



# Memorandum

To: Westfield Board of Public Works & Safety

Date: February 1, 2012

Re: Public Works & Matters

## **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)

### **Public Works Progress Report**

(See Attachment 3)

### **Employee of the Month for November & December**

The City Services Going the Extra Mile Employee of the Month selection for November 2012 was Anne Cotham, Administrative Assistance to the Mayor and for the month of December 2012, Jonathan Berry from the Public Works Water Division was the GEM Award recipient.

Please join me in congratulating Anne Cotham and Jonathan Berry on this significant achievement.

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# ATTACHMENT #1

Yearly Permit Fees-2011	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 350.00	\$ 200.00	\$ 850.00	\$ 1,325.00	\$ 3,250.00	\$ 1,925.00	\$ 1,625.00	\$ 2,800.00	\$ 1,575.00	\$ 1,600.00	\$ 1,200.00	\$ 600.00
Sewer Availability Fees	\$ 3,500.00	\$ 43,750.00	\$ 5,250.00	\$ 5,250.00	\$ 4,100.00	\$ 279,982.50	\$ 1,750.00	\$ 2,300.00	\$ 1,202.50	\$ 21,600.00	\$ 65,200.00	\$ 332.50
Sewer Tap Fees	\$ 2,049.00	\$ 1,800.00	\$ 16,200.00	\$ 15,600.00	\$ 13,200.00	\$ 61,122.00	\$ 26,400.00	\$ -	\$ 909.00	\$ 21,600.00	\$ 19,200.00	\$ 25,314.00
Subsequent Sewer Connection	\$ 1,800.00	\$ 22,900.00	\$ 3,487.00	\$ 2,429.00	\$ 2,429.00	\$ 2,049.00	\$ 4,016.00	\$ 5,789.93	\$ 3,035.70	\$ 4,936.00	\$ 2,978.00	\$ 2,280.00
Water Availability Fees	\$ 4,250.00	\$ 1,750.00	\$ 9,200.00	\$ 7,000.00	\$ 7,900.00	\$ 143,091.00	\$ 900.00	\$ 120,461.47	\$ 10,372.50	\$ 57,312.00	\$ 36,340.00	\$ 171.00
Water-3/4" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 19,800.00	\$ 3,600.00	\$ 720.00	\$ 1,800.00	\$ 3,900.00	\$ 3,480.00	\$ 2,400.00	\$ 3,000.00	\$ 2,520.00	\$ 2,160.00	\$ 600.00	\$ 720.00
Road Impact Fees	\$ 5,320.00	\$ 1,625.00	\$ 19,600.00	\$ 30,600.00	\$ 23,900.00	\$ 28,800.00	\$ 34,200.00	\$ 45,000.00	\$ 28,641.72	\$ 30,725.00	\$ 19,800.00	\$ 27,000.00
Plan Review Fees	\$ 2,988.43	\$ 943.50	\$ 1,728.50	\$ 1,036.00	\$ 999.00	\$ 2,190.00	\$ 150.00	\$ 5,882.00	\$ 450.00	\$ 2,900.00	\$ 1,855.00	\$ 1,855.00
Inspection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 1,500.00	\$ 400.00	\$ 3,000.00	\$ 2,900.00	\$ 3,000.00	\$ 3,200.00	\$ 3,100.00	\$ -	\$ 528.00	\$ 1,900.00	\$ 2,300.00	\$ 2,200.00
Erosion Control Penalty Fees	\$ 100.00	\$ 2,100.00	\$ 1,350.00	\$ 300.00	\$ 300.00	\$ 1,150.00	\$ 1,250.00	\$ -	\$ 450.00	\$ 100.00	\$ -	\$ 150.00
Sanitary Sewer Permit Fees	\$ 600.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 300.00
Water Permit Fees	\$ 600.00	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 300.00
Water Service Line Protection	\$ 639.00	\$ 735.00	\$ 726.00	\$ 916.00	\$ 1,278.00	\$ 900.00	\$ 711.76	\$ 192.00	\$ 96.00	\$ 192.00	\$ 96.00	\$ 192.00
<b>Totals per Month</b>	<b>\$ 52,076.43</b>	<b>\$ 80,023.50</b>	<b>\$ 71,858.50</b>	<b>\$ 79,565.00</b>	<b>\$ 66,471.00</b>	<b>\$ 555,706.50</b>	<b>\$ 89,787.76</b>	<b>\$ 416,756.34</b>	<b>\$ 52,306.82</b>	<b>\$ 143,200.50</b>	<b>\$ 166,079.00</b>	<b>\$ 73,924.30</b>

2011 Year to Date	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 17,300.00	\$ 11,045.00	\$ 15,634.00	\$ 25,106.20	\$ 24,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 642,172.94	\$ 710,600.33	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 289,436.00	\$ 309,360.00	\$ 283,072.00	\$ 647,608.00	\$ 400,610.40	\$ 712,264.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 35,253.93	\$ 44,542.60	\$ 13,851.00	\$ 25,062.48	\$ 54,840.81	\$ 625,756.00	\$ -
Water Availability Fees	\$ 400,931.17	\$ 382,857.16	\$ 112,252.50	\$ 609,595.80	\$ 411,026.68	\$ 2,122,651.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Conn.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 21,030.00	\$ 13,830.00	\$ 7,865.00	\$ 3,525.00	\$ 4,480.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 310,765.12	\$ 380,074.00	\$ 214,012.00	\$ 407,237.54	\$ 432,515.56	\$ 909,884.76	\$ 566,208.98
Plan Review Fees	\$ 29,267.00	\$ 24,017.50	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00
Inspection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 24,766.43	\$ 2,400.00	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ -
Erosion Control Penalty Fees	\$ 6,400.00	\$ 26,954.00	\$ 15,300.00	\$ 25,800.25	\$ 43,320.00	\$ 26,904.00	\$ -
Sanitary Sewer Permit Fees	\$ 8,000.00	\$ 4,500.00	\$ 7,500.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -
Water Permit Fees	\$ 3,000.00	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 3,000.00	\$ 7,200.00	\$ -
Water Service Line Protection	\$ 639.00	\$ 12,809.00	\$ 6,000.00	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ -
<b>Gross Total</b>	<b>\$ 1,847,753.87</b>	<b>\$ 2,108,717.61</b>	<b>\$ 1,084,124.90</b>	<b>\$ 3,028,956.79</b>	<b>\$ 2,188,657.07</b>	<b>\$ 5,228,125.50</b>	<b>\$ 4,933,639.66</b>

12 months of 2010	Dec-10
Encroachment Permits	\$ 275.00
Sewer Availability Fees	\$ 39,200.00
Sewer Tap Fees	\$ 20,040.00
Subsequent Sewer Connection	\$ 1,520.00
Water Availability Fees	\$ 20,160.00
Water-3/4" Tap Fees	\$ 8,600.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -
Lawn Irrigation Fees	\$ -
Road Impact Fees	\$ 33,882.00
Plan Review Fees	\$ 2,915.00
Inspection Fees	\$ 1,979.50
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 2,600.00
Erosion Control Penalty Fees	\$ 50.00
Sanitary Sewer Permit Fees	\$ -
Water Permit Fees	\$ -
Water Service Line Protection	\$ 639.00
<b>Total</b>	<b>\$ 131,860.50</b>

Types of Fees	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 14,955.70	\$ 11,045.00	\$ 15,634.00	\$ 25,106.20	\$ 24,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 710,600.33	\$ 710,600.33	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 309,360.00	\$ 283,072.00	\$ 647,608.00	\$ 400,610.40	\$ 712,264.00	\$ 625,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 44,542.60	\$ 13,851.00	\$ 25,062.48	\$ 54,840.81	\$ 54,840.81	\$ 625,756.00	\$ -
Water Availability Fees	\$ 382,857.16	\$ 382,857.16	\$ 112,252.50	\$ 609,595.80	\$ 411,026.68	\$ 2,122,651.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 13,830.00	\$ 13,830.00	\$ 7,865.00	\$ 3,525.00	\$ 4,480.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 380,074.00	\$ 380,074.00	\$ 214,012.00	\$ 407,237.54	\$ 432,515.56	\$ 909,884.76	\$ 566,208.98
Plan Review Fees	\$ 24,017.50	\$ 24,017.50	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00
Inspection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 26,954.00	\$ 2,400.00	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ -
Erosion Control Penalty Fees	\$ 4,500.00	\$ 4,500.00	\$ 7,500.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 3,000.00	\$ 7,200.00	\$ -
Water Permit Fees	\$ 900.00	\$ 900.00	\$ 600.00	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ -
Water Service Line Protection	\$ 12,809.00	\$ 12,809.00	\$ 6,000.00	\$ 2,700.00	\$ 5,400.00	\$ 3,648.00	\$ -
<b>Total</b>	<b>\$ 2,108,717.61</b>	<b>\$ 1,084,124.90</b>	<b>\$ 3,028,956.79</b>	<b>\$ 2,188,657.07</b>	<b>\$ 5,228,125.50</b>	<b>\$ 7,438,570.94</b>	<b>\$ 4,933,639.66</b>

## ATTACHMENT #2

### WESTFIELD PUBLIC WORKS MONTHLY ACCIDENT STATISTICAL REPORT FOR DECEMBER 2011

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	3	392.5	0	0	0	0	0	1	425	0	0	0	\$0.00
CSC	6	815.5	0	0	0	0	0	1	31	0	0	0	\$0.00
Water	5	643	0	0	19	0	0	7	3732	0	0	0	\$0.00
Wastewater	4	650	0	0	0	0	0	6	3737	0	0	0	\$0.00
Street-G/M	15	2293	0	0	0	0	0	17	7349	0	0	0	\$0.00
Dev/Con-Eng	7	1094	0	0	0	0	0	6	1534	0	0	0	\$0.00
Inst & Controls	2	302	0	0	0	0	0	1	1143	0	0	0	\$0.00
<b>2011</b>	<b>42</b>	<b>6190</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>17951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
<b>2010</b>	<b>42</b>	<b>6552.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>32639</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$1,000.00</b>

Bryan Forkner is still off on Worker's Compensation from an incident that occurred on November 15th, 2011.

## ATTACHMENT #3

### WESTFIELD BOARD OF PUBLIC WORKS MEETING

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

1. Village Park TIF Projects

- South Union to Western Way Drive (Westfield Blvd.)(aka West Access Road) – This project has been broken into 3 Segment Phases. Phase 1 is from US31 south to 151<sup>st</sup> Street. The alignment and location of this segment has not be determined. Phase 2 will be from 151<sup>st</sup> south and tie into Greyhound Pass. Phase 3 will consist of building a Round-A-Bout at the intersection of Western Way/Greyhound Pass and the new West Access Road Connection.

The professional services design for Phase 1 has been awarded to VSE Engineering. With this design a complete environmental assessment will be conducted for all 3 Phases. Additionally, in the winter and Spring of 2011 the entire area was surveyed. VSE has begun the initial process of design for the construction of Phase 1

2. Eastside TIF Projects – 161<sup>st</sup> Street and Carey Road. The design and engineering work on the 161<sup>st</sup> Street and Carey Road Round-a-bout project is complete, with R/W acquisition and utility coordination beginning in 2012. At this time, it appears that this project will likely be scheduled for utility relocations in late 2012 with construction in early 2013.
3. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering have been completed. VSE Engineering has finalized plans and prepared easement documentation and were sent to residents on July 29, 2011 This project is now shelf ready and ready to move forward in 2012. This Project will be bid in February and will be brought to the Board in March for approval and award.
4. Block Grant. This Project is complete with only minor punchlist items needing to be completed like final restoration and seeding. The 2011 Block Grant was submitted and we are awaiting approval
5. 2012 Resurfacing and Maintenance Improvement Project. The 2012 Resurfacing and MIP list has been generated and the Public Works Department will meet with the Mayor and City Administration to finalize the final list of 2012 Projects that will be completed.
6. Towne Road Bridge Replacement over the John Edwards Drain. The Public Works Engineering Division will be drafting an RFP for the design of a bridge for Towne Road. This bridge which was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List is complete. Engineering will

begin in late 2012 with proposed construction of this bridge proposed for 2013 depending on funding.

7. Grand Park. The Public Works Engineering and Development/Construction Divisions are providing technical input into the planning and design of the Grand Park Sports Complex. The Public Works Department continues to assist in the design and financial analysis meetings associated with this project. The Public Works Department is also overseeing the construction and inspection activities associated with Meyer Najem and Crider and Crider.
8. 186<sup>th</sup> Street Extension. This project is in conjunction with the Grand Park Project and the proposed Main Street Project. This project was bid on January 27, 2012 and will be taken to the Redevelopment Commission on February 6, 2012 for approval and award.
9. Grand Junction. The Public Works Department continues to be the lead on the proposed Regional Detention Plan associated with the Anna Kendall (Cool Creek) Regulated Drain. The Public Works Department also has provided technical input in regards to the downtown thoroughfare plan, utility development, and trail development.
10. Public Safety Training Facility/ Public Works Horseshoe Water Utilities Property. The Public Works Department continues to look for opportunities to utilize the maximum extent of the available land for development and will be working with the DNR to revise the limits of the floodway for the future Safety Training Facility that will be developed in the future.
11. Horseshoe Well Development. Currently Well #14 and 15 are fully operational. The Public Works Department is currently accepting quotes to install a 3<sup>rd</sup> well, Well #16, on this property with the expectations that these 3 wells will produce 5MGD. Well 16 will be installed along with the associated valve vault, electrical, and instrumental apertures.
12. Oakridge Road and 161<sup>st</sup> Street Round-a-bout. The Public Works Department applied for CMAQ funds for a RAB at this intersection and these funds were approved at the August of 2011 by the MPO. The original funding was for construction only with the cost of design, R/W and utility acquisition by the City. The Public Works Department applied for additional funds for the cost of design, R/W and utility acquisition and these funds were also approved at the August 2012 MPO making this project 100% funded. Design will begin early 2012 and the Selection Team for the RFP has concluded their scoring sheets which were sent to INDOT for final approval. INDOT has approved United Consulting Engineers for the Design of the 161<sup>st</sup> Street Round-a-bout. Construction of the RAB is scheduled for the summer of 2013.
13. Springmill Road and 156<sup>th</sup> Street Round-A-bout. The Public Works Department applied for CMAQ funds for the construction of RAB's at this intersection and these funds were approved at the August of 2011 by the MPO. At the August MPO Policy Meeting the MPO members voted to approve the 156<sup>th</sup> Street and Springmill Road RAB for funding for construction and construction inspection. This intersection will be designed in late 2012 with construction in 2014.

14. Spring Mill Road (146<sup>th</sup> Street to SR32) and 161<sup>st</sup> Street (Springmill Road to US31)  
The Public Works allied for funding through the MPO for funding to study the above corridor. The Funding was approved in late 2011 and we recently requested additional funding to expand the scope of the study. The MPO received and reviewed the revised scope of work submitted by United for the expanded Spring Mill Road and 161<sup>st</sup> Street study noting the increased total cost. The MPO was able to fund the federal portion of the expanded study with a total MPO contribution of \$78,800 and a local contribution of \$19,720 paid by the City of Westfield. The Department has selected United Consulting Engineers to complete this study and they will begin this month with a kick off meeting to begin the evaluation of these roads.
15. US 31 Freeway Project. The Public Works Department continues to meet with INDOT and the Design Team in regards to coordinating the design and utility relocations associated with this project. Recently this project has been accelerated and has increased the amount of time needed on this project.
16. Monon Trail TE Grant Funds. The City has officially been awarded TE funds for three projects. They are as follows:

Des. No.	Location	Amount
0900029	SR 32 to 216 <sup>th</sup> St.	\$846,000 (federal)/\$211,500(local)
1173079	SR 32 to 191 <sup>st</sup> St.	\$1,096,667 (federal)/\$822,583(local)
1173193	191 <sup>st</sup> to 216 <sup>th</sup>	\$1,000,000 (federal)/(\$1.4M (local)

A TIP amendment request was submitted and approved by the MPO which placed both the 09 and the 11 project into the TIP with the 09 labeled strictly for Design, Survey and R/W and the 11 labeled for construction and construction inspection. Currently, there is a RFP out for the Design and R/W acquisition for the Monon Trail. North of SR32 to the Monon Trails Elementary School.

