



CITY OF WESTFIELD, IN
Board of Public Works Meeting Agenda_08_02_2012

Thursday, August 02, 2012 at 03:00 PM

BOARD OR COMMISSION: Board of Public Works and Safety

MEETING DATE: Thursday, August 02, 2012 at 03:00 PM

MEETING PLACE: Westfield Public Works- Large Conference Room

AGENDA ITEMS

Meeting Minutes Consideration for Approval

Action Item #1: June 21, 2012

Documents: [Minutes- 6/21/12](#)

Presentations

None

Ordinances and/or Resolutions

None

Quote Approval

Action Item #2: Meadows Lift Station

Documents: [Meadows Lift Station](#)

Bid Approval

None

Construction Standards & Specifications Changes

None

Performance and/or Maintenance Bond Release

Action Item #3: Twin Oaks Sec 1D

Documents: [Twin Oaks Sec 1D](#)

Change Orders

None

Contracts/Leases

Action Item #4: Cool Creek Trail ID Signage

Documents: [Cool Creek Trail ID Signage](#)

Action Item #5: Trail Gates Contract

Documents: [Trail Gates Contract](#)

Action Item #6: Regional Detention/Grand Junction Design

Documents: [Regional Detention/Grand Junction Design](#)

Agreements and/or Memorandum of Understanding (MOU)

None

Consent Agenda

2012 Additional Police Vehicle Disposal & Purchase Request

Documents: [Vehicle Disposal](#) | [Vehicle Purchase Request](#)

Department Reports

Fire Dept.

Documents: [WFD Report](#)

Informatics Dept.

Documents: [WID Report](#)

Parks and Recreation Dept.

Documents: [WPRD Report](#)

Police Dept.

Documents: [WPD Report](#)

Public Works Dept.

Documents: [WPWD Report](#)

Action Item #2 – Meadows of Springmill Lift Stations Vacation

The Westfield Public Works Department is recommending that the Board of Public Works and Safety consider the following quotes for services for a proposal to vacate the Meadows at Springmill Lift Station.

The removal of this Lift Station is part of the City of Westfield Wastewater Master Plan and is a result of the Viking Meadows Lift Station and gravity sewers that were installed as part of the Viking Meadows Subdivision.

This Contract for Professional Services which will consist of removing the lift station pumps, fittings, valves and rails; pouring a new flow line in the structure; installation of 115 lineal feet of SDR 35 pipe, jack and bore, haul off material, backfill, seed and straw the disturbed areas.

Following are the quotes received:

- | | |
|------------------------------|----------|
| - Culy Construction | \$42,800 |
| - Harvey Construction | \$64,850 |
| - Infrastructure Contractors | \$82,500 |
| - Valenti-Held Contractor | \$62,114 |

The City of Westfield Public Works Engineering and Development/Construction Division have reviewed the proposals.

Therefore, it is the recommendation of the Public Works Department for the Board to propose a motion to approve the Contract for Professional Services Culy Construction in the amount of \$45,800 and authorize the Director of the Public Works Department to execute the agreement.

THE WESTFIELD BOARD OF PUBLIC WORKS AND SAFETY June 21, 2012

The Westfield Board of Public Works and Safety met in regular session Thursday June 21, 2012 at the Westfield Public Works conference room. Board of Works members present were Jack Hart and Mark Heirbrandt. Also present were Deputy Clerk-Treasurer, Teresa Skelton and Attorney Brian Zaiger from Krieg DeVault, LLC. Mark Heirbrandt called the meeting to order at 3:00 P.M.

Meeting Minutes Consideration for Approval:

Action Item #1: May 31, 2012

Jack Hart moved to approve the May 31, 2012 minutes as presented and this was seconded by Mark Heirbrandt. Vote: Yes-2; No-0. Motion carried.

Bid Approval:

Action Item #2: 2012 Resurfacing Contract – Gray Road

Director of Public Works, Kurt Wanninger presented the 2012 Resurfacing Contract to the Board. Jack Hart moved to authorize the Director of Public Works to enter into individual contracts for the projects presented and this was seconded by Mark Heirbrandt. Vote: Yes-2; No-0. Motion carried.

Action Item #3: 2011 Sidewalk Maintenance Program

Development Superintendent Harry Nikides presented the sidewalk Maintenance Program to the Board. Jack Hart moved to approve all infrastructures covered by this performance bond and release the Performance Bonds as presented and this was seconded by Mark Heirbrandt. Vote: Yes-2; No-0. Motion carried.

Action Item #4: StorAmerica (Water, Storm & Erosion Control)

Harry Nikides described the Maintenance Bonds. Jack Hart moved to accept the Maintenance Bonds as recommended and this was seconded by Mark Heirbrandt. Vote: Yes-2; No-0. Motion carried.

Contracts / Leases:

Action Item #5: Monon Phase 3 – Engineering and Design

Representing Parks and Recreation Department Stephanie Fix presented the Monon Phase 3 Engineering and Design Documents to the Board. After some discussion Jack Hart moved to accept the contract with VS Engineering not to exceed \$ 27,700.00 as presented and this was seconded by Mark Heirbrandt. Vote: Yes-2; No-0. Motion carried.

Agreements and / or Memorandum of Understanding (MOU):

Action Item #6: 191st Street & Tomlinson Road Engineering Agreement

City Engineer Neil VanTrees presented this agreement to the Board. Jack Hart made the motion to authorize the Director of Public Works to execute this agreement not to exceed \$ 242,005.00 as recommended and this was seconded by Mark Heirbrandt.

Consent Agenda:

Greyhound Pass Well No. 4 – Vectren Right-of-Entry

Kurt Wanninger described the Vectren Right-of-Entry agreement to the Board. Jack Hart moved to authorize the Director of Public Works to sign the Right-of Entry Agreement as recommended and this was seconded by Mark Heirbrandt. Vote: Yes-2; No-0. Motion carried.

Conditional Offer of Employment – Police Department

Police Chief Joel Rush gave the Board an update on the selection made from the applicants for a conditional offer for employment of a police officer. There were 325 applicants.

Department Reports:

- Fire – Fire Chief Todd Burtron
- Parks and Recreation – Stephanie Fix
- Police – Police Joel Rush
- Public Works – Director Joel Rush

With no further business the meeting was adjourned at 3:40 P.M.

Deputy Clerk-Treasurer

Board of Public Works and Safety



Mayor
Andy Cook

City Council
Jim Ake
John Dippel
Steve Hoover
Robert L. Horkay
Robert J. Smith
Cindy L. Spoljaric
Rob Stokes

Clerk Treasurer
Cindy J. Gossard

Parks and Recreation

(317) 804-3184 admin office
(317) 804-3190 fax

2728 East 171st Street
Westfield, IN 46074
westfield.in.gov

TO: Westfield Board of Works and Safety

From: Melody Jones

CC: Todd Burtron

Date: July 16, 2012

RE: Cool Creek Trail Identification Signage

Board of Works and Safety

Westfield Parks and Recreation Department is requesting the approval to contract with TC Property's to manufacture and install seven (7) identification signs on the newly completed section of Cool Creek Trail. The trail route is located south of Cool Creek Park and runs along Cool Creek Park Road; Greyhound Pass; 147th Street and south through Cool Creek Commons to 146th Street. A map of the locations and the graphic of the signs are included in your packet. We have received permission from Kite Development and the Hamilton County Highway Department regarding the locations of the signs.

Future connections of the trail would run along Cool Creek throughout Westfield as land becomes available.

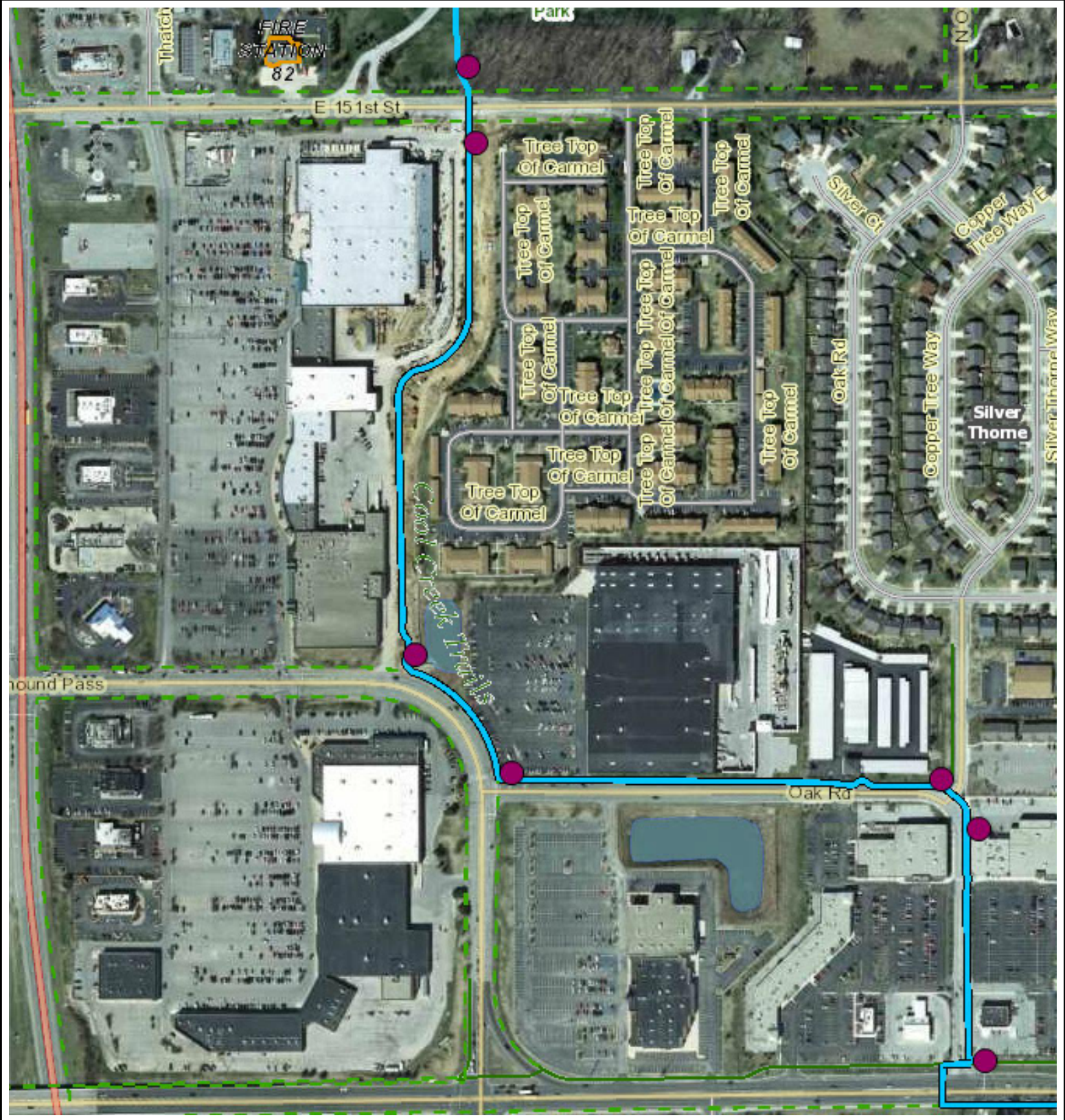
A Request for Quotes went out on June 22nd to four local sign companies; CSI-Signs, TC Property's; Sign-A-Rama and Premier Sign Group, Inc. Two companies submitted proposals; CSI-Signs and TC Property's.

TC Property's quote was for 10,500 and we verified that they would meet all requirements called out in the specifications.

CSI-Sign's quote was \$17,318.

The difference in the two proposals amounts to \$6,818.

This project will be funded using Park Impact Fees.



Cool Creek Trail RFP

Seven Proposed Sign Location (Red Dot)

Printed: Jun 19, 2012



0 600
Feet

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Mayor
Andy Cook

City Council
Jim Ake
John Dippel
Steve Hoover
Robert L. Horkay
Robert J. Smith
Cindy L. Spoljaric
Rob Stokes

Clerk Treasurer
Cindy J. Gossard

Parks and Recreation

(317) 804-3184 admin office
(317) 804-3190 fax

2728 East 171st Street
Westfield, IN 46074
westfield.in.gov

TO: Westfield Board of Works and Safety

From: Melody Jones

CC: Todd Burtron

Date: July 18, 2012

RE: Trail Gates

Board of Works and Safety

The Westfield Parks and Recreation Department is aggressively building a well-connected trail system for our community and visitors. We are dedicated to providing a safe environment for all trail users. Our trails are twelve foot wide with an asphalt surface and some vehicle drivers have mistakenly attempted to drive along the trail. We need to provide a better deterrent at some location where the trails intersect with our roadways. We identified twenty locations that need a fixture. Those locations are:

Midland Trace Trail (six):

East side of Carey Road (trail section to be completed later this year)
West side of Carey Road
East side of Cherry Street
East side of Oak Ridge Road
West side of Oak Ridge Road
Simon Moon Park - internal trail leading to Midland

Monon Trail (eight):

South side of Greyhound Pass
North side of Greyhound Pass
South side of 156th Street
North side of 156th Street
South side of 161st Street
North side of 161st Street
South side of 169th Street
North Side of 169th Street

Natalie Wheeler Trail (six):

North side of David Brown (169th Street)
South side of David Brown
North side of 161st Street

South side of 161st Street
West side of South Union Street
East side of South Union Street

We determined that we wanted to use a partial gate to serve this purpose. The gate would be seven feet long, extending 4 ½ feet into the trail use area; slowing down trail users as they approach the roadway and blocking the possibility of a vehicle to enter the trail right of way. Gates were decided upon instead of bollards for a couple of reasons; gates are more visual (they will be painted the color of the trail logo) for all concerned, and gates are easier to open in all types of weather for maintenance or emergency vehicles.

With that in mind we issued a Request for Quote on June 22nd. We gave specifications but asked the companies to propose their best sustainable design that would meet our purposes. We sent the request to four local metal fabricators. Only two responded.

CSI-Signs has a metal fabrication division. Their proposal was for steel gates and posts with a self-locking mechanism which will element the need for an additional stop post. We met with the management of CSI along with their fabricator and believe their product will be a long term sustainable solution to our safety concern on the trails. Their cost is \$31,000.

TC Property's proposal included aluminum gates and posts at a cost of \$17,000 for all 20 gates. We met with Tom Cline and asked TC Property's to resubmit using the same size steel as CSI's proposal but they did not resubmit.

Both proposals are attached.

We are asking the Board of Works to approve Westfield Parks and Recreation contract with CSI-Signs to manufacture and install 20 trail gates per specifications for an amount not to exceed \$31,000. The work is to be completed by September 14, 2012.

This project will be funded using Park Impact Fees.

Parks and Recreation

(317) 804-3150 office
(317) 804-3190 fax

2728 East 171st Street
Westfield, IN 46074
westfield.in.gov



July 6, 2012

RE: Request for Quotes – Wing Gates for Westfield Trail System

Dear Westfield Parks and Recreation Department,

CSI-Signs agrees to all terms per the RFQ. We have gone over all 3 sections and have agreed to all terms listed in the RFQ. In addition, we have provided 2 other options for this project. Please see below.

A. General Requirements:

1. CSI-Signs replied to invitation prior to June 26, 2012
2. CSI-Signs didn't have any questions submitted.
3. No updates or answers were emailed on this project.
4. CSI-Signs will include everything that was called out in the detailed sheets.
5. CSI-Signs will use a subcontractor to prime and powder coat the gates – Indy Powder Coating and Gonzalez Home Improvement & Construction, Inc.
6. CSI-Signs did submit one electronic copy prior to 4:30 pm on July 6.
7. Quote was submitted to Melody Jones at mjones@westfield.in.gov
8. CSI-Signs will accept entering into a contract no later than July 13, 2012.
9. CSI-Signs will be able to deliver and install the gates by August 24, 2012.

B. Vendor Instructions:

1. CSI-Signs agrees to design, manufacture and install.
2. CSI-Signs has designed, given manufacturing details and list of materials.
3. CSI-Signs will agree to design and fabricate per the contract.
4. CSI-Signs will install all gates and check with Parks Department prior to installation.
5. CSI-Signs will provide digital files to the Parks Department.

C. Scope of Work

1. General
 - a. All gates are made from steel (zinc enriched primer plus powder coating) that will withstand outdoor conditions. Gates will be warrantied for 5 years.
 - b. Gates will be set 2 ½ feet of the trail and extend 4 ½ feet into the trail pathway; for a total length of 7 feet long.
 - c. The gate post will not extend more than 4 feet above the ground.

- d. The gates will be designed to swing into place and lock in that position. A matching stop will accompany the gate at the proper location so the gate can be opened and locked in the open position (Per option 1).
- e. The gate stop will be located 2 ½ feet of the trail in alignment with the gate post (Per option 1).
- f. Gate post and the stops will be set in concrete.
- g. The finish will be powder coated paint in the appropriate color specific to that trail as called out per trail.

2. Midland Trace Trail

- a. Design six (6) Wing Gates for the Midland Trace Trail, and include all design specifications with the quote.
- b. Manufacture six (6) Wing Gates for the Midland Trace Trail
- c. Gates are to be powder coated using Pantone Color #364C (green)
- d. Verify gates locations with Westfield Parks Department
- e. Call in locates
- f. Install gates and stops per agreed upon specifications at the following locations:
 - i. Midland Trace Trail and east side of Carey Road (this may need to be installed by staff at a later date if the trail section is not completed in time).
 - ii. Midland Trace Trail and west side of Carey Road
 - iii. Midland Trace Trail and east side of Cherry Street
 - iv. Midland Trace Trail and east side of Oak Ridge Road
 - v. Midland Trace Trail and west side of Oak Ridge Road
 - vi. Simon Moon Park internal trail leading to Midland Trace Trail

3. Monon Trail

- a. Design eight (8) Wing Gates for the Monon Trail, and include all design specifications with the quote.
- b. Manufacture eight (8) Wing Gates for the Monon Trail
- c. Gates are to be powder coated using PMS Color #185 (red)
- d. Verify gates locations with Westfield Parks Department
- e. Call in locates
- f. Install gates and stops per agreed upon specification at the following locations:
 - i. Monon Trail and south side of Greyhound Pass

- ii. Monon Trail and north side of Greyhound Pass
- iii. Monon Trail and south side of 156th Street
- iv. Monon Trail and north side of 156th Street
- v. Monon Trail and south side of 161st Street
- vi. Monon Trail and north side of 161st Street
- vii. Monon Trail and south side of 169th Street
- viii. Monon Trail and north side of 169th Street

4. Natalie Wheeler Trail

- a. Design six (6) Wing Gates for the Natalie Wheeler Trail, and include all design specifications with the quote.
- b. Manufacture six (6) Wing Gates for the Natalie Wheeler Trail
- c. Gates are to be powder coated using Pantone Color #109C (yellow)
- d. Verify gates locations with Westfield Parks Department
- e. Call in locates
- f. Install gates and stops per agreed upon specifications at the following locations:
 - i. Natalie Wheeler Trail and north side of David Brown (169th Street)
 - ii. Natalie Wheeler Trail and south side of David Brown (169th Street)
 - iii. Natalie Wheeler Trail and north side of 161st Street
 - iv. Natalie Wheeler Trail and south side of 161st Street
 - v. Natalie Wheeler Trail and west side of South Union Street
 - vi. Natalie Wheeler Trail and east side of South Union Street

Bid Package:

OPTION 1: To follow RFQ with Gate and stop posts – \$ 34,220.

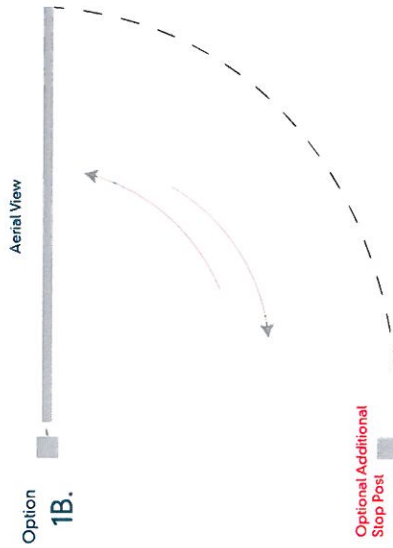
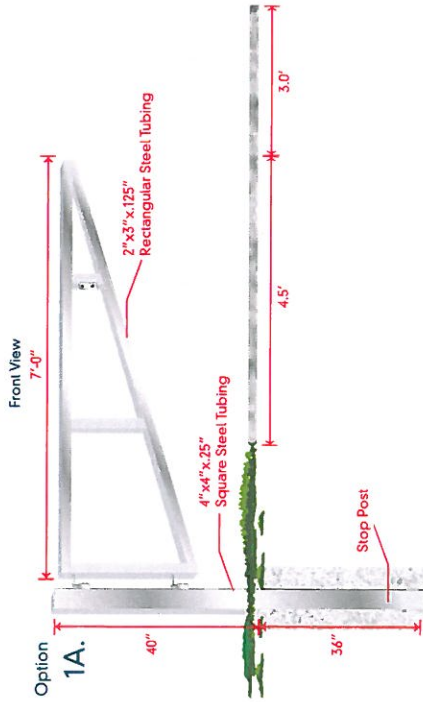
or

OPTION 2: Follows RFQ with the exception of not needing a stop post because the gate is self-locking - \$ 31,000.

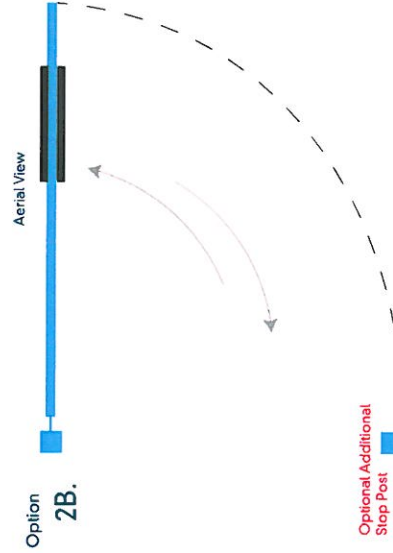
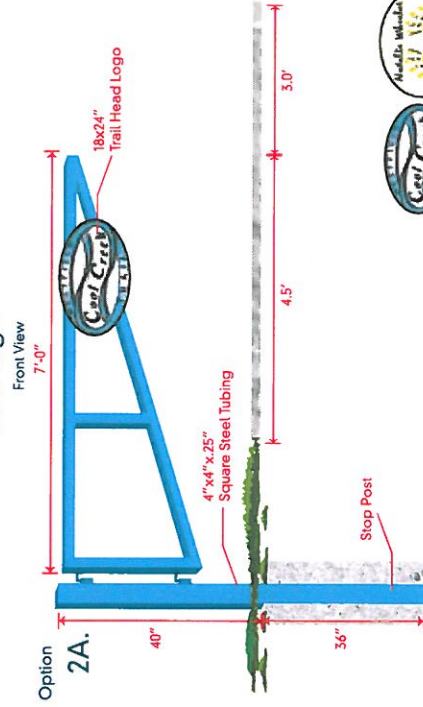
ADD-ON: We have made the gates so that a Reflective Trail Head sign 18x24 can be attached to both sides of each gate. This add-on would include all 40 signs is an additional fee of \$ 4,200. Please not the drawing – showing what future gates at Cool Creek Trail would look like with gates.

This is a custom gate package that is stronger than most pre-built gates. There are less expensive galvanized options but CSI-Signs can't stand behind the five year warranty nor is it the quality of work that we will do. If you have any questions per our bid/layouts please contact Amber Willis at Amber@CSI-Signs.com or 317-473-4322.

Steel Gate



Steel Gate Powder Coated with Sign



GATE INFORMATION

Includes:

- closed position locking mechanism
- 4x4x.25" steel stop post
- powder coat to match corresponding trail
- lock to be provided by City of Westfield
- sign mounting brackets

COLOR VALUES

#1	C	M	Y	K
	0	0	0	0
#2	C	M	Y	K
	0	0	0	0

Date: 07.06.2012

Version: 2

Approved by: _____

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FILE PATH:

TC

Property's
Property's

4774 Nyla Ct
Noblesville, IN
46062

317-716-5578

tom.cline@comcast.net

Quote

Date	Quote #
7/6/2012	98

Name / Address
Westfield Parks

Terms	P.O. No.

Item	Description	Qty/Hours	Rate	Total
custom gate	barrier gate 2 inch aluminum tube, 7 feet long with sealed ends fabricated to the specs that has been provided. To be power coated to the trails colors. Using malleable hinges that locks at 45 degrees. Head post to be 3 inch aluminum tube with sealed top. The head post will stand appr. 42 inches above ground and 36 inches below ground. Catch post will also be the same as the head post but will have a locking catch to secure the gate into the open position. 6 gates for the Midland Trace Trail powder coated to pantone #364c. Monon Trail will receive 8 gates coated to pantone #185c. The Natalie Wheeler Trail will receive 6 and coated to pantone #109c. Total of 20 gates. The gate will be fabricated from 6061-t6 aluminum.	20	850.00	17,000.00
sub-contractors	Carmel Engineering and Schaffer Powder Coating		0.00	0.00
			Total	\$17,000.00



**City of Westfield Fire Department
Board of Public Works & Safety Report
June 1st- 30th, 2012**

**Contact: Chief Todd Burtron
or Kristen Sparks
804-3333**

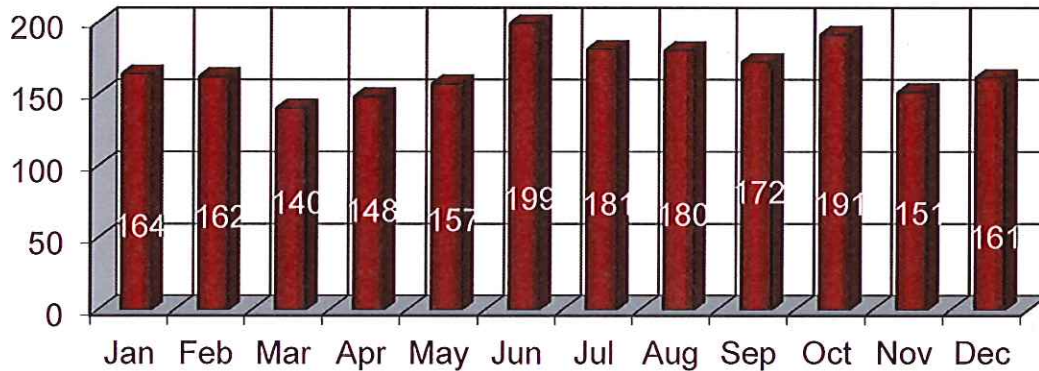


Westfield Fire Department 2012 Incident Statistics By Fire / Medical Groups

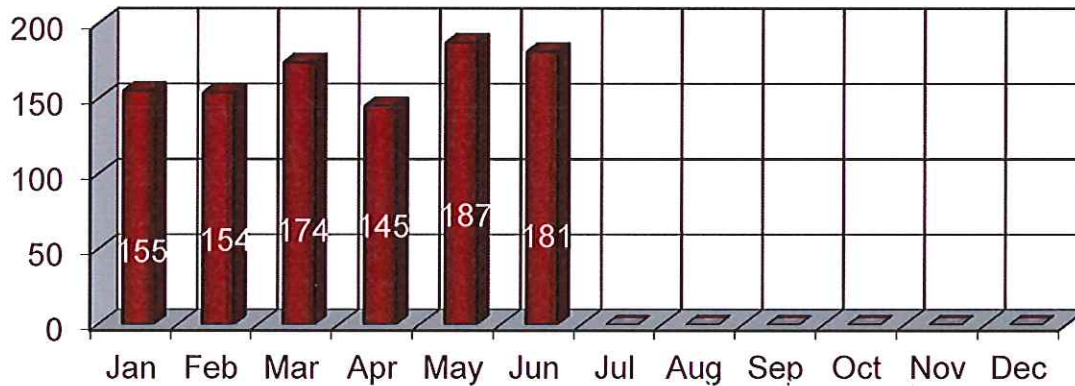


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Total WFD Fire Incidents	34	40	62	48	61	70							315	31.6%
Total WFD Medical Incidents	121	114	112	97	126	111							681	68.4%
Total WWFD Incidents	155	154	174	145	187	181	0	0	0	0	0	0	996	100%

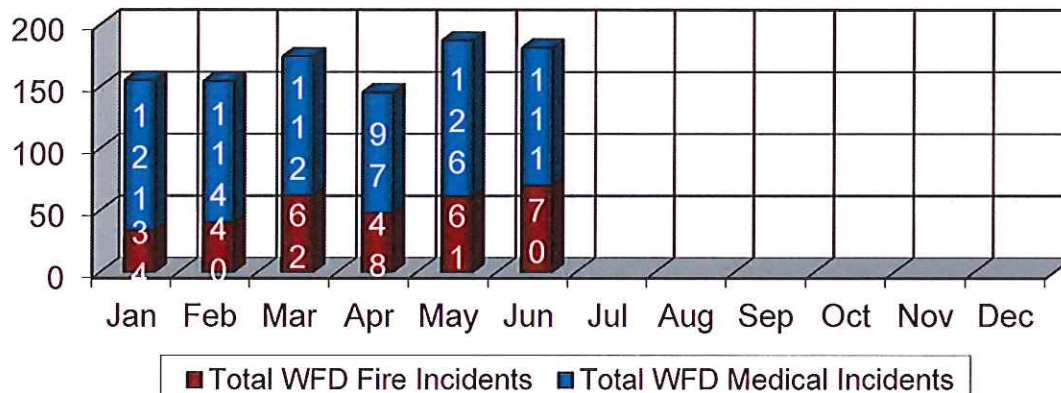
Westfield Fire Department
2011 Total Incidents



Westfield Fire Department
2012 Total Incidents



Westfield Fire Department
2012 Incidents by Fire/Medical



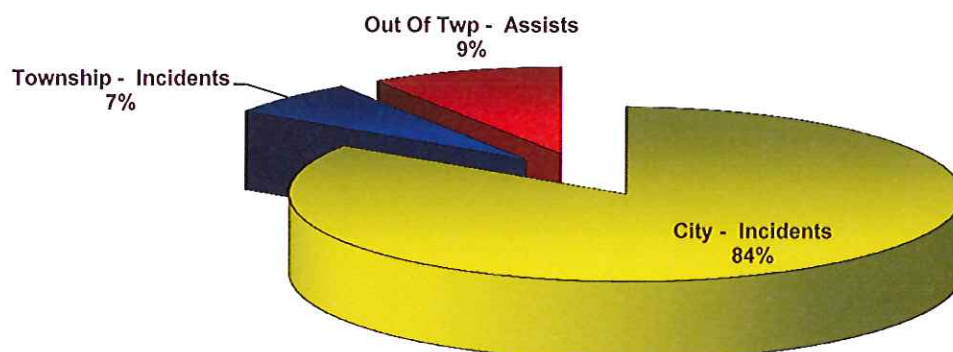


**Westfield Fire Department
2012 Fire/Medical Incidents
By Governmental Area**



2012 Incidents	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
City - Incidents	132	139	149	115	160	143							838	84.1%
Township - Incidents	14	6	13	7	10	15							65	6.5%
Out Of Twp - Assists	8	9	12	23	17	23							92	9.2%

**Westfield Fire Department
2012 Incidents by Governmental Areas**



■ City - Incidents ■ Township - Incidents ■ Out Of Twp - Assists



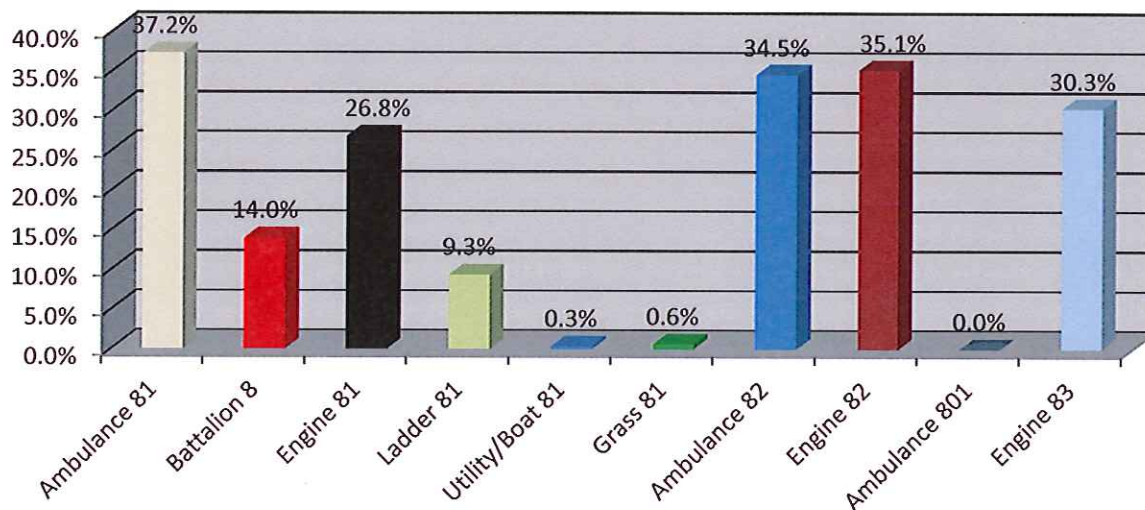
Westfield Fire Department 2012 Total Apparatus Responses By Unit & Station



<u>Station 81 Responses</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
Ambulance 81	62	55	71	48	78	57							371	37.2%
Battalion 8	23	23	27	22	24	20							139	14.0%
Engine 81	48	40	46	44	55	34							267	26.8%
Ladder 81	15	18	17	15	21	7							93	9.3%
Utility/Boat 81	1	1	-	-	1	-							3	0.3%
Grass 81	1	-	3	-	-	2							6	0.6%

<u>Station 82 Responses</u>	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
Ambulance 82	63	64	58	49	57	53							344	34.5%
Engine 82	60	66	58	44	59	63							350	35.1%
Ambulance 801	0	-	-	-	-	-							0	0.0%
<u>Station 83 Responses</u>	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
Engine 83	43	48	66	37	53	55							302	30.3%

Westfield Fire Department 2012 Total Apparatus Responses

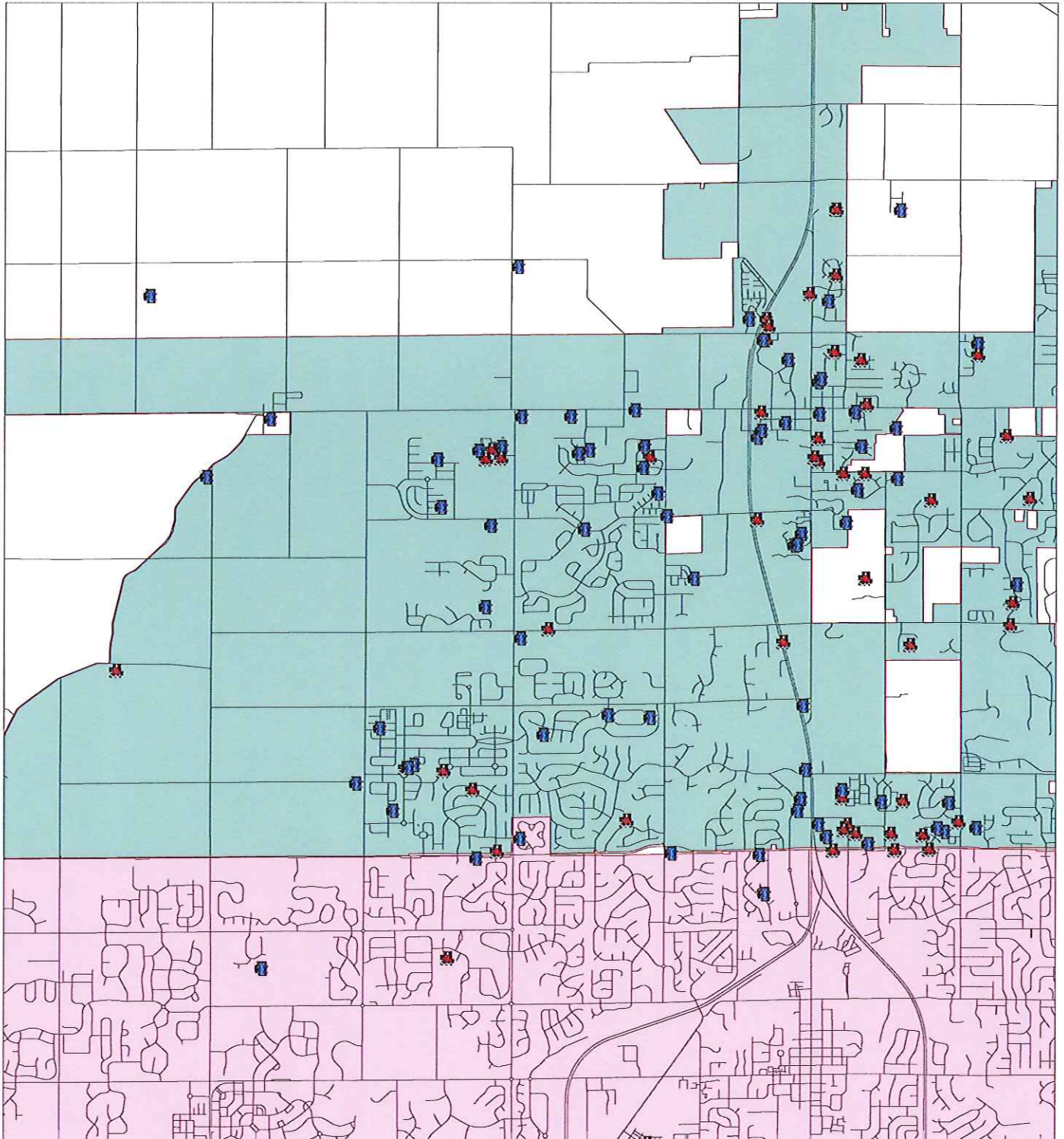


Scale : 1 Inch = 5144 Feet.

Date : 7/11/2012

NOBLESVILLE COMMUNICATIONS DEPARTMENT

Fire and EMS Runs for the Month of June



Westfield Fire Department

Kristen Custom Report

Alarm Date Between {06/01/2012} And {06/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.55%	\$0	0.00%
131 Passenger vehicle fire	1	0.55%	\$0	0.00%
140 Natural vegetation fire, Other	3	1.65%	\$0	0.00%
141 Forest, woods or wildland fire	1	0.55%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	0.55%	\$0	0.00%
143 Grass fire	3	1.65%	\$0	0.00%
150 Outside rubbish fire, Other	4	2.20%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	1.10%	\$0	0.00%
160 Special outside fire, Other	2	1.10%	\$0	0.00%
	18	9.94%	\$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
223 Air or gas rupture of pressure or process	1	0.55%	\$0	0.00%
	1	0.55%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	1.10%	\$0	0.00%
311 Medical assist, assist EMS crew	3	1.65%	\$0	0.00%
321 EMS call, excluding vehicle accident with	80	44.19%	\$0	0.00%
322 Motor vehicle accident with injuries	6	3.31%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	6	3.31%	\$0	0.00%
	97	53.59%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.55%	\$0	0.00%
444 Power line down	3	1.65%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.55%	\$0	0.00%
	5	2.76%	\$0	0.00%
5 Service Call				
510 Person in distress, Other	1	0.55%	\$0	0.00%
531 Smoke or odor removal	1	0.55%	\$0	0.00%
550 Public service assistance, Other	6	3.31%	\$0	0.00%
551 Assist police or other governmental agency	18	9.94%	\$0	0.00%
553 Public service	2	1.10%	\$0	0.00%
5531 Public education detail	1	0.55%	\$0	0.00%
561 Unauthorized burning	1	0.55%	\$0	0.00%

Westfield Fire Department

Kristen Custom Report

Alarm Date Between {06/01/2012} And {06/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	30	16.57%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	3	1.65%	\$0	0.00%
611 Dispatched & cancelled en route	9	4.97%	\$0	0.00%
631 Authorized controlled burning	3	1.65%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.55%	\$0	0.00%
	16	8.83%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	7	3.86%	\$0	0.00%
733 Smoke detector activation due to	2	1.10%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	1.10%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.55%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.55%	\$0	0.00%
743 Smoke detector activation, no fire -	1	0.55%	\$0	0.00%
	14	7.73%	\$0	0.00%

Total Incident Count: 181

Total Est Loss:

\$0



Mayor
Andy Cook

City Council
Jim Ake
John Dippel
Steve Hoover
Robert L. Horkay
Robert J. Smith
Cindy L. Spoljaric
Rob Stokes

Clerk Treasurer
Cindy J. Gossard

Parks and Recreation

(317) 804-3184 admin office
(317) 804-3190 fax

2728 East 171st Street
Westfield, IN 46074
westfield.in.gov

To: Westfield Board of Works

From: Melody Jones

CC: Todd Burtron

Date: July 16, 2012

RE: Park Improvements as of July 2012

Dear Board Members:

The severe heat and lack of rain has created many obstacles for the Parks Maintenance Division. These three men are working in the toughest conditions and keeping up with watering trees the best they can. We added watering of the State Road 32 trees to the Brickman contract on monthly bases. Brickman is water only the trees on State Road 32, once a week dumping 20 gallons of water on each tree.

The drought is taking a toll on all landscaping and I fear we will lose many trees, shrubs and flowers throughout the park system.

PARKS

The Park Identification Signs are now installed. We have received great feedback on the look of the signs.

Armstrong

We have contracted with Margretta (Greta) Peterson, our former intern to continue with the concept plans for Armstrong Park. We had one meeting with the representative from the Lions Club regarding the plans. Greta will provide two new options for their consideration this week. We plan to meet with the Country Side HOA representative later this month.

Asa Bales

Irrigation has been set for Tuesday and Thursday's in accordance with the new watering restriction.

Katey Bonar, the Herron Art School student has finished her sculpture and it was installed at the east entrance to Asa Bales Park. We are planning a Meet the Artist Evening on Friday, July 27th at the Sculpture from 6 to 8PM. We hope you will all plan to attend.

We have delayed the installation of the new fence and retaining wall in the park to this fall. We are hoping for cooler temperatures.

Freedom Trail

We had some vandalism at the playground and will be ordering a new panel for the broken piece. Also, three trees were broken off. The Westfield Police Department is continuing to patrol the park when possible

Old Friends Cemetery

The quotes for the Interpretative Signs in Old Friends came in at \$4,156 for manufacturing the signs. CSI-Signs had the lowest quote. The signs are to be completed by August 31st. The park maintenance staff will do the install. This project is being paid with a \$10,000 grant from HCCVB.

We have two trees under warranty in the park that will be replaced by Becker Landscaping in the fall.

Osborne Park

We made it to the top 15 finalist in the national PetSafe Bark for Your Park competition. Three awards will be given out. We hope to receive a \$25,000 award for the most votes per capita.

The Bark Park designed for this location has been well received. A “Friends of the Westfield Bark Park” has formed and they will be seeking a 501C3 status. This group plans to host fund raising events in the parks.

Quaker

The Splash Park is being used daily. The water from the Splash Park drains to the pond. This water is used for irrigation at Quaker Park. We have set the irrigation to Tuesday/Thursday schedule.

Simon Moon

The Hill's landscaping is dying. We constructed a temporary irrigation system using the ponds water.

TRAILS

A request for quotes went out June 22nd for what we call wing gates. These gates will be located at the high risk road/trail intersections to remind trail users to stop and keep vehicles off the trails. We plan to include 20 gates in the initial installation. A contract request is part of today agenda.

Parks and Recreation

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Cool Creek Trail

Requests for quotes went out on June 22nd for seven trail identification signs for the new section of Cool Creek Trail that runs along Cool Creek Park Road, Greyhound Pass; 147th Street and continues through Cool Creek Commons Shopping Center. Many residents are not aware that this new trail exists. The contract request is on today's agenda.

Monon Trail

We are still working on finalizing the contract with VS Engineering for the Monon Phase 3A. We hope to get this project moving soon.

Construction of the Monon Trail pedestrian bridge over 146th Street has started. Reith Riley Construction is the contractor for this Hamilton County project. The Monon will be closed during construction from the Greyhound Pass Trailhead to the Rohrer Road Trailhead. A detour has been provided on Greyhound Pass to Oak Ridge Road to Home Drive to Rohrer Road. Signage has been placed at the trail head. Information has been posted on the City website and Facebook page. November 15th is the expected completion date.

Midland Trace Trail

We received three of the four quit claim documents for parcels on the Midland Trace Trail east of Carey Road. The one remaining is Kroger. I talked with their representative and we should have the signed document by September 15th. As part of their zoning commitments they agreed to donate this railroad right of way to the City. Plans include paving from Carey Road east to Gunther this year when these parcels are deeded to the City.

Grand Junction Trail

The irrigation along the trail on South Union Street has been programmed to comply with the new watering restrictions.

OTHER ITEMS

Grand Junction

We have closed on two properties in Grand Junction. We have signed agreements with two more and are talking with 5 additional owners. We plan to close on two other by the end of the year.

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Engineering is finalizing the demolition RFP. We hope to have those out on the two properties we own soon.

The City continues work with BLA and Browning Day on the cost to finish the regional detention plans and the final design of Grand Junction Plaza.

Special Events or Programs

Westfield Rocks the 4th (WR4)

Boy was it hot on July 4th. The event was well attended once the park was shaded. The Westfield Police Department estimated around 7,500 people was in attendance for the fireworks.

Westfield in Bloom (WIB)

The four volunteer committees for WIB are very busy with this year's projects.

The Floral Committee: Judging for the floral completion took place on June 23rd. We had more participants than we did last year.

The Community Committee's signature project is Plant a Row is in full swing. They planted the Kids Garden at the Farmer's Market and are maintaining 2 acres of gardens at Christ United Methodist Church. Community donations can be made at the Parks/WIB booth at the Farmer's Market or at Ameriana Bank. To date we have about 400 pounds donated.

The Environmental Awareness Committee, This committee is promoting Adopt a Prairie at Freedom Trail Park. Their next scheduled work day is July 21st. They have prepared plant information and will work with the volunteers in maintaining the prairie throughout the year.

The Heritage Committee's main project this year is hosting "Voices from the Past". This will be our second year of offering this performance of some of Westfield's historical citizens. The performances take place in the Anti-Slavery Cemetery in Asa Bales Park and Old Friends Cemetery Park. We partner with the Westfield Historical Society and Westfield Players. This year we are host on two days. The performances on Friday, September 14th during the day will be a school field trips, Friday evening performance will be discounted, for families. There will be Saturday performances. This is a ticketed event. A flyer is attached for your information.

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Westfield Police Department

Monthly Performance Measures Report



Board of Public Works & Safety

June 2012

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WESTFIELD POLICE DEPARTMENT

June 2012

Events by Nature: Calls For Service (Non-Self-Initiated)

Abduction/ Kidnapping	0
Abuse/ Abandonment/Neglect	1
Admin- K-9 Detail	1
Admin- Log Information	0
Admin-Public Relations	2
Admin- Special Detail	1
Admin- Test Calls	0
Admin- Tow Release	8
Admin- Warning Correction	0
Alarm- Bank	5
Alarm- Business	52
Alarm- Residence	51
Animal- Complaints	35
Assault- Battery	8
Assault- Sexual	3
Assist- Fire Incident	14
Assist- Medical Incident	12
Assist- Other Agencies	19
Bomb Found/ Suspicious Pkg	1
Burglary/ Home Invasion	11
Damage/ Vandalism/ Mischief	28
Deceased- All Others	1
Disturbance- Fireworks Cmplt	17
Disturbance- Loud Party	3
Disturbance- Noise Complaint	16
Disturbance- Nuisance	0
Disturbance- Physical (fight)	1
Disturbance- Verbal	5
Domestic Disturbance	11
Drugs- Complaint	7
Fraud- Criminal Deception	3
Fraud- Forgery	9
Fraud- Prescription	1
Harassment/ Stalking/ Threat	20
Indecency / Lewdness	0
Intoxicated- Possible DUI	10
Mental/ Emotional- Behavioral	7
Miscellaneous	2

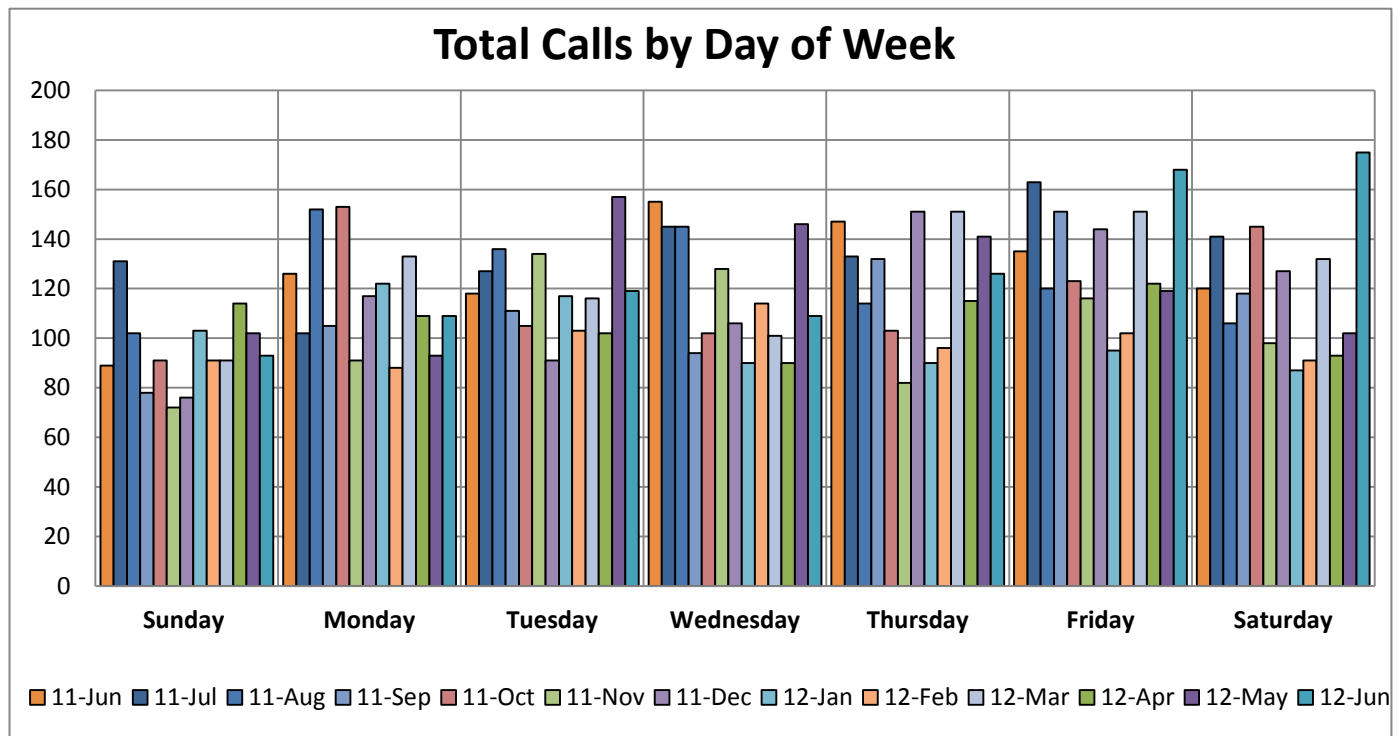
Person-Missing	2
Persons- Runaway	1
Robbery-Carjacking	0
Service Call- 9-1-1 Hang Up	24
Service Call- Damage to Property	4
Service Call- Found Property	14
Service Call- Keep the Peace	52
Service Call- Lost Property	4
Service Call- Notification	1
Service Call- Security Check	7
Service Call- Vehicle Lockout	61
Service Call- Vin Check	27
Service Call- Welfare Check	32
Suicidal- Attempted	0
Suicidal- Persons Threatening	2
Supplemental- Case Follow Up	17
Suspicious- Noises	1
Suspicious- Open Door/ Window	2
Suspicious- Person/Prowler	28
Suspicious- Solicitor	11
Suspicious- Vehicle	22
Theft- From a Vehicle	25
Theft- Of a Vehicle	0
Theft- Others	29
Theft- Shoplifting	6
Trespassing/ Unwanted Person	3
Trfc Complaint- Driving Issues	51
Trfc Complaint- Parking Issues	15
Trfc Hazard- Debris in Road	6
Trfc Hazard- Disabled Vehicle	13
Trfc Hazard- Trfc Signal Out	8
Trfc Violation- Traffic Stop	1
Trnsprtn Acdnt- MV Hit & Run	11
Trnsprtn Acdnt- MV Prop Damg	51
Trnsprtn Acdnt- MV Prsnl Inj	8
Wanted- Warrant Service	0
Weapons- Person	0
Weapons- Shot Fired	1

WESTFIELD POLICE DEPARTMENT

June 2012

Total # of Calls by Day of Week

DAY	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
Sunday	89	131	102	78	91	72	76	103	91	91	114	102	93
Monday	126	102	152	105	153	91	117	122	88	133	109	93	109
Tuesday	118	127	136	111	105	134	91	117	103	116	102	157	119
Wednesday	155	145	145	94	102	128	106	90	114	101	90	146	109
Thursday	147	133	114	132	103	82	151	90	96	151	115	141	126
Friday	135	163	120	151	123	116	144	95	102	151	122	119	168
Saturday	120	141	106	118	145	98	127	87	91	132	93	102	175
TOTAL	890	942	875	789	822	721	812	704	685	875	745	860	899



WESTFIELD POLICE DEPARTMENT

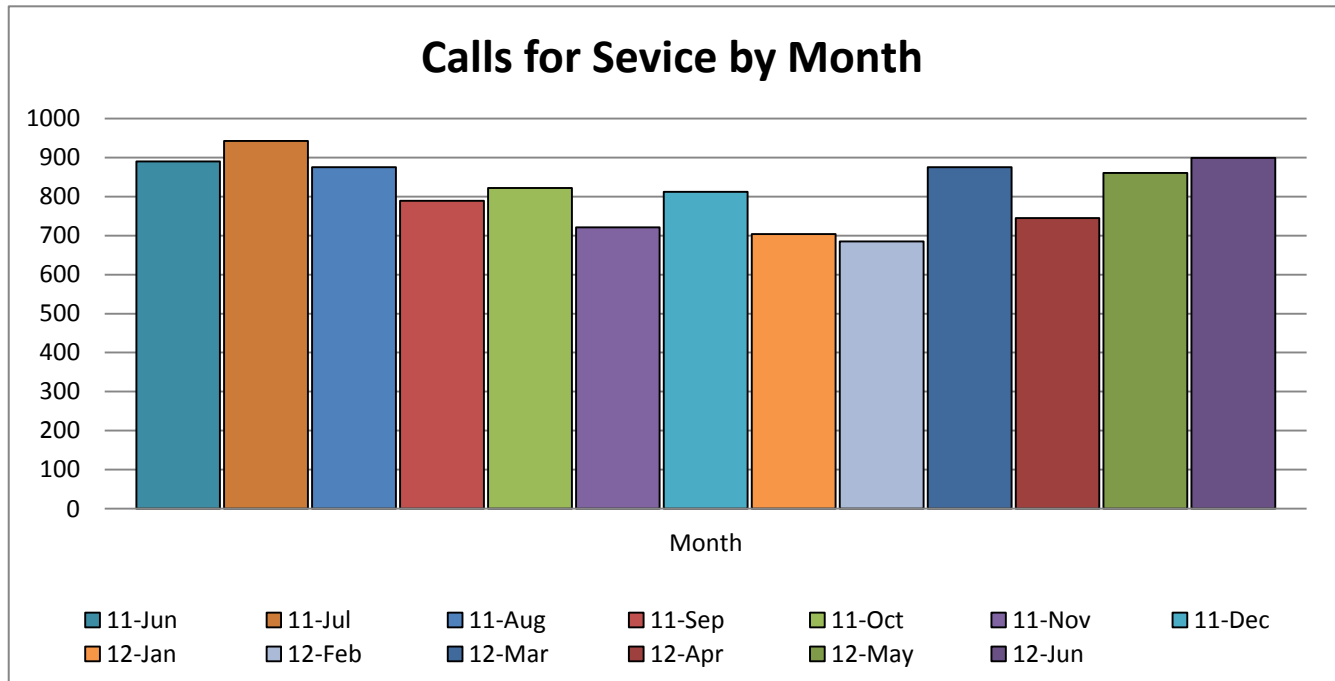
June 2012

Total # of Calls by Hour of Day

HOURL	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
0	24	32	23	11	16	22	24	23	14	22	20	26	22
1	15	24	15	7	21	9	16	16	12	25	20	19	19
2	12	16	17	12	9	7	12	12	8	16	14	11	11
3	18	13	13	8	11	6	8	8	15	15	16	10	16
4	8	10	10	2	8	6	7	7	7	5	10	9	16
5	10	11	14	6	11	9	10	6	9	12	7	10	5
6	17	15	14	20	20	17	13	11	9	13	17	18	12
7	20	22	26	21	31	33	18	29	25	35	17	27	23
8	34	41	38	34	34	30	49	27	20	40	37	29	33
9	41	33	47	29	31	36	31	33	33	39	38	28	40
10	52	37	27	61	46	24	48	27	46	32	40	50	41
11	47	64	43	37	41	36	41	44	42	42	43	49	58
12	55	46	42	41	41	42	43	50	43	57	36	48	47
13	47	50	36	50	54	44	55	35	40	53	39	53	43
14	58	68	50	50	53	49	45	49	41	57	50	53	54
15	49	50	59	56	52	51	63	49	56	62	44	60	54
16	54	60	60	54	48	41	51	49	48	61	50	58	65
17	48	67	67	60	65	49	53	38	39	49	57	52	63
18	51	47	54	45	60	46	47	43	38	46	44	58	50
19	42	59	43	53	35	51	41	30	31	53	40	49	50
20	50	45	53	39	47	32	44	36	30	57	29	49	53
21	52	43	41	41	35	35	35	29	29	31	27	30	48
22	44	47	39	21	31	32	32	28	23	33	29	36	44
23	42	42	44	31	22	14	26	25	27	20	21	28	32
TOTAL	890	942	875	789	822	721	812	704	685	875	745	860	899

WESTFIELD POLICE DEPARTMENT

June 2012

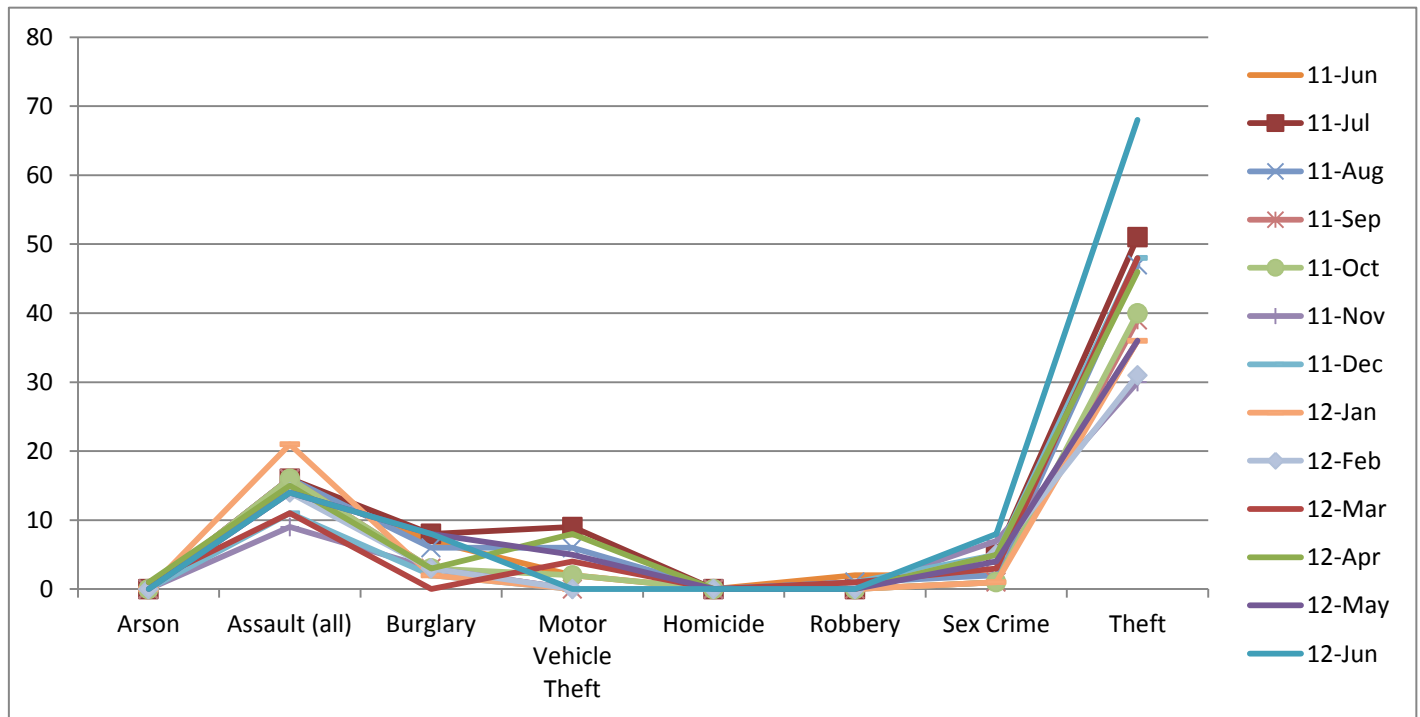


WESTFIELD POLICE DEPARTMENT

June 2012

UCR OFFENSES

OFFENSE	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
Arson	0	0	0	0	0	0	0	0	0	1	1	0	0
Assault (all)	15	16	16	16	16	9	11	21	14	11	15	14	14
Burglary	7	8	6	3	3	3	2	2	3	0	3	8	8
Motor Vehicle Theft	2	9	6	0	2	0	0	0	0	4	8	5	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	0	1	0	0	0	1	0	0	1	0	0	0
Sex Crime	2	5	2	1	1	7	5	1	5	3	5	4	8
Theft	36	51	47	39	40	30	48	36	31	48	46	36	68
TOTAL	64	89	78	59	62	49	67	60	53	68	78	67	98



WESTFIELD POLICE DEPARTMENT

June 2012

NON UCR OFFENSES

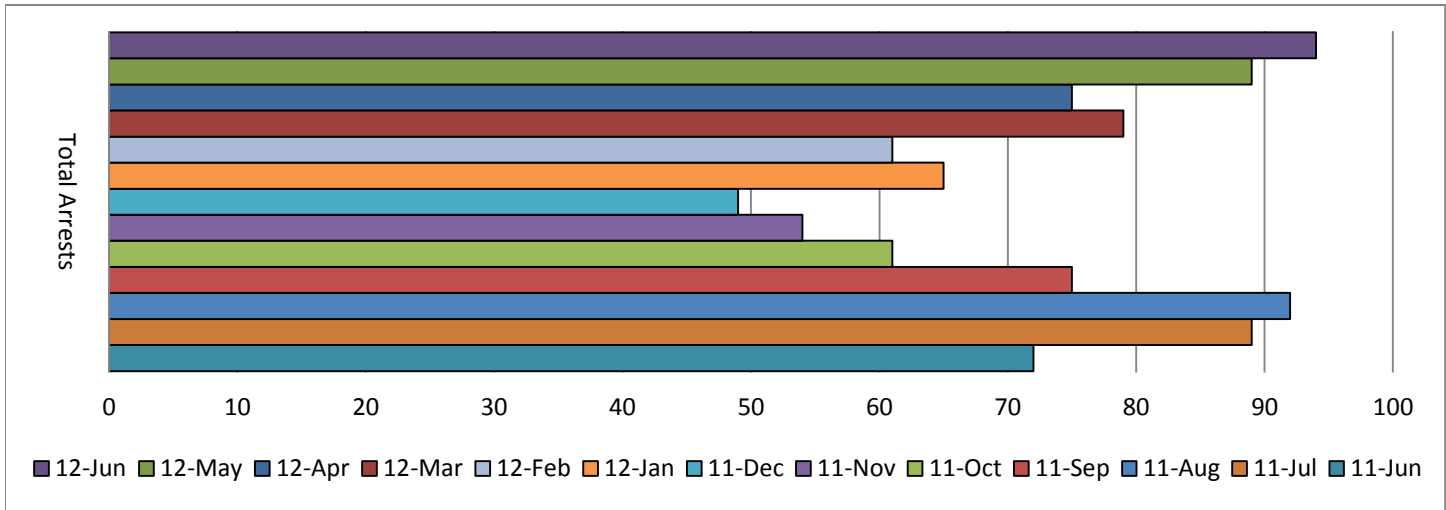
ALARMS	0
ANIMALS/ INCLUDING DOG BITES	4
ASSIST OTHER AGENCY	1
CHECK DECEPTION	0
CHILD ABUSE REPORTED	5
CHILD CUSTODY DISPUTE	4
CHILD NEGLECT REPORTED	7
CIVIL DISPUTE	3
CRIMINAL CONFINEMENT	1
CRIMINAL MISCHIEF/VANDALISM	26
CRIMINAL RECKLESSNESS	1
DAMAGED PROPERTY	11
DEATHS OTHER THAN HOMICIDE/SUICIDE	0
DISORDERLY CONDUCT	0
DISTURBANCE/ARGUMENTS/FIGHTS	3
DOMESTIC DISTURBANCE	7
DRIVING WHILE SUSPENDED	13
DRUG ABUSE VIOLATIONS	23
FALSE INFORMING OR REPORTING	1
FORGERY/COUNTERFEITING	2
FRAUD	6
FRAUD-CREDIT CARD	4
HARASSMENT	11
HARASSMENT/TELEPHONE	5
INCORRIGIBILITY	2
INTERFERENCE WITH REPORTING A CRIME	0
INVASION OF PRIVACY	0

JUVENILE COMPLAINT	4
LEAVING THE SCENE/HIT AND RUN	9
LIQUOR LAW VIOLATIONS	10
LOSS OF PROPERTY	2
MENTAL PERSON/DEMENTED	1
MISSING PERSON/LOST	0
OPERATING WHILE INTOXICATED	13
OPERATOR NEVER LICENSED	15
POSS MARIJUANA	1
PROPERTY FOUND	7
PUBLIC INTOXICATION	1
RECKLESS DRIVING	0
RESIDENTIAL ENTRY	5
RESISTING LAW ENFORCEMENT	2
RUNAWAY	1
SOLICITING	2
STALKING	1
SUICIDE/ATTEMPTS/THREATS OF	6
SUSPICIOUS INCIDENT/PERSON	17
THREATS/INTIMIDATION	5
TRAFFIC ACCIDENTS	4
TRAFFIC VIOLATIONS	29
TRESPASSING	6
UNLAWFUL ENTRY OF A VEHICLE	18
VIOLATION OF RESTRAINING ORDER	0
WEAPON VIOLATION	0
WELFARE CHECK	5

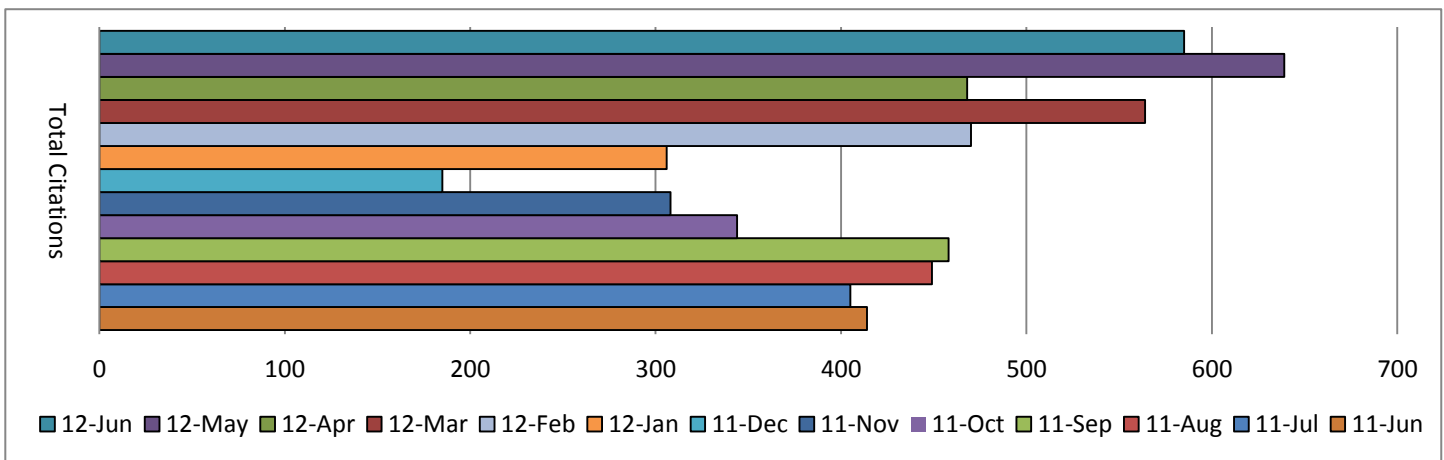
WESTFIELD POLICE DEPARTMENT

June 2012

Arrest Reports Taken	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
Alcohol/ Drug Related	27	34	47	24	24	21	21	29	29	34	26	41	37
Felony Charges	7	21	31	22	30	9	10	18	26	21	30	20	24
Misdemeanor Charges	90	104	119	88	65	66	67	79	81	90	82	118	111
Traffic Arrest Charges	42	50	783	60	43	49	49	31	51	42	52	65	49
Total Arrests	72	89	92	75	61	54	49	65	61	79	75	89	94



Total Citations	414	405	449	458	344	308	185	306	470	564	468	639	585
<i>Bike Patrol</i>	0	0	0	0	0	0	0	0	0	1	0	0	0
Total Written Warnings	606	664	702	588	585	535	536	743	733	802	811	1092	813
<i>Bike Patrol</i>	0	0	0	0	0	0	0	0	0	8	0	0	0
Total Traffic Accidents	63	48	57	43	54	56	53	45	48	54	38	70	52
<i>Hit and Run</i>	8	2	5	3	4	3	3	3	5	7	1	8	6
<i>Personal Injury</i>	15	5	9	11	11	6	4	7	13	7	13	10	5
<i>*Fatality</i>	0	0	0	1	0	1	0	0	0	0	0	0	0
<i>Property Damage</i>	40	41	43	28	39	46	46	35	30	40	24	52	41

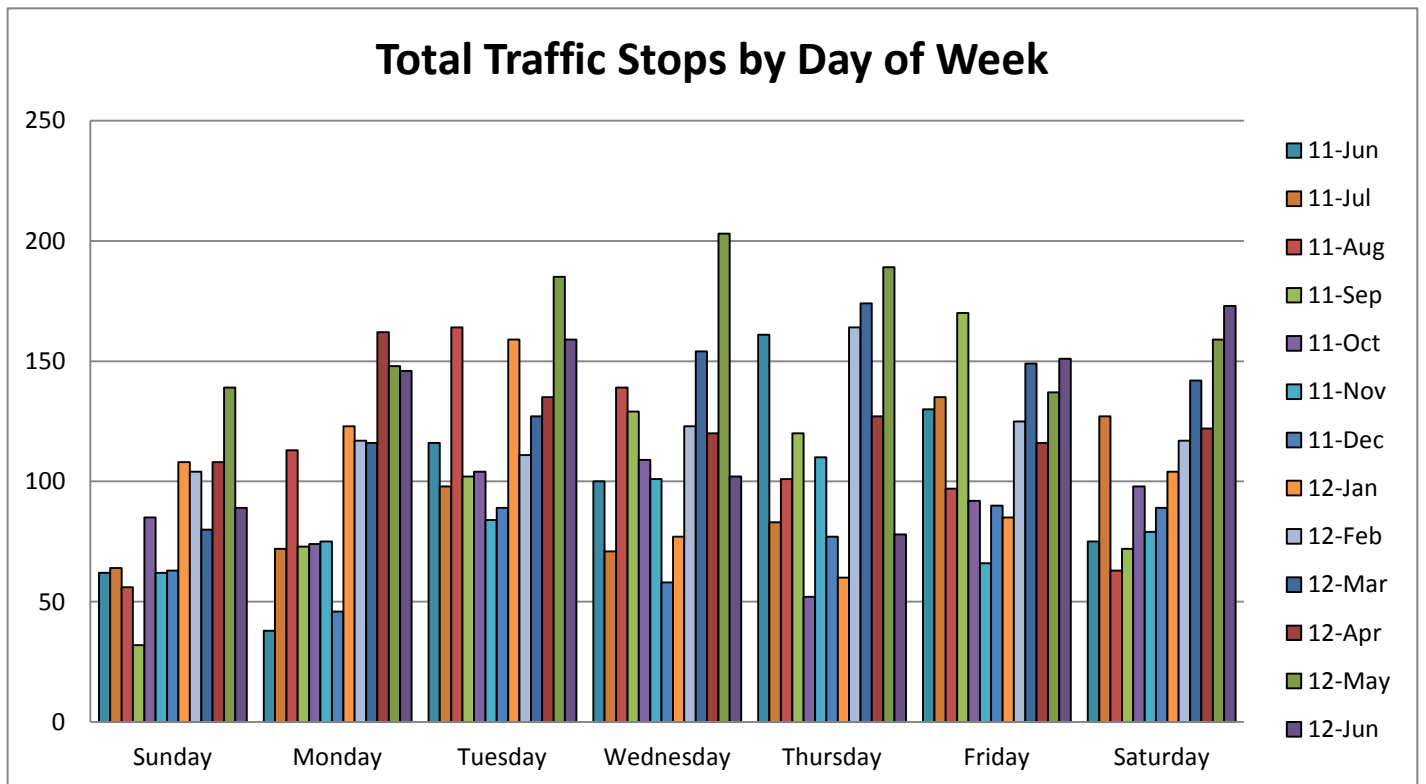


WESTFIELD POLICE DEPARTMENT

June 2012

Traffic Stops: SELF INITIATED by Day of Week

Day:	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
Sunday	62	64	56	32	85	62	63	108	104	80	108	139	89
Monday	38	72	113	73	74	75	46	123	117	116	162	148	146
Tuesday	116	98	164	102	104	84	89	159	111	127	135	185	159
Wednesday	100	71	139	129	109	101	58	77	123	154	120	203	102
Thursday	161	83	101	120	52	110	77	60	164	174	127	189	78
Friday	130	135	97	170	92	66	90	85	125	149	116	137	151
Saturday	75	127	63	72	98	79	89	104	117	142	122	159	173
TOTAL	682	650	733	698	614	577	512	716	861	942	890	1160	898



WESTFIELD POLICE DEPARTMENT

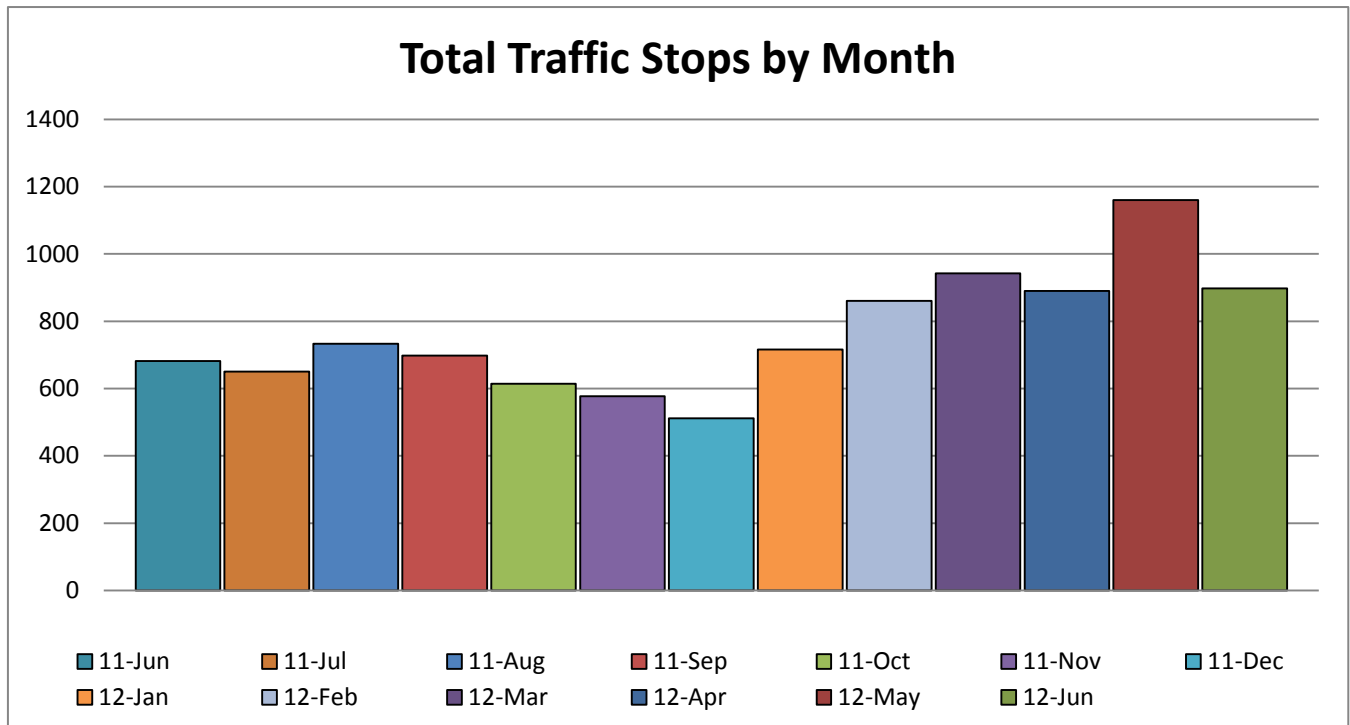
June 2012

Traffic Stops: SELF INITIATED by Hour of Day

Hour:	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
0	27	23	21	24	31	32	22	34	44	49	48	63	30
1	28	16	26	21	19	24	24	24	32	27	38	34	33
2	16	13	8	8	12	10	7	6	18	14	15	20	20
3	9	19	7	4	10	1	3	3	4	2	6	3	9
4	3	9	5	6	8	0	5	6	9	5	3	24	11
5	13	6	1	10	7	1	8	7	11	4	8	17	16
6	13	15	18	14	9	16	13	18	10	16	13	11	4
7	16	28	25	44	33	24	29	30	38	25	20	28	25
8	39	30	36	28	32	49	33	37	29	31	15	43	36
9	56	36	50	37	44	48	38	29	25	36	26	49	32
10	57	36	55	54	43	51	47	16	26	57	26	54	49
11	56	19	32	43	37	18	26	7	21	29	9	20	22
12	45	29	32	43	28	16	14	15	28	39	26	23	24
13	56	28	52	65	45	26	26	38	38	48	41	33	48
14	30	36	58	66	43	49	31	28	29	54	44	41	41
15	29	34	34	50	29	29	15	29	30	43	36	35	42
16	27	37	34	43	23	28	13	24	16	38	19	31	42
17	26	18	24	15	8	21	8	20	34	30	23	19	31
18	23	32	11	14	17	20	17	63	81	110	114	133	56
19	23	43	43	17	23	22	10	49	90	67	82	113	109
20	18	32	34	17	23	30	20	39	41	42	40	59	44
21	21	36	44	9	25	9	28	76	61	57	74	93	50
22	28	36	46	37	34	29	35	76	79	57	91	102	71
23	23	39	37	29	31	24	40	42	67	62	73	112	53
TOTAL	682	650	733	698	614	577	512	716	861	942	890	1160	898

WESTFIELD POLICE DEPARTMENT

June 2012



WESTFIELD POLICE DEPARTMENT

June 2012

of Calls: Reception

# of Calls	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
Administration	308	276	327	298	261	247	212	198	181	157	143	127	131
Dispatch	70	62	89	72	68	53	39	42	50	39	47	32	27
Fire Department	2	0	2	4	0	0	0	0	0	0	0	0	0
IT Department	0	0	0	0	0	0	0	0	0	0	0	0	0
Law Enforcement	79	71	83	78	51	40	38	31	42	29	27	24	30
Logistics	42	30	21	26	18	14	10	11	7	3	5	8	2
TOTAL	501	439	522	478	398	354	299	282	280	228	222	191	190

of Walk-Ins

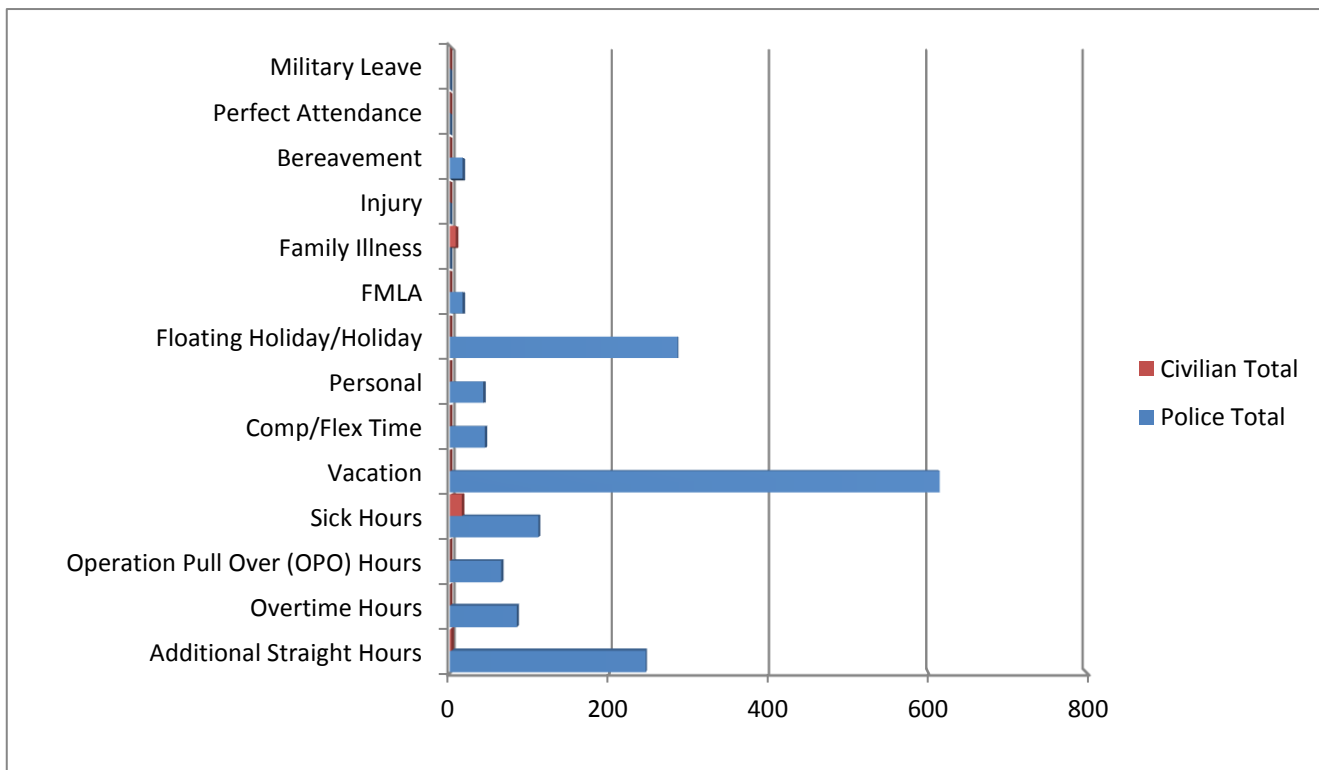
# of Walk-Ins	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb	12-Mar	12-Apr	12-May	12-Jun
Background Checks	3	4	5	7	4	0	0	4	3	1	0	0	0
Car Seat Installation	13	19	15	17	13	7	16	11	7	4	9	17	13
Deliveries	9	14	26	9	7	6	3	8	20	16	27	18	6
Directions	6	4	1	2	0	0	0	0	1	0	0	0	0
Fingerprints	11	9	22	14	10	6	8	5	8	11	10	6	9
Fire Dept Walk-Ins	1	2	0	0	0	0	0	0	0	0	0	0	0
Gun Permit Pickup	5	6	7	11	6	4	5	5	2	1	4	3	2
Gun Permits	15	18	16	7	8	12	17	31	23	21	22	26	30
Insurance Viewing	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Pickup	6	4	2	8	5	7	4	3	4	6	9	11	4
Public Rec. Requests	71	70	87	73	61	54	41	38	27	40	32	36	28
Tow Slips	17	11	29	37	21	16	15	11	13	9	15	13	8
Walk-In to Dispatch	37	46	59	53	48	38	31	40	52	39	31	38	36
TOTAL	194	207	269	238	183	150	140	156	160	148	159	168	136

WESTFIELD POLICE DEPARTMENT

June 2012

Monthly Personnel Performance Measures

Personnel Performance Measures	Police Total	Civilian Total
Additional Straight Hours	245.75	2
Overtime Hours	84	0
Operation Pull Over (OPO) Hours	64.5	0
Sick Hours	111	15
Vacation	614	0
Comp/Flex Time	44	0
Personal	42	0
Floating Holiday/Holiday	285.5	0
FMLA	16	0
Family Illness	0	7.5
Injury	0	0
Bereavement	16	0
Perfect Attendance	0	0
Military Leave	0	0



Pay Periods 12-13

Time Frame

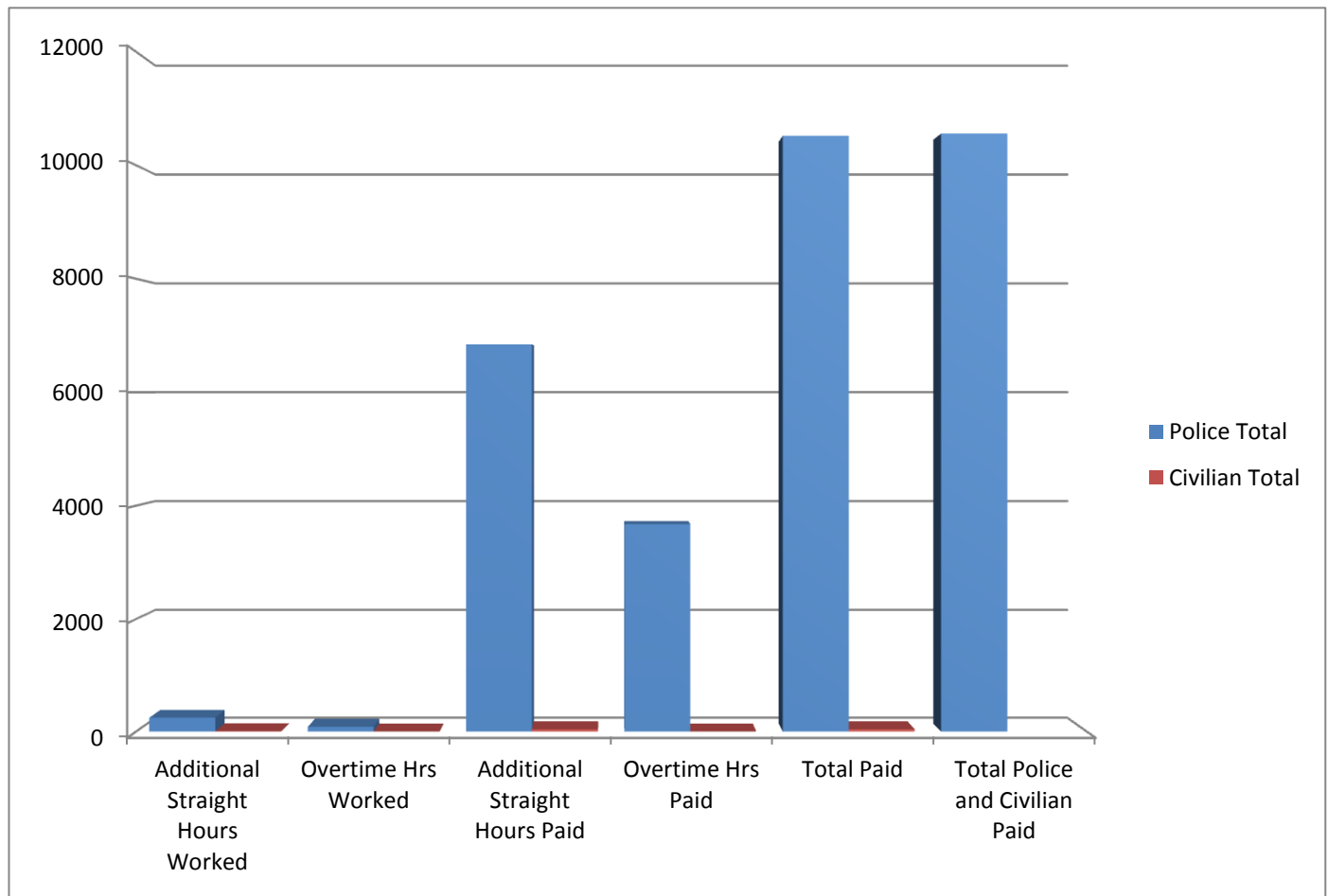
6/3/12-6/30/12

WESTFIELD POLICE DEPARTMENT

June 2012

Monthly Personnel Performance Measures

<u>Monthly Additional Compensation</u>	<u>Police Total</u>	<u>Civilian Total</u>
Additional Straight Hours Worked	245.75	2
Overtime Hrs Worked	84	0
Additional Straight Hours Paid	\$6,844.99	\$40.34
Overtime Hrs Paid	\$3,674.02	\$0.00
Total Paid	\$10,519.01	\$40.34
Total Police and Civilian Paid	\$10,559.35	



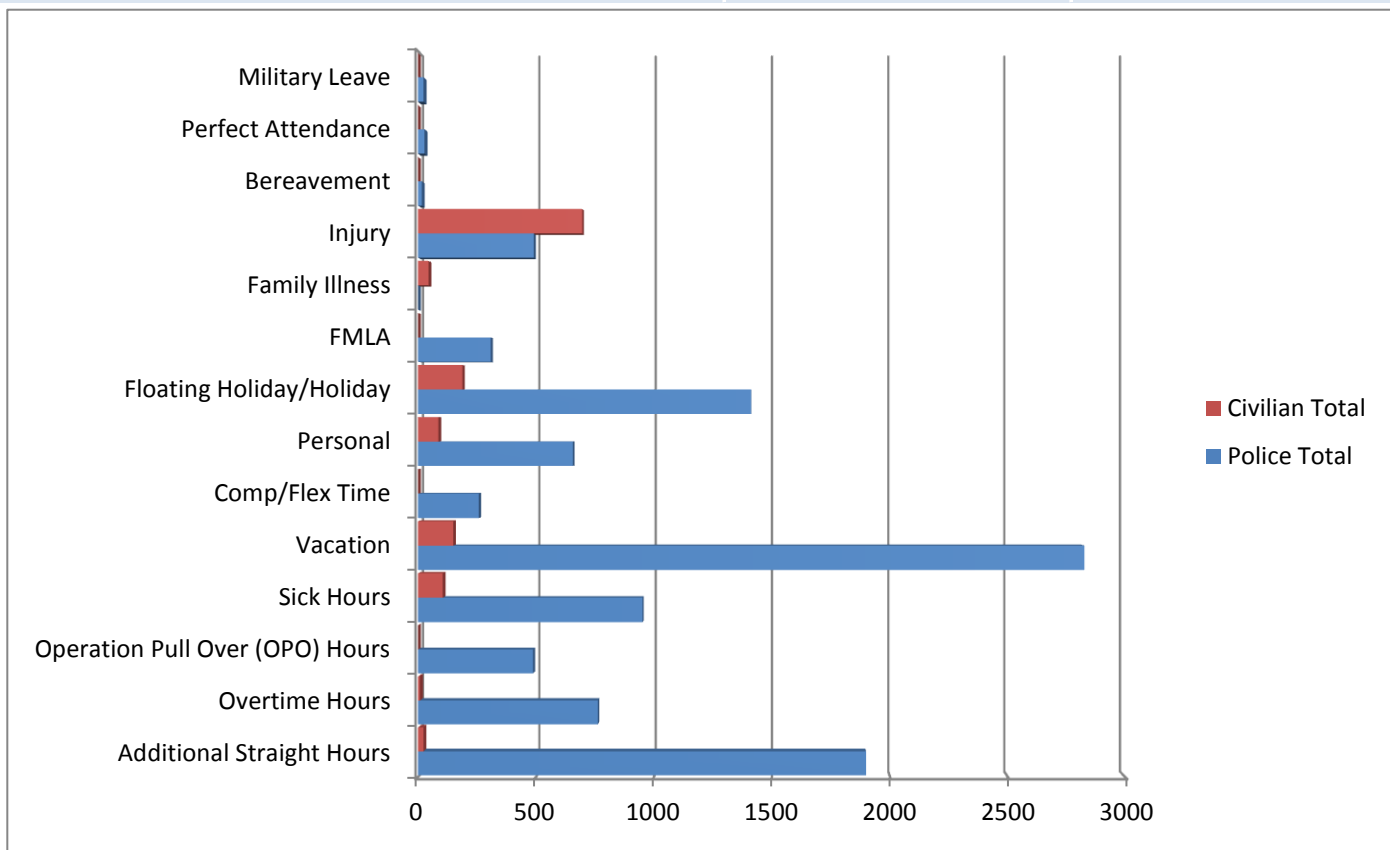
Pay Periods 12-13
Time Frame
6/3/12-6/30/12

WESTFIELD POLICE DEPARTMENT

2012 Year-to-Date

Monthly Personnel Performance Measures

<u>Personnel Performance Measures</u>	<u>Police Total</u>	<u>Civilian Total</u>
Additional Straight Hours	1898.5	23.75
Overtime Hours	762.25	8.5
Operation Pull Over (OPO) Hours	488	0
Sick Hours	952	105.5
Vacation	2826	150
Comp/Flex Time	257.5	0
Personal	656	86.5
Floating Holiday/Holiday	1411.5	188
FMLA	308	0
Family Illness	0	45
Injury	491	696
Bereavement	16	0
Perfect Attendance	28	0
Military Leave	24	0

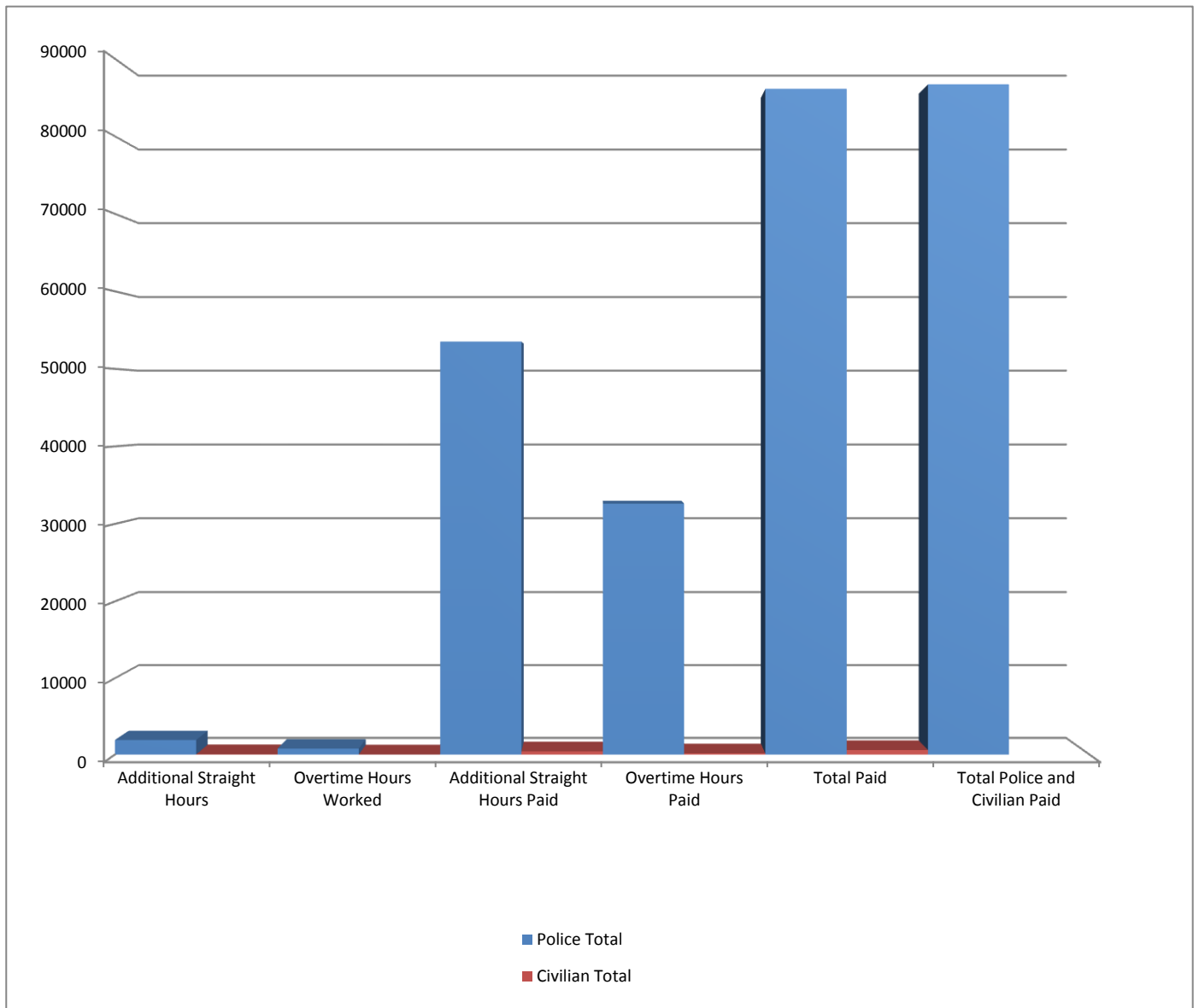


WESTFIELD POLICE DEPARTMENT

2012 Year-to-Date

Monthly Personnel Performance Measures

YTD Additional Compensation	Police Total	Civilian Total
Additional Straight Hours	1898.5	23.75
Overtime Hours Worked	762.25	8.5
Additional Straight Hours Paid	\$53,508.92	\$428.08
Overtime Hours Paid	\$32,616.87	\$155.21
Total Paid	\$86,125.79	\$583.29
Total Police and Civilian Paid	\$86,709.07	

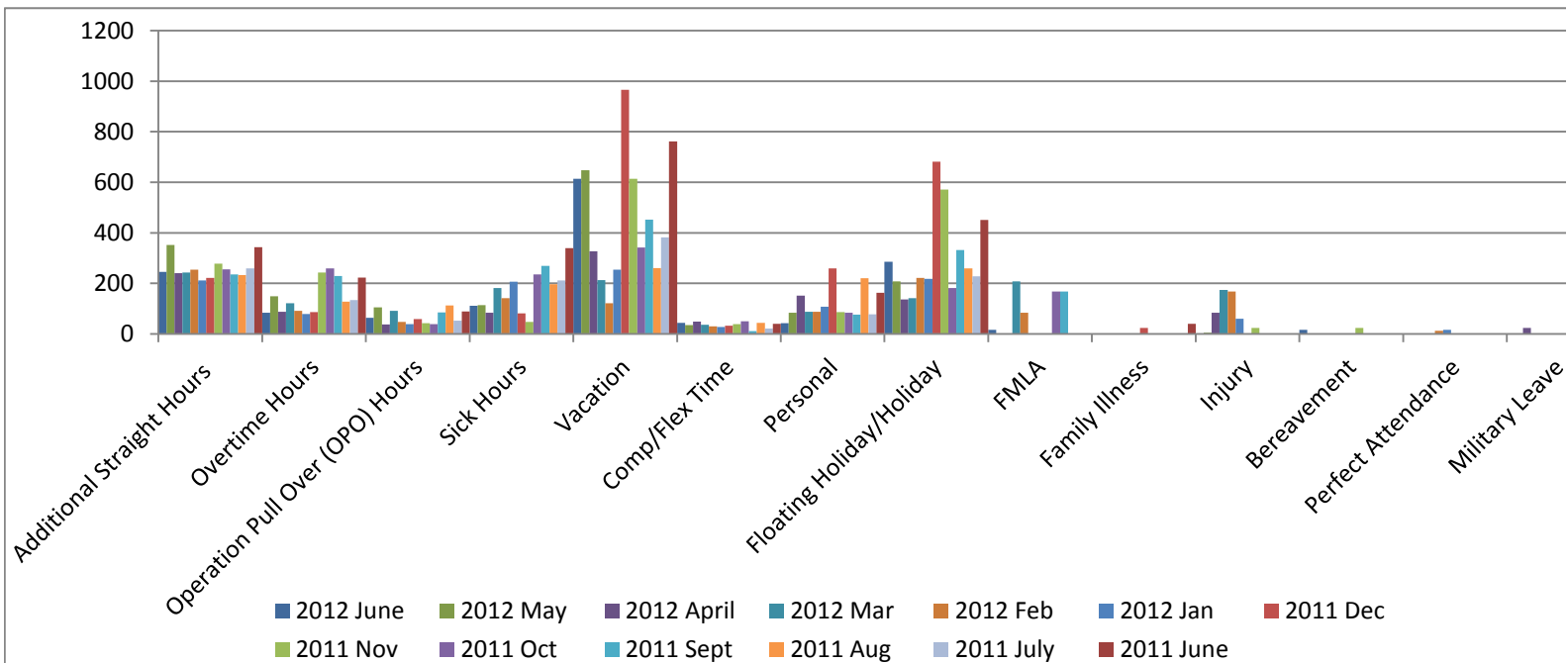


WESTFIELD POLICE DEPARTMENT

Police Monthly Comparison

Monthly Personnel Performance Measures

Personnel Performance Measures	2012 June	2012 May	2012 April	2012 Mar	2012 Feb	2012 Jan	2011 Dec	2011 Nov	2011 Oct	2011 Sept	2011 Aug	2011 July	2011 June
Additional Straight Hours	245.75	351.5	241	243.5	254	211.25	221.25	278.25	255.25	235.75	233.25	259.5	343
Overtime Hours	84	148.5	87.75	121.75	91	79.25	86	242.5	258.75	228.75	127.25	134.5	222.5
Operation Pull Over (OPO) Hours	64.5	105.5	37.5	92	47	39	59	42.5	39	85.5	112.5	53	89
Sick Hours	111	113.75	83.5	182	141	207	81.5	47.5	235.5	269	197	211.75	339.25
Vacation	614	648	327	213	122	254	966	614	342	452	261	382	761
Comp/Flex Time	44	35	49	36.5	30	28	32	38.5	49.5	10.75	43.25	21.5	40
Personal	42	84	151	87.5	87.5	108	259	87	83.75	76	221	77.5	162.5
Floating Holiday/Holiday	285.5	208	136	142	222	218	681	571	182	332	259	228	451
FMLA	16	0	0	208	84	0	0	0	168	168	0	0	0
Family Illness	0	0	0	0	0	0	24	0	0	0	0	0	40
Injury	0	5.5	84	174	168	60	0	24	0	0	0	0	0
Bereavement	16	0	0	0	0	0	0	24	0	0	0	0	0
Perfect Attendance	0	0	0	0	12	16	0	0	0	0	0	0	0
Military Leave	0	0	24	0	0	0	0	0	0	0	0	0	120

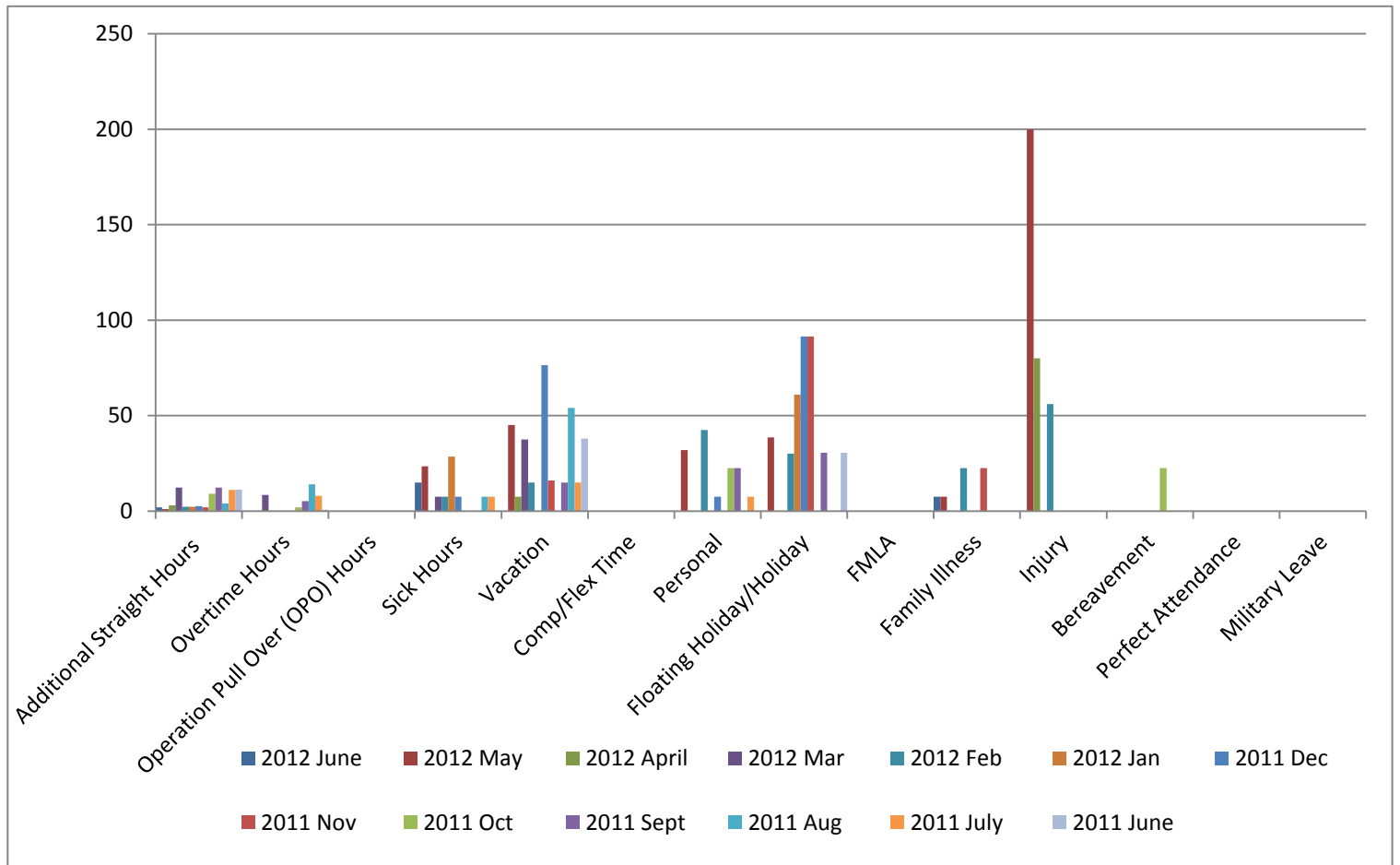


WESTFIELD POLICE DEPARTMENT

Civilian Monthly Comparison

Monthly Personnel Performance Measures

Personnel Performance Measures	2012 June	2012 May	2012 April	2012 Mar	2012 Feb	2012 Jan	2011 Dec	2011 Nov	2011 Oct	2011 Sept	2011 Aug	2011 July	2011 June
Additional Straight Hours	2	1	3	12.25	2.25	2.25	2.5	2	9	12.25	4	11	11.25
Overtime Hours	0	0	0	8.5	0	0	0	0	2	5.25	14	8	0.75
Operation Pull Over (OPO) Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick Hours	15	23.5	0	7.5	7.5	28.5	7.5	0	0	0	7.5	7.5	0
Vacation	0	45	7.5	37.5	15	0	76.5	16	0	15	54	15	38
Comp/Flex Time	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal	0	32	0	0	42.5	0	7.5	0	22.5	22.5	0	7.5	0
Floating Holiday/Holiday	0	38.5	0	0	30	61	91.5	91.5	0	30.5	0	0	30.5
FMLA	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Illness	7.5	7.5	0	0	22.5	0	0	22.5	0	0	0	0	0
Injury	0	200	80	0	56	0	0	0	0	0	0	0	0
Bereavement	0	0	0	0	0	0	0	0	22.5	0	0	0	0
Perfect Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
Military Leave	0	0	0	0	0	0	0	0	0	0	0	0	0



**Westfield Police Department
Community Events
June 2012**

6/14 Washington Township Parks and Recreation 8th Annual Touch-A-Truck – Officer Daniels

6/22/12 Police Department tour – Young boy wanted to see the police department and a police car – Officer Larrison and Lt. Gorrell

6/23 Fishers Freedom Festival – K-9 demo – Officer Kang

6/26 WeCan Meeting – Chief Rush

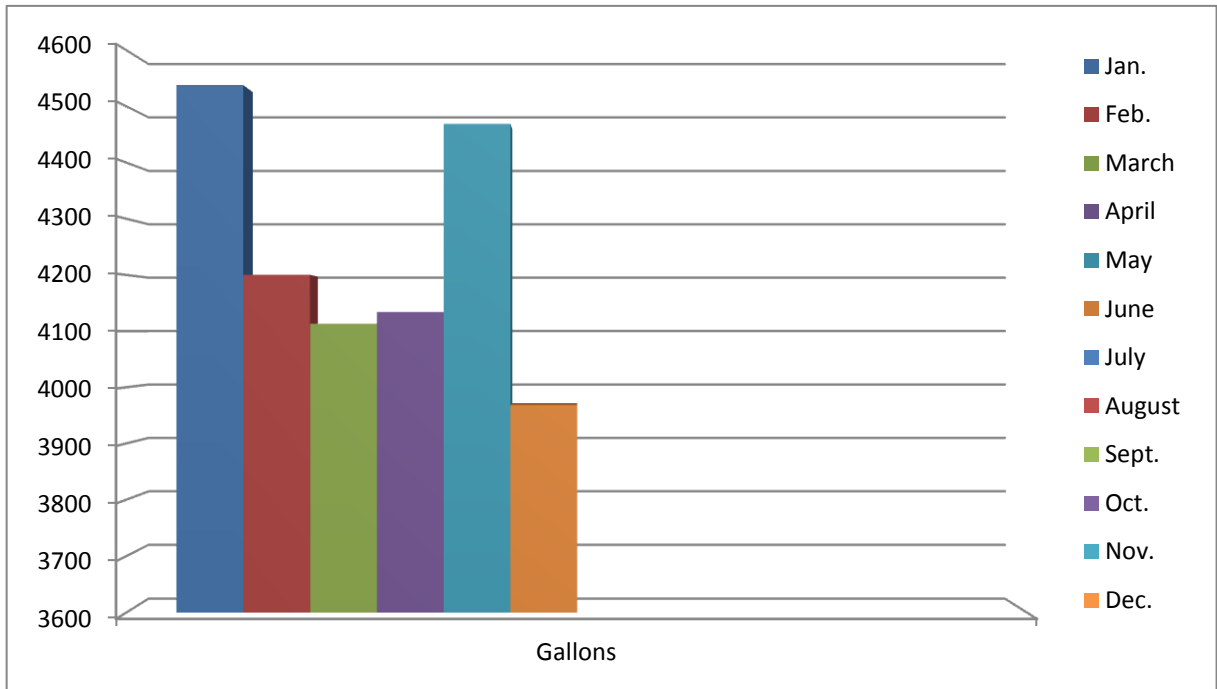
WESTFIELD POLICE DEPARTMENT

Monthly Fuel Purchases

Gallons 2011/2012

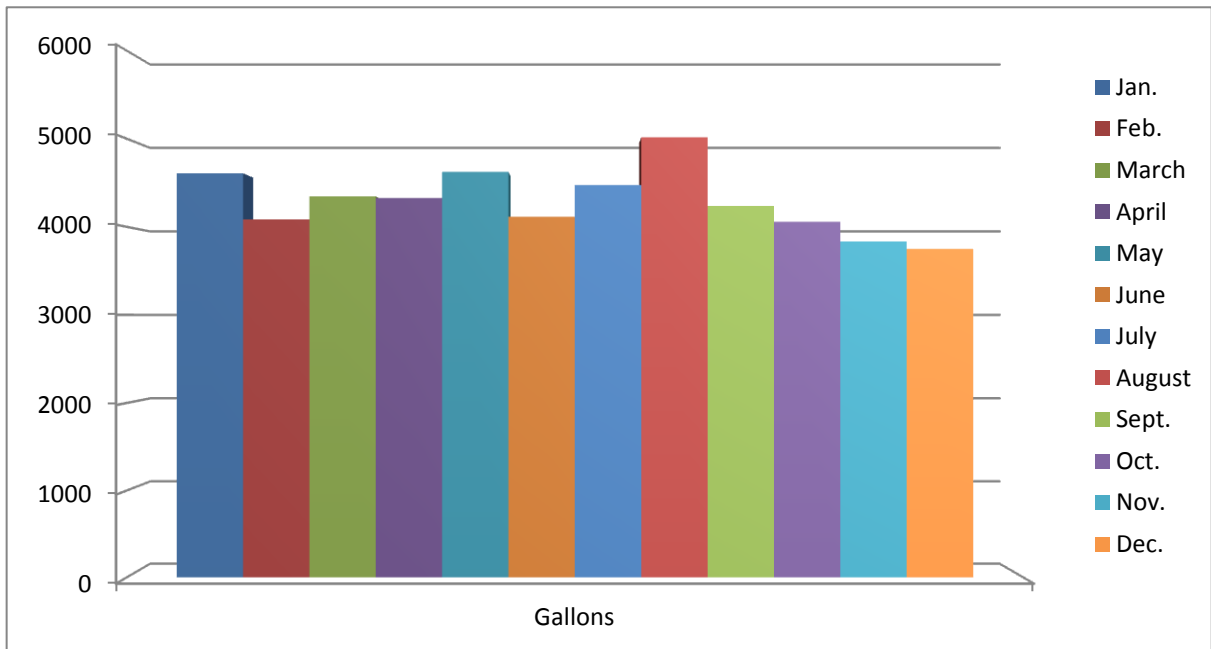
Fuel Purchases 2012

Month	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Gallons	4538	4200	4113	4134	4469	3968						



Fuel Purchases 2011

Month	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Gallons	4608	4083	4347	4326	4624	4113	4473	5016	4238	4056	3834	3750



Monthly Training Summary

June 2012

6/5 Bike Training – Bike Team

6/6 Bike Training – Bike Team

6/7 Monthly K-9 Training – Officers Kang and Swiatkowski

6/9 Crossfit Strongman Trainer Course – Sgt. Carter

6/11-15 Prevention and Response to Suicide Bombing Incidents – Officer Hopkins

6/14 Monthly ESU – Sgt. Siara, Officers Todd and Harrell

6/14-16 Lifesavers Conference – Sgt. Vickroy

6/18-22 Traffic RADAR/LIDAR Instructor Course – Officer Grimes

6/25 ARAS 360 – Officer Wheeler and Mitchell

6/27 Motorcycle Crash Investigation – Officers Wheeler and Mitchell

6/30-7/1 Glock Shooting Competition – Officer Kang



Board of Works

Andy Cook
John Hart
Mark Heirbrandt

Clerk Treasurer

Cindy J. Gossard

Memorandum

To: Westfield Board of Public Works & Safety

Date: May 31, 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)

Safety Statistics

(See Attachment 2)

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 June 2012 was Scott Shepard and Ren Waiter.

Please join me in congratulating Scott Shepard and Ren Waiter on this significant achievement.

Public Works Department

(317) 804-3150 office
(317) 804-3181 fax

2728 East 171st Street
Westfield, IN 46074
westfield.in.gov

ATTACHMENT #1

Yearly Permit Fees-2012											
Type of Fees	January	February	March	April	May	June	July	August	September	October	November
Encroachment Permits	\$ 225.00	\$ 400.00	\$ 3,150.00	\$ 3,250.00	\$ 2,100.00	\$ 4,100.00					
Sewer Availability Fees	\$ -	\$ -	\$ 3,150.00	\$ 3,500.00	\$ 3,500.00	\$ 21,941.64					
Sewer Tap Fees	\$ 6,000.00	\$ 24,000.00	\$ 30,312.00	\$ 33,600.00	\$ 43,200.00	\$ 40,380.00					
Subsequent Sewer Connection	\$ 1,620.91	\$ 3,636.00	\$ 2,988.00	\$ 2,988.00	\$ 3,405.00	\$ 3,107.00					
Water Availability Fees	\$ 5,683.08	\$ -	\$ 1,681.80	\$ 3,482.00	\$ 1,600.00	\$ 9,484.28					
Water-3/4" Tap Fees	\$ 3,000.00	\$ 11,500.00	\$ 18,695.00	\$ 19,470.00	\$ 20,500.00	\$ 21,325.00					
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,544.24					
Levee Irrigation Fees	\$ 120.00	\$ 1,080.00	\$ 3,290.00	\$ 4,750.00	\$ 6,250.00	\$ 6,870.00					
Road Impact Fees	\$ 7,200.00	\$ 21,600.00	\$ 23,400.00	\$ 43,200.00	\$ 39,600.00	\$ 67,480.00					
Plan Review Fees	\$ 1,325.00	\$ 3,165.00	\$ 3,180.00	\$ 1,475.00	\$ 4,390.00	\$ -					
Inspection Fees	\$ 5,631.50	\$ 5,198.50	\$ 1,535.50	\$ 5,268.00	\$ 3,607.50	\$ 888.00					
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Erosion Control Appl. Fees	\$ 500.00	\$ 2,600.00	\$ 3,800.00	\$ 2,900.00	\$ 3,800.00	\$ 3,800.00					
Erosion Control Penalty Fees	\$ 500.00	\$ 100.00	\$ 400.00	\$ 3,000.00	\$ 800.00	\$ 1,050.00					
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ 600.00	\$ -	\$ 300.00	\$ 300.00					
Water Permit Fees	\$ -	\$ -	\$ 600.00	\$ 300.00	\$ 300.00	\$ 600.00					
Water Service Line Protection	\$ 288.00	\$ 96.00	\$ -	\$ 384.00	\$ 288.00	\$ -					
Totals per Month	\$ 43,886.97	\$ 73,375.50	\$ 100,892.30	\$ 127,537.00	\$ 133,940.50	\$ 183,880.16	\$ -	\$ -	\$ -	\$ -	\$ -

1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 3,775.00	\$ 9,450.00	\$ -
Sewer Availability Fees	\$ 14,783.48	\$ 28,941.64	\$ -
Sewer Tap Fees	\$ 60,312.00	\$ 117,180.00	\$ -
Subsequent Sewer Connection	\$ 7,684.91	\$ 9,470.00	\$ -
Water Availability Fees	\$ 12,064.88	\$ 14,776.28	\$ -
Water-3/4" Tap Fees	\$ 33,395.00	\$ 61,295.00	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ 2,544.24	\$ -
Levee Irrigation Fees	\$ 4,490.00	\$ 17,870.00	\$ -
Road Impact Fees	\$ 52,200.00	\$ 150,290.00	\$ -
Plan Review Fees	\$ 7,670.00	\$ 5,865.00	\$ -
Inspection Fees	\$ 12,265.50	\$ 9,753.50	\$ -
Map Fees	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 6,900.00	\$ 10,600.00	\$ -
Erosion Control Penalty Fees	\$ 1,000.00	\$ 4,850.00	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ 600.00	\$ -
Water Permit Fees	\$ 600.00	\$ 1,200.00	\$ -
Water Service Line Protection	\$ 384.00	\$ 672.00	\$ -
Totals per Quarter	\$ 218,174.77	\$ 446,357.66	\$ -

Type of Fees	June-11
Encroachment Permits	\$ 1,925.00
Sewer Availability Fees	\$ 279,982.50
Sewer Tap Fees	\$ 61,122.00
Subsequent Sewer Connection	\$ 2,049.00
Water Availability Fees	\$ 145,091.00
Water-3/4" Tap Fees	\$ 28,171.50
Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -
Levee Irrigation Fees	\$ 3,489.00
Road Impact Fees	\$ 26,800.00
Plan Review Fees	\$ 2,130.00
Inspection Fees	\$ 499.50
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 3,200.00
Erosion Control Penalty Fees	\$ 1,150.00
Sanitary Sewer Permit Fees	\$ 300.00
Water Permit Fees	\$ 300.00
Water Service Line Protection	\$ 900.00
Total	\$ 555,706.50

Type of Fees	6 months of 2011
Encroachment Permits	\$ 7,900.00
Sewer Availability Fees	\$ 341,632.50
Sewer Tap Fees	\$ 116,822.00
Subsequent Sewer Connection	\$ 15,650.00
Water Availability Fees	\$ 791,811.00
Water-3/4" Tap Fees	\$ 96,

ATTACHMENT #2

WESTFIELD PUBLIC WORKS													
MONTHLY ACCIDENT STATISTICAL REPORT													
FOR JUNE 2012													
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	499	0	0	0	0	0	1	616	0	0	0	\$0.00
CSC	5	734.5	0	0	0	0	0	1	200	0	0	0	\$0.00
Water	5	780.5	0	0	0	0	0	7	5916	0	0	0	\$0.00
Wastewater	4	490	0	0	0	0	0	6	3450	0	0	0	\$0.00
Street-G/M	17	2190	0	0	21	0	0	17	9790	0	0	0	\$0.00
Dev/Con-Eng	7	974.75	0	0	0	0	0	6	2789	0	0	0	\$0.00
Inst & Controls	2	277.75	0	0	0	0	0	1	412	0	0	0	\$0.00
2012	43	5946.5	0	0	21	0	0	39	23173	0	0	0	\$0.00
2011	44	5844.5	0	0	25	0	0	39	22951	0	0	0	0
3/5 Matt Bell was injured while working on a curb, slipped and fell and injured his shoulder. Under Worker's Comp since the accident.													

3/5 Matt Bell was injured while working on a curb, slipped and fell and injured his shoulder. Under Worker's Comp since the accident.

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 151st Street. The alignment and location of this segment has not be determined. Phase 2 will be from 151st 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 VS 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.

Numerous coordination meetings have been held with INDOT and Panhandle Eastern in regards to road and high pressure gas line coordination.

2. Eastside TIF Projects – 161st Street and Carey Road. The design and engineering work on the 161st 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 2013 with construction in early 2014.
3. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project has been awarded to 3D Company out of Muncie. Construction for this project is not scheduled to start until after July 16 of 2012 in order to take advantage of the dry summer conditions and shorten the construction period. The contractor will be substantially completed with the work on or before September 21, 2012.
4. Block Grant. The 2013 Block Grant was submitted and we are awaiting approval from the Noblesville Housing Authority.
5. 2012 Resurfacing and Maintenance Improvement Project. The 2012 Resurfacing and MIP list has been generated and was bid on Monday April 27th, 2012 and will be brought to the Board on May 31st for approval and award. The following is a list of the projects and status:
- **Oak Road - Wedge & Level and Resurfacing (Baumgartner Asphalt)** – The project is approximately 90% complete. The surface is down and the road is open. The only work remaining is the placement of the stone shoulders and clean up.
 - **Carey Road and 169th Street - Passing Blister (Calumet)** – Utilities are still in the process of being moved (with an August 1st completion date)

and the passing blister work will start shortly after that. This project will take approximately 3 weeks. This project should be complete in one week.

- **Gray Road - 2' Widening, Wedge & Level and Resurfacing (Baumgartner Asphalt)** - This project will start shortly. Once Baumgartner finishes up Oak Road they will move over to Gray Road. This project will take approximately one month.
 - **Timberbrook Run Subdivision - Mill and Resurface (Grady Brothers)** - Project is complete.
6. Westfield Farms Concrete Road Repairs. (Karns Inc.) The project is scheduled to start work 7/23/12. They are going to repair approximately 500 s.y.d of concrete pavement. This project will take approximately 3 weeks.
 7. 2012 Road Striping. (Gridlock) Project is scheduled to start this week. The project will take approximately one month to complete.
 8. Sign Replacement Project. (Shambaugh & Sons) Waiting on approval of street blade sign standard, authorization to replace incorrect street blades and warning signs. Project will take approximately two months to complete.
 9. Crack Sealing. (Harding Asphalt) - Approximately 25 tons of sealant was placed on 16 miles of road. With 62 miles of roads left to do, and an average of 1.6 tons of sealant per mile of road, that equals approximately 99 tons of sealant needed to complete all local streets (excludes subdivisions). Harding's unit price was \$3410.00/ton. The approximate cost to finish the roads would be \$337,590.00.
 10. Towne Road Bridge (21095) Replacement over the John Edwards Drain. The Public Works Engineering Division received 3 quotes for engineering the replacement of this bridge. This bridge was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List. Engineering design will begin in late 2012 with proposed construction of this bridge proposed for summer 2013 depending on funding.
 11. 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 & Crider. Phase II of Grand Park will be put out for bid later this month and will be pricing will be received in late August.
 12. 186th 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. This project has been awarded and the Contractor, Crider and Crider has begun construction. Mass earth grading and road subbase has been completed. The underground storm system is currently being installed.
 13. 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.

14. 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.
15. Horseshoe Well Development. Well 16 is currently under construction with the valve vault, electrical, and instrumental apertures.
16. Oakridge Road and 161st 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 was given to United Consulting Engineers. Survey has been completed and initial engineering has begun. Construction of the RAB is scheduled for the summer of 2013 in coordination with the US 31 project.
17. Springmill Road and 156th 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 156th Street and Springmill Road RAB for funding for construction and construction inspection. This intersection will be designed in late 2012 with construction in 2014.
18. 191st Street and Tomlinson Road Round-A-bout. The Public Works Department has selected USI Consultants to design a future roundabout at the above intersection. Survey and the engineering report analysis has begun. It is targeted for a summer 2013 construction.
19. Spring Mill Road (146th Street to SR32) and 161st 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 Consulting for the expanded Spring Mill Road and 161st 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 held a kick off meeting in February to finalize the contract and scope to begin the evaluation of these roads. The study is currently underway with a targeted completion date of January 2013.
20. 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. HNTB was retained to develop relocation plans for all the sanitary & water relocations.

21. 2012 CMAQ Applications. The Public Works Department completed and submitted applications for the 2012 CMAQ call for projects. CMAQ stands for Congestion Mitigation and Air Quality and is focused on transportation improvements designed to improve air quality and mitigate congestion. Roundabouts are a perfect application for this federally funded program. Three (3) intersections were applied. 161st Street & S. Union Street, 156th Street & Oakridge Road, and 169th Street & Springmill Road. Determination will be made in October/November.
22. 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 th St.	\$846,000 (federal)/\$211,500(local)
1173079	SR 32 to 191 st St.	\$1,096,667 (federal)/\$274,167(local)
1173193	191 st to 216 th	\$1,000,000 (federal)/\$250,000 (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 and DLZ has initially been selected. Project limits are north of SR32 to the Monon Trails Elementary School. Any additional funds will take the trail further north until funds are depleted.

Maintenance Bond Release

- Twin Oaks Sec 1D (Water)

Westport Homes & Timberstone Development recently sold all platted lots & all of the undeveloped land for the Twin Oaks project to Ryland Homes. Ryland is now the developer. Ryland has issued new bonds to replace all bonds posted with Noblesville & the one maintenance bond posted with Westfield for the Sec 1D water system maintenance.

The Westfield Public Works Department recommends that the Board of Public Works and Safety approve the release of this Maintenance Bond.

Maintenance Bond Acceptance:

The Westfield Public Works Development and Construction Division has reviewed the new three-year maintenance bond provided by Ryland Homes replacing the bonds by Westport Homes and recommended acceptance by the board.

- Twin Oaks Sec 1D (Water)

Action Item #6- Grand Junction & Regional Detention Engineering & Permitting

The Westfield Public Works Department (WPWD) is recommending the Board of Public Works and Safety consider approving a contract for services to complete permitting for regional detention and construction of Grand Junction to 50% engineering which is necessary for permitting of Grand Junction Park.

Bernardin, Lochmueller and Associates, Inc. (BLA) currently has a contract to design regional detention for downtown Westfield and the planned Grand Junction Park. WPWD has worked to develop a regional detention concept that is acceptable to all the federal and state regulating agencies. The current contract with BLA does not include permitting or engineering for Grand Junction.

BLA has proposed a contract of \$222,996.00 to complete the work described above. WPWD has worked with BLA to make sure we are only contracting for what is needed at this time to complete permitting process.

Therefore, it is the recommendation of the Public Works Department for the Board to propose a motion to approve the Contract for Professional Services BLA in the amount of \$222,996.00 and authorize the Director of the Public Works Department to execute the agreement.

2012 Additional Vehicle Disposal Request

Vehicle Disposal Request

2007 Ford Explorer #9242	\$10,300
Total additional disposal amount:	\$10,300

2012 Additional Vehicle Purchase Request

Funding Plan

Current trade balance from 2012 disposed vehicles	<u>\$40,500</u>
Current cash balance from 2012 disposed vehicles	<u>\$29,300</u>
Anticipated additional cash and trade credit from 2012 disposed vehicles	<u>\$57,400</u>
Total cash and trade balance:	\$127,200

Approximate amounts

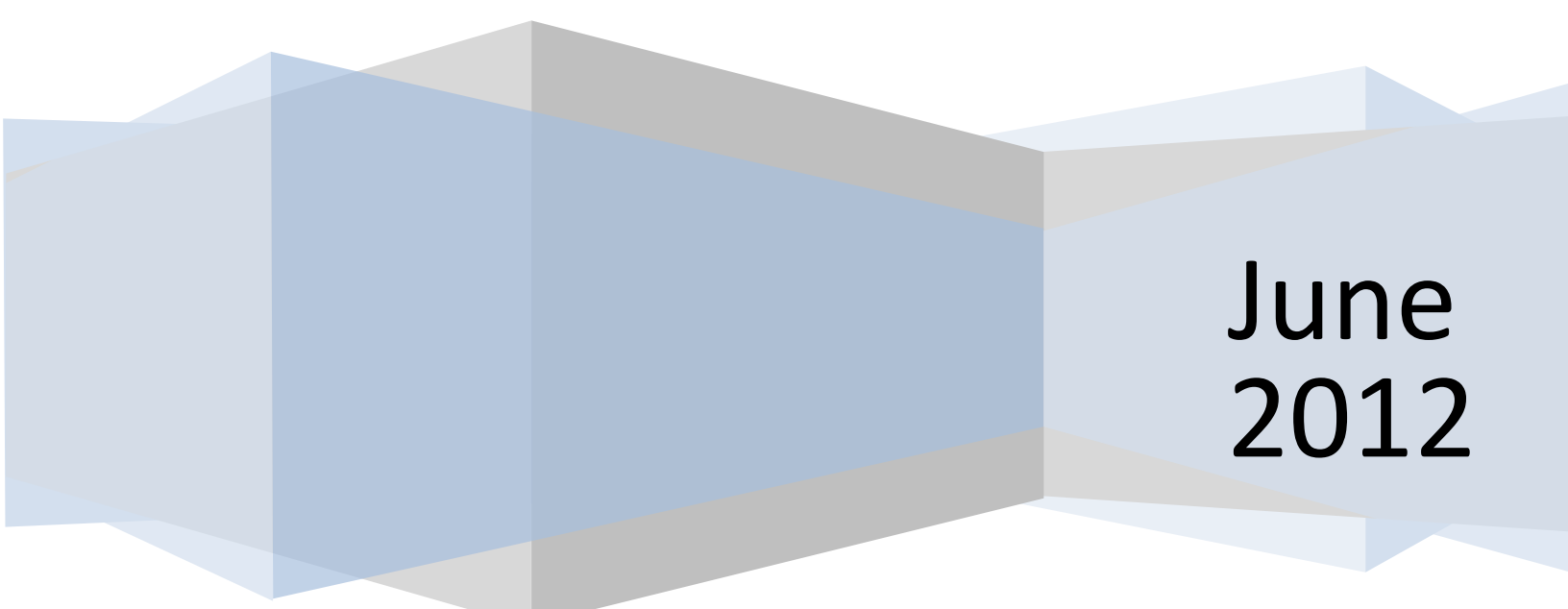
Vehicle Purchase Request

1 2012 Dodge Charger	\$23,385
2 2012 Chevy Pursuit Tahoe 2WD	\$25,224
3 2012 Chevy Pursuit Tahoe 2WD	\$25,224
4 2012 Chevy Pursuit Tahoe 2WD	<u>\$25,224</u>
Total Purchase Estimate:	\$99,057

Informatics

Monthly Operating Letter

City of Westfield



**June
2012**

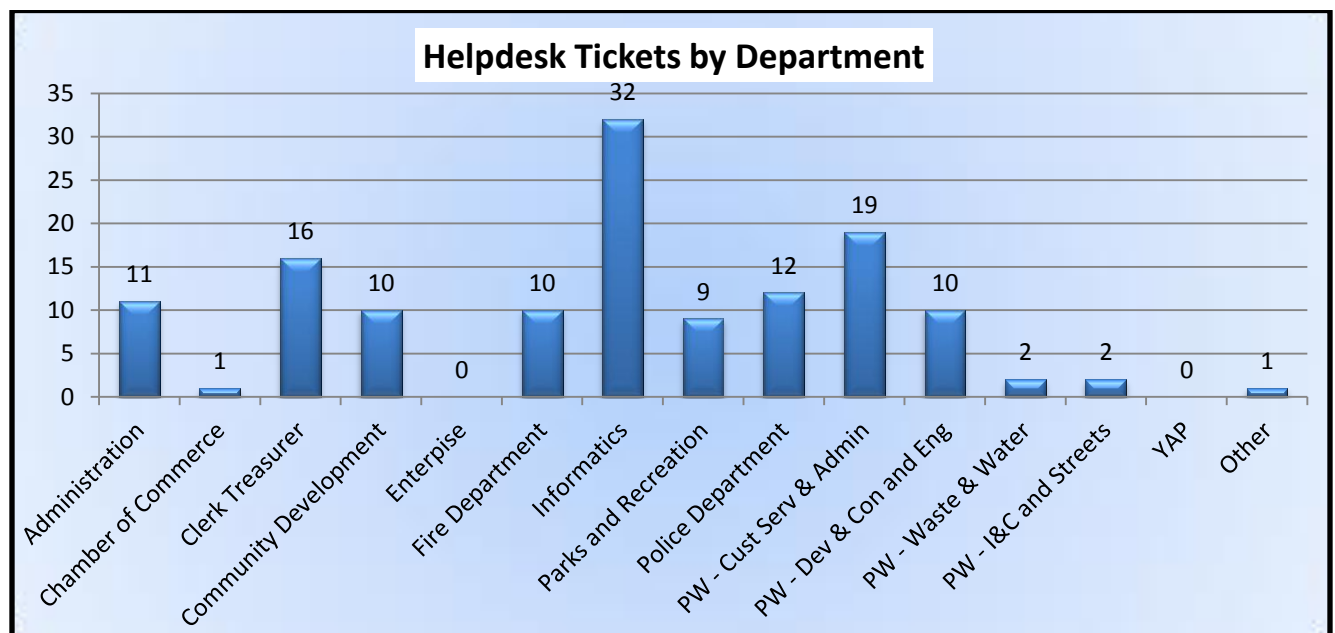
HIGHLIGHTS:

- Distribution of monthly Informatics Bulletin
- New multimedia system for the Mayor's conference room purchased
- Processing new cell phone upgrades for Police and Fire departments
- Started the process of implementing new Firewall at our Light Bound location

Technical Services

Helpdesk

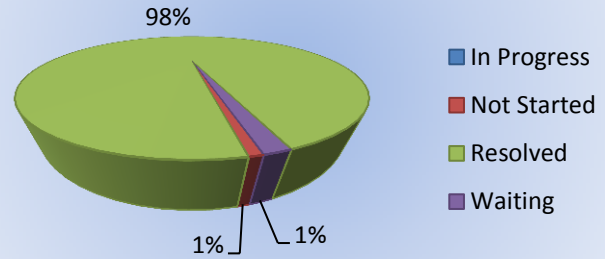
- End of the month Helpdesk:
 - Ticket Carryover: 1 of 3 work orders Resolved
 - 134 tickets created in June
 - Resolved: 132
 - In Progress: 0
 - Not Started: 1
 - Waiting on Manufacturer/Supplier/Requestor: 2
 - Invalid/Duplicate: 0



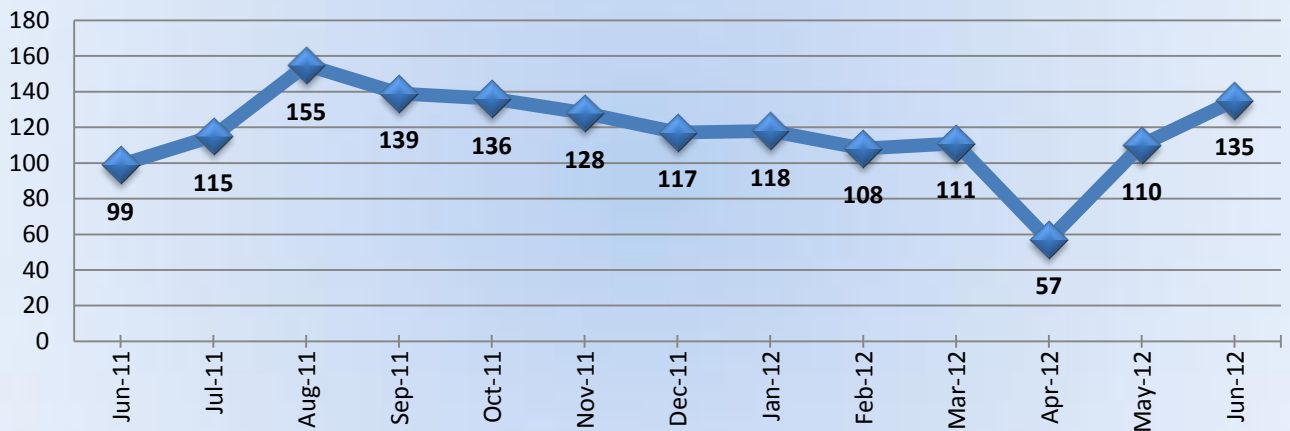
Top Helpdesk Users

- | | |
|-------------------|--------------------|
| 1. Leane Kmetz | 6. Jennifer Miller |
| 2. Kurt Wanninger | 7. Pat Leuteritz |
| 3. Neil VanTrees | 8. Samuel Rivard |
| 4. Sarah Reed | 9. Alisa Kam |
| 5. Melody Jones | 10. Anne Cotham |

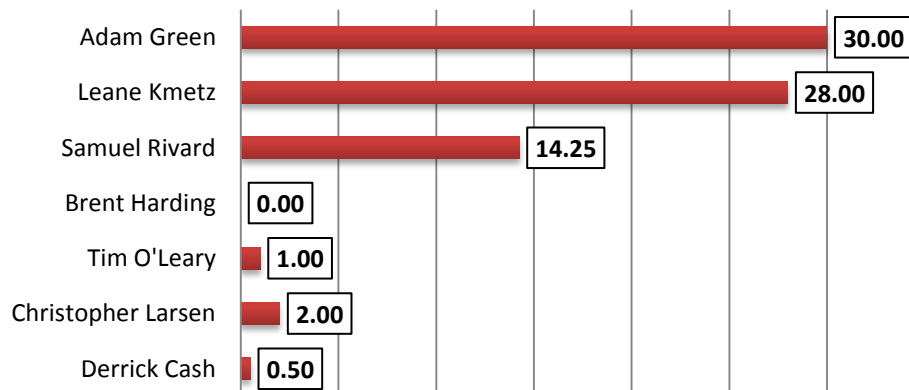
Feb Helpdesk Status



Open Ticket Totals Over a Year



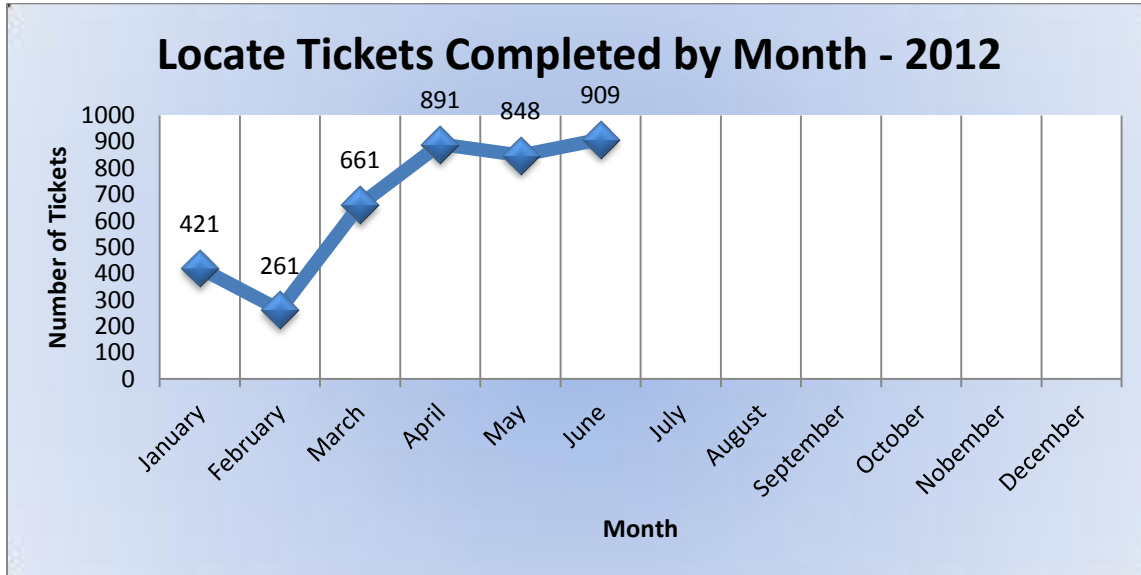
Hours on HelpDesk Tickets



Field and GIS Services

- **Field Services**

- o Tim located 909 tickets and processed 65 GPS Points



Highlights

Volunteerism: 4 hours of volunteer work completed.

- Leane spent 2 hours with Cassandra has a YAP mentor
- Christopher attended a board meeting for Creating Mobility

Training: 12 hours of training completed.

- Leane also was taking 6340 GIS Customization classes