

**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 OPERATION  
Doug Hilkey, Director

FLOOD CONTROL  
Kim Stier, Manager

**FLEET MANAGEMENT/CITY GARAGE**  
**Larry Campbell, Director**

**SOLID WASTE MANAGEMENT**  
**Matt Gratz, Manager**

**STREET DEPARTMENT**  
**Brad Baumgartner, Director**

**STREET PROJECT MANAGEMENT**  
**Mario Trevino, Director**

**TRAFFIC ENGINEERING**  
**Shan Gunawardena, Traffic Engineer**

# DIVISION OF PUBLIC WORKS

---

## **Mission Statement**

This mission of the Division of Public Works is to advocate, develop, and maintain a strong transportation infrastructure and solid waste recycling/disposal system for the City of Fort Wayne.

The Division includes the following departments:

- Board of Public Works Administration/Barrett Law
- Flood Control
- Transportation Engineering Services/Street Project Management
- Transportation Administration & Support
- Traffic Engineering Department
- Street Light Operations
- Street Department
- Solid Waste Management Department
- City Garage/Fleet Services

Funding for these departments and their projects comes from a variety of sources, including the General Fund, state gasoline taxes, and County Economic Development Income Taxes (CEDIT).

## **Goals and Objectives**

1. Annual adoption of priorities for street, curb, sidewalk, traffic, street lighting and related infrastructure improvement projects.
2. Increase opportunities for citizen input into project selection and prioritization.
3. Increase the efficiency and effectiveness of all departments. Use performance measures to evaluate efficiency and effectiveness.
4. Apply Six Sigma and other Total Quality Management approaches to Public Works services.
5. Provide convenient and effective solid waste removal services. Promote recycling and composting efforts to preserve land fill space in Allen County.
6. Enhance the use of Innovative Technology such as GIS in developing Public Works services.
7. Enhance opportunities for employee development and training.

# BOARD OF PUBLIC WORKS DEPARTMENT

---

## **Mission Statement**

The Office of the Board of Public Works supports the various departments of the Division of Public Works as necessary for the successful completion of capital improvements and the ongoing operation of much of the City's infrastructure.

## **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 in the selection and prioritization of Neighborhood CEDIT projects

# FLOOD CONTROL

---

## **Mission Statement**

The mission of the Flood Control Department is to ensure that property damage due to flooding is minimal by the continual monitoring of the early flood warning system ensuring that it is operational; upgrading our flood fighting strategies; maintaining our 11 plus miles of flood protection structures; and buying properties in the floodplain mitigating flood damages and creating storage for flood waters.

## **Goals and Objectives**

- **Fort Wayne/Allen County Flood Control Project**  
As our flood control structures age, keeping maintenance costs at a minimum will be a challenge in the coming years. Our department has and will continue to use smaller experienced contractors to repair/rehabilitate the flood control structures. This will allow us to effectively preserve and maintain our structures for the protection of Fort Wayne residents and keep maintenance costs at a minimum.
- **Federal Grants**  
Flood Control continues to oversee the administration of two approved federal grants to acquire and demolish residential and commercial properties and remove them from the floodplain/floodway. Flood Control is currently underway in acquiring 40 some properties in the Junk Ditch area and awaiting FEMA approval of an HMGP Grant to acquire 12 additional residential properties.
- **Community Rating System Program**  
Flood Control has assumed the duties involving this federal program. The goal of the CRS Program is to encourage, by the use of flood insurance premium adjustments, Fort Wayne outreach activities beyond those required by the NFIP, saving citizens 10% a year on flood insurance premiums.
- **Upgraded Early Flood Warning System**  
Completed in 2007, the Flood Control Department expanded its early flood warning system from 16 to 31 sites. The data from this system is critical to the National Weather Service for flood watches, warnings and crest predictions during a flood. This system was designed to provide real time data updated every five minutes to other City Departments, outside agencies and smaller communities in this area. Flood Control has budgeted for additional sensors to be added to the system for its expanded use.

# STREET LIGHT OPERATIONS

---

## **Mission Statement**

Street Light Operations is responsible for providing sufficient illumination to aid in safe and efficient movement of pedestrian and motorized traffic during the evening and night time hours, using the latest technology in design, installation and maintenance.

## **Goals and Objectives**

- 1) To design, construct and maintain the existing street lighting facilities for the citizens of Fort Wayne.
- 2) Continue pole identification program by installing tags on all street lighting facilities to aid in maintenance work.
- 3) Convert incandescent series circuit street lighting systems to high pressure sodium street lighting systems.
- 4) In 2007 the Hansen Management System was instituted allowing the Dept to better track Work processes and inventory.
- 5) Replacement of concrete lighting poles in areas where we have noted deterioration.
- 6) Incorporate enhanced high pressure sodium lamps, in areas with older (15 years or more) lighting fixtures.
- 7) Continue to find ways to decrease energy consumption by use of new technology. LED lighting is on the forefront as we attempt to reach this goal.

<b><u>Indicators</u></b>	<b><u>2008 Actual</u></b>	<b><u>2009 Actual</u></b>	<b><u>2010 Estimate</u></b>	<b><u>2011 Projected</u></b>
Street Light Change Outs	571	509	500	500
New Street Lights	179	346	250	300
Total Street Lights	33,354	33,592	33,842	33,900
Accident Repairs	171	146	150	150
Identification Tags Installed	224	346	250	250
Light Orders, Board Orders	10	11	13	15

# TRANSPORTATION ADMINISTRATION & SUPPORT

---

The functions of this group are varied, and generally fall within three department subsets: a surveying-drafting-inspection group; a permit and plan review group; and an administrative-clerical group.

Department staff provides surveying, drafting, and inspection services necessary for the successful completion of street, curb, and sidewalk projects. Employees in this group also assess and report on pavement condition in order to maintain and update our pavement management system.

Other employees in this department are responsible for fielding a variety of other customer service requests, responses, and interactions. These responsibilities include permit functions; plan review of developer projects; investigation and reporting functions; data base maintenance activities; blueprint reproduction services; right of way acquisition functions; and general customer service activities.

Department personnel also provide financial management, budgeting, purchasing, payroll, and clerical support services needed within the Transportation division.

## **Objectives:**

- Increase the utilization of on-line permitting  
Continue the rollout of public on-line permitting, computerized permit review, and the acceptance of credit card transactions in order to offer increased services and improved efficiencies.
- provide surveying, drafting, and inspection services to insure adherence to specifications, to insure contract compliance, and to facilitate completion of neighborhood capital projects  
For 2009, engineering support services were provided for projects that totaled over \$16.2 million dollars in capital expenditures.
- maintain and update the Pavement Management System, in compliance with GASB 34 reporting requirements  
In 2009, 454 centerline miles of streets were evaluated and rated, using a combination of video, gps technology, and manual data collection methods.
- respond to all citizens requests falling within our jurisdiction  
During 2009, department personnel respond to citizen requests 1562 service calls for requests such as removing vegetation obstructions, policing construction sites, enforcing sign restrictions, requiring snow removal, investigating reported hazards and infrastructure failures, assisting with locating property lines, determining project feasibility, and a variety of other requests.
- insure that all excavations in the rights-of-way are properly restored  
Staff closely monitors the permit restoration process in order to insure that cuts are permanently restored within 45 days of cut completion for the period April 1st – October 31st. During 2009, 1913 permits were issued allowing 2239 cuts. Only 73% of these cuts met our 45 day completion specification, so we will again direct more of our focus to correcting this problem. Excavation permit receipts for 2009 totaled \$209,140.00.

- insure that all non-City funded construction occurring in the rights-of-way adheres to City engineering standards and specifications

The department issues drive approach permits, sidewalk permits, and parking lot permits, to insure that City standards are followed. Multiple Inspections are performed during the permit review process, during construction, and upon completion. During 2009, 362 permits were issued, and permit receipts totaled \$15,410.00.

- insure that temporary restrictions and/or street closures are properly barricaded with appropriate warning signs and traffic control devices

These permits are used to insure that proper and safe signing occurs whenever an obstruction is present within the traveled way. For 2009 485 permits were issued, and permit receipts equaled \$32,830.

- facilitate project planning by providing meaningful, appropriate, and accurate financial data to public works decision makers

Funding availability is critical to project development. Major funds and programs tracked include the MVH fund, LR&S fund, CEDIT fund, infrastructure bond funds, and the district neighborhood capital improvement funds.

- Timely perform necessary right of way acquisitions in advance of planned construction so as to not delay anticipated construction commencement dates

The amount of effort necessary for right of way and easement acquisitions has increased dramatically with the recent emphasis on expanding our trail network.

- timely process all construction project payables and receivables

Department staff strives to have vendors paid within 30 days of the vendor's invoice date, including mailing time. Payments are reviewed for compliance with this goal and performance is tracked on a quarterly basis. During 2009, 771 pay vouchers were processed totaling \$16,728,269.95 in payments. Vendors received checks within 30 days of their invoice dates 86% of the time. The average length of time from invoice date until vendor receipt of payment was 22 days.

PUBLIC WORKS  
 Dept # 0006  
 2011 BUDGET COMPARISON

	2009 ACTUAL	2010 ACTUAL THRU 30-Jun-2010	2010 REVISED BUDGET	2011 SUBMITTED	\$ INCREASE (DECREASE) FROM 2010 APPR	% CHANGE FROM 2010 APPR TO 2011
5111 TOTAL WAGES	2,786,021		2,659,863	2,640,993	(18,870)	- 0.71%
5131 PERF - EMPLOYERS SHARE	156,580		163,976	177,301	13,325	
5132 FICA	164,721		162,610	160,336	(2,274)	
5134 LIFE MEDICAL & HEALTH INSURAN	423,000		415,800	418,200	2,400	
5136 UNEMPLOYMENT COMPENSATION	2,330		2,126	2,096	(30)	
5137 WORKERS COMP INSURANCE	12,744		29,595	31,364	1,769	
513A PERF - EMPLOYEES/PD BY CITY	66,027		63,089	62,184	(905)	
513R RETIREES HEALTH INSURANCE	36,000		29,700	40,800	11,100	
5161 WAGE SETTLEMENT/SEVERANCE PAY	164		10,841	-	(10,841)	
<b>Total 5100</b>	<b>\$3,647,588</b>	<b>\$1,704,488</b>	<b>\$3,537,600</b>	<b>\$3,533,274</b>	<b>(\$4,326)</b>	<b>- 0.12%</b>
5212 STATIONERY & PRINTED FORMS	235		725	725	-	
5213 COMPUTER SUPPLIES	5,167		2,230	2,230	-	
5214 SAFETY ITEMS/SUPPLIES	3,634		5,420	5,420	-	
5219 OTHER OFFICE SUPPLIES	15,250		15,750	15,750	-	
522A SUPPLIES - FLOOD/SNOW - EMERG	2,838		-	-	-	
5231 GASOLINE	22,086		34,910	32,844	(2,066)	
5232 DIESEL FUEL / FUEL OIL	5,267		7,893	7,965	72	
5243 RECREATION SUPPLIES	-		100	100	-	
5246 HOUSEHOLD & CLEANING SUPPLIES	1,768		2,280	2,280	-	
5261 BLDG REPAIR & MAINT MATERIALS	-		400	400	-	
5263 OTHER EQUIPMENT REPAIR PARTS	790		1,800	1,800	-	
5291 SMALL TOOLS	1,693		1,680	2,280	600	
5299 OTHER MATERIALS & SUPPLIES	19,572		23,960	25,160	1,200	
52AA IN HOUS STOCK	301,484		344,000	344,000	-	
<b>Total 5200</b>	<b>\$379,787</b>	<b>\$161,289</b>	<b>\$441,148</b>	<b>\$440,954</b>	<b>(\$194)</b>	<b>- 0.04%</b>
5317 INSTRUCTIONAL SERVICES	6,784		10,600	6,100	(4,500)	
531E RANDOM DRUG TESTS	-		300	300	-	
531K SEMINAR FEES	725		2,000	2,000	-	
531M SECURITY SERVICES	289		280	280	-	
5321 FREIGHT EXPRESS & DRAYAGE	-		200	200	-	
5322 POSTAGE	3,685		4,498	4,498	-	
5323 TELEPHONE & TELEGRAPH	20,108		26,376	26,376	-	
5324 TRAVEL EXPENSES	2,855		4,850	7,350	2,500	
5326 MILEAGE	117		-	-	-	
532C CELL PHONE	7,069		10,320	11,040	720	
532L LONG DISTANCE CHARGES	564		551	551	-	
5331 PRINTING OTHER THAN OFFC SUPPL	196		1,240	1,240	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	87		490	490	-	
5333 PHOTOGRAPHY & BLUEPRINTING	-		300	300	-	
533A SERVICES - FLOOD	137,540		-	-	-	
5342 LIABILITY INSURANCE	20,174		27,240	21,778	(5,462)	
5351 ELECTRICITY	13,217		12,990	12,990	-	



PUBLIC WORKS  
 Dept # 0006  
 2011 BUDGET COMPARISON

	2009 ACTUAL	2010 ACTUAL THRU 30-Jun-2010	2010 REVISED BUDGET	2011 SUBMITTED	\$ INCREASE (DECREASE) FROM 2010 APPR	% CHANGE FROM 2010 APPR TO 2011
5352 NATURAL GAS	8,073		21,935	9,370	(12,565)	
5353 WATER	1,460		1,440	1,440	-	
5354 SEWAGE	1,335		1,320	1,320	-	
5355 PUBLIC LIGHTING ELECTRICITY	764,107		658,608	658,608	-	
5356 SOLID WASTE DISPOSAL	2,812		4,400	4,400	-	
5359 STORM WATER SEWER	263		360	360	-	
535N STORAGE COSTS	1,340		1,500	1,572	72	
5361 CONTRACTED BLDG & STRUCT REPAI	257		1,500	1,500	-	
5363 CONTRACTED OTHER EQUIPMT REPAI	4,324		2,485	2,485	-	
5365 JANITORIAL & LAUNDRY SERVICE	2,819		-	-	-	
5369 CONTRACTED SERVICE	95,815		106,220	106,880	660	
536B CONTRACTED STREET LIGHT REPAIR	987,588		867,400	968,133	100,733	
536F CONTRACTED FLOOD CONTROL	24,600		31,800	33,200	1,400	
536N GARAGE CONTRACT - NONTARGET	6,150		9,423	8,237	(1,186)	
536T GARAGE CONTRACT - TARGET	52,573		44,243	44,136	(107)	
5374 OTHER EQUIPMENT RENTAL	11,234		13,452	13,452	-	
5376 HYDRANT RENTAL	2,911,185		2,907,600	2,945,160	37,560	
5377 CC BUILDING PARKING	1,400		1,800	2,100	300	
5391 SUBSCRIPTIONS AND DUES	3,005		3,455	2,945	(510)	
5392 LICENSES	4,920		3,400	3,400	-	
5399 OTHER SERVICES AND CHARGES	706		3,000	3,000	-	
539B MASTER LEASE	78,648		81,782	78,037	(3,745)	
<b>Total 5300</b>	<b>\$5,178,025</b>	<b>\$2,379,715</b>	<b>\$4,869,358</b>	<b>\$4,985,228</b>	<b>\$115,870</b>	<b>2.38%</b>
5431 CONSTRUCTION FEES - GROUND & S	138,534		-	-	-	
5443 PURCHASE OF OFFICE EQUIPMENT	668		4,000	4,000	-	
5444 PURCHASE OF OTHER EQUIPMENT	7,225		8,000	16,000	8,000	
<b>Total 5400</b>	<b>\$146,427</b>	<b>\$9,821</b>	<b>\$12,000</b>	<b>\$20,000</b>	<b>\$8,000</b>	<b>66.67%</b>
<b>Total</b>	<b>\$9,351,826</b>	<b>\$4,255,313</b>	<b>\$8,860,106</b>	<b>\$8,979,456</b>	<b>\$119,350</b>	<b>1.35%</b>

## Public Works 2011-2015 Capital Improvement Program

FUNDING SOURCE CODE:		
CC-Cumulative Capital Fund	GRP-Grant Pending	PT-Property Tax
CDBG-Community Development Block Grant	LE-Lease	RB-Revenue Bond
CEDIT-Co. Economic Development Income Tax	InfraBd-Infrastructure Bond	ST-State Source
CO-County Source	LRS-Local Roads & Streets	SU-Sewer Utility
FED-Federal Source	MISC-Miscellaneous	SWU-Stormwater Utility
GOB-General Obligation Bond	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GRA-Grant Approved	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2011	2012	2013	2014	2015

### Board of Public Works Administration

1	Office Chairs	PT	-	-	-	-	-
---	---------------	----	---	---	---	---	---

### Flood Control

1	Early Flood Warning System	PT	8,000	8,000	8,000	8,000	8,000
---	----------------------------	----	-------	-------	-------	-------	-------

### Street Lighting

1	Vehicles	LE	-	30,000	-	30,000	-
2	Locator Equipment replacement	PT	-	6,000	6,000	6,000	6,000
3	Office Equipment	PT	4,000	4,000	4,000	4,000	4,000

### Transportation Administration Support

1	Vehicles	LE	16,500	17,000	34,000	19,000	-
2	Wide format color plotter	PT	8,000	-	-	-	-
3	Wide format copier - scanner	PT	-	8,000	-	-	-
4	Color laser printer	PT	-	-	-	1,000	-
<b>TOTAL</b>			<b>36,500</b>	<b>73,000</b>	<b>52,000</b>	<b>68,000</b>	<b>18,000</b>

### Board of Public Works Administration

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, Utility Services Manager, Clerk to the Board of Works, Administrative Assistant, and the Barrett Law Accountant.

- Office chairs standard rotation replacement.

### Flood Control

- The City has an early flood warning system that consists of 29 precipitation gauges, 10 river level gauges, 6 temperature sensors and 4 radio repeaters contained in 35 sites. Funding is needed to regularly change-out equipment at the various flood monitoring sites.

### Street Lighting

- Vehicle Replacement - Vehicles will be replaced according to Fleet Management replacement guidelines.
- Equipment replacement according to need using age and maintenance guidelines.
- Office Equipment - Purchase fax, printer and display.

### Transportation Administration Support

- Vehicle replacement 2011: replace 1996 Chevy Tahoe with a 4x2 pickup, \$16,500; 2012: replace 1999 Ford Expedition with a 4x2 pickup, \$17,000;
- 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 2009