# **DIVISION OF PUBLIC WORKS**

Robert Kennedy, Director

### **BOARD OF PUBLIC WORKS DEPARTMENT**

BOARD OF PUBLIC WORKS ADMINISTRATION
Gina Kostoff, Manager

TRANSPORTATION ADMINISTRATION & SUPPORT Rick Orr, Director

STREET LIGHT OPERATIONS
Doug Hilkey, Director

FLOOD CONTROL Kim Stier, Manager

### FLEET MANAGEMENT/CITY GARAGE

**Larry Campbell, Superintendent** 

## **ENERGY & ENVIRONMENTAL SERVICES**

Wendy Barrott, Manager

## STREET DEPARTMENT

**Bradley Baumgartner, Director** 

### STREET PROJECT MANAGEMENT

Mario Trevino, Director

### TRAFFIC ENGINEERING

**Doug Hilkey, Associate Director** 

#### BOARD OF WORKS DEPARTMENT

### Administration/Contract Compliance/Barrett Law

#### **Mission Statement**

The Office of the Board of Public Works/Contract Compliance/Barrett Law oversees, coordinates and administers the various departments of the Division of Public Works. The Director, the Utility Services Manager and staff strive to provide the leadership and support necessary for the successful completion of capital improvements and the ongoing operation and maintenance of much of the City's infrastructure. The Director, Utility Services Manager and staff work to ensure that the City of Fort Wayne and all of its contractors, suppliers, vendors, and consultants are in compliance with local, state and federal labor standards provisions, and equal opportunity regulations as they pertain to City-let public service and procurement contracts.

#### **Goals and Objectives**

- To respond to the citizens' need for reliable infrastructure and public services in a cost efficient and quality conscious manner.
- To assist citizens in accessing and utilizing Barrett Law funding for Public Works and Utilities capital and CEDIT infrastructure projects.
- To provide property assessment records for various title companies and the general public
- To assist citizens in obtaining permits for block parties, parades and other public assemblies
- To provide public information services to the general public as needed
- To provide notary public services for internal and external customers as needed
- To maintain all public records pertaining to various Public Works and Utilities projects
- To distribute bid specifications for various Public Works and Utilities projects
- To provide assistance to various contractors and consultants as they bid on and obtain Public Works and Utilities projects
- To provide clerical support to the Board of Public Works and the Board of Stormwater Management
- To assist City Council members in the selection and prioritization of District and At Large City Council CEDIT projects
- To oversee City construction contracts to ensure that all classifications of workers are paid no less than prevailing wages set by the Davis-Bacon Act and/or the State of Indiana.
- To ensure that the City's contractors provide equal employment opportunities without regard to race, sex, creed, or national origin of the business owners desiring to participate on City contracts as subcontractors or to individuals seeking employment.
- To recruit minority and women contractors to become certified through the City's Emerging Business Enterprise Certification Program (EBEs), to maintain a current list of certified EBEs and to continually look for best practices from other cities in reference EBE participation.
- To implement the City's Bonding Assistance Program that is designed to help certified EBEs obtain bid and performance bonds.
- To maintain statistical data of EBE participation on City contracts to determine whether the 10% EBE participation goal established by Executive Order 90-01 is met.

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	200 Act	•	
New EBE Applicants	10		7	11	6	5	
EBE Participation	12%	5%	12%	26%*	4%*	(thru	7/31/08)
Work Site Visits	20	40	40	45	25	(thru	7/31/08)
Wage Violations	25	53	22	39	8	(thru	7/31/08)
Bond Applicants	1	1	1	0	0	(thru	7/31/08)
Compliance Workshops	3 2	3	3	3	1	(thru	7/31/08)

<sup>(\*</sup> Projects in this year are not closed therefore this number is incomplete. Final percentages are not available until 24 to 36 months after year's end.)

5111 TOTAL WAGES     2,583,032     2,856,051     2,911,734     55,683     1.8       5131 PERF - EMPLOYERS SHARE     131,502     161,225     168,716     7,491	95%
5131 PERF - EMPLOYERS SHARE 131,502 161,225 168,716 7,491	
5132 FICA 161,238 177,247 180,778 3,531	
5134 LIFE MEDICAL & HEALTH INSURAN 399,500 423,000 -	
5136 UNEMPLOYMENT COMPENSATION 2,249 2,317 2,363 46	
5137 WORKERS COMP INSURANCE 12,420 12,894 12,744 (150)	
513A PERF - EMPLOYEES/PD BY CITY 64,478 69,096 70,003 907	
513R RETIREES HEALTH INSURANCE 34,000 36,000 -	
5161 WAGE SETTLEMENT/SEVERANCE PAY 10,363	
	81%
5212 STATIONERY & PRINTED FORMS 217 1,055 835 (220)	
5213 COMPUTER SUPPLIES 2,168 2,150 2,350 200	
5214 SAFETY ITEMS/SUPPLIES 3,141 6,200 5,840 (360)	
5219 OTHER OFFICE SUPPLIES 17,284 16,215 16,515 300	
5231 GASOLINE 31,552 38,179 44,054 5,875	
5232 DIESEL FUEL / FUEL OIL 5,398 7,597 10,452 2,855	
5241 MEDICAL & SURGICAL SUPPLIES - 200 100 (100)	
5243 RECREATION SUPPLIES - 200 100 (100)	
5246 HOUSEHOLD & CLEANING SUPPLIES 949 2,900 2,200 (700)	
5261 BLDG REPAIR & MAINT MATERIALS - 400 400 -	
5263 OTHER EQUIPMENT REPAIR PARTS 494 2,800 1,800 (1,000)	
5291 SMALL TOOLS 1,208 1,975 1,800 (175)	
5293 PAINT - 50 - (50)	
5299 OTHER MATERIALS & SUPPLIES 17,504 24,900 24,800 (100)	
52AA IN HOUS STOCK 280,042 344,000 -	
	43%
5317 INSTRUCTIONAL SERVICES 6,747 11,200 10,600 (600)	
531E RANDOM DRUG TESTS 50 300 300 -	
531K SEMINAR FEES 734 3,000 1,000 (2,000)	
531M SECURITY SERVICES 270 280 -	
531R ADMIN SERVICES POOL 87	
5321 FREIGHT EXPRESS & DRAYAGE - 200 200 -	
5322 POSTAGE 3,146 3,784 3,960 176	
5323 TELEPHONE & TELEGRAPH 24,728 29,916 25,836 (4,080)	
5324 TRAVEL EXPENSES 2,531 5,500 3,700 (1,800)	
5326 MILEAGE - 400 100 (300)	
532C CELL PHONE 6,020 9,083 8,000 (1,083)	
532L LONG DISTANCE CHARGES 463 611 531 (80)	
5331 PRINTING OTHER THAN OFFC SUPPL 250 1,000 1,250 250	
5332 PUBLIC OF LEGAL NOTICES/ADVTER 29 490 490 -	
5333 PHOTOGRAPHY & BLUEPRINTING - 300 300 -	
5342 LIABILITY INSURANCE 7,613 8,273 20,175 11,902	
5351 ELECTRICITY 12,252 12,828 12,990 162	
5352 NATURAL GAS 6,668 17,110 21,755 4,645	
5353 WATER 1,353 862 1,440 578	

	2007 ACTUAL	2008 ACTUAL THRU 30-Jun-2008	2008 REVISED BUDGET	2009 SUBMITTED	\$ INCREASE (DECREASE) FROM 2008 APPR	% CHANGE FROM 2008 APPR TO 2009
5354 SEWAGE	1,507		1,320	1,308	(12)	
5355 PUBLIC LIGHTING ELECTRICITY	492,818		522,600	522,600	-	
5356 SOLID WASTE DISPOSAL	2,619		4,300	4,400	100	
5359 STORM WATER SEWER	244		240	300	60	
535N STORAGE COSTS	519		780	900	120	
5361 CONTRACTED BLDG & STRUCT REPAI	-		1,500	1,500	-	
5363 CONTRACTED OTHER EQUIPMT REPAI	4,166		3,455	2,030	(1,425)	
5365 JANITORIAL & LAUNDRY SERVICE	2,503		2,600	-	(2,600)	
5369 CONTRACTED SERVICE	121,706		93,320	122,020	28,700	
536B CONTRACTED STREET LIGHT REPAIR	944,231		999,000	1,031,174	32,174	
536F CONTRACTED FLOOD CONTROL	13,500		22,000	24,000	2,000	
536N GARAGE CONTRACT - NONTARGET	1,830		7,300	6,800	(500)	
536T GARAGE CONTRACT - TARGET	57,938		57,776	52,573	(5,203)	
5374 OTHER EQUIPMENT RENTAL	11,284		9,480	12,840	3,360	
5376 HYDRANT RENTAL	2,461,928		2,712,000	2,801,337	89,337	
5377 CC BUILDING PARKING	952		1,500	1,500	-	
5391 SUBSCRIPTIONS AND DUES	2,581		3,158	4,510	1,352	
5392 LICENSES	4,413		4,100	4,000	(100)	
5399 OTHER SERVICES AND CHARGES	4,692		2,200	2,200	-	
539B MASTER LEASE	38,760		60,231	79,638	19,407	
Total 5300	\$4,241,131	\$2,512,728	\$4,613,997	\$4,788,537	\$174,540	3.78%
541S TECH SERVICE WORK ORDER LABOR	134,039		-	-	-	
5431 CONSTRUCTION FEES - GROUND & S	43,066		-	-	-	
5443 PURCHASE OF OFFICE EQUIPMENT	-		4,000	4,000	-	
5444 PURCHASE OF OTHER EQUIPMENT	41,662		14,190	8,000	(6,190)	
5445 PURCHASE OF COMPUTER EQUIP	1,075		2,000	2,000	-	
5446 PURCHASE OF SOFTWARE	372		398	-	(398)	
Total 5400	\$220,214	\$42,644	\$20,588	\$14,000	(\$6,588)	- 32.00%
Total	\$8,220,083	\$4,528,794	\$8,821,236	\$9,063,121	\$241,885	2.74%

	Board of Public Works 2009-2	013 Capit	al Improv	ement Pr	ogram						
	FUNDING SOURCE CODE:	GRP-Grant F	Pending		PT-Property Ta						
	CC-Cumulative Capital Fund	LE-Lease		RB-Revenue B	ond						
	CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond ST-State Source									
	CEDIT-Co. Economic Development Income Tax	LRS-Local R	oads & Streets	SU-Sewer Utilit	ty						
	CO-County Source	MISC-Miscel	laneous		SWU-Stormwa	ter Utility					
	FED-Federal Source	MVH-Motor \	/ehicle Highway	y	TIF-Tax Increm	nent Financing					
	GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund UF-User Fee									
	GRA-Grant Approved	PS-Private S	ource		WU-Water Utili	ty					
Item #	Project Title & Description	Funding			Expenditure	)					
iteiii#	Project Title & Description	Source	2009	2010	2011	2012	2013				
1	Computers	CC	-	_		-	-				
2	Office Chairs	PT 1,000 -									
3	Vehicle	LE-Lease	17,500		-	-	-				
TOTAL			17,500		1,000	-					

The Public Works Administrative staff provides support to the Board of Public Works and to the Director of Public Works and Utilities. This office includes the Director. Associate Director, Utility Services Manager, Clerk to the Board of Works, Compliance Director, Compliance Officer, Administrative Assistant, Executive Secretary VII, and the Barrett Law Accountant.

- Barrett aw Accountain.

  1. Replacement of Computers: Computers will be replaced according to City guidelines.

  2. Office chairs standard rotation replacement.

  3. Vehicle replacement for Dawn Ritchie curretnly has S10 Pickup 2 wheel drive replace w/ Colorado PU GMC 4x4

	Transportation Administration Sup	port 2009-20	13 Capital	Improve	ment Prog	ram						
	FUNDING SOURCE CODE:	GRP-Grant F	ending		PT-Property Ta	ЭX						
	CC-Cumulative Capital Fund	LE-Lease			RB-Revenue Bond							
	CDBG-Community Development Block Grant	InfraBd-Infra	structure Bond		ST-State Source							
	CEDIT-Co. Economic Development Income Tax	LRS-Local R	oads & Streets		SU-Sewer Utili	ty						
	CO-County Source	MISC-Miscel	laneous		SWU-Stormwa	iter Utility						
	FED-Federal Source	MVH-Motor Vehicle Highway TIF-Tax Increment Financing										
	GOB-General Obligation Bond	PCBF-Park (										
	GRA-Grant Approved	PS-Private S	ource		WU-Water Utility							
Item #	Project Title & Description	Funding			Expenditure							
itoiii #	1 roject ritle & Description	Source	2009	2010	2011	2012	2013					
1	Vehicles	LE-Lease	17,000	43,500	17,000	35,000	19,000					
2	Impact resistant / weather resistant laptop computers (3)	CC	15,000	-	-	-						
3	Office computers	CC	5,600	800	4,000	4,000	-					
4	Wide format color plotter	PT	-	8,000	-	-						
5	Wide format copier - scanner	PT	-	-	8,000	-	-					
6	Color laser printer	PT	-	-	1,000	-	-					
TOTAL			37,600	52,300	30,000	39,000	19,000					

#### Explanations of above (detail)

- tions of above (detail)

  Vehicle replacement 2009: replace 1993 Chevy Blazer with a 4x2 pickup, \$16,500. Replace a 1998 Ford Crown Victoria with a Ford Escape Hybrid, \$27,000

  Vehicle replacement 2010: replace 1996 Chevy Tahoe with a 4x2 pickup, \$16,500. Replace a 1998 Ford Crown Victoria with a Ford Escape Hybrid, \$27,000

  Vehicle replacement 2011: replace 1998 Ford Expedition with a 4x2 pickup, \$17,000

  Vehicle replacement 2012: replace 1998 Ford Expedition with a 4x2 pickup, \$18,500. Replace a 2001 Chevy Blazer with a 4x2 pickup, \$18,500

  Vehicle replacement 2013: replace 2002 Chevy Silverad with 4x2 pickup, \$19,000

  Impact and weather resistant computers will be purchased for R/W field personnel so that field staff can wirelessly interact in real time with the permit and inspection database.

  Conversion of database to the Accela platform is anticipated late 2000 for early 2009. Laptops will be transported from vehicles daily and will also serve as office computers.
- Replacement of Computers: Computers will be replaced according to City guidelines.
- Color plotter a single color plotter will be purchased to replace 2 plotters purchased in 2000 and 2 plotters purchased in 2002 Wide format copier / scanner purchase to replace refurbished copier / scanner acquired in 2007 Replacement of color laser printer purchased in 2006

	Street Lighting 2009-2013	3 Capital Ir	nproveme	nt Progra	ım		
	FUNDING SOURCE CODE:	GRP-Grant F	ending		PT-Property Ta	ЭX	
	CC-Cumulative Capital Fund	LE-Lease			RB-Revenue B	ond	
	CDBG-Community Development Block Grant	InfraBd-Infra	structure Bond		ST-State Source	ce	
	CEDIT-Co. Economic Development Income Tax	LRS-Local R	oads & Streets		SU-Sewer Utili	ty	
	CO-County Source	MISC-Miscel	laneous		SWU-Stormwa	ter Utility	
	FED-Federal Source	MVH-Motor \	/ehicle Highway	v	TIF-Tax Incren	nent Financing	
	GOB-General Obligation Bond	PCBF-Park (	Cumulative Bldg	. Fund	UF-User Fee	•	
	GRA-Grant Approved	PS-Private S	ource		WU-Water Utili	ty	
Item#	Desired Title & Description	Funding			Expenditure	)	
item #	Project Title & Description	Source	2009	2010	2011	2012	2013
1	Southwest Extended Annexation - install intersection lights						
	and upgrade existing lights (annexation commitment see	CEDIT	350,000	50,000	-	-	-
	Transportation CIP)						
2	Vehicles						
	Pickup replacement of vehicle #21517 2001 Ford	LE-Lease	30,000	30,000	30,000	30,000	30,000
3	Equipment						
	Snow Blade Kit - Location Equipment	LE-Lease	11,000	6,000	6,000	6,000	6,000
4	Computer Equipment - Total 11 in department						
	1 Fax, 1 Printer, 1 Display	PT	2,000	-	-	-	-
	1 Fax, 1 Printer, 1 Display	PT	-	2,000	-	-	-
	1 Fax, 1 Printer, 1 Display	PT	-	-	2,000	-	-
	1 Fax, 1 Printer, 1 Display	PT	-	-	-	2,000	
	1 Fax, 1 Printer, 1 Display	PT	-	-	-	-	2,000
5	Office Equipment	PT	4,000	4,000	4,000	4,000	4,000
TOTAL			397,000	92,000	42,000	42,000	42,000

- 1. Annexation projects These projects consist of installing street lights at each intersection to comply with minimum standards as stated in the annexation study for each area. See Transporation Improvements section of CIP for funding.

  2. Vehicle Replacement Vehicles will be replaced according to Fleet Management replacement guidelines.

- Equipment replacement according to need using age and maintenance guidelines.
   Computer Replacement Computers will be replaced according to City guidelines.
- 5. Office Equipment Purchase fax, printer and display.

	Flood Control 2009-2013	Capital In	nproveme	nt Progra	m					
	FUNDING SOURCE CODE:	GRP-Grant F	Pending		PT-Property Ta					
	CC-Cumulative Capital Fund	LE-Lease			RB-Revenue E	Bond				
	CDBG-Community Development Block Grant	InfraBd-Infra	structure Bond		ST-State Sour	ce				
	CEDIT-Co. Economic Development Income Tax	LRS-Local R	ity							
	CO-County Source	MISC-Miscel	ater Utility							
	FED-Federal Source	MVH-Motor \	Vehicle Highway	y	TIF-Tax Incren	nent Financing				
	GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund UF-User Fee								
	GRA-Grant Approved	PS-Private S	ource		WU-Water Util	ity				
Item#	Project Title & Description	Funding			Expenditure					
iteiii#	Project Title & Description	Source	2009	2010	2011	2012	2013			
1	Early Flood Warning System	PT	8,000	8,000	8,000	8,000	8,000			
2	Flood Project Repairs	PT	-	50,000	50,000	50,000	50,000			
3	Used Golf Cart	LE-Lease	5,000	-	-	-	-			
TOTAL			13,000	58,000	58,000	58,000	58,000			

- 1. The City has expanded the Early Flood Warning System from 16 to 31 sites. Each site has battery and RTU that need replaced periodically. There are 29 sites also that
- need solar panels replaced periodically. Flood Control plans to add new sites to the Early Flood Warning System.

  2. There are approximately eleven miles of levees and concrete floodwalls that need attention and repair. FEMA's standards have become much more stringent on maintenance and repair of flood control structures and levees. Therefore we are budgeting \$50,000 a year for repairs to our aging system.
- 3. The Flood Control Department performs four inspections per year. Purchasing a golf cart will allow us to do a detailed inspection in a more timely manner.

### **BOARD OF WORKS STAFFING LEVELS**

	EXEMPT GRID/														
CLASSIFICATION TITLE	UNION	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
Director	I	1	1	1	1	1	1	1	1	1	1	1	1	1	4
Associate Director		1	1	1	1	1	1	1	1	0	0	0	0	0	100
Greenway Manager	G	0	0	0	0	0	1	1	1	1	1	1	1	1	1
Clerk to Board	В	1	1	1	1	1	1	1	1	1	1	1	1	1	
Compliance Administrator	E	1	1	1	1	1	1	1	1	1	1	1	1	1	
Compliance Officer	E	1	1	1	1	1	1	1	1	1	1	1	1	1	
Administrative Assistant	Α	1	1	1	1	1	1	1	1	1	1	1	1	1	
Executive Secretary	Α	1	1	1	1	1	1	1	1	1	1	1	1	1	
Barrett Law Accountant	E	0	1	1	1	1	1	1	1	1	1	1	1	1	
TOTAL		7	8	8	8	8	9	9	9	8	8	8	8	8	

### TRANSPORTATION ADMINISTRATION & SUPPORT

	EXEMPT GRID/													
CLASSIFICATION TITLE	UNION	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Director	Н				ce Manager		1	1	1	1	1	1	1	1
Permit Engineer	G	from Stree	t Project Ma	nagement,	formerly As	st Director	1	1	1	1	1	1	1	1
Admin Assistant	Α				Flood Contr	ol (.5)	1.5	1.5	1.5	2	2	2	2	2
Working Leader	IAM	from Techi	nical Service	es			1	1	1	1	1	1	1	1
Land Acquisition Agent	IAM	from City E	ngnineer				1	2	2	2	2	2	2	2
R/W Enforcement Officer	IAM	from Right	of Way (2) a	and from St	Lighting (1)		2	2	2	2	2	2	2	2
Engineering Coordinator	IAM	from Traffi	: Engineerir	ıg			1	1	1	1	1	1	1	1
Engineering Technician	IAM	from Techi	nical Service	es			12	12	12	12	12	12	12	12
R/W Inspection / Technician	IAM						1	1	1	1	1	1	1	1
Permit Coordinator	IAM	from Right	of Way				1	1	1	1	1	1	1	1
Survey Technician	IAM	from Techi	nical Service	es			2	2	1	1	1	1	1	1
Secretary VII	IAM	from City E	ngnineer				1	1	1	1	1	1	1	1
Admin Aide	IAM	from Stree	t Proj Mana	gement (1)	and from St	Lighting (1)	2	1	1	1	1	1	1	1
Cost Accountant	IAM	from Right	of Way				1	1	1	1	1	1	1	1
TOTAL		0	0	0	0	0	28.5	28.5	27.5	28	28	28	28	28

#### STREET LIGHT OPERATIONS

	EXEMPT														
	GRID/														-
CLASSIFICATION TITLE	UNION	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
Dir. Traffic Eng/Street Light	J	0.5	0.5	0.5	0.5	0	0	0	0	0	0	0	0	C	)
Superintendant of St. Light Warehouse	F	1	1	1	1	1	0	0	0	0	0	0	0	C	)
Supervisor of Street Lighting Whse.	F	0	0	0	0	0	1	1	1	1	1	1	1	1	
Design Coordinator	13/IAM	2	2	2	2	2	0	0	0	0	0	0	0	C	)
Junior Coordinator	12/IAM	0	0	0	0	0	0	0	0	0	0	0	0	C	)
Material Control	12/IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Technician	10/IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Maintenance Electrician	11/IAM	2	1	1	1	1	2	0	0	0	0	0	0	C	)
Electric Tech. Apprentice	9/IAM	1	1	0	0	0	0	0	0	0	0	0	0	C	)
Asst. Stockroom Clerk	10/IAM	1	1	1	1	1	1	0	0	0	0	0	0	0	)
Operator Repair Person	9/IAM	2	1	2	2	1	2	2	2	2	2	2	2	2	2
Technical Aide	9/IAM	2	2	2	2	2	1	1	1	1	1	1	1	1	
Secretary V/Receptionist	5/IAM	0	0	0	0	0	0	0	0	0	0	0	0	C	)
Secretary VII	7/IAM	0	0	0	0	0	0	0	0	0	0	0	0	C	)
Supervisor Operations/St Light	Ι	0	0	0	0	0	0	0	0	0	0	0	0	C	)
Manager Street Light Operations	G	1	1	1	1	1	0	0	0	0	0	0	0	C	)
Maintenance Electrician Asst.	10/IAM	0	0	0	0	1	0	0	0	0	0	0	0	C	)
Lighting Foreman	F	0	0	0	0	0	0	1	1	1	1	1	1	1	4
Traffic Operations Electrician	11/IAM	0	0	0	0	0	0	2	2	2	2	2	2	2	2
TOTAL	_	14.5	12.5	12.5	12.5	12	9	9	9	9	9	9	9	g	ا

#### FLOOD CONTROL

	EXEMPT GRID/														
CLASSIFICATION TITLE	UNION	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
Flood Control Manager	G	1	1	1	1	1	1	1	1	1	1	1	1	1	4
Flood Maintenance Manager	G	0	0	1	1	1	1	1	1	1	1	1	1	1	
Administrative Assistant	A	1	1	0	0.5	0.5	0	0	0	0	0	0			
TOTAL		2	2	2	2.5	2.5	2	2	2	2	2	2	2	2	4