conducive and the asphalt plants resume production.
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. The Westfield Public Works Department is still waiting on notice from the MPO if the funds have been approved.
3. River Road Water Treatment Plant Expansion. Construction by the Contractor, Shook Construction, is almost complete. The Westfield Public Works Department and HNTB has prepared a punch out list of items that need completed by Shook Construction. These punch list items need to be completed by Shook to achieve project completion. Shook has exceeded their contracted amount of time; and has requested an extension in time if justified. Documentation and reasons for the delay was requested from Shook and HNTB is currently reviewing the request. Additionally, HNTB is reviewing any associated penalties for not completed that project on time that would be payable or reimbursed to the Westfield Public Works Department.
4. Westside Interceptor. The regularly scheduled progress meetings occurred on December 10, 2008 with the Contractor, Atlas Excavating, Inc., and the project is substantially complete. Remaining items to be completed consist of manhole lining and finish grading. 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 interceptor sewer if necessary is complete and ready to accept flows from any proposed developments.
5. Sycamore / Birch Storm Sewers. Construction is underway. The Contractor has finished all storm sewer and sub-surface drain installation. This project is currently winterized and waiting until Spring to complete final grading and seeding.
6. 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 that have been constructed are Greyhound Pass/US 31, 151st Street/US 31, 161<sup>st</sup> Street/US 31, Union Street/SR32; others that are currently under construction are US31/SR32, Carey & Grassy Branch Roads/SR32, Gunther Road/SR32, and Moontown & Gray Roads/SR32. All are waiting on either inspection, final inspection and/or preparation of as-built documents.

7. 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 171<sup>st</sup> 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.