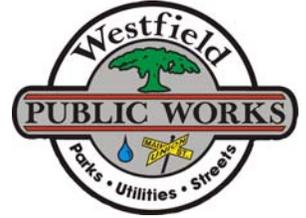


WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety
From: Kurt J. Wanninger
CC: Bruce A. Hauk
Date: September 30, 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 August 2010

The City Services Employee of the Month selection for August 2010 was Kim Herrick. Kim has been with the City of Westfield for 8 years and has held the position of Billing Clerk for the Public Works Customer Service Division.

Please join me in congratulating Kim on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2010

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 150.00	\$ 705.00	\$ 575.00	\$ 1,775.00	\$ 1,625.00	\$ 2,000.00	\$ 2,425.00	\$ 1,535.70				
Sewer Availability Fees	\$ 72,450.00	\$ -	\$ 306,710.00	\$ -	\$ 24,694.89	\$ 5,635.85	\$ 6,096.18	\$ 4,977.00				
Sewer Tap Fees	\$ 11,964.00	\$ 21,600.00	\$ 87,840.00	\$ 32,400.00	\$ 14,400.00	\$ 12,000.00	\$ 10,938.00	\$ 16,764.00				
Subsequent Sewer Connection	\$ -	\$ 2,650.00	\$ 3,040.00	\$ -	\$ 1,520.00	\$ 13,680.00	\$ 5,305.00	\$ 9,083.60				
Water Availability Fees	\$ 44,325.00	\$ -	\$ 159,077.70	\$ -	\$ 13,393.14	\$ 7,248.21	\$ 27,896.49	\$ -				
Water-3/4" Tap Fees	\$ 6,985.00	\$ 9,000.00	\$ 38,100.00	\$ 13,500.00	\$ 7,692.50	\$ 9,148.23	\$ 7,557.50	\$ 11,479.03				
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Subsequent Water Connection	\$ 120.00	\$ 360.00	\$ 240.00	\$ 1,540.00	\$ 1,440.00	\$ 1,200.00	\$ 742.06	\$ -				
Lawn Irrigation Fees	\$ 5,400.00	\$ 21,600.00	\$ 79,772.00	\$ 57,330.00	\$ 14,400.00	\$ 19,800.00	\$ 23,400.00	\$ 4,025.00				
Road Impact Fees	\$ 150.00	\$ 150.00	\$ 1,130.00	\$ 150.00	\$ 1,202.50	\$ 1,960.00	\$ 3,966.00	\$ 2,830.50				
Plan Review Fees	\$ 1,498.50	\$ 1,350.50	\$ 1,979.50	\$ 9.95	\$ 2,400.00	\$ -	\$ -	\$ -				
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Erosion Control Appl. Fees	\$ 900.00	\$ 3,200.00	\$ 3,200.00	\$ 4,820.00	\$ -	\$ 1,900.00	\$ 2,100.00	\$ -				
Erosion Control Penalty Fees	\$ -	\$ 300.00	\$ 100.00	\$ 1,000.00	\$ -	\$ 650.00	\$ 250.00	\$ 700.00				
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water Service Line Protection	\$ 662.00	\$ 4,945.24	\$ 761.76	\$ 692.00	\$ 639.00	\$ 849.00	\$ 762.00	\$ 753.00				
Totals per Month	\$ 144,604.50	\$ 65,961.74	\$ 697,765.96	\$ 1,19,256.95	\$ 87,659.19	\$ 74,631.57	\$ 77,624.95	\$ 167,397.32	\$ -	\$ -	\$ -	\$ -

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 1,430.00	\$ 5,400.00	\$ 4,000.00	\$ 3,960.70
Sewer Availability Fees	\$ 379,160.00	\$ 30,330.54	\$ 55,826.18	\$ -
Sewer Tap Fees	\$ 121,404.00	\$ 58,800.00	\$ 27,702.00	\$ -
Subsequent Sewer Connection	\$ 4,940.00	\$ 18,240.00	\$ 14,368.60	\$ -
Water Availability Fees	\$ 203,402.70	\$ 16,291.57	\$ 35,144.70	\$ -
Water-3/4" Tap Fees	\$ 54,085.00	\$ 30,340.73	\$ 19,306.53	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ 5,194.42	\$ 742.06	\$ -
Lawn Irrigation Fees	\$ 720.00	\$ 4,160.00	\$ 4,320.00	\$ -
Road Impact Fees	\$ 106,772.00	\$ 91,530.00	\$ 63,650.00	\$ -
Plan Review Fees	\$ 4,830.00	\$ 2,427.50	\$ 5,690.00	\$ -
Inspection Fees	\$ 4,828.50	\$ 2,477.95	\$ 6,826.50	\$ -
Map Fees	\$ -	\$ 2,400.00	\$ -	\$ -
Erosion Control Appl. Fees	\$ 7,300.00	\$ 6,720.00	\$ 4,200.00	\$ -
Erosion Control Penalty Fees	\$ 400.00	\$ 1,650.00	\$ 950.00	\$ -
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ 300.00	\$ -
Water Permit Fees	\$ -	\$ -	\$ 600.00	\$ -
Water Service Line Protection	\$ 6,270.00	\$ 2,180.00	\$ 1,515.00	\$ -
Totals per Quarter	\$ 998,232.20	\$ 278,947.71	\$ 245,022.27	\$ -

Type of Fees	8 months of 2009	August 09
Encroachment Permits	\$ 7,950.00	\$ 725.00
Sewer Availability Fees	\$ 173,010.00	\$ -
Sewer Tap Fees	\$ 221,676.00	\$ 16,800.00
Subsequent Sewer Connection	\$ 32,920.40	\$ -
Water Availability Fees	\$ 87,296.50	\$ -
Water-3/4" Tap Fees	\$ 95,985.00	\$ 7,500.00
Water-1" Tap Fees	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -
Subsequent Water Connection	\$ 5,220.00	\$ 1,200.00
Lawn Irrigation Fees	\$ 151,499.00	\$ 1,800.00
Road Impact Fees	\$ 7,925.00	\$ 1,325.00
Plan Review Fees	\$ 10,443.25	\$ -
Inspection Fees	\$ -	\$ -
Map Fees	\$ 10,700.00	\$ 1,400.00
Erosion Control Appl. Fees	\$ 2,700.00	\$ 650.00
Erosion Control Penalty Fees	\$ 600.00	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ -
Water Permit Fees	\$ 4,192.00	\$ 592.00
Water Service Line Protection	\$ -	\$ -
Totals	\$ 612,567.15	\$ 31,992.00

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	\$ 7,351.80
Sewer Availability Fees	\$ 218,300.00	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,962.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 288,072.00	\$ 647,806.00	\$ 400,610.40	\$ 712,264.00	\$ 825,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 38,590.40	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -	\$ -
Water Availability Fees	\$ 112,252.50	\$ 609,596.80	\$ 411,028.68	\$ 1,360,543.35	\$ 2,122,651.55	\$ 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	\$ -	\$ 5,865.00	\$ 39,581.17	\$ 69,624.10
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ 3,135.00	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 7,965.00	\$ 3,525.00	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 214,012.00	\$ 407,237.54	\$ 432,515.96	\$ 909,894.76	\$ 906,081.55	\$ 566,208.98
Plan Review Fees	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Inspection Fees	\$ 19,351.00	\$ 50,605.00	\$ 85,056.60	\$ 93,523.38	\$ 10,538.57	\$ 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	\$ 19,085.00	\$ 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	\$ 962.00	\$ 1,440.00	\$ 3,648.00	\$ -	\$ -
Gross Total	\$ 1,084,124.90	\$ 3,023,295.79	\$ 2,188,657.07	\$ 5,228,125.50	\$ 7,438,570.94	\$ 4,933,639.66

Type of Fees	2010 Year to Date	2009	2008	2007	2006	2005	2004
Encroachment Permits	\$ 10,790.70	\$ 10,790.70	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Availability Fees	\$ 465,316.72	\$ 207,906.00	\$ 207,906.00	\$ -	\$ -	\$ -	\$ -
Sewer Tap Fees	\$ 207,906.00	\$ 37,998.60	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Sewer Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Availability Fees	\$ 254,838.97	\$ 103,732.26	\$ -	\$ -	\$ -	\$ -	\$ -
Water-3/4" Tap Fees	\$ 103,732.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Conn.	\$ 5,936.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 9,220.00	\$ 9,220.00	\$ -	\$ -	\$ -	\$ -	\$ -
Road Impact Fees	\$ 28,195.00	\$ 28,195.00	\$ -	\$ -	\$ -	\$ -	\$ -
Plan Review Fees	\$ 15,962.50	\$ 15,962.50	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection Fees	\$ 14,402.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Map Fees	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 18,310.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Penalty Fees	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Water Permit Fees	\$ 600.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 9,965.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Total for 2010	\$ 1,422,202.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ATTACHMENT #2

**WESTFIELD PUBLIC WORKS
MONTHLY ACCIDENT STATISTICAL REPORT
FOR AUGUST 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 Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	5	993.5	0	0	0	0	0	2	1216	0	0	0	\$0.00
CSC	7	1315	0	0	0	0	0	1	303	0	0	0	\$0.00
Water	4	796	0	0	0	0	0	7	3848	0	0	0	\$0.00
Wastewater	5	895.5	0	0	0	0	0	6	4547	0	0	0	\$0.00
Street-GM	18	2916	1	0	0	0	0	15	7682	0	0	0	\$0.00
Dev/Con-Eng	7	1309	0	0	0	0	0	6	2787	0	0	0	\$0.00
Inst & Controls	2	335	0	0	0	0	0	1	850	0	0	0	\$0.00
2010	48	8550	1	0	0	0	0	38	21233	0	0	0	\$0.00
2009	55	9425	0	0	0	0	0	42	23855	1	1	0	2000

8/3/10 Breedlove metal shaving in right eye while cutting guard rail at US 31 and Westfield Blvd. Went and had metal removed, back to work.

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.
 - Greyhound Pass/Western Way - The Greyhound Pass/Western Way Project is substantially complete. Final punchlist items are completed for this project.
 - Carey Road and 151st Street Round-a-bout - The Carey Road and 151st 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 – This project was bid on April 4, 2010, the Public Works Department received three bids and the low bid was submitted by E&B Paving. Right-of-Way acquisition for the East Access Road is substantially complete for the proposed road that will run behind Marsh and Wal-Mart to connect Greyhound Pass to 151st 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
- 2nd advertisement Friday 4/16
- Bid opening Wednesday 4/28
- Board of Public Works Thursday 9/2
- Precon & Utility Coordination Tuesday 9/7 (tentative)
- Contractor Mobilization Monday 9/13 (tentative)

Utility Relocation

- Duke, AT&T, Vectren, Comcast October -December

- 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 – 161st Street and Carey Road. The design and engineering work continues on the 161st 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. 156th Street Bridge Relocation over the William Knight Regulated Drain between US31 and Oakridge Road. This project consists of removing the existing lane and

half 3-sided box culvert and installing a new hydraulically sized conspan arch structure with timber guide rail features. This project will cost \$446,000 and will be funded out of the City of Westfield's Stormwater Fund. This bridge is listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List. This segment of road will be closed for 90 days.

Following is the proposed schedule for the East Access Road:

- Bid opening Wednesday 8/5
- Utility Relocation - Vectren Tuesday 8/9
- Board of Public Works Thursday 9/2
- Precon & Utility Coordination Friday 9/3
- Contractor Mobilization Monday 9/13 (tentative)

The Bridge has been removed and the contractor is preparing the sight for the installation of the footers.

4. 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.
5. 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.

The two Maintenance Improvement Contracts were issued earlier this year as part of the Maintenance Improvement Plan that was developed. These projects consisted of the 2010 Restriping project and the 2010 Preservative Seal Program.

The 2010 Restriping Project is approximately 92% complete with the exception of conducting striping that was scheduled for this fall. This project was bid as part of collaborative bid process with Hamilton County and the surrounding municipal jurisdictions. This project is estimated to cost approximately \$60,000.

The 2010 Preservative Seal Program is complete and this project consisted of applying Preservative and Restorative RejuvTech material to Springmill and Carey Road from 146th To SR32 and South Union Street from US31 to David Brown (169th Street). This project was started on August 9th and completed on August 20th. The 2010 Preservative Seal Program was quoted to cost \$135,000, however the cost of this project should come in about \$2100 less than quoted.

The third Maintenance Improvement Contract has been issued for bid and construction as part of the 2010 Resurfacing project. This plan consists of widening and resurfacing 161st Street form US 31 to Springmill Road and

resurfacing South Union Street from SR32 to South Street. This plan also consists of maintenance improvements to various locations and will consist of deep patching in various locations

6. 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.
7. 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 has finalizing plans and prepared easement documentation. This project is now shelf ready and ready to move forward pending funding.
8. 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.

This project is now complete.

9. 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. The Public Works Department will defer this project until the Summer of 2011.