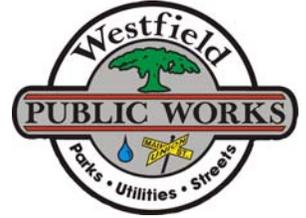


WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety
From: Kurt J. Wanninger
CC: Bruce A. Hauk
Date: September 3, 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 City Services Employee of the Month selection for July 2009 was Tim Marcum

Tim has been with the City of Westfield since August of 2008. Tim is Street, Grounds, and Utility Maintenance Laborer in the Transportation Division

Please join me in congratulating Mike on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2009

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 600.00	\$ 50.00	\$ 900.00	\$ 1,725.00	\$ 850.00	\$ 1,525.00	\$ 1,575.00	\$ 1,725.00				
Sewer Availability Fees	\$ 3,500.00	\$ 1,125.00	\$ 152,635.00	\$ 13,590.00	\$ 2,170.00	\$ -	\$ -	\$ -				
Sewer Tap Fees	\$ 15,600.00	\$ 8,940.00	\$ 100,536.00	\$ 26,296.00	\$ 13,200.00	\$ 29,544.00	\$ 16,800.00	\$ 16,800.00				
Subsequent Sewer Connection	\$ 380.00	\$ 1,058.00	\$ 23,085.40	\$ 4,232.00	\$ 509.00	\$ -	\$ 360.00	\$ 2,876.00				
Water Availability Fees	\$ -	\$ 898.50	\$ 78,498.00	\$ 6,994.00	\$ -	\$ -	\$ -	\$ -				
Water-3/4" Tap Fees	\$ 6,000.00	\$ 4,225.00	\$ 41,890.00	\$ 11,940.00	\$ 6,500.00	\$ 10,810.00	\$ 7,000.00	\$ 7,000.00				
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Lawn Irrigation Fees	\$ 5,400.00	\$ 5,400.00	\$ 62,850.00	\$ 22,959.00	\$ 12,890.00	\$ 27,890.00	\$ 12,600.00	\$ 12,600.00				
Road Impact Fees	\$ -	\$ 4,045.00	\$ -	\$ 1,890.00	\$ -	\$ -	\$ 665.00	\$ -				
Plan Review Fees	\$ 1,515.15	\$ 1,445.00	\$ 2,923.00	\$ 1,258.00	\$ 629.00	\$ 1,047.10	\$ 1,628.00	\$ -				
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Erosion Control Appl. Fees	\$ 400.00	\$ 600.00	\$ 1,900.00	\$ 1,000.00	\$ 900.00	\$ 2,100.00	\$ 1,500.00	\$ 1,500.00				
Erosion Control Penalty Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 50.00				
Sanitary Sewer Permit Fees	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water Permit Fees	\$ 64.00	\$ 320.00	\$ 272.00	\$ -	\$ -	\$ -	\$ -	\$ -				
Water Service Line Protection	\$ -	\$ -	\$ -	\$ -	\$ 768.00	\$ 990.00	\$ 656.00	\$ 560.00				
Totals per Month	\$ 33,459.15	\$ 29,094.50	\$ 465,739.40	\$ 93,642.00	\$ 39,808.00	\$ 77,608.10	\$ 46,244.00	\$ -	\$ -	\$ -	\$ -	\$ -

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	Yearly Total
Encroachment Permits	\$ 1,550.00	\$ 3,950.00	\$ 1,725.00	\$ -	\$ 7,225.00
Sewer Availability Fees	\$ 157,260.00	\$ 15,750.00	\$ -	\$ -	\$ 173,010.00
Sewer Tap Fees	\$ 24,523.40	\$ 5,821.00	\$ 16,800.00	\$ -	\$ 47,144.40
Subsequent Sewer Connection	\$ 79,186.50	\$ 8,100.00	\$ 2,876.00	\$ -	\$ 90,962.50
Water Availability Fees	\$ 52,115.00	\$ 25,250.00	\$ 7,000.00	\$ -	\$ 87,265.00
Water-3/4" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ 86,365.00
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 250.00	\$ 2,890.00	\$ 840.00	\$ -	\$ 4,020.00
Road Impact Fees	\$ 73,650.00	\$ 63,448.00	\$ 12,600.00	\$ -	\$ 149,698.00
Plan Review Fees	\$ 4,045.00	\$ 1,800.00	\$ 665.00	\$ -	\$ 6,510.00
Inspection Fees	\$ 5,881.15	\$ 2,384.10	\$ 1,628.00	\$ -	\$ 10,443.25
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 2,900.00	\$ 4,900.00	\$ 1,500.00	\$ -	\$ 9,300.00
Erosion Control Penalty Fees	\$ -	\$ 2,000.00	\$ 50.00	\$ -	\$ 2,050.00
Sanitary Sewer Permit Fees	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00
Water Permit Fees	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00
Water Service Line Protection	\$ 656.00	\$ 2,384.00	\$ 560.00	\$ -	\$ 3,600.00
Totals per Quarter	\$ 528,293.05	\$ 205,053.10	\$ 46,244.00	\$ -	\$ 780,595.15

Type of Fees	7 months of 2008	Jul 08
Encroachment Permits	\$ 10,782.50	\$ 1,525.00
Sewer Availability Fees	\$ 738,844.44	\$ 15,820.00
Sewer Tap Fees	\$ 474,984.00	\$ 30,624.00
Sub-sequent Sewer Connection	\$ 7,421.00	\$ 360.00
Water Availability Fees	\$ 523,088.84	\$ 50,403.80
Water-3/4" Tap Fees	\$ 214,490.00	\$ 20,340.00
Water-1" Tap Fees	\$ 500.00	\$ -
Water-1 1/2" or Greater	\$ -	\$ -
Lawn Irrigation Fees	\$ 2,575.00	\$ 350.00
Road Impact Fees	\$ 216,895.54	\$ 12,150.00
Plan Review Fees	\$ 35,395.00	\$ 4,795.00
Inspection Fees	\$ 32,282.50	\$ 4,902.50
Map Fees	\$ -	\$ -
Erosion Control Appl. Fees	\$ 15,130.00	\$ 2,100.00
Erosion Control Penalty Fees	\$ 14,550.00	\$ 450.00
Sanitary Sewer Permit Fees	\$ 1,200.00	\$ -
Water Permit Fees	\$ 1,200.00	\$ -
Water Service Line Protection	\$ 488.00	\$ 56.00
7 months of 2008	\$ 2,289,826.82	\$ 143,896.10

Type of Fees	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,962.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 617,808.00	\$ 400,610.40	\$ 712,284.00	\$ 825,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -	\$ -
Water Availability Fees	\$ 693,595.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 289,725.00	\$ 212,442.00	\$ 420,874.50	\$ 442,350.00	\$ 270,070.00
Water-1" Tap Fees	\$ 1,000.00	\$ 1,750.00	\$ 5,895.00	\$ 36,981.17	\$ 63,824.10
Water-1 1/2" or Greater	\$ -	\$ -	\$ 3,135.00	\$ 1,500.00	\$ 41,680.00
Lawn Irrigation Fees	\$ 3,525.00	\$ 7,100.00	\$ 4,480.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 407,237.54	\$ 432,515.56	\$ 909,894.76	\$ 908,081.55	\$ 586,208.98
Plan Review Fees	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 50,605.00	\$ 85,065.60	\$ 93,523.38	\$ 10,596.57	\$ 616.77
Map Fees	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ -
Erosion Control Appl. Fees	\$ 25,900.25	\$ 43,320.00	\$ 26,904.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00	\$ -	\$ -
Water Permit Fees	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ -	\$ -
Water Service Line Protection	\$ 992.00	\$ 1,440.00	\$ 3,648.00	\$ -	\$ -
Gross Total	\$ 3,028,295.79	\$ 2,188,657.07	\$ 5,228,125.50	\$ 7,438,570.94	\$ 4,933,639.66

Type of Fees	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,962.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 617,808.00	\$ 400,610.40	\$ 712,284.00	\$ 825,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -	\$ -
Water Availability Fees	\$ 693,595.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 1,427,085.51
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Road Impact Fees	\$ 407,237.54	\$ 432,515.56	\$ 909,894.76	\$ 908,081.55	\$ 586,208.98
Plan Review Fees	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 50,605.00	\$ 85,065.60	\$ 93,523.38	\$ 10,596.57	\$ 616.77
Map Fees	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ -
Erosion Control Appl. Fees	\$ 25,900.25	\$ 43,320.00	\$ 26,904.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00	\$ -	\$ -
Water Permit Fees	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ -	\$ -
Water Service Line Protection	\$ 992.00	\$ 1,440.00	\$ 3,648.00	\$ -	\$ -
Gross Total	\$ 3,028,295.79	\$ 2,188,657.07	\$ 5,228,125.50	\$ 7,438,570.94	\$ 4,933,639.66

ATTACHMENT #2

**WESTFIELD PUBLIC WORKS
MONTHLY ACCIDENT STATISTICAL REPORT
FOR JULY 2009**

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	5	758	0	0	0	0	0	4	963	0	0	0	\$0.00
CSC	6	886	0	0	0	0	0	1	198	0	0	0	\$0.00
Water	7	1108	0	0	0	0	0	7	5792	0	1	1	\$186.00
Wastewater	6	973.5	0	0	0	0	0	6	4471	1	1	0	\$200.00
Street-G/M	20	3104	0	0	0	0	0	18	11118	1	2	1	\$175.00
Dev/Con-Eng	9	1349.5	0	0	0	0	0	6	4210	0	0	0	\$0.00
Inst & Controls	2	344	0	0	0	0	0	1	1165	0	0	0	\$0.00
2009	55	8523	0	0	0	0	0	43	27917	2	4	2	\$561.00
2008	67	10518	0	0	0	0	0	42	33309	1	1	0	2572.63

On 7/16/09 Tim Marcum, part time employee, backed into a mailbox while backing out of a driveway on Shelborne Road. The mailbox and post had to be replaced which cost \$75 dollars to replace.

On 7/23/09 TJ Wertenberger (water dept.) was pulling a generator out of the water barn and struck the garage door with the exhaust pipe due to not having clearance because the door was not up all the way. This caused the door to bend and came off the track causing \$186 dollars in damages.

On 7/27/09 Cole Thatcher, part time employee, was mowing for the parks dept. at Asa Bales. Cole struck a historical marker sign with the mower breaking it at the base. Repair estimates were \$100 to weld the sign back together.

On 7/30/09 Randy Higginbotham, wastewater, was backing out of a parking area at the HINTB interceptor construction trailer. While backing up Randy backed into a tree which caused approximately \$200 dollars damage.

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS MEETING

Westfield Public Works Executive Summary Progress Report

1. Village Park TIF Projects – Greyhound Pass / Western Way and 151st Street from Carey Road to Setters Road.
 - The Greyhound Pass/Western Way Project is substantially complete. A punchlist has been completed for this project and the Contractor has been notified of the items that need to be completed. The traffic signals are synchronized and communicating with the intersection of US 31 and Greyhound Pass. The contractor's obligations regarding watering the sod is complete and the Public Works Transportation Division has taken on that responsibility. Some additional overhead directional lane signage will be added and overhead street names to help communicate lane responsibilities with motorists.
 - The Carey Road and 151st Street Round-a-bout is substantially complete. All Landscaping, Seeding and sod have been placed. The Contractor responsibility for watering the sod and landscaping ended on July 26th, at which time the Public Works Transportation Division took on that responsibility. The signage has been changed out to add uniformly to the Round-a-bout at 151st Street and Market Center Drive.
2. Eastside TIF Projects – 161st Street and Carey Road. The design work continues on the 161st Street and Carey Road Round-a-bout. The design of this project is scheduled to be completed this fall, with R/W acquisition and Utility Coordination beginning late fall to early winter. At this time, it appears that this project will likely be scheduled for utility relocations in 2010 with construction in early 2011.
3. 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 approved and the Notice to Proceed was issued from the Indianapolis MPO to support traffic plan development. A SR 32 Corridor Kick-off meeting was held on Wednesday September 3, 2009 with Representatives of INDOT, American StructurePoint and the City of Westfield to execute the contracts and to begin the corridor study.
4. River Road Water Treatment Plant Expansion. Construction by the Contractor, Shook Construction, is substantially complete and the plant is fully operational. Shook is still completing some of the punch list items. Shook has exceeded their contracted amount of time; and HNTB has reviewed all associated penalties for not completing the project on time which are payable or reimbursed to the Westfield Public Works Department. On August 19, 2009, HNTB, Shook and the City of Westfield met to discuss these penalties and Shook is currently reviewing the list of penalties and is preparing a response.
5. Westside Interceptor. Atlas Excavating, Inc. is substantially complete. Remaining items to be completed consist of manhole lining and finish grading. Wetlands mitigation is underway by Williams Creek Consulting. The interceptor sewer if necessary is complete and ready to accept flows from any proposed developments.
6. Sycamore / Birch Storm Sewers. Construction is substantially complete. The Contractor has completed the final punch list items.

7. 2009 Line Striping Program. The 2009 Collaborative Line Striping Contract between Hamilton County, the Towns of Fisher and Cicero, the Cities of Carmel, Noblesville, and Westfield have been awarded. Line striping for the City of Westfield is substantially complete (~95% Complete), with some of the final clean up work to begin in late summer.
8. Block Grant. The City of Westfield 2009 Block Grant consisted of replacing up to 98 curb ramps in the downtown Westfield area, pending the availability of monies available and the overall bid. These ramps will be made ADA accessible. The Contract was awarded at the May 28, 2009 Meeting to CC&T Construction. Since then approximately 74 curb ramps have been replaced in the designated area of the downtown. At this time the financing of this project has been depleted, therefore the remainder of the curb ramps will be replaced with the Grand Junction plan or by the City of Westfield Public Works Transportation Division as time allows.
9. 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, 161st 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 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. Currently the Public Works hydrogeologist, Steve Champa of Eagon and Associates is studying the well field capacity limitations.