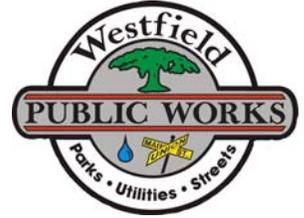


# WESTFIELD PUBLIC WORKS



## Memorandum

To: Westfield Board of Public Works & Safety  
From: Kurt J. Wanninger  
CC: Bruce A. Hauk  
Date: March 28, 2010  
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)

### **Public Works Progress Report**

(See Attachment 3)

### **Employees of the Month for November and December**

The City Services Employee of the Month selection for January 2010 was James Horn, Scott Shepard, and Mike Haemmerle, for February 2010 Officer Josh Harrell was selected as the employee of the month.

Please join me in congratulating these individuals on this significant achievement.

# ATTACHMENT #1

## Yearly Permit Fees-2010

Type of Fees	January	February	March	April	May	June	July	August	Sept	October	November	December
Encroachment Permits	\$ 150.00	\$ 705.00										
Sewer Availability Fees	\$ 72,450.00	\$ 21,600.00										
Sewer Tap Fees	\$ 11,964.00	\$ 2,660.00										
Subsequent Sewer Connection	\$ 44,325.00											
Water Availability Fees	\$ 6,985.00	\$ 9,000.00										
Water-3/4" Tap Fees												
Water-1" Tap Fees												
Water-1 1/2" or Greater												
Lawn Irrigation Fees	\$ 120.00	\$ 360.00										
Road Impact Fees	\$ 5,400.00	\$ 21,600.00										
Plan Review Fees	\$ 1,468.50	\$ 1,350.50										
Map Fees												
Erosion Control Appl. Fees	\$ 900.00	\$ 3,280.00										
Erosion Control Penalty Fees		\$ 300.00										
Sanitary Sewer/Permit Fees												
Water Permit Fees												
Water Service Line Protection	\$ 662.00	\$ 4,846.24										
<b>Totals per Month</b>	<b>\$ 144,604.50</b>	<b>\$ 65,951.74</b>										

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 655.00	\$ -	\$ -	\$ -
Sewer Availability Fees	\$ 72,450.00	\$ -	\$ -	\$ -
Sewer Tap Fees	\$ 33,564.00	\$ -	\$ -	\$ -
Subsequent Sewer Connection	\$ 44,325.00	\$ -	\$ -	\$ -
Water Availability Fees	\$ 15,985.00	\$ -	\$ -	\$ -
Water-3/4" Tap Fees				
Water-1" Tap Fees				
Water-1 1/2" or Greater				
Lawn Irrigation Fees	\$ 480.00	\$ -	\$ -	\$ -
Road Impact Fees	\$ 27,000.00	\$ -	\$ -	\$ -
Plan Review Fees	\$ 3,000.00	\$ -	\$ -	\$ -
Inspection Fees	\$ 2,849.00	\$ -	\$ -	\$ -
Map Fees				
Erosion Control Appl. Fees	\$ 4,190.00	\$ -	\$ -	\$ -
Erosion Control Penalty Fees	\$ 300.00	\$ -	\$ -	\$ -
Sanitary Sewer/Permit Fees				
Water Permit Fees				
Water Service Line Protection	\$ 5,008.24	\$ -	\$ -	\$ -
<b>Totals per Quarter</b>	<b>\$ 210,465.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Type of Fees	2 months of 2009	Feb-08
Encroachment Permits	\$ 650.00	\$ 500.00
Sewer Availability Fees	\$ 4,825.00	\$ 1,125.00
Sewer Tap Fees	\$ 24,540.00	\$ 9,940.00
Sub- Sewer Connection	\$ 1,438.00	\$ 1,058.00
Water Availability Fees	\$ 688.50	\$ 688.50
Water-3/4" Tap Fees	\$ 10,225.00	\$ 4,225.00
Water-1" Tap Fees		
Water-1 1/2" or Greater		
Lawn Irrigation Fees	\$ 10,800.00	\$ 4,800.00
Road Impact Fees	\$ 4,045.00	\$ 2,022.50
Plan Review Fees	\$ 2,948.15	\$ 1,474.08
Map Fees		
Erosion Control Appl. Fees	\$ 1,000.00	\$ 600.00
Erosion Control Penalty Fees		
Sanitary Sewer/Permit Fees	\$ 600.00	\$ 600.00
Water Permit Fees	\$ 384.00	\$ 320.00
Water Service Line Protection		
<b>Total</b>	<b>\$ 62,353.65</b>	<b>\$ 29,944.50</b>

Type of Fees	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 11,025.00	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,951.80
Sewer Availability Fees	\$ 218,300.00	\$ 892,942.20	\$ 442,699.60	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,762.50
Sewer Tap Fees	\$ 2,682,072.00	\$ 647,808.00	\$ 400,610.40	\$ 712,284.00	\$ 825,766.00	\$ 731,620.00
Subsequent Sewer Connection	\$ 38,590.40	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61		
Water Availability Fees	\$ 11,232.50	\$ 609,595.80	\$ 411,028.68	\$ 1,260,343.35	\$ 2,122,851.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 126,495.00	\$ 289,725.00	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00	\$ 270,070.00
Water-1" Tap Fees		\$ 1,000.00	\$ 1,750.00	\$ 5,865.00	\$ 39,581.17	\$ 63,624.10
Water-1 1/2" or Greater					\$ 1,500.00	\$ 41,680.00
Lawn Irrigation Fees	\$ 7,865.00	\$ 3,525.00	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 21,401.20	\$ 407,237.54	\$ 432,515.56	\$ 909,894.76	\$ 908,091.55	\$ 586,208.98
Plan Review Fees	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 19,335.00	\$ 50,605.00	\$ 85,065.00	\$ 93,523.38	\$ 10,536.57	\$ 616.77
Map Fees		\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	
Erosion Control Appl. Fees	\$ 15,300.00	\$ 25,800.25	\$ 43,320.00	\$ 26,904.00		
Erosion Control Penalty Fees	\$ 7,750.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00		
Sanitary Sewer/Permit Fees	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00		
Water Permit Fees	\$ 600.00	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00		
Water Service Line Protection	\$ 6,737.00	\$ 952.00	\$ 1,440.00	\$ 3,648.00		
<b>Gross Total</b>	<b>\$ 1,934,324.93</b>	<b>\$ 3,028,295.79</b>	<b>\$ 2,188,657.07</b>	<b>\$ 5,528,125.53</b>	<b>\$ 7,438,570.94</b>	<b>\$ 4,933,639.66</b>

Type of Fees	2010 Year to Date	2009
Encroachment Permits	\$ 855.00	\$ 855.00
Sewer Availability Fees	\$ 72,450.00	\$ 72,450.00
Sewer Tap Fees	\$ 33,564.00	\$ 33,564.00
Subsequent Sewer Connection	\$ 2,660.00	\$ 2,660.00
Water Availability Fees	\$ 44,325.00	\$ 44,325.00
Water-3/4" Tap Fees	\$ 15,985.00	\$ 15,985.00
Water-1" Tap Fees		
Water-1 1/2" or Greater		
Lawn Irrigation Fees	\$ 480.00	\$ 480.00
Road Impact Fees	\$ 27,000.00	\$ 27,000.00
Plan Review Fees	\$ 3,000.00	\$ 3,000.00
Inspection Fees	\$ 2,849.00	\$ 2,849.00
Map Fees		
Erosion Control Appl. Fees	\$ 4,190.00	\$ 4,190.00
Erosion Control Penalty Fees	\$ 300.00	\$ 300.00
Sanitary Sewer/Permit Fees		
Water Permit Fees		
Water Service Line Protection	\$ 5,008.24	\$ 5,008.24
<b>Gross Total for 2010</b>	<b>\$ 210,465.24</b>	<b>\$ 210,465.24</b>

**ATTACHMENT #2**

**WESTFIELD PUBLIC WORKS  
MONTHLY ACCIDENT STATISTICAL REPORT  
FOR JANUARY 2010**

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 Vehicle Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	5	657.5	0	0	0	0	0	2	1396	0	0	0	\$0.00
CSC	5	744	0	0	0	0	0	1	32	0	0	0	\$0.00
Water	4	596.5	0	0	0	0	0	7	4468	0	0	0	\$0.00
Wastewater	5	731	0	0	0	0	0	6	0	0	0	0	\$0.00
Street-G/M	15	2077	0	0	0	0	0	15	11475	1	0	0	\$0.00
Dev/Con-Eng	9	1252	0	0	0	0	0	6	341	0	0	0	\$0.00
Inst & Controls	2	301	0	0	0	0	0	1	976	0	0	0	\$0.00
<b>2010</b>	<b>45</b>	<b>6359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>18688</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
<b>2009</b>	<b>54</b>	<b>8056.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>32732</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2040.5</b>

\*Scott Shepard while plowing parking City Services Center parking lot slid into Derick Cash's vehicle. Derick told Chad that he was not worried about it.

**WESTFIELD PUBLIC WORKS  
MONTHLY ACCIDENT STATISTICAL REPORT  
FOR FEBRUARY 2010**

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 Vehicle Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	5	621	0	0	0	0	0	2	1297	0	0	0	\$0.00
CSC	7	998	0	0	0	0	0	1	18	0	0	0	\$0.00
Water	4	579.5	0	0	0	0	0	7	2685	0	0	0	\$0.00
Wastewater	4	661.5	0	0	0	0	0	6	2867	0	0	0	\$0.00
Street-G/M	14	2078.25	0	0	0	0	0	15	15918.5	1	1	2	\$1,468.00
Dev/Con-Eng	9	1298.5	0	0	0	0	0	6	2212	0	0	0	\$0.00
Inst & Controls	2	299.5	0	0	0	0	0	1	787	0	0	0	\$0.00
<b>2010</b>	<b>45</b>	<b>6536.25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>25784.5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>\$1,468.00</b>
<b>2009</b>	<b>54</b>	<b>7808.5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>23355</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>5398.6</b>

\*\*2/17/2010 Josh Pickett used the Truck 160 (tandem) to push snow out in front of the garage bay where 160 was parked. The bed of 160 was not down and hit the garage door and header on the barn.  
The Accident Committee met on 2/18/2010 found this to be an incident \$1,468.00

\*\*2/19/2010 Wes Rood was plowing snow, while plowing he hit a clump of ice causing his plow blade to trip. This caused the snow blower to hit the rear glass of the camper shell and breaking it out.  
The Accident Committee met on 3/5/2010 found this to be an accident \$200.00

\*\*2/25/2010 Zac Chianello was pushing snow with mule downtown. The mule door scrapped on the flower pots. This caused minimal damage to the door of the mule.  
The Accident Committee met on 3/5/2010 found this to be an accident \$0.00

**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 151<sup>st</sup> Street from Carey Road to Setters Road.
  - Greyhound Pass/Western Way - The Greyhound Pass/Western Way Project is substantially complete. Final punchlist items are all that need to be completed for this project and the Contractor has been notified of the items to be completed.
  - Carey Road and 151<sup>st</sup> Street Round-a-bout - The Carey Road and 151<sup>st</sup> Street Round-a-bout is substantially complete. Final punchlist items are all that need to be completed for this project and the Contractor has been notified of the items to be completed.
  - East Access Road - Design and Right-of-Way for the East Access Road are ongoing for the proposed road that will run behind Marsh and Wal-Mart to connect Greyhound Pass to 151<sup>st</sup> Street.

Following is the proposed schedule for the East Access Road:

• Plan set review for City	Monday 3/29
• Marked up review to SP	Friday 4/2
• Bids advertised	Friday 4/9
• 2 <sup>nd</sup> advertisement	Friday 4/16
• Bid opening	Wednesday 4/28
• Redevelopment Commission	First week of May
• Notice to Proceed	After RDC acceptance

Utility Relocation

• Duke	5/1 – 6/15
• AT&T	5/23 - 7/23
• Vectren	5/1 - 6/15
• Comcast	6/15 – 7/31
  - South Union to Western Way Drive (Westfield Blvd.) - The selection for the South Union to Western Way Drive (Westfield Blvd.) along the Westside of US 31 is complete and INDOT has finalized their review of the information and American Structurepoint was the firm selected via the INDOT LTAP process. The City of Westfield and American StructurPoint will now begin the process of developing a scope of work, a contract and negotiations regarding a schedule of fees.
2. Eastside TIF Projects – 161<sup>st</sup> Street and Carey Road. The design and engineering work continues on the 161<sup>st</sup> Street and Carey Road Round-a-bout. The design of this project is scheduled to be completed this summer, with R/W acquisition and utility coordination beginning late fall to early winter of 2010. At this time, it appears that this project will likely be scheduled for utility relocations in 2010 with construction in early 2011.
3. Downtown Thoroughfare Plan. 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. The 80% planning grant has been approved and the Notice to Proceed was issued from the Indianapolis MPO to support traffic plan development.

4. Maintenance Improvement Plan (MIP) for Roads. This project consists of engineering services for the assessment of existing roads for various parameters such as pavement condition, subgrade conditions, road geometrics, safety requirements and traffic control devices. Once complete, this Road Maintenance Improvement Plan for the City of Westfield transportation network will consist of an ongoing 5-year maintenance plan that will enable the City to establish road improvement priorities and budgets. A database has been designed and implemented for the collection of road and infrastructure data for City Streets and Roads. The data collection is complete and a working draft has been submitted for review.
5. Westside Interceptor. Atlas Excavating, Inc. is substantially complete. Remaining items to be completed consist of manhole lining and finish grading. Wetlands mitigation has been completed by Williams Creek Consulting. The interceptor sewer if necessary is complete and ready to accept flows from any proposed developments.
6. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering has been completed. VSE Engineering is finalizing plans and preparing easement documentation.
7. 2010 Line Striping Program. The 2010 Collaborative Line Striping Contract between Hamilton County, the Towns of Fisher and Cicero, the Cities of Carmel, Noblesville, and Westfield has been bid out and a meeting was held on February 11, 2010 to review the bid results. The bids were reviewed and Griddock was selected as the successful bidder for the 2010 Collaborative Line Striping Contract. Additionally, the Public Works Department has applied for \$60,000 of the Federal ARRA II Funds to pay for the line striping in 2010.
8. Block Grant. The City of Westfield applied for the 2010 Block Grant that will consist of some drainage improvements and sidewalk connections along East Street between the Silver Lakes and Sleepy Hollow Subdivisions.
9. US 31 / SR 32 Signal Preemption

Signal preemptions at seven intersections within the City limits have been installed and are functional. The only signal within the City's Fire jurisdiction that does not have signal preemption is at the intersection of SR 38/US 31. In total 18 signalized intersections have it installed.