



CITY OF WESTFIELD, IN
Board of Public Works Meeting Agenda_03_29_2012

Thursday, March 29, 2012 at 03:00 PM

BOARD OR COMMISSION: Board of Public Works and Safety

MEETING DATE: Thursday, March 29, 2012 at 03:00 PM

MEETING PLACE: Westfield Public Works- Large Conference Room

AGENDA ITEMS

Meeting Minutes Consideration for Approval

Action Item #1: Minutes- March 1, 2012

Documents: [Minutes- 3/1/12](#)

Presentations

Utility Rate Adjustment Update

Documents: [Utility Rate Adjustment Update](#)

Road Impact Fee Zone Improvement Plan and Ordinance Update
(PowerPoint will be presented at the time of the meeting)

Ordinances and/or Resolutions: None

Quote Approval

Action Item #2: Generator Maintenance Contract Quote Approval

Documents: [Generator Maintenance Contract Quote Approval](#)

Bid Approval: None

Construction Standards & Specifications Changes

Action Item #3: Decorative Street Sign Post Standard

Documents: [Decorative Street Sign Post Standard](#)

Performance and/or Maintenance Bond Release: None

Action Item #4: East Access Road

Documents: [East Access Road](#)

Contracts/Leases: None

Agreements and/or Memorandum of Understanding (MOU): None

Consent Agenda: None

Department Reports

Fire Dept.

Documents: [WFD Report](#)

Informatics

Documents: [WID Report](#)

Parks and Recreation

Documents: [WPRD Report](#)

Police Dept.

Documents: [WPD Report](#)

Public Works Dept.

Documents: [WPWD Report](#)



P.O. Box 1700
Noblesville, IN 46061

March 12, 2012

Town of Westfield
Public Works Department
2706 E. 171st Street
Westfield, In 46074
Attn: Mr. Neil Van Trees

Dear Mr. Van Trees:

I am sending this letter to you along with our revised Vectren Actual Cost Summary.

The actual cost to relocate the 4" plastic main in the access road behind Marsh and Wal-Mart between Greyhound Pass and 151st Street came out considerably higher than we originally expected. As a result we reviewed the project and charges and have revised the reimbursable amount to reflect these changes.

Please disregard the original reimbursement amount. The revised total due to Vectren is \$46,113.89. While this is still higher than the original estimate we feel that it accurately reflects the reimbursable costs for this project. Also, please remember that the original estimate was a preliminary estimate and subject to change based on actual construction conditions and costs. Listed below are the primary factors that contributed to the increased cost.

Factors contributing to this higher cost were;

- 1) Delayed start of the project until the dead of winter due to right of way/easement issues with property owners increased the construction cost due to deeply frozen conditions.
- 2) Extra depth to stay clear of storm structures and water lines to proposed fire hydrants that were to be installed later.
- 3) Exposing existing utilities (as required by law and more than we knew) so we had the vac rig/slurry truck on site more than anticipated.
- 4) Backfill material to fill all those locates, which turned into trenches due to all the utilities in the area.

If you have any questions or feel like we still need to meet let me know.

Sincerely,


Joanie Clark
317-776-5532

VECTREN ACTUAL COST SUMMARY

PROJECT LOCATION:			
East Access Rd. between Greyhound Pass & 151st Street			
OSA	Noblesville	DATE:	3.12.12
PROJECT SUMMARIZED BY:		JOANIE CLARK	
PHONE:		317-776-5532	
MAXIMO PROJECT NUMBER:		4699714	
POWER PLANT PROJECT NUMBER:		10583002061218	
PROJECT TASK NUMBER:		001	
PROJECT OWNER:		Town of Westfield	
PROJECT CONTACT:		Neil VanTrees	
PHONE:		896-5570	
OWNERS PROJECT NUMBER:			
DES# OR ID NUMBER:			
MATERIAL:			
ITEM ID NUMBER	ITEM DESCRIPTION	QUANTITY	COST
300370	Anode, 17#	1	\$84.83
600325	Anode, 3#	2	\$37.54
151900	Box, Valve	1	\$62.02
220741	Cap, 2" plastic	3	\$4.22
220902	Cap, 4" plastic	5	\$46.37
228620	Clamp, 2" support	1	\$13.73
228660	Clamp, 4" support	5	\$71.38
229341	Coupling, 4" e fuse	3	\$134.72
221861	Ell, 4" plastic (90)	4	\$56.73
084000	Pipe, 4" plastic	1601	\$4,269.52
607410	Posts, Marker	2	\$50.67
179510	Tape, Warning	1	\$72.12
225575	Tee, punch 4" x 1"	2	\$126.09
142650	Valve, 4" plastic	1	\$245.30
179795	Wire, Tracer #10	2	\$560.45
171270	Splice Kit	1	\$5.27
606820	Foam	2	\$151.68
179800	Wire, Tracer #12	1	\$355.57
TOTAL MATERIAL COSTS			\$6,348.23

VECTREN ACTUAL COST SUMMARY

VECTREN LABOR:		
ITEM DESCRIPTION	QUANTITY	COST
VECTREN EMPLOYEES	1.00	\$1,105.32
MISC		
MISC		
MISC		
TOTAL VECTREN LABOR COSTS		\$1,105.32
VECTREN TRANS:		
ITEM DESCRIPTION	QUANTITY	COST
VECTREN TRUCKS	1.00	\$337.04
TOTAL VECTREN TRANSPORTATION COSTS		\$337.04
PRIMARY CONTRACT LABOR		
ITEM DESCRIPTION	QUANTITY	COST
MILLER PIPELINE	1.00	\$34,136.65
TOTAL PRIMARY CONTRACT LABOR COSTS		\$34,136.65

VECTREN ACTUAL COST SUMMARY

MISC COST:		
ITEM DESCRIPTION	QUANTITY	COST
SCHNEIDER -STAKING	1.00	\$2,000.07
BLOOD HOUND	1.00	\$933.37
BEAVER-BACKFILL MAT	1.00	\$1,302.87
LANDFILL	1.00	
TOTAL MISC. COSTS		\$4,236.32
SUMMARY OF ALL CHARGES:		
TOTAL CHARGES		
TOTAL MATERIAL COST		\$6,348.23
TOTAL VECTREN LABOR COST		\$1,105.32
TOTAL VECTREN TRANSPORTATION COST		\$337.04
TOTAL PRIMARY CONTRACTOR COST		\$34,136.65
TOTAL MISC. COST		\$4,236.32
TOTAL PROJECT ESTIMATE		\$46,163.55
Credits		
Non Reimb. Items		\$0.00
D I Credit		\$49.66
Revenue Credit		\$0.00
Lump Sum		\$0.00
Percentage	0%	\$0.00
AMOUNT DUE VECTREN		\$46,113.89

THE WESTFIELD BOARD OF PUBLIC WORKS AND SAFETY March 1, 2012

The Westfield Board of Public Works and Safety met in regular session Thursday March 1, 2012 at the Westfield City Service Center. Members present were Mark Heirbrandt and Jack Hart. Also present were Deputy Clerk-Treasurer Teresa Skelton and Attorney Brian Zaiger from Krieg DeVault, LLC. Mark Heirbrandt called the meeting to order at 12:10 P.M.

Meeting Minutes Consideration for Approval:

Action Item #1: February 1, 2012

Jack Hart made the motion to approve the February 1, 2012 Board of Public Works minutes as presented. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

Presentations:

Utility Rate Adjustment Update

Ordinances and Resolutions:

Action Item #2: Ordinance 12-01: Water Rate Adjustment

Action Item #3: Ordinance 12-02: Wastewater Rate Adjustment

Director of Public Works Department Kurt Wanninger gave an update of the Utility Rate Adjustment. He also updated the Board on Ordinances 12-01 and 12-02 that are being considered at the March 12, 2012 City Council meeting.

Construction Standards & Specifications Changes:

Action Item #4: Decorative Street Sign Post Standards

Kurt Wanninger described the standards and specification changes.

Change Orders:

Action Item #5: Village Park TIF – 151st Street and Carey Road RAB

Action Item #6: Village Park TIF – Western Way and Greyhound Pass

Kurt Wanninger explained that City Engineer Neil VanTrees has been working with Calumet on the necessary changes and would like the Board's approval to move forward.

Jack Hart made the motion to approve the Construction Standards & Specifications changes and the two change order items as submitted. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

Contracts/Leases:

Action Item #7: Duke Energy Power Share Contract

After some discussion Jack Hart made the motion to accept the Duke Energy Power Share Contract as presented. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

Agreements/Memorandum of Understanding (MOU):

Action Item #8: INDOT Water, Wastewater & Fiber Utility Extraordinary Cost Agreements

The Westfield Public Works Department is recommending that the Board authorize the Director into negotiating the agreement.

After some discussion Jack Hart made the motion to authorize the Director of the Public Works to enter into these agreements with the State of Indiana at the appropriate time and to finalize. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

Department Reports:

- Fire – Chief Todd Burtron
- Police – Chief Joel Rush
- Public Works – Kurt Wanninger
- Economic and Community Development – Matt Skelton

Jack Hart made the motion to adjourn. Mark Heirbrandt seconded. Vote: Yes-2; No-0. Motion carried.

With no further business the meeting was adjourned at 12:55 P.M.

Deputy Clerk-Treasurer

Board of Public Works & Safety



**City of Westfield Fire Department
Board of Public Works & Safety Report
February 1st- 29th, 2012**

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

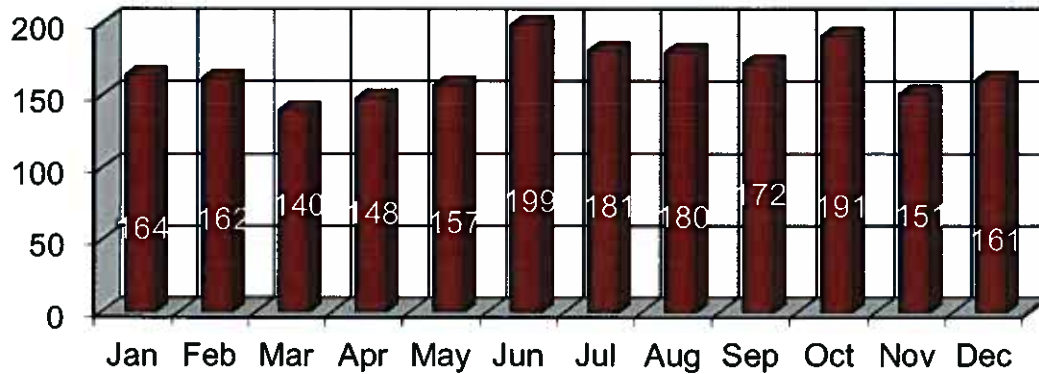


Westfield Fire Department 2012 Incident Statistics By Fire / Medical Groups

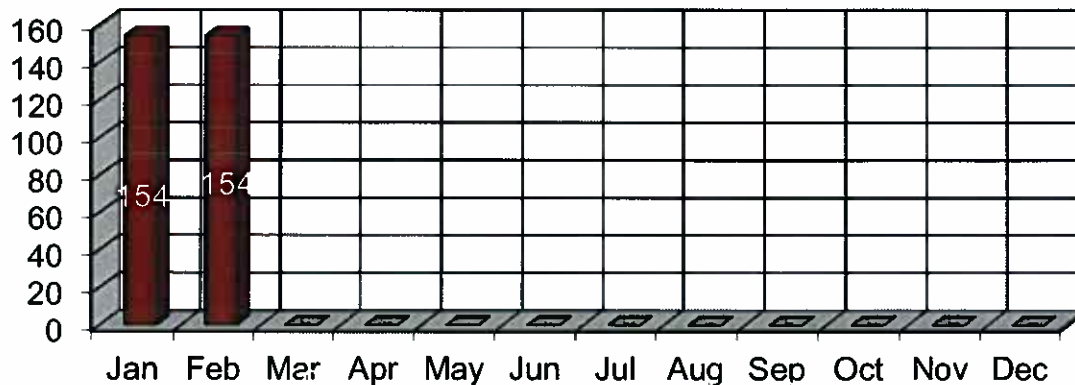


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Total WFD Fire Incidents	34	40											74	24.0%
Total WFD Medical Incidents	120	114											234	76.0%
Total WWFD Incidents	154	154	0	0	0	0	0	0	0	0	0	0	308	100%

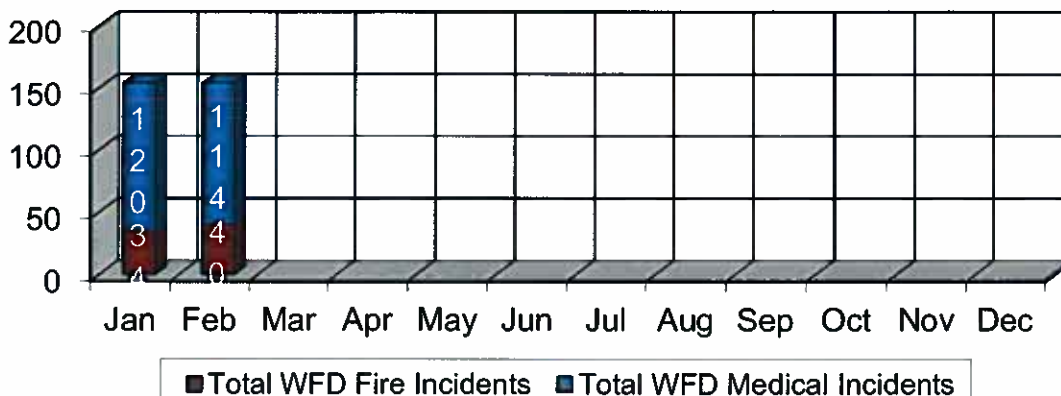
Westfield Fire Department
2011 Total Incidents



Westfield Fire Department
2012 Total Incidents



Westfield Fire Department
2012 Incidents by Fire/Medical



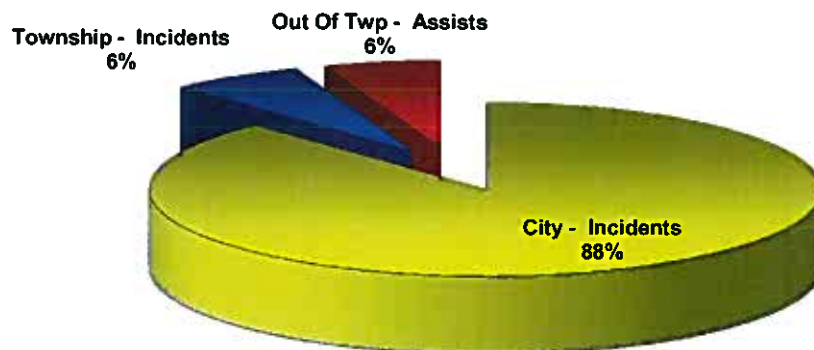


**Westfield Fire Department
2012 Fire/Medical Incidents
By Governmental Area**



<u>2012 Incidents</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
City - Incidents	132	139											271	88.0%
Township - Incidents	14	6											20	6.5%
Out Of Twp - Assists	8	9											17	5.5%

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



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



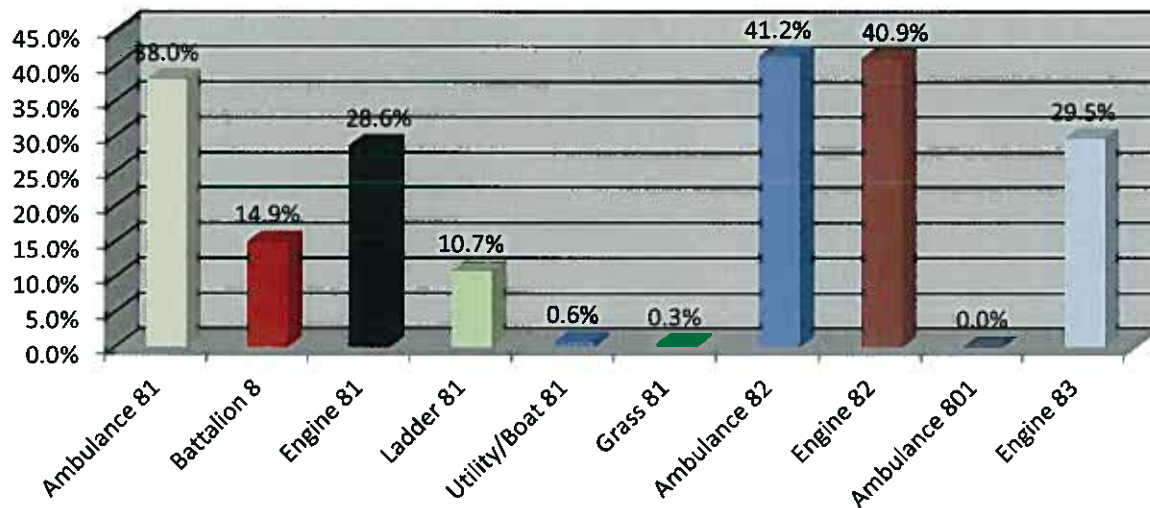
Westfield Fire Department 2012 Total Apparatus Responses By Unit & Station



<u>Station 81 Responses</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
Ambulance 81	62	55											117	38.0%
Battalion 8	23	23											46	14.9%
Engine 81	48	40											88	28.6%
Ladder 81	15	18											33	10.7%
Utility/Boat 81	1	1											2	0.6%
Grass 81	1	-											1	0.3%

<u>Station 82 Responses</u>	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	%
Ambulance 82	63	64											127	41.2%
Engine 82	60	66											126	40.9%
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											91	29.5%

Westfield Fire Department 2012 Total Apparatus Responses

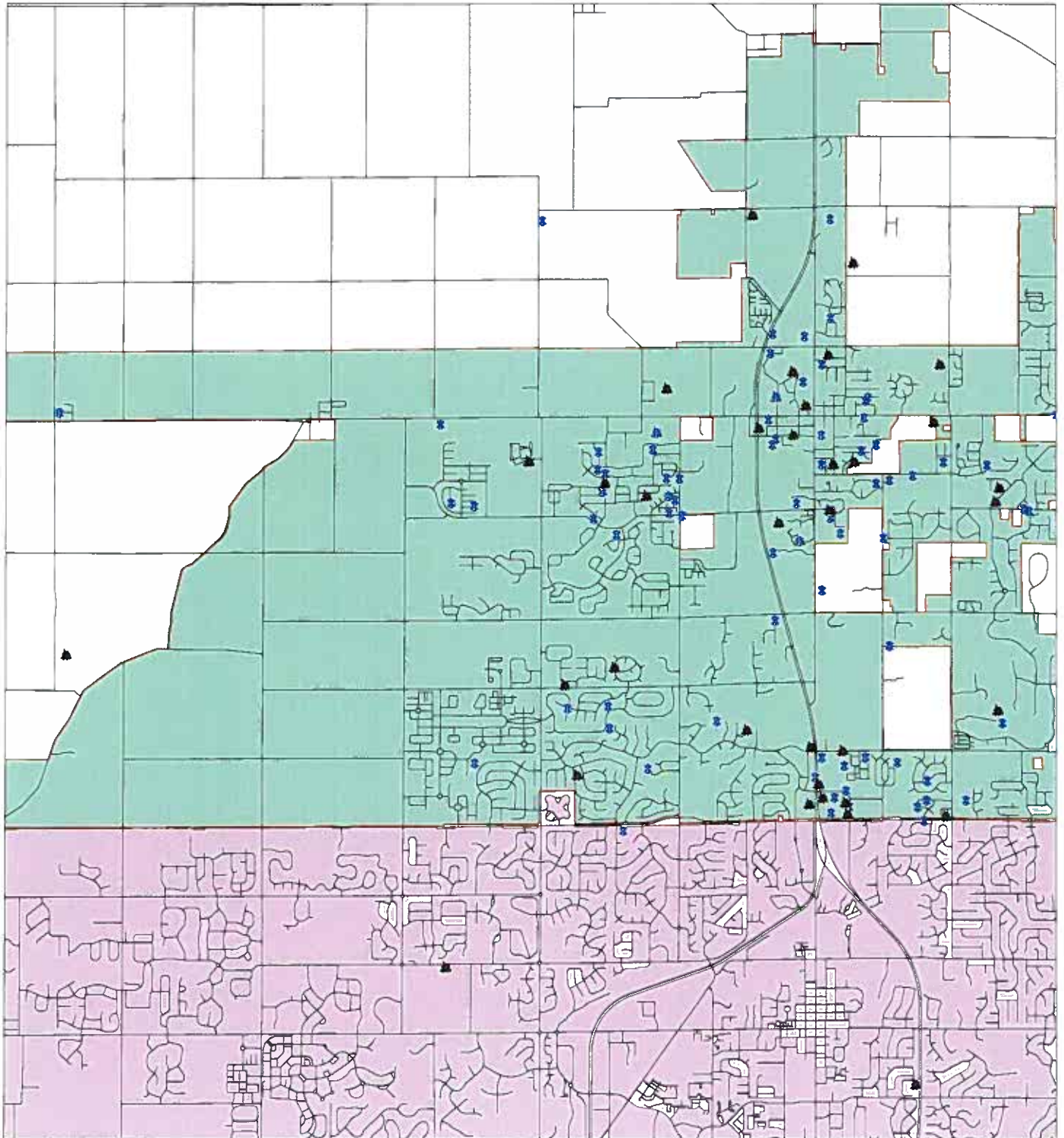


Scale : 1 Inch = 5582 Feet.

Date : 3/2/2012

NOBLESVILLE COMMUNICATIONS DEPARTMENT

Fire and EMS Runs for the Month of February



Westfield Fire Department

Kristen Custom Report

Alarm Date Between {02/01/2012} And {02/29/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.64%	\$32,000	61.53%
113 Cooking fire, confined to container	1	0.64%	\$0	0.00%
131 Passenger vehicle fire	2	1.29%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.64%	\$0	0.00%
	5	3.24%	\$32,000	61.53%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	1	0.64%	\$0	0.00%
311 Medical assist, assist EMS crew	1	0.64%	\$0	0.00%
321 EMS call, excluding vehicle accident with	86	55.84%	\$0	0.00%
322 Motor vehicle accident with injuries	10	6.49%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.64%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	1.29%	\$0	0.00%
	101	65.58%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	0.64%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	0.64%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.64%	\$0	0.00%
444 Power line down	1	0.64%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.64%	\$20,000	38.46%
	5	3.24%	\$20,000	38.46%
5 Service Call				
500 Service Call, other	1	0.64%	\$0	0.00%
510 Person in distress, Other	1	0.64%	\$0	0.00%
511 Lock-out	1	0.64%	\$0	0.00%
522 Water or steam leak	1	0.64%	\$0	0.00%
550 Public service assistance, Other	2	1.29%	\$0	0.00%
551 Assist police or other governmental agency	8	5.19%	\$0	0.00%
553 Public service	1	0.64%	\$0	0.00%
554 Assist invalid	3	1.94%	\$0	0.00%
	18	11.68%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	5	3.24%	\$0	0.00%
622 No Incident found on arrival at dispatch	3	1.94%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.64%	\$0	0.00%
671 HazMat release investigation w/no HazMat	6	3.89%	\$0	0.00%

Westfield Fire Department

Kristen Custom Report

Alarm Date Between {02/01/2012} And {02/29/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	15	9.74%	\$0	0.00%
7 False Alarm & False Call				
714 Central station, malicious false alarm	1	0.64%	\$0	0.00%
733 Smoke detector activation due to	1	0.64%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.64%	\$0	0.00%
743 Smoke detector activation, no fire -	3	1.94%	\$0	0.00%
745 Alarm system activation, no fire -	3	1.94%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.64%	\$0	0.00%
	10	6.49%	\$0	0.00%

Total Incident Count: 154

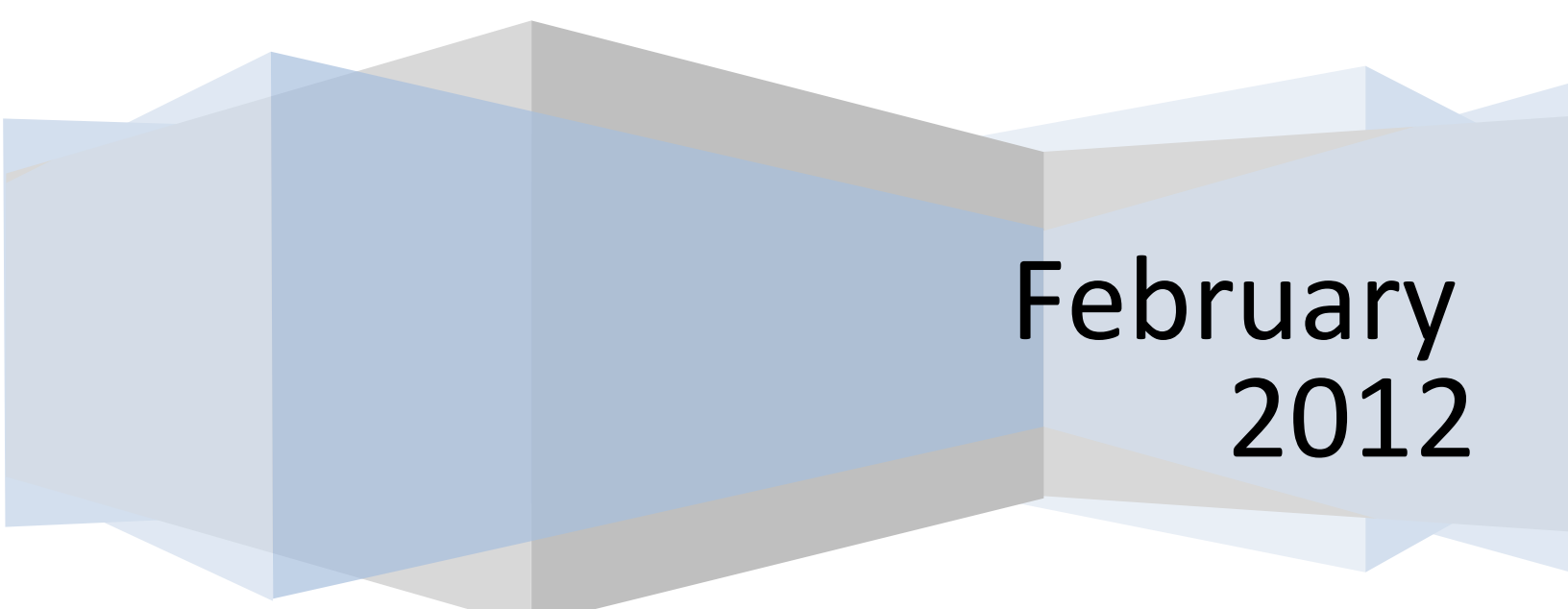
Total Est Loss:

\$52,000

Informatics

Monthly Operating Letter

City of Westfield



**February
2012**

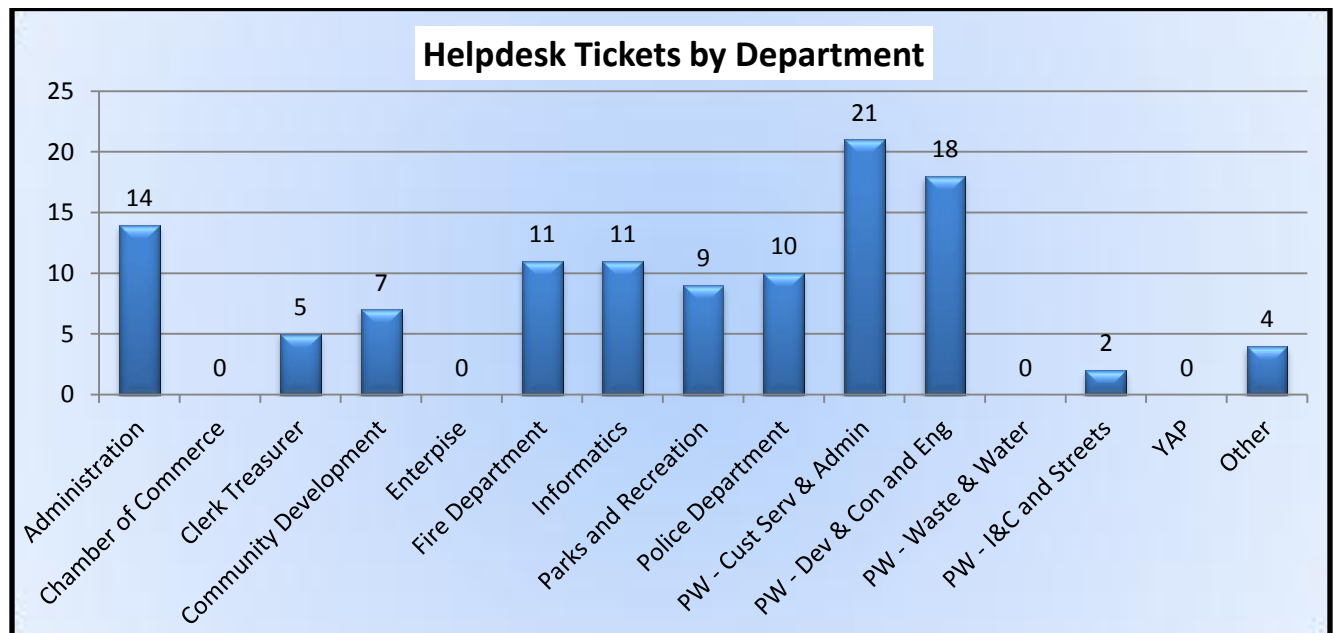
HIGHLIGHTS:

- Distribution of monthly Informatics Bulletin
- Met with vendors to develop a city-wide WiFi plan
- Complete contracts with Comcast to provide internet to the new Training Facility buildings

Technical Services

Helpdesk

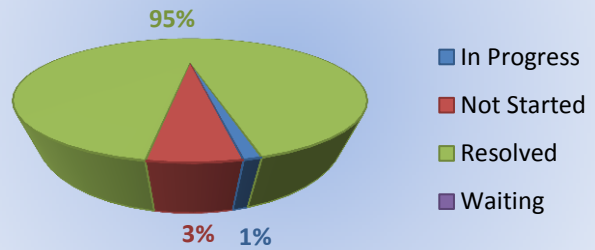
- End of the month Helpdesk:
 - Ticket Carryover: 8 of 9 work orders Resolved
 - 108 tickets created in Feb.
 - Resolved: 106
 - In Progress: 1
 - Not Started: 5
 - Waiting on Manufacturer/Supplier/Requestor: 0
 - Invalid/Duplicate: 0



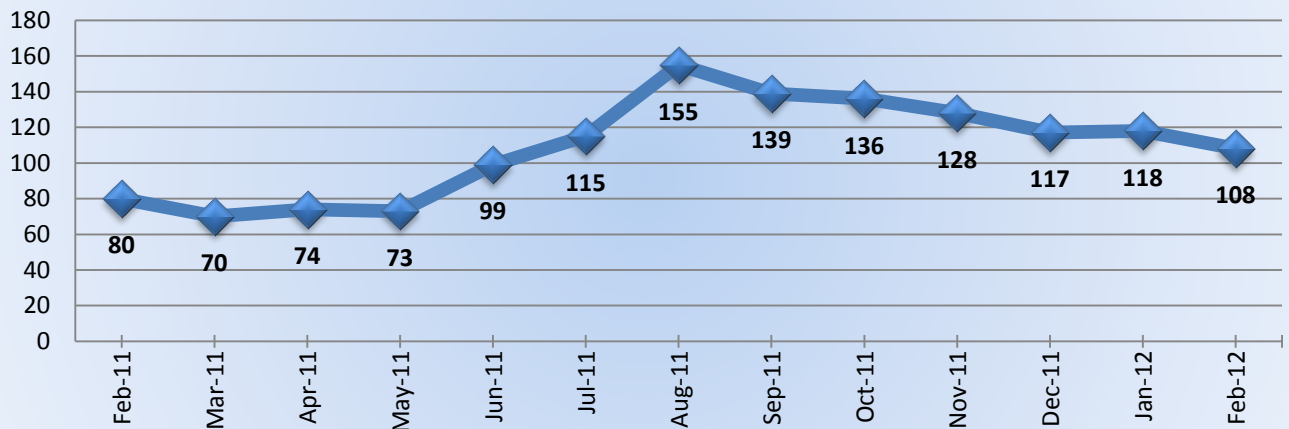
Top Helpdesk Users

- | | |
|-------------------|---------------------|
| 1. Leane Kmetz | 6. Anne Cotham |
| 2. Neil VanTrees | 7. Bob Rushforth |
| 3. Kurt Wanninger | 8. Peg Richardson |
| 4. Alisa Kam | 9. Stephanie Fix |
| 5. Andrew Murray | 10. Jennifer Miller |

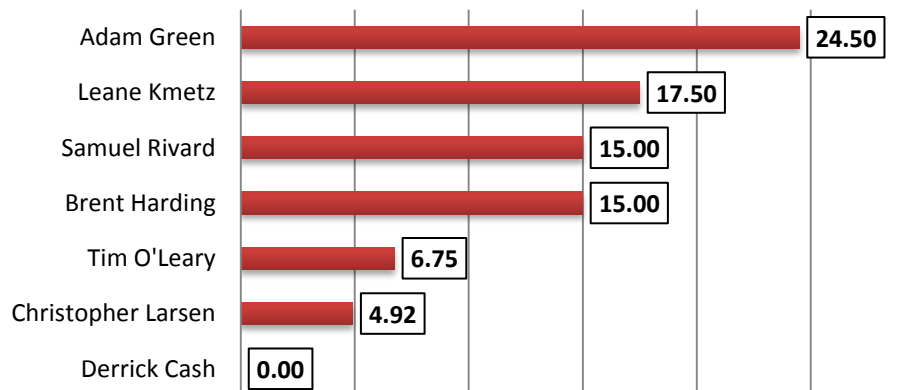
Feb Helpdesk Status



Open Ticket Totals Over a Year



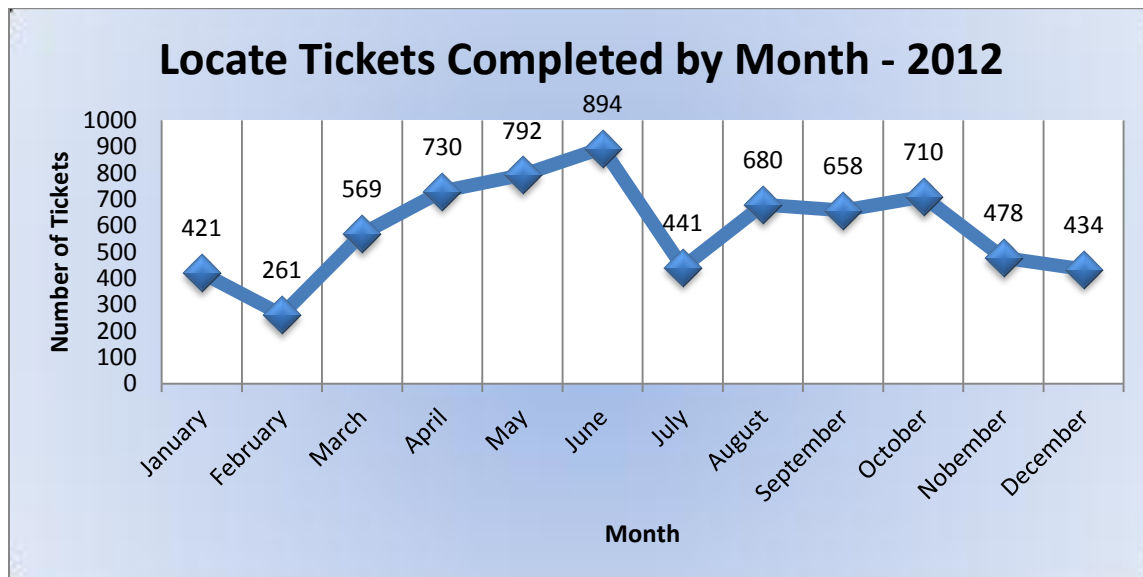
Hours on HelpDesk Tickets



Field and GIS Services

- **Field Services**

- o Tim located 421 tickets and processed 1,640 GPS Points



Volunteerism: 7 hours of volunteer work completed.

- Christopher had a meeting with Creating Mobility Board for 1 hour
- Leane spent 6 hours with Cassandra has a YAP mentor

Training: 51 hours of training completed.

- Leane had PJM training for 3 hours
- Lean had CPR training for 3 hours
- Tim had training at the Polis Center for 47 hours.

Westfield Police Department

Monthly Performance Measures Report



Board of Public Works & Safety

February 2012

Table of Contents

	Page
1. Field Activity Performance Measures	
a) Events by Nature/Calls for Service	1
b) Calls by Day of Week	2
c) Calls by Hour of Day	3
d) Total Calls by Month Chart	4
e) UCR Offenses	5
f) Non-UCR Offenses	6
g) Arrests	7
h) Traffic Accidents	7
i) Traffic Stops Citations & Warnings	7
j) Traffic Stops by Day of Week	8
k) Traffic Stops by Hour of Day	9
l) Traffic Stops by Month Chart	10
m) Administrative Assistant Activity	11
2. Personnel Performance Measures	
a) Monthly Measures	12
b) Monthly Additional Compensation	13
c) YTD Measures	14
d) YTD Additional Compensation	15
e) Police Monthly Measures Comparison Chart	16
f) Civilian Monthly Measures Comparison Chart	17
3. Community Events	
a) February Summary	18
4. Fuel Purchases	
a) Monthly Fuel Purchases	19
5. Training	
a) February Summary	20
6. Performance Awards	
a) Performance Counseling Statements	

WESTFIELD POLICE DEPARTMENT

February 2012

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

Abduction/ Kidnapping	0
Abuse/ Abandonment/Neglect	9
Admin- K-9 Detail	1
Admin- Log Information	0
Admin-Public Relations	0
Admin- Special Detail	1
Admin- Test Calls	0
Admin- Tow Release	6
Admin- Warning Correction	2
Alarm- Bank	7
Alarm- Business	45
Alarm- Residence	37
Animal- Complaints	31
Assault- Battery	7
Assault- Sexual	1
Assist- Fire Incident	7
Assist- Medical Incident	10
Assist- Other Agencies	13
Bomb Found/ Suspicious Pkg	0
Burglary/ Home Invasion	4
Damage/ Vandalism/ Mischief	14
Deceased- All Others	1
Disturbance- Fireworks Cmplt	0
Disturbance- Loud Party	2
Disturbance- Noise Complaint	15
Disturbance- Nuisance	0
Disturbance- Physical (fight)	2
Disturbance- Verbal	3
Domestic Disturbance	10
Drugs- Complaint	9
Fraud- Criminal Deception	2
Fraud- Forgery	9
Fraud- Prescription	2
Harassment/ Stalking/ Threat	17
Indecency / Lewdness	0
Intoxicated- Possible DUI	7
Mental/ Emotional- Behavioral	10
Miscellaneous	3

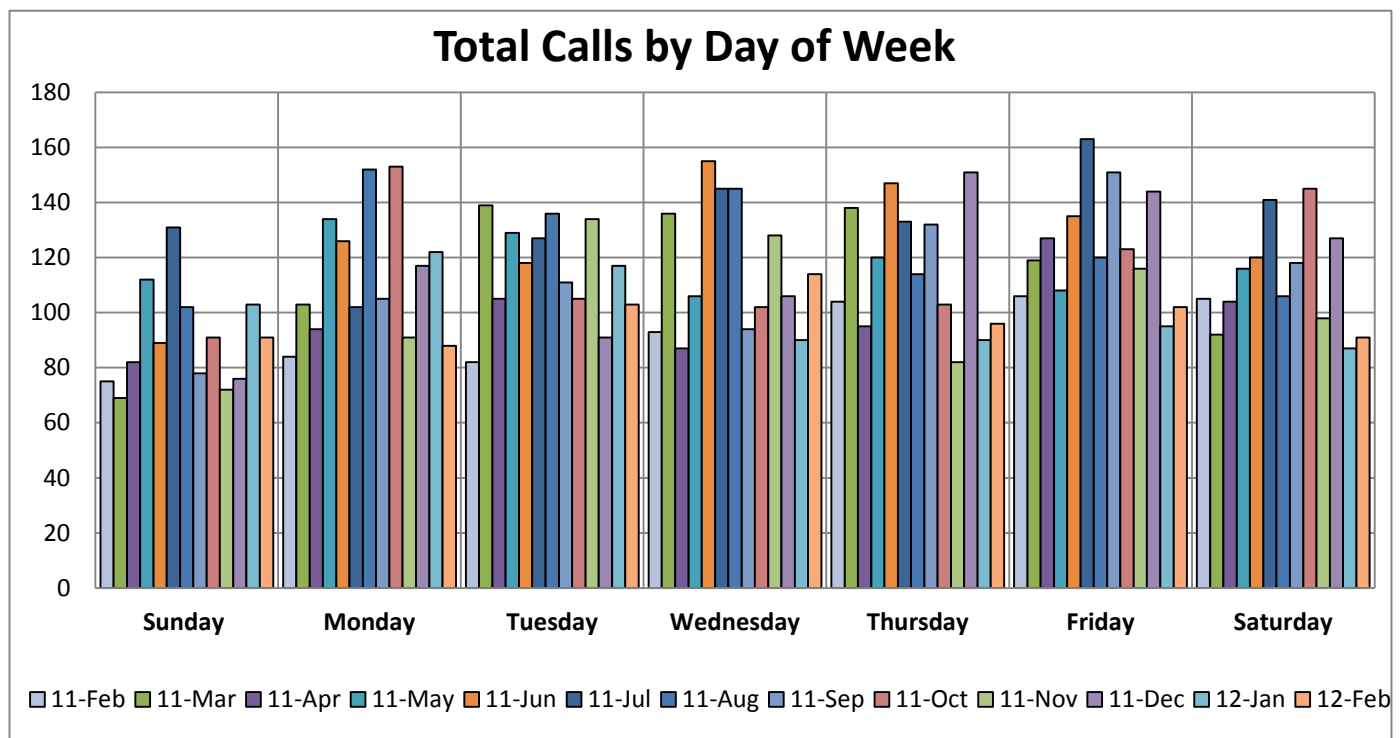
Person-Missing	4
Persons- Runaway	1
Robbery-Carjacking	0
Service Call- 9-1-1 Hang Up	30
Service Call- Damage to Property	6
Service Call- Found Property	6
Service Call- Keep the Peace	41
Service Call- Lost Property	3
Service Call- Notification	1
Service Call- Security Check	8
Service Call- Vehicle Lockout	52
Service Call- Vin Check	17
Service Call- Welfare Check	17
Suicidal- Attempted	3
Suicidal- Persons Threatening	0
Supplemental- Case Follow Up	10
Suspicious- Noises	1
Suspicious- Open Door/ Window	8
Suspicious- Person/Prowler	19
Suspicious- Solicitor	5
Suspicious- Vehicle	12
Theft- From a Vehicle	7
Theft- Of a Vehicle	1
Theft- Others	12
Theft- Shoplifting	8
Trespassing/ Unwanted Person	5
Trfc Complaint- Driving Issues	38
Trfc Complaint- Parking Issues	7
Trfc Hazard- Debris in Road	2
Trfc Hazard- Disabled Vehicle	16
Trfc Hazard- Trfc Signal Out	1
Trfc Violation- Traffic Stop	0
Trnsprtn Acdnt- MV Hit & Run	11
Trnsprtn Acdnt- MV Prop Damg	37
Trnsprtn Acdnt- MV Prsnl Inj	7
Wanted- Warrant Service	3
Weapons- Person	0
Weapons- Shot Fired	1

WESTFIELD POLICE DEPARTMENT

February 2012

Total # of Calls by Day of Week

DAY	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Sunday	75	69	82	112	89	131	102	78	91	72	76	103	91
Monday	84	103	94	134	126	102	152	105	153	91	117	122	88
Tuesday	82	139	105	129	118	127	136	111	105	134	91	117	103
Wednesday	93	136	87	106	155	145	145	94	102	128	106	90	114
Thursday	104	138	95	120	147	133	114	132	103	82	151	90	96
Friday	106	119	127	108	135	163	120	151	123	116	144	95	102
Saturday	105	92	104	116	120	141	106	118	145	98	127	87	91
TOTAL	649	796	694	825	890	942	875	789	822	721	812	704	685



WESTFIELD POLICE DEPARTMENT

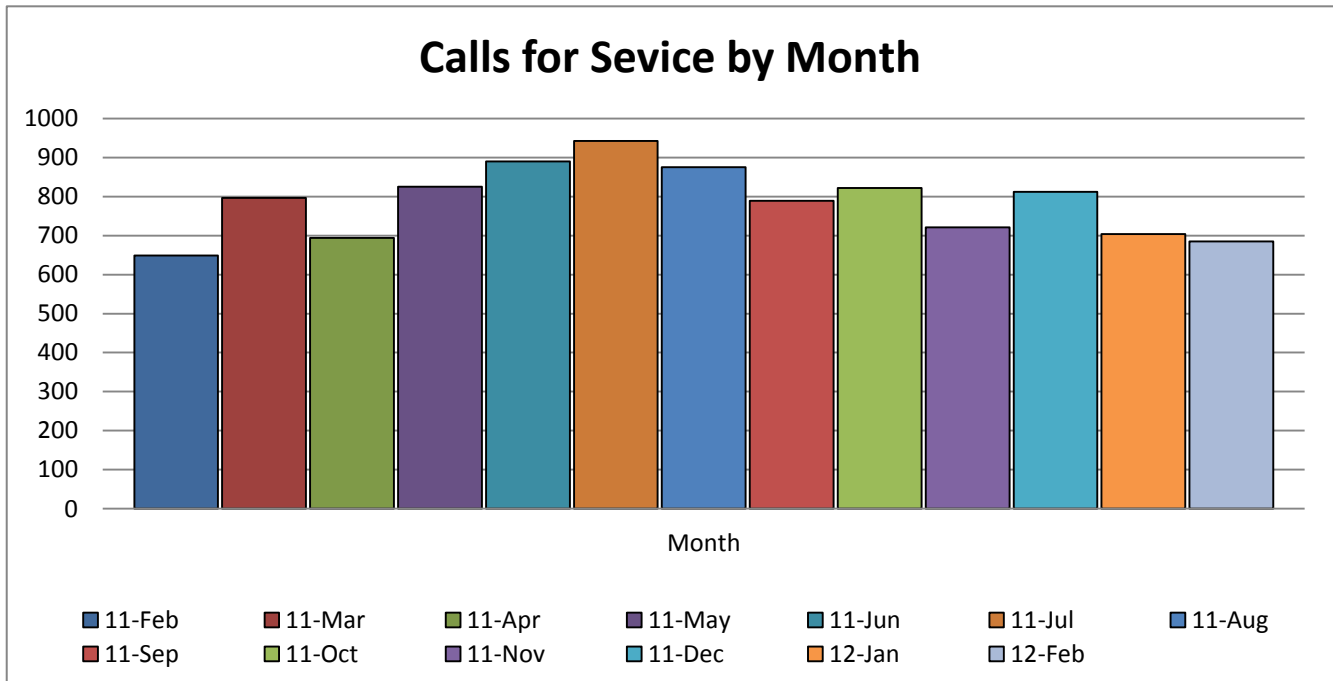
February 2012

Total # of Calls by Hour of Day

HOURL	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
0	17	19	19	17	24	32	23	11	16	22	24	23	14
1	13	22	12	8	15	24	15	7	21	9	16	16	12
2	9	16	11	19	12	16	17	12	9	7	12	12	8
3	11	9	13	8	18	13	13	8	11	6	8	8	15
4	4	12	5	3	8	10	10	2	8	6	7	7	7
5	9	10	10	14	10	11	14	6	11	9	10	6	9
6	14	14	11	13	17	15	14	20	20	17	13	11	9
7	20	26	14	25	20	22	26	21	31	33	18	29	25
8	22	24	24	34	34	41	38	34	34	30	49	27	20
9	36	43	29	41	41	33	47	29	31	36	31	33	33
10	33	48	40	28	52	37	27	61	46	24	48	27	46
11	42	36	26	40	47	64	43	37	41	36	41	44	42
12	41	46	32	54	55	46	42	41	41	42	43	50	43
13	37	45	55	42	47	50	36	50	54	44	55	35	40
14	35	43	50	45	58	68	50	50	53	49	45	49	41
15	49	54	48	52	49	50	59	56	52	51	63	49	56
16	39	52	47	61	54	60	60	54	48	41	51	49	48
17	34	59	50	61	48	67	67	60	65	49	53	38	39
18	37	53	43	63	51	47	54	45	60	46	47	43	38
19	39	41	39	50	42	59	43	53	35	51	41	30	31
20	33	27	37	44	50	45	53	39	47	32	44	36	30
21	32	35	31	45	52	43	41	41	35	35	35	29	29
22	24	34	21	33	44	47	39	21	31	32	32	28	23
23	19	28	27	25	42	42	44	31	22	14	26	25	27
TOTAL	649	796	694	825	890	942	875	789	822	721	812	704	685

WESTFIELD POLICE DEPARTMENT

February 2012

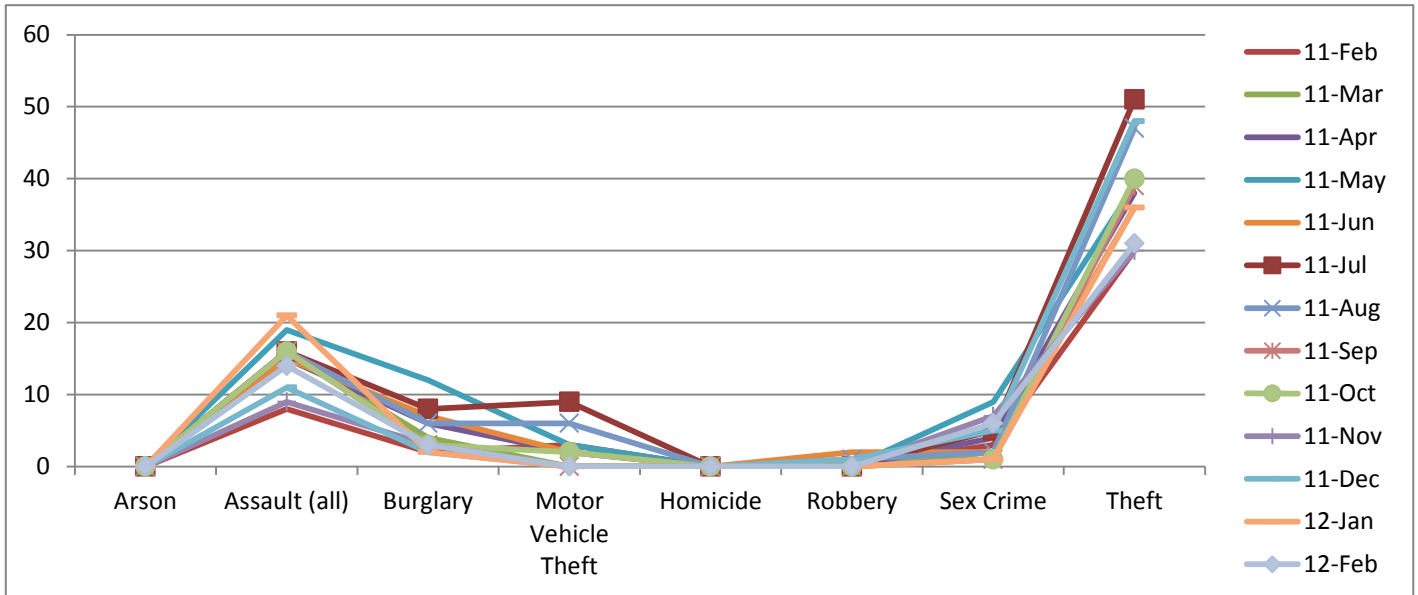


WESTFIELD POLICE DEPARTMENT

February 2012

UCR OFFENSES

OFFENSE	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault (all)	8	16	15	19	15	16	16	16	16	9	11	21	14
Burglary	2	4	6	12	7	8	6	3	3	3	2	2	3
Motor Vehicle Theft	3	0	2	3	2	9	6	0	2	0	0	0	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	2	0	1	0	0	0	1	0	0
Sex Crime	3	2	4	9	2	5	2	1	1	7	5	1	6
Theft	30	39	38	39	36	51	47	39	40	30	48	36	31
TOTAL	46	61	65	82	64	89	78	59	62	49	67	60	54



WESTFIELD POLICE DEPARTMENT

February 2012

NON UCR OFFENSES

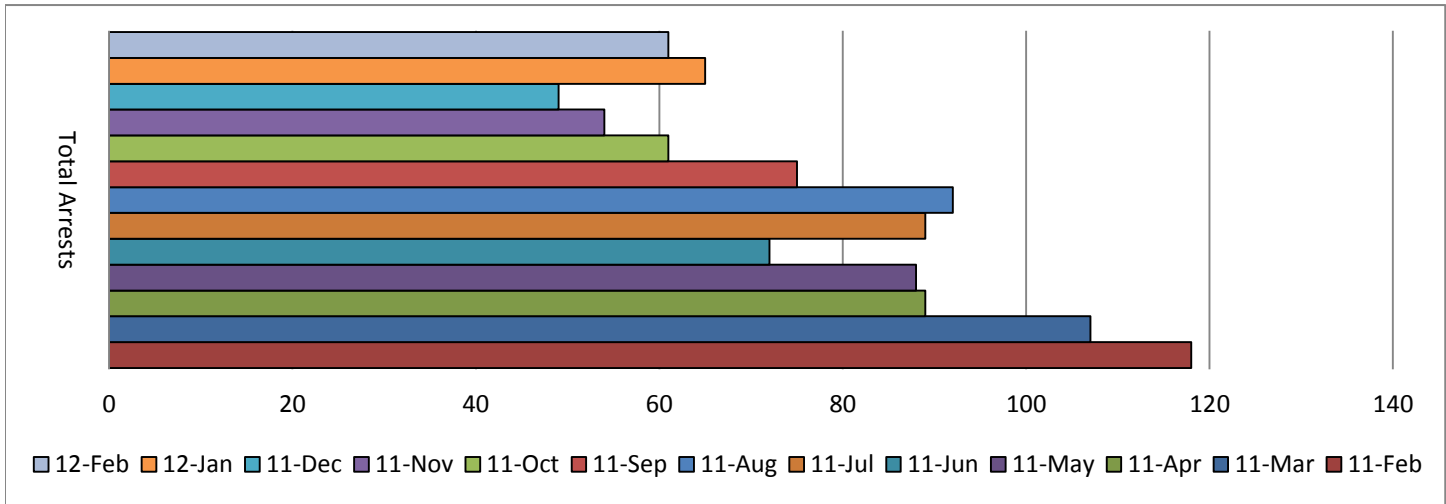
ALARMS	0
ANIMALS/ INCLUDING DOG BITES	2
ASSIST OTHER AGENCY	8
CHECK DECEPTION	0
CHILD ABUSE REPORTED	8
CHILD CUSTODY DISPUTE	1
CHILD NEGLECT REPORTED	7
CIVIL DISPUTE	7
CRIMINAL MISCHIEF	3
CRIMINAL MISCHIEF/VANDALISM	11
CRIMINAL CONFINEMENT	1
DAMAGED PROPERTY	6
DEATHS OTHER THAN HOMICIDE/SUICIDE	1
DISORDERLY CONDUCT	3
DISTURBANCE/ARGUMENTS/FIGHTS	4
DOMESTIC DISTURBANCE	6
DRIVING WHILE SUSPENDED	10
DRUG ABUSE VIOLATIONS	17
FALSE INFORMING OR REPORTING	1
FORGERY/COUNTERFEITING	1
FRAUD	7
FRAUD-CREDIT CARD	4
HARASSMENT	5
HARASSMENT/TELEPHONE	5
INCORRIGIBILITY	4
INTERFERENCE WITH REPORTING A CRIME	0
INVASION OF PRIVACY	0

JUVENILE COMPLAINT	2
LEAVING THE SCENE/HIT AND RUN	8
LIQUOR LAW VIOLATIONS	2
LOSS OF PROPERTY	2
MENTAL PERSON/DEMENTED	3
MISSING PERSON/LOST	1
OPERATING WHILE INTOXICATED	14
OPERATOR NEVER LICENSED	9
POSS MARIJUANA	3
PROPERTY FOUND	4
PUBLIC INTOXICATION	4
RECKLESS DRIVING	1
RESIDENTIAL ENTRY	0
RESISTING LAW ENFORCEMENT	1
RUNAWAY	1
SOLICITING	0
STALKING	0
SUICIDE/ATTEMPTS/THREATS OF	3
SUSPICIOUS INCIDENT/PERSON	13
THREATS/INTIMIDATION	4
TRAFFIC ACCIDENTS	2
TRAFFIC VIOLATIONS	10
TRESPASSING	5
UNLAWFUL ENTRY OF A VEHICLE	0
VIOLATION OF RESTRAINING ORDER	0
WEAPON VIOLATION	0
WELFARE CHECK	6

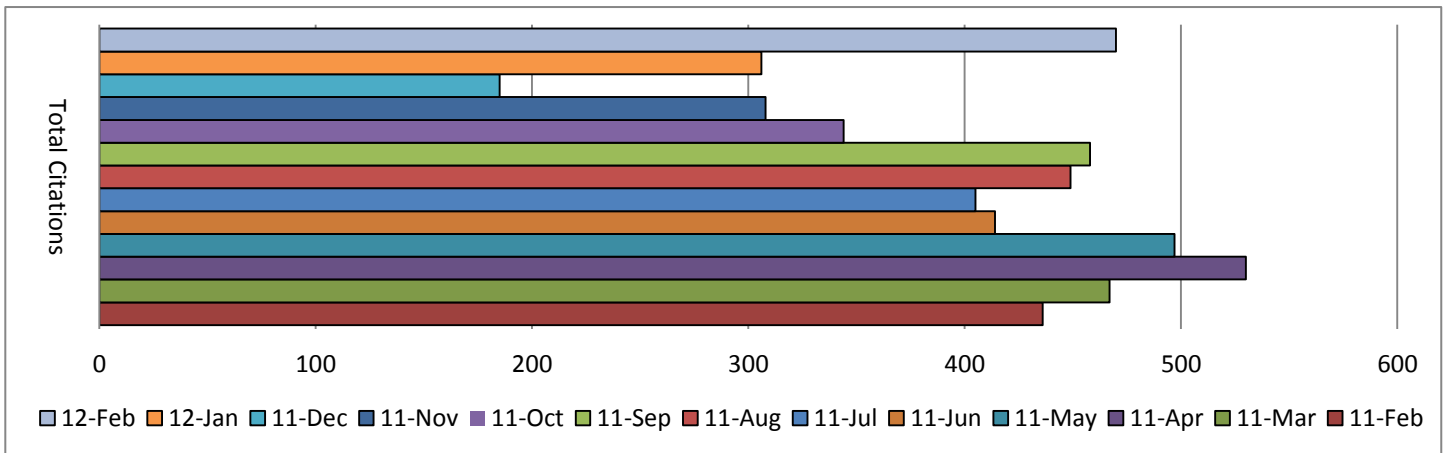
WESTFIELD POLICE DEPARTMENT

February 2012

Arrest Reports Taken	11-Feb	11-Ma	11-Apr	11-Ma	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Alcohol/ Drug Related	40	43	27	37	27	34	47	24	24	21	21	29	29
Felony Charges	22	26	13	26	7	21	31	22	30	9	10	18	26
Misdemeanor Charges	141	132	110	100	90	104	119	88	65	66	67	79	81
Traffic Arrest Charges	101	94	84	66	42	50	783	60	43	49	49	31	51
Total Arrests	118	107	89	88	72	89	92	75	61	54	49	65	61



Traffic	11-Feb	11-Ma	11-Apr	11-Ma	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Total Citations	436	467	530	497	414	405	449	458	344	308	185	306	470
<i>Bike Patrol</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Written Warnings	846	872	830	678	606	664	702	588	585	535	536	743	733
<i>Bike Patrol</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Traffic Accidents	34	43	34	51	63	48	57	43	54	56	53	45	48
<i>Hit and Run</i>	2	4	2	9	8	2	5	3	4	3	3	3	5
<i>Personal Injury</i>	5	6	8	12	15	5	9	11	11	6	4	7	13
<i>*Fatality</i>	0	0	0	0	0	0	0	1	0	1	0	0	0
<i>Property Damage</i>	29	33	24	30	40	41	43	28	39	46	46	35	30

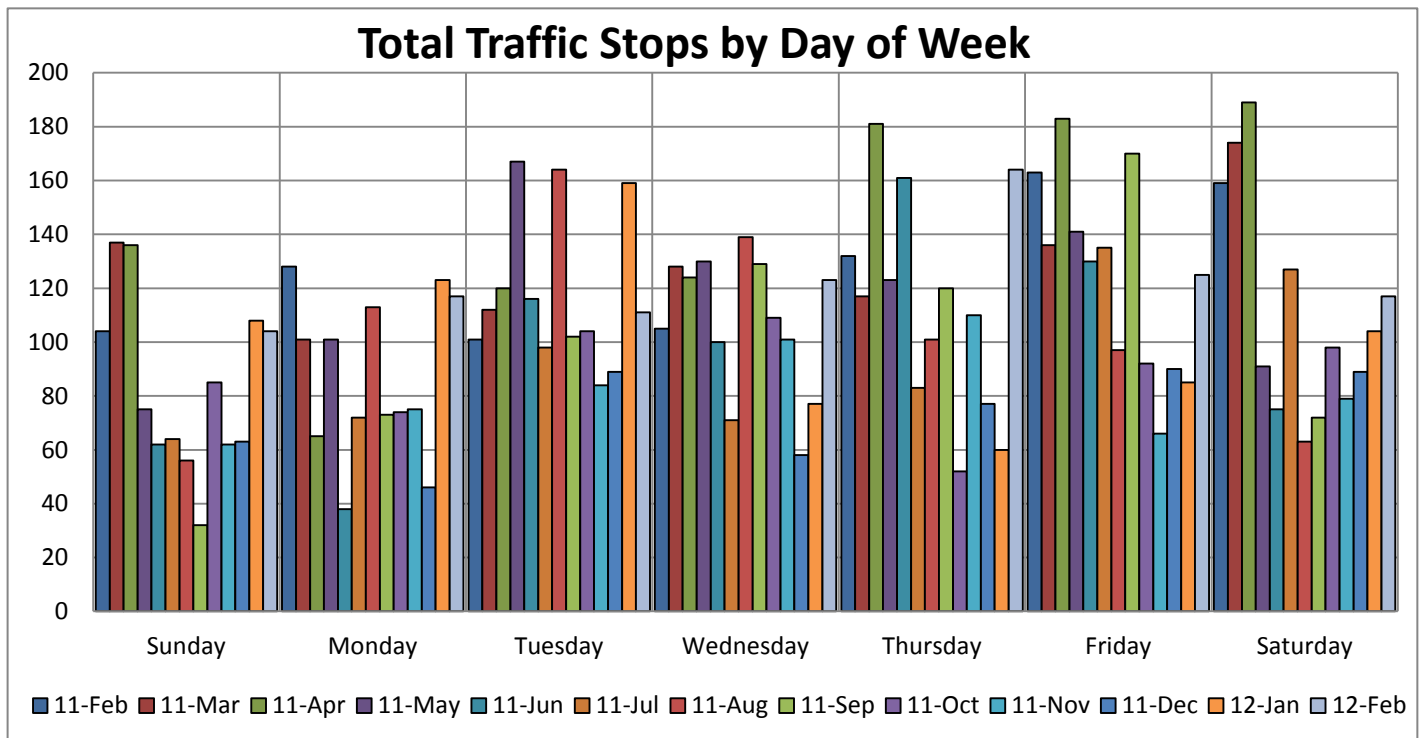


WESTFIELD POLICE DEPARTMENT

February 2012

Traffic Stops: SELF INITIATED by Day of Week

Day:	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Sunday	104	137	136	75	62	64	56	32	85	62	63	108	104
Monday	128	101	65	101	38	72	113	73	74	75	46	123	117
Tuesday	101	112	120	167	116	98	164	102	104	84	89	159	111
Wednesday	105	128	124	130	100	71	139	129	109	101	58	77	123
Thursday	132	117	181	123	161	83	101	120	52	110	77	60	164
Friday	163	136	183	141	130	135	97	170	92	66	90	85	125
Saturday	159	174	189	91	75	127	63	72	98	79	89	104	117
TOTAL	892	905	998	828	682	650	733	698	614	577	512	716	861



WESTFIELD POLICE DEPARTMENT

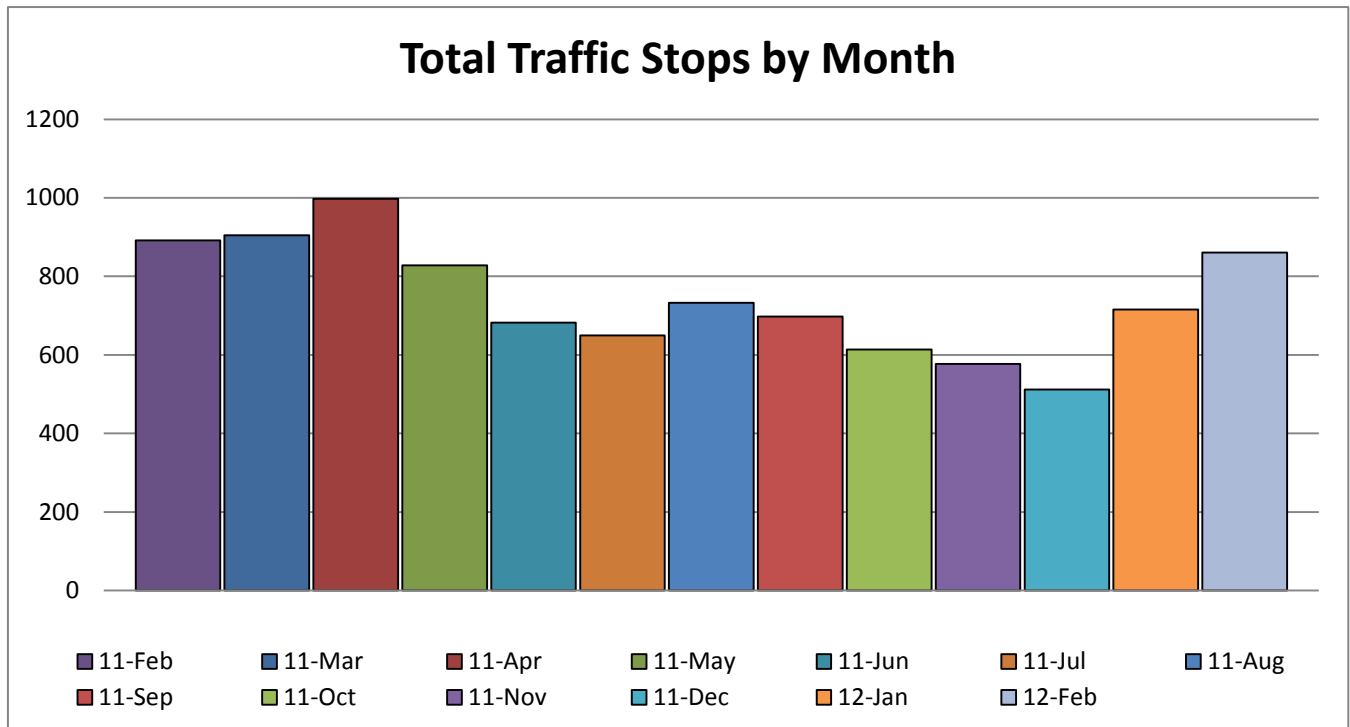
February 2012

Traffic Stops: SELF INITIATED by Hour of Day

Hour:	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
0	43	48	30	34	27	23	21	24	31	32	22	34	44
1	34	39	22	37	28	16	26	21	19	24	24	24	32
2	18	29	30	18	16	13	8	8	12	10	7	6	18
3	20	14	11	7	9	19	7	4	10	1	3	3	4
4	10	7	7	3	3	9	5	6	8	0	5	6	9
5	12	5	9	8	13	6	1	10	7	1	8	7	11
6	34	20	28	23	13	15	18	14	9	16	13	18	10
7	48	32	51	42	16	28	25	44	33	24	29	30	38
8	54	62	58	55	39	30	36	28	32	49	33	37	29
9	41	53	78	62	56	36	50	37	44	48	38	29	25
10	33	53	84	77	57	36	55	54	43	51	47	16	26
11	19	17	44	38	56	19	32	43	37	18	26	7	21
12	20	25	35	44	45	29	32	43	28	16	14	15	28
13	41	74	70	44	56	28	52	65	45	26	26	38	38
14	65	56	65	50	30	36	58	66	43	49	31	28	29
15	52	43	48	39	29	34	34	50	29	29	15	29	30
16	33	32	35	34	27	37	34	43	23	28	13	24	16
17	33	31	26	25	26	18	24	15	8	21	8	20	34
18	51	29	26	26	23	32	11	14	17	20	17	63	81
19	28	44	49	37	23	43	43	17	23	22	10	49	90
20	42	33	48	33	18	32	34	17	23	30	20	39	41
21	51	51	43	33	21	36	44	9	25	9	28	76	61
22	58	59	58	28	28	36	46	37	34	29	35	76	79
23	52	49	43	31	23	39	37	29	31	24	40	42	67
TOTAL	892	905	998	828	682	650	733	698	614	577	512	716	861

WESTFIELD POLICE DEPARTMENT

February 2012



WESTFIELD POLICE DEPARTMENT

February 2012

of Calls: Reception

# of Calls	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Administration	221	287	328	311	308	276	327	298	261	247	212	198	181
Dispatch	66	72	63	51	70	62	89	72	68	53	39	42	50
Fire Department	2	3	18	7	2	0	2	4	0	0	0	0	0
IT Department	0	0	0	0	0	0	0	0	0	0	0	0	0
Law Enforcement	74	81	83	68	79	71	83	78	51	40	38	31	42
Logistics	30	15	45	29	42	30	21	26	18	14	10	11	7
TOTAL	393	458	537	466	501	439	522	478	398	354	299	282	280

of Walk-Ins

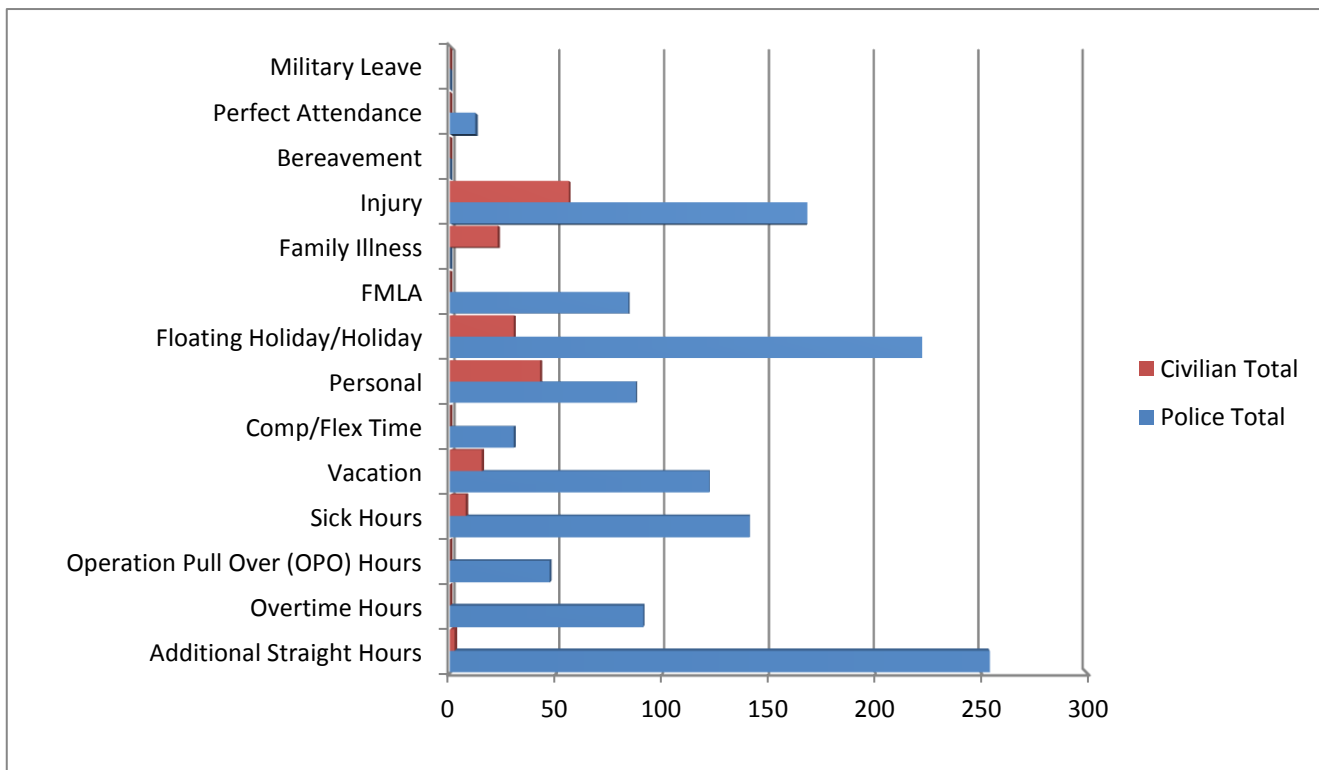
# of Walk-Ins	11-Feb	11-Mar	11-Apr	11-May	11-Jun	11-Jul	11-Aug	11-Sep	11-Oct	11-Nov	11-Dec	12-Jan	12-Feb
Background Checks	3	9	6	5	3	4	5	7	4	0	0	4	3
Car Seat Installation	3	5	9	11	13	19	15	17	13	7	16	11	7
Deliveries	3	9	21	8	9	14	26	9	7	6	3	8	20
Directions	1	3	1	4	6	4	1	2	0	0	0	0	1
Fingerprints	6	12	14	17	11	9	22	14	10	6	8	5	8
Fire Dept Walk-Ins	1	7	11	4	1	2	0	0	0	0	0	0	0
Gun Permit Pickup	17	22	10	3	5	6	7	11	6	4	5	5	2
Gun Permits	15	33	25	20	15	18	16	7	8	12	17	31	23
Insurance Viewing	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Pickup	6	11	3	1	6	4	2	8	5	7	4	3	4
Public Rec. Requests	63	81	67	54	71	70	87	73	61	54	41	38	27
Tow Slips	22	33	30	27	17	11	29	37	21	16	15	11	13
Walk-In to Dispatch	33	51	53	44	37	46	59	53	48	38	31	40	52
TOTAL	173	276	250	198	194	207	269	238	183	150	140	156	160

WESTFIELD POLICE DEPARTMENT

February 2012

Monthly Personnel Performance Measures

Personnel Performance Measures	Police Total	Civilian Total
Additional Straight Hours	254	2.25
Overtime Hours	91	0
Operation Pull Over (OPO) Hours	47	0
Sick Hours	141	7.5
Vacation	122	15
Comp/Flex Time	30	0
Personal	87.5	42.5
Floating Holiday/Holiday	222	30
FMLA	84	0
Family Illness	0	22.5
Injury	168	56
Bereavement	0	0
Perfect Attendance	12	0
Military Leave	0	0



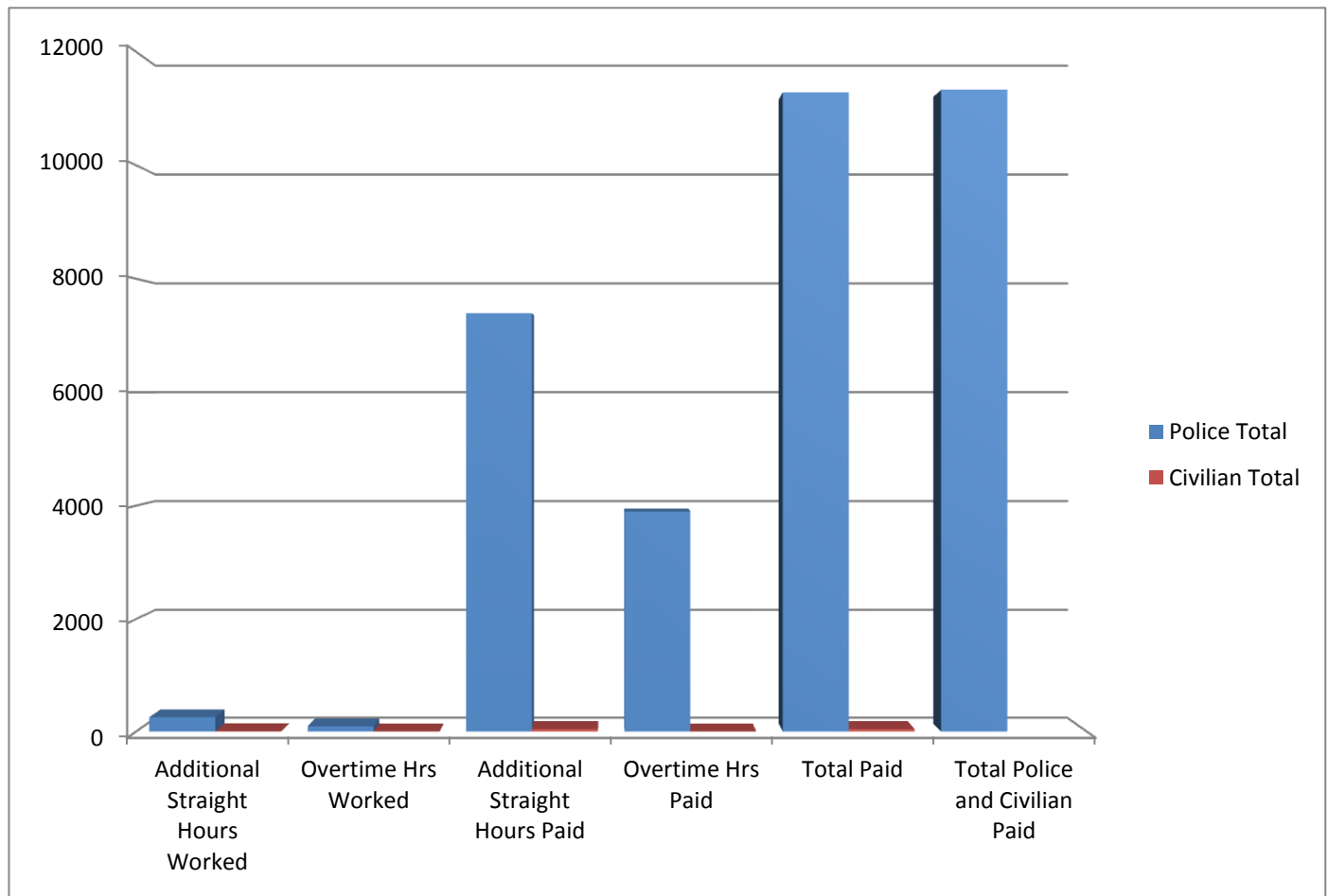
Pay Periods 3-4
Time Frame
1/29/12-2/25/12

WESTFIELD POLICE DEPARTMENT

February 2012

Monthly Personnel Performance Measures

<u>Monthly Additional Compensation</u>	<u>Police Total</u>	<u>Civilian Total</u>
Additional Straight Hours Worked	254	2.25
Overtime Hrs Worked	91	0
Additional Straight Hours Paid	\$7,390.45	\$44.96
Overtime Hrs Paid	\$3,896.70	\$0.00
Total Paid	\$11,287.15	\$44.96
Total Police and Civilian Paid	\$11,332.11	



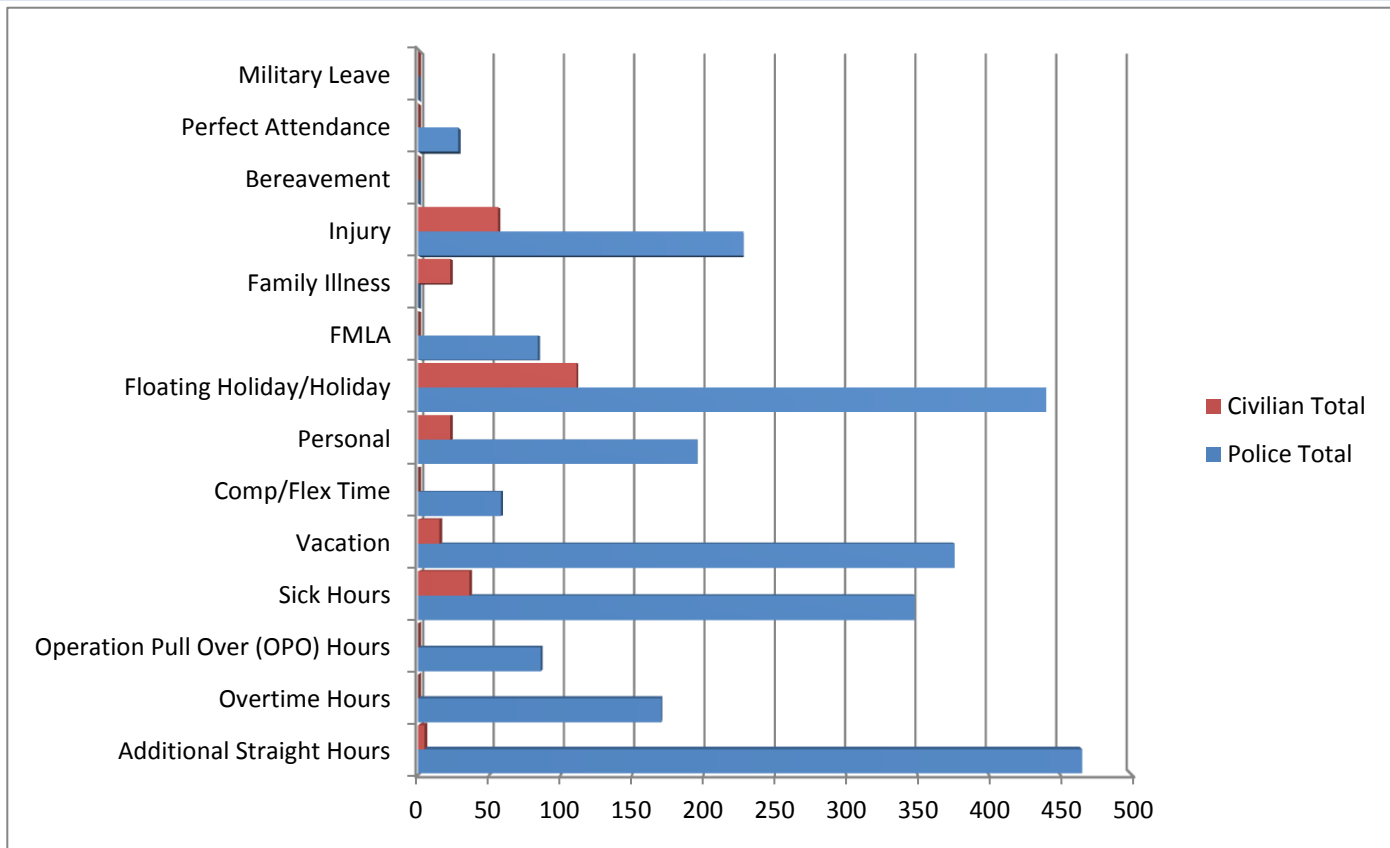
Pay Periods 3-4
Time Frame
1/29/12-2/25/12

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	465.25	4.5
Overtime Hours	170.5	0
Operation Pull Over (OPO) Hours	86	0
Sick Hours	348	36
Vacation	376	15
Comp/Flex Time	58	0
Personal	195.5	22.5
Floating Holiday/Holiday	440	111
FMLA	84	0
Family Illness	0	22.5
Injury	228	56
Bereavement	0	0
Perfect Attendance	28	0
Military Leave	0	0

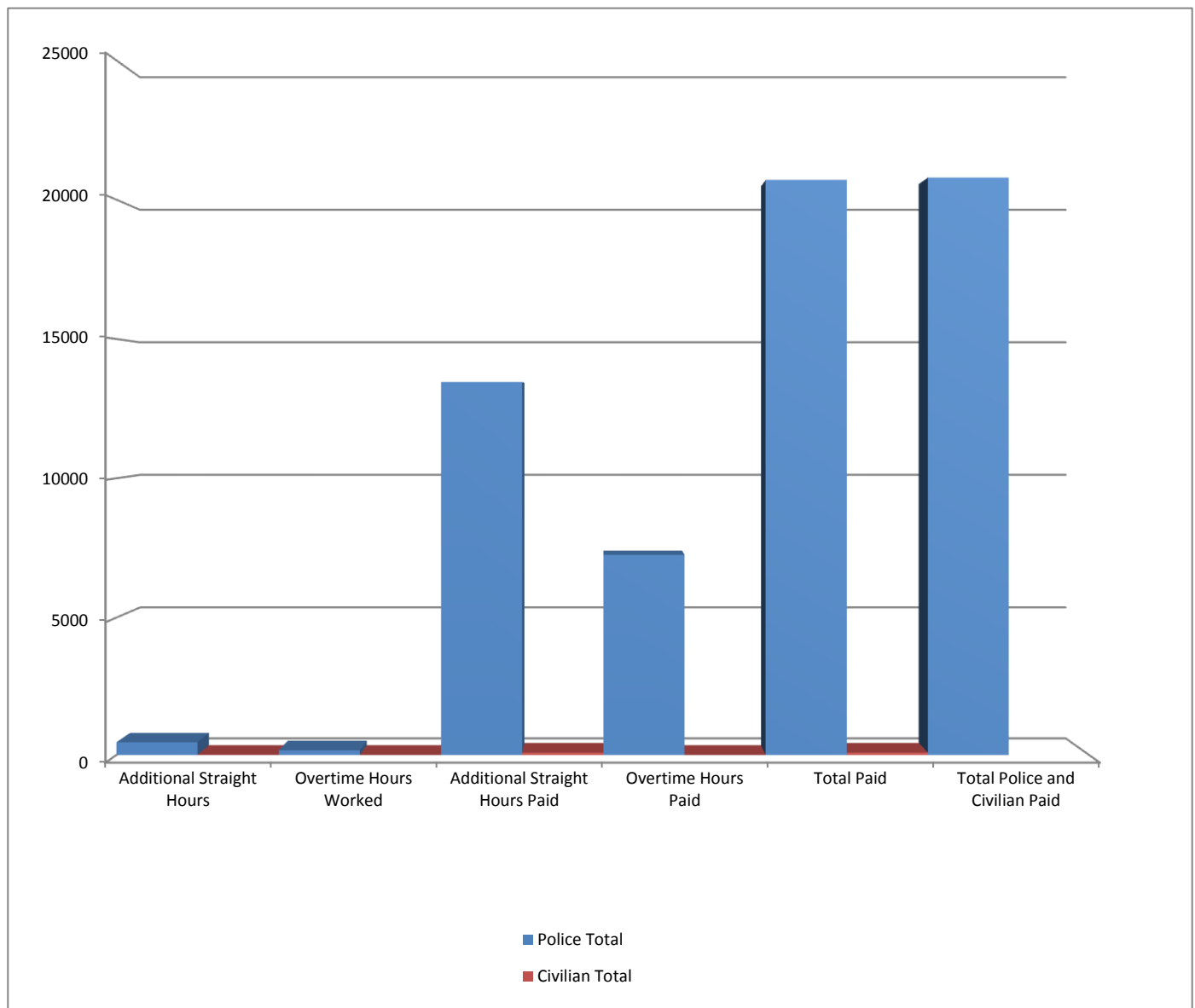


WESTFIELD POLICE DEPARTMENT

2012 Year-to-Date

Monthly Personnel Performance Measures

YTD Additional Compensation	Police Total	Civilian Total
Additional Straight Hours	465.25	4.5
Overtime Hours Worked	170.5	0
Additional Straight Hours Paid	\$13,454.98	\$86.87
Overtime Hours Paid	\$7,252.33	\$0.00
Total Paid	\$20,707.30	\$86.87
Total Police and Civilian Paid	\$20,794.17	

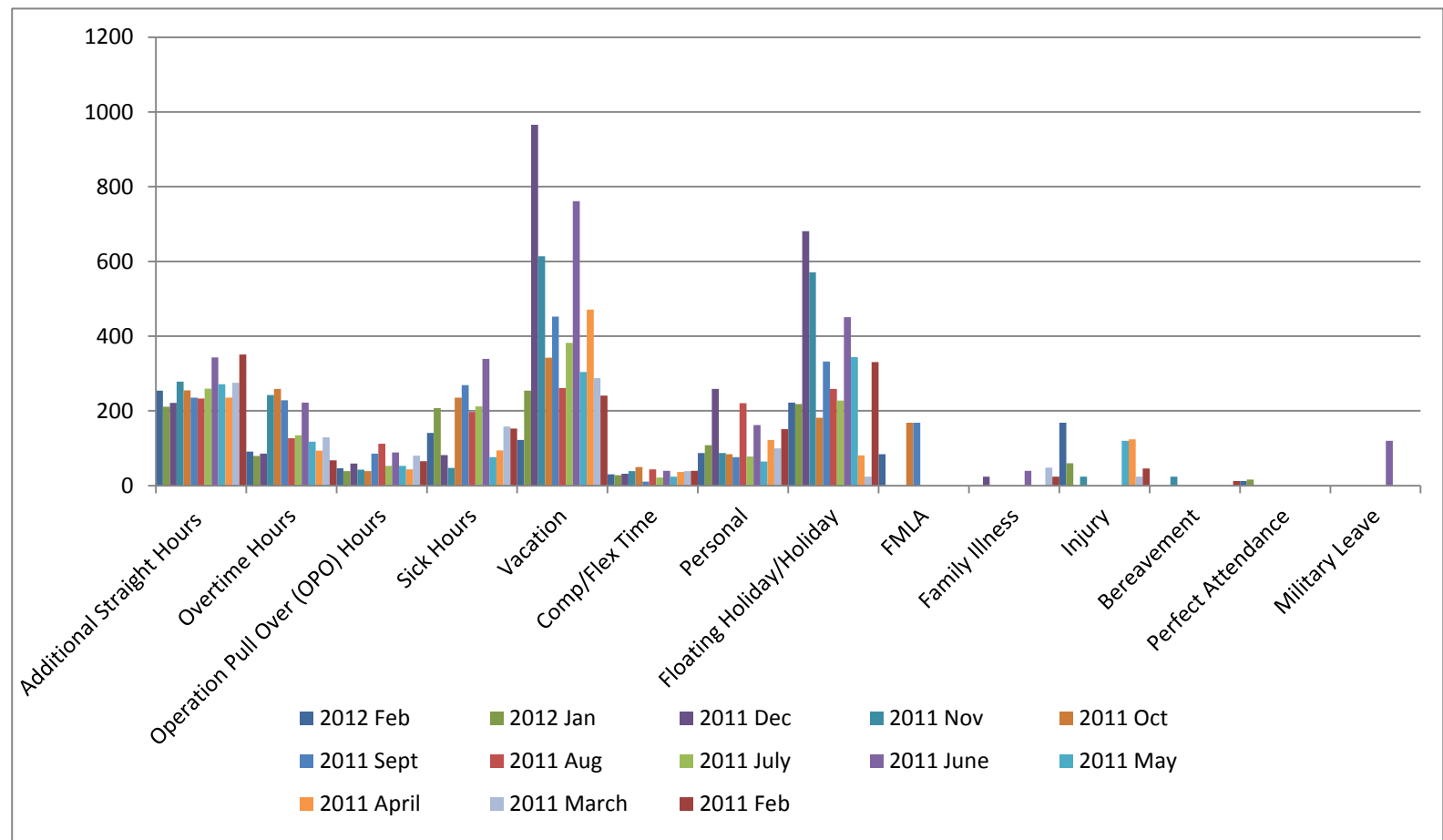


WESTFIELD POLICE DEPARTMENT

Police Monthly Comparison

Monthly Personnel Performance Measures

Personnel Performance Measures	2012 Feb	2012 Jan	2011 Dec	2011 Nov	2011 Oct	2011 Sept	2011 Aug	2011 July	2011 June	2011 May	2011 April	2011 March	2011 Feb
Additional Straight Hours	254	211.25	221.25	278.25	255	236	233	260	343	271	236	276	351
Overtime Hours	91	79.25	86	242.5	259	229	127	135	223	117.5	94	129	68
Operation Pull Over (OPO) Hours	47	39	59	42.5	39	85.5	113	53	89	53	44	81	66
Sick Hours	141	207	81.5	47.5	236	269	197	212	339	76	94	158	153
Vacation	122	254	966	614	342	452	261	382	761	304	471	288	241
Comp/Flex Time	30	28	32	38.5	49.5	10.8	43.3	21.5	40	24	37	39	40
Personal	87.5	108	259	87	83.8	76	221	77.5	163	64.5	123	100	152
Floating Holiday/Holiday	222	218	681	571	182	332	259	228	451	344	81	24	331
FMLA	84	0	0	0	168	168	0	0	0	0	0	0	0
Family Illness	0	0	24	0	0	0	0	0	40	0	0	48	24
Injury	168	60	0	24	0	0	0	0	0	120	124	24	46
Bereavement	0	0	0	24	0	0	0	0	0	0	0	0	12
Perfect Attendance	12	16	0	0	0	0	0	0	0	0	0	0	0
Military Leave	0	0	0	0	0	0	0	0	120	0	0	0	0

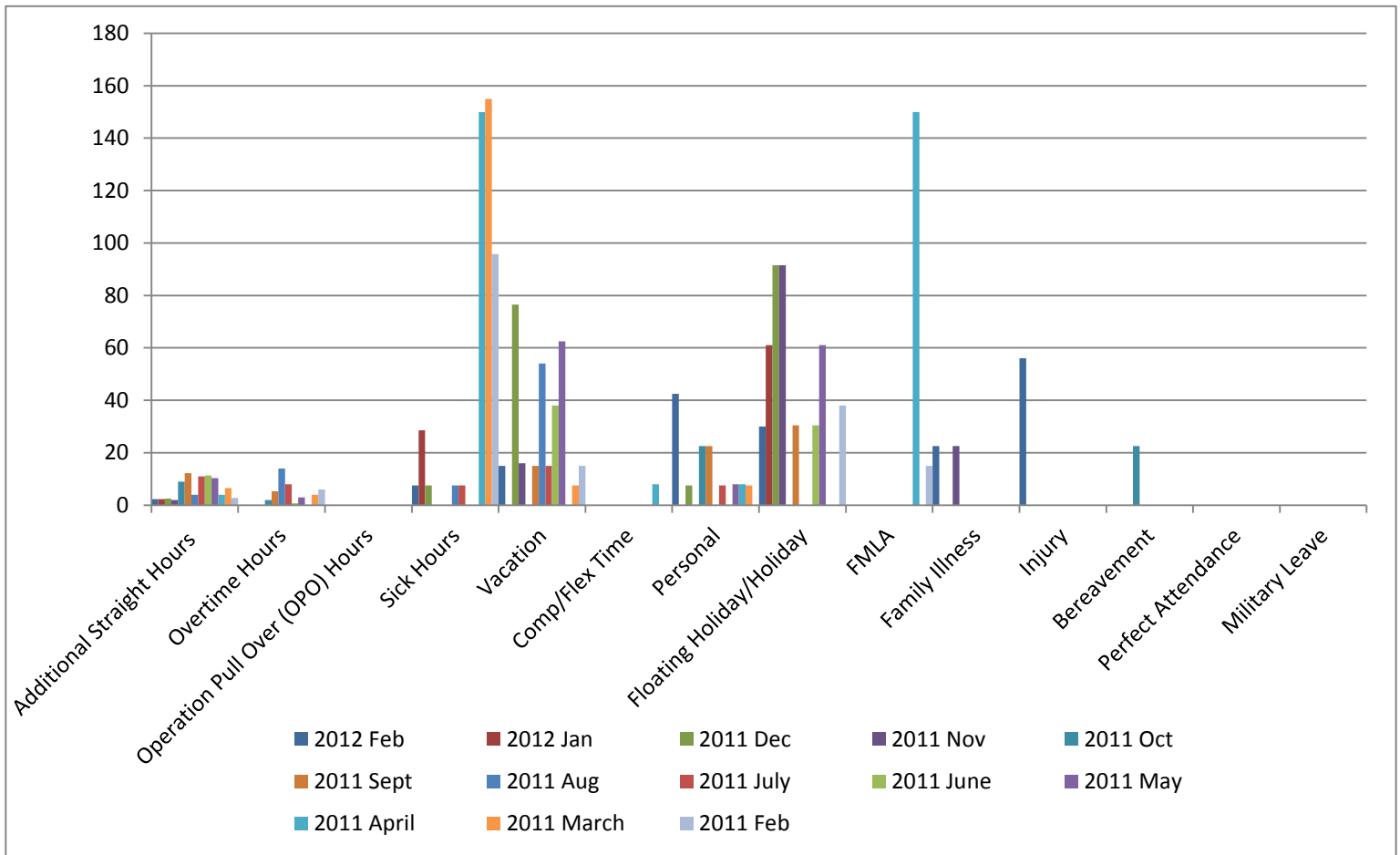


WESTFIELD POLICE DEPARTMENT

Civilian Monthly Comparison

Monthly Personnel Performance Measures

Personnel Performance Measures	2012 Feb	2012 Jan	2011 Dec	2011 Nov	2011 Oct	2011 Sept	2011 Aug	2011 July	2011 June	2011 May	2011 April	2011 March	2011 Feb
Additional Straight Hours	2.25	2.25	2.5	2	9	12.25	4	11	11.25	10.25	4	7	3
Overtime Hours	0	0	0	0	2	5.25	14	8	0.75	3	0	4	6
Operation Pull Over (OPO) Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick Hours	7.5	28.5	7.5	0	0	0	7.5	7.5	0	0	150	155	96
Vacation	15	0	76.5	16	0	15	54	15	38	62.5	0	8	15
Comp/Flex Time	0	0	0	0	0	0	0	0	0	0	8	0	0
Personal	42.5	0	7.5	0	22.5	22.5	0	7.5	0	8	8	8	0
Floating Holiday/Holiday	30	61	91.5	91.5	0	30.5	0	0	30.5	61	0	0	38
FMLA	0	0	0	0	0	0	0	0	0	0	150	0	15
Family Illness	22.5	0	0	22.5	0	0	0	0	0	0	0	0	0
Injury	56	0	0	0	0	0	0	0	0	0	0	0	0
Bereavement	0	0	0	0	22.5	0	0	0	0	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
February 2012**

- 1st Westfield Middle School Career Day – Officer Daniels gave two presentations
- 1st Body Safety Class for Carey Ride Elementary School – Detective Clouse
- 1st Hamilton County Sexual Assault Team Meeting – Det. Capt. Houston and Det. Lt. Lilly
- 1st and 2nd Centennial Pre-School Visit – Officer Griffin
- 2nd Assisted With K9 School Search at Carmel Clay Middle School – Officers Kang and Swiatkowski
- 6th Security Assessment Cherry Street Plaza Building –Det. Lt. Lilly and Det. Marlow
- 7th Area Bankers Quarterly Meeting – Det. Capt. Houston
- 10th Cherish Center Child Advocacy Center open House – Det. Capt. Houston and Det. Lt. Lilly
- 10th Safety Talk for Girl Scouts – Officer Griffin
- 11th Shamrock Springs elementary Super Saturday – Det. Lt. Lilly and Criminalist Blackford
- Every Thursday Run With a Cop
- 27th Assist with K9 Search at Carmel Middle School – Officers
- 28th WeCan Meeting – Chief rush
- 28th 5th Grade Visit – Officer Larrison

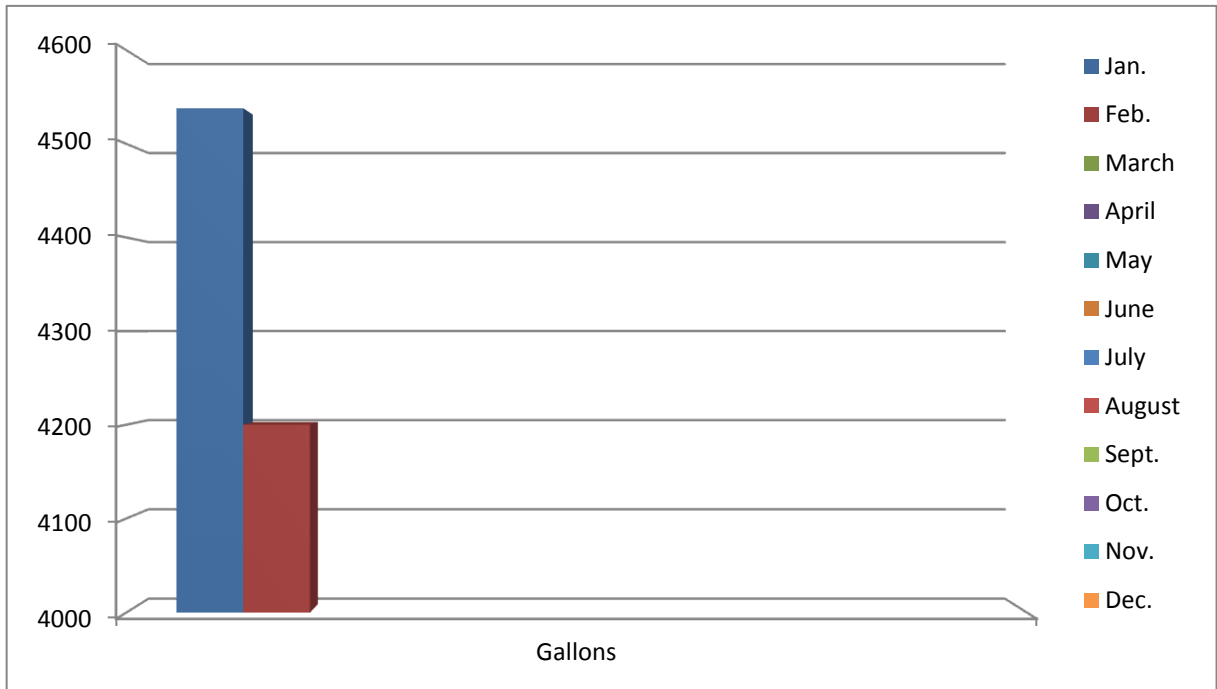
WESTFIELD POLICE DEPARTMENT

Monthly Fuel Purchases

Gallons 2011/2012

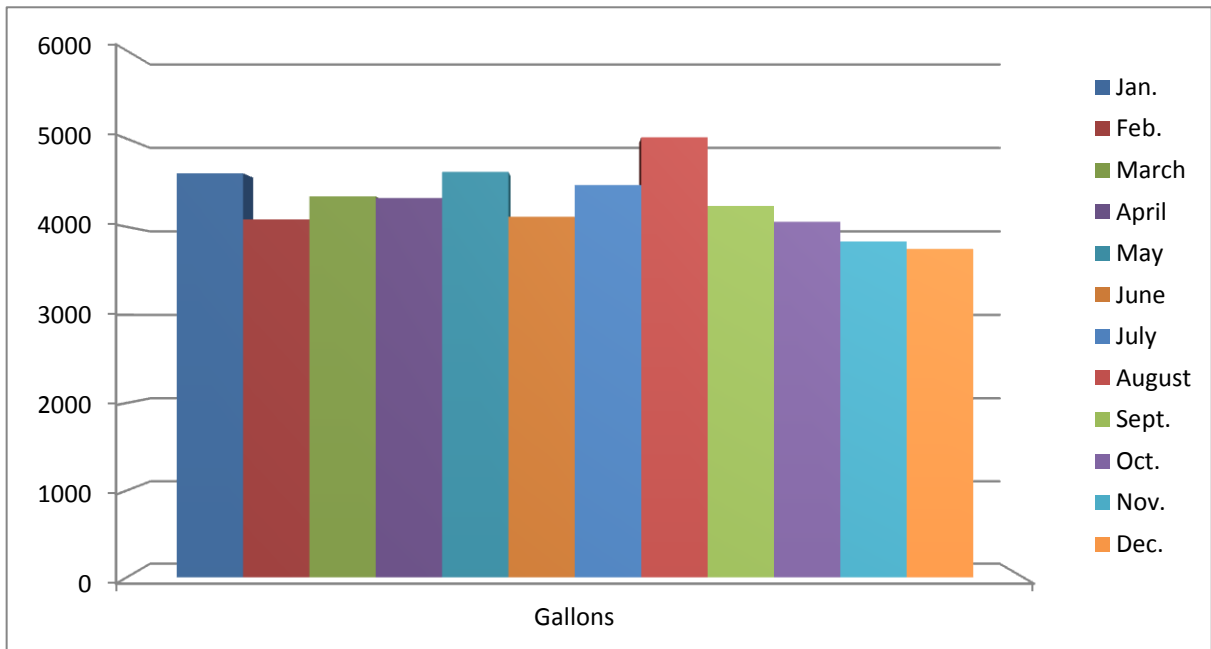
Fuel Purchases 2012

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



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

February 2012

- 2nd Monthly K-9 Training – Officer Kang and Swiatkowski
- 7th SFTS Refresher - Departmental
- 8th SFST Refresher - Departmental
- 9th Monthly ESU – Sgt. Siara, Officer Todd and Harrell
- 22nd-24th Indiana DEA Training Conference – Sgt. Dine
- 25th-26th Cross Fit Instructor Level 1 – Sgt. Carter and Officer Newlin-Haus
- 27th-29th Street Crimes – Officers Harrell and Taylor

PERFORMANCE COUNSELING STATEMENT

Supervisor Captain Brodie S. Houston

Employee Officer Jeff Swiatkowski

Date 2/17/12

Type of counseling being documented (mark one): ☐ Verbal ☒ Written

PERFORMANCE/ BEHAVIOR

On 2/17/12 I spoke with [REDACTED] in regards to 12-000428, the theft of items from his son's vehicle. [REDACTED] expressed his appreciation for the actions of Officer Swiatkowski during his contact with his son. [REDACTED] advised that this was [REDACTED] first experience with the police and being in this type of situation. [REDACTED] advised that Officer Swiatkowski did a "great job" talking to [REDACTED] and keeping him calm. [REDACTED] further advised that Officer Swiatkowski did a "great job" in answering questions and explaining the process.

[REDACTED] wished to relay his gratitude and appreciation to Officer Swiatkowski.

PERFORMANCE OBJECTIVES/ GOALS

Section: #5: Standards of Conduct

5.05 (a)(b) Conduct Toward the Public:

(a) Officers Shall Conduct themselves toward the public in a civil and professional manner that reflects a service orientation and that will foster public respect and cooperation.

(b) Officers shall be respectful and courteous to the public.

2012 Goals and Objectives:

Professionalism:

Continue striving to change the climate and culture of our profession by:

Ensuring our work product and our service to the community is at a high level

SUSPENSE DATE

Immediately:

Your efforts in assistance to this young man and his family are appreciated. As a result of your actions, during a negative situation, you made a positive and lasting impression of what it is to be a Westfield Police Officer.

EMPLOYEE COMMENT

Signing this form does not necessarily indicate agreement. Signature indicates that the employee was counseled on the performance noted above.

Supervisor: Capt. Brodie S. Houston _____

Employee: Officer Jeff Swiatkowski _____



Board of Works

Andy Cook
John Hart
Mark Heirbrandt

Clerk Treasurer

Cindy J. Gossard

Public Works Department

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

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

Memorandum

To: Westfield Board of Public Works & Safety

Date: March 29, 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 February 2012 was Gary Smith, Public Works Development and Construction Inspector.

Please join me in congratulating Gary Smith on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2012												
Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 225.00	\$ 400.00										
Sewer Availability Fees	\$ 11,613.48	\$ -										
Sewer Tap Fees	\$ 6,000.00	\$ 24,000.00										
Subsequent Sewer Connection	\$ 1,820.91	\$ 3,636.00										
Water Availability Fees	\$ 5,683.08	\$ -										
Water-3/4" Tap Fees	\$ 3,000.00	\$ 11,500.00										
Water-1" Tap Fees	\$ -	\$ -										
Water-1 1/2" or Greater	\$ -	\$ -										
Subsequent Water Connection	\$ -	\$ -										
Lawn Irrigation Fees	\$ 120.00	\$ 1,080.00										
Road Impact Fees	\$ 7,200.00	\$ 21,600.00										
Plan Review Fees	\$ 1,325.00	\$ 3,165.00										
Inspection Fees	\$ 5,531.50	\$ 5,198.50										
Map Fees	\$ -	\$ -										
Erosion Control Appl. Fees	\$ 500.00	\$ 2,600.00										
Erosion Control Penalty Fees	\$ 500.00	\$ 100.00										
Sanitary Sewer Permit Fees	\$ -	\$ -										
Water Permit Fees	\$ -	\$ -										
Water Service Line Protection	\$ 288.00	\$ 96.00										
Totals per Month	\$ 43,806.97	\$ 73,375.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2012 Year to Date	
Encroachment Permits	\$ 625.00
Sewer Availability Fees	\$ 11,613.48
Sewer Tap Fees	\$ 30,000.00
Subsequent Sewer Connection	\$ 5,456.91
Water Availability Fees	\$ 5,683.08
Water-3/4" Tap Fees	\$ 14,500.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Conn.	\$ -
Lawn Irrigation Fees	\$ 1,200.00
Road Impact Fees	\$ 28,800.00
Plan Review Fees	\$ 4,490.00
Inspection Fees	\$ 10,730.00
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 3,100.00
Erosion Control Penalty Fees	\$ 600.00
Sanitary Sewer Permit Fees	\$ -
Water Permit Fees	\$ -
Water Service Line Protection	\$ 384.00
Gross Total for 2012	\$ 117,182.47

2011 Totals	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 17,300.00	\$ 14,205.70	\$ 11,025.00	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,172.10
Sewer Availability Fees	\$ 642,172.94	\$ 639,150.33	\$ 218,300.00	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50
Sewer Tap Fees	\$ 209,436.00	\$ 297,396.00	\$ 288,072.00	\$ 647,808.00	\$ 400,510.40	\$ 712,284.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 35,528.93	\$ 44,542.60	\$ 38,590.40	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -
Water Availability Fees	\$ 400,031.17	\$ 338,532.16	\$ 112,252.50	\$ 609,596.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55
Water-3/4" Tap Fees	\$ 112,757.50	\$ 141,019.26	\$ 126,495.00	\$ 289,725.00	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ 7,420.62	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 21,030.00	\$ 13,710.00	\$ 7,865.00	\$ 3,525.00	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00
Road Impact Fees	\$ 310,766.12	\$ 374,674.00	\$ 214,012.00	\$ 407,237.54	\$ 432,515.56	\$ 908,894.76	\$ 908,081.55
Plan Review Fees	\$ 29,267.00	\$ 23,867.50	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00
Inspection Fees	\$ 24,760.43	\$ 23,993.94	\$ 19,351.00	\$ 50,605.00	\$ 85,665.60	\$ 93,523.38	\$ 10,536.57
Map Fees	\$ -	\$ 2,400.00	\$ -	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50
Erosion Control Appl. Fees	\$ 24,028.00	\$ 26,054.00	\$ 15,300.00	\$ 25,600.25	\$ 43,320.00	\$ 26,904.00	\$ -
Erosion Control Penalty Fees	\$ 8,000.00	\$ 4,500.00	\$ 7,750.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -
Sanitary Sewer Permit Fees	\$ 2,700.00	\$ 600.00	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00	\$ -
Water Permit Fees	\$ 3,300.00	\$ 900.00	\$ 600.00	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ -
Water Service Line Protection	\$ 6,675.78	\$ 12,147.00	\$ 6,737.00	\$ 952.00	\$ 1,440.00	\$ 3,648.00	\$ -
Gross Total	\$ 1,847,753.87	\$ 1,964,113.11	\$ 1,084,124.90	\$ 3,028,295.79	\$ 2,188,857.07	\$ 7,438,570.94	\$ 4,933,639.65
2011	2010	2009	2008	2007	2006	2005	2004

12 months of 2011	Type of Fees	Feb-11
Encroachment Permits	\$ 200.00	
Sewer Availability Fees	\$ 43,750.00	
Sewer Tap Fees	\$ 1,800.00	
Subsequent Sewer Connection	\$ 3,800.00	
Water Availability Fees	\$ 22,500.00	
Water-3/4" Tap Fees	\$ 1,750.00	
Water-1" Tap Fees	\$ -	
Water-1 1/2" or Greater	\$ -	
Subsequent Water Connection	\$ -	
Lawn Irrigation Fees	\$ 240.00	
Road Impact Fees	\$ 3,600.00	
Plan Review Fees	\$ 1,625.00	
Inspection Fees	\$ 943.50	
Map Fees	\$ -	
Erosion Control Appl. Fees	\$ 400.00	
Erosion Control Penalty Fees	\$ 2,100.00	
Sanitary Sewer Permit Fees	\$ -	
Water Permit Fees	\$ -	
Water Service Line Protection	\$ 735.00	
Total	\$ 80,023.50	

12 months of 2011	
Encroachment Permits	\$ 17,300.00
Sewer Availability Fees	\$ 642,172.94
Sewer Tap Fees	\$ 209,436.00
Sub. Sewer Connection	\$ 35,528.93
Water Availability Fees	\$ 400,031.17
Water-3/4" Tap Fees	\$ 112,757.50
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Connection	\$ -
Lawn Irrigation Fees	\$ 21,030.00
Road Impact Fees	\$ 310,766.12
Plan Review Fees	\$ 29,267.00
Inspection Fees	\$ 24,760.43
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 24,028.00
Erosion Control Penalty Fees	\$ 8,000.00
Sanitary Sewer Permit Fees	\$ 2,700.00
Water Permit Fees	\$ 3,300.00
Water Service Line Protection	\$ 6,675.78
Total	\$ 1,847,753.87

ATTACHMENT #2

WESTFIELD PUBLIC WORKS MONTHLY ACCIDENT STATISTICAL REPORT FOR JANUARY 2012

Location	# of employees	# of Hours Worked	Employee Accidents/ Incidents Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents/ Incidents for the Month	Chargeable Vehicle Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	3	447	0	0	0	0	0	1	762	0	0	0	\$0.00
CSC	6	810.5	0	0	0	0	0	1	57	0	0	0	\$0.00
Water	5	586.5	0	0	18	0	0	7	4,960	1	1	1	\$0.00
Wastewater	4	527.5	0	0	0	0	0	0	3021	0	0	0	\$0.00
Street-GM	15	2086.5	2	2	4,625	0	2	17	12,377.8	1	1	1	\$894.04
Dev/Con-EOP	8	1087.25	0	0	0	0	0	0	2463.5	0	0	0	\$0.00
Inst & Controls	2	288	0	0	0	0	0	1	584	0	0	0	\$0.00
2012	43	5885.25	2	2	22,625	0	2	36	20,425.3	2	2	2	\$894.04
2011	41	5498.51	0	0	0	0	0	40	37868	0	0	0	0

January 3-6, 2012: Josh Picket 21 Ulna-Sprained Ankle
 January 5-6, 2012: Cheyenne Riley 16 Ulna - Cracked Rib
 January 11th, 2012: Jim Narzinsky-Incident-Fender Bumper 15015pringmill
 January 12th, 2012: Wes Road Incident-Truck 131 backed into flow
 Bryan Fortner: still on Workers Comp from Incident back on November 15th, 2012.

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

2. Eastside TIF Projects – 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 2012 with construction in early 2013.
3. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering have been completed. VSE Engineering has finalized plans and prepared easement documentation and were sent to residents on July 29, 2011 This project is now shelf ready and ready to move forward in 2012. This Project will be bid in March and will be brought to the Board in April for approval and award. Construction for this project is not scheduled to start until after July 1 of 2012 in order to take advantage of the dry summer conditions and shorten the construction period.
4. Block Grant. This Project is complete with only minor punchlist items needing to be completed like final restoration and seeding. The 2011 Block Grant was submitted and we are awaiting approval from the Noblesville Housing Authority.
5. 2012 Resurfacing and Maintenance Improvement Project. The 2012 Resurfacing and MIP list has been generated and the Public Works Department will meet with the Mayor and City Administration to finalize the final list of 2012 Projects that will be completed.
6. Towne Road Bridge Replacement over the John Edwards Drain. The Public Works Engineering Division will be drafting an RFP for the design of a bridge for Towne Road. This bridge which was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List is complete. Engineering will

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

7. Grand Park. The Public Works Engineering and Development/Construction Divisions are providing technical input into the planning and design of the Grand Park Sports Complex. The Public Works Department continues to assist in the design and financial analysis meetings associated with this project. The Public Works Department is also overseeing the construction and inspection activities associated with Meyer Najem and Crider and Crider.
8. 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 and will be taken to the Redevelopment Commission on March 5, 2012 for approval and award.
9. Grand Junction. The Public Works Department continues to be the lead on the proposed Regional Detention Plan associated with the Anna Kendall (Cool Creek) Regulated Drain. The Public Works Department also has provided technical input in regards to the downtown thoroughfare plan, utility development, and trail development.
10. Public Safety Training Facility/ Public Works Horseshoe Water Utilities Property. The Public Works Department continues to look for opportunities to utilize the maximum extent of the available land for development and will be working with the DNR to revise the limits of the floodway for the future Safety Training Facility that will be developed in the future.
11. Horseshoe Well Development. Currently Well #14 and 15 are fully operational. The Public Works Department is currently accepting quotes to install a 3rd well, Well #16, on this property with the expectations that these 3 wells will produce 5MGD. Well 16 will be installed along with the associated valve vault, electrical, and instrumental apertures.
12. Oakridge Road and 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 will begin early 2012 and the Selection Team for the RFP has concluded their scoring sheets which were sent to INDOT for final approval. INDOT has approved United Consulting Engineers for the Design of the 161st Street Round-a-bout. Construction of the RAB is scheduled for the summer of 2013.
13. 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.

14. 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 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.
15. US 31 Freeway Project. The Public Works Department continues to meet with INDOT and the Design Team in regards to coordinating the design and utility relocations associated with this project. Recently this project has been accelerated and has increased the amount of time needed on this project.
16. Monon Trail TE Grant Funds. The City has officially been awarded TE funds for three projects. They are as follows:

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

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

Update Item – Utility Rate Adjustment Update

The Westfield City Council unanimously approved the Water Rate Adjustment Ordinance 12-01 and the Wastewater Rate Adjustment Ordinance 12-02 on March 12, 2012 at their regularly scheduled meeting. With valuable input from the City Council Finance Committee, the City Council members and input from the Public, various improvements were made to the rate structures for both the water and wastewater rate structures. For example, a sewer summer savings plan was implemented on the wastewater rate structure and a green rate model was implemented on the water rate structure.

These ordinances are in effect and will appear on a rate payer's bill in May, which is the first full month of usage after the adoption of these ordinances.

Action Item #3 - City of Westfield Decorative Street Sign Post Standard

The City of Westfield Public Works Department (WPWD) installs standard “U” channel posts or square posts in the public right-of-way for the mounting of regulatory, warning, and informational/guide signs. WPWD will allow the installation of decorative signposts by residential developers and neighborhood associations on a case-by-case basis provided that their installation does not result in an adverse impact to the public safety or future roadway construction projects and that there is no cost to the City for installation or maintenance. It should be noted that this policy and the requirements listed below are only applicable on City maintained streets. Contact the Indiana Department of Transportation (INDOT) at (317) 467-3459 for decorative signpost requests on state maintained roads.

Design and Submittal Requirements

All requests for decorative signpost installations in the public right-of-way must meet the following installation/ maintenance and submittal requirements. Verification of the items listed below is required with the request submittal package.

- Signposts must be designed to be “breakaway” in accordance with NCHRP Report 350. A detail/specification sheet of the proposed signpost(s) with verification of breakaway design provided in submittal package.
- All signs (regulatory, warning, and informational/guide) must be in conformance with the *Manual on Uniform Traffic Control Devices* (MUTCD), US Department of Transportation/Federal Highway Administration, with respect to color, size, and shape. Street name sign lettering is white on green background.
- Residential Developer/Neighborhood Association is responsible for providing and installing all signs on decorative signposts. All MUTCD signs are to be of high intensity, retro-reflective sheeting with verification provided in submittal package.
- Signposts must be of sufficient height to mount the sign in conformance with MUTCD requirements. Most typical installations require a vertical clearance of 7 feet from the bottom edge of the sign to the ground surface.
- Signposts at intersections must be installed in locations as provided in the [The City of Westfield Construction Standards & Specifications \(WCSS\)](#).
- Signposts cannot be installed closer than 8 feet from the face-of-curb or edge-of-pavement unless impeded visually or by right-of-way limits.
- WPWD must approve the color (other than black) of signposts and any requested sign mounting/trim.
- Only signs and only one sign can be mounted on a signpost (exception: 1) 2 street name signs can be mounted on a signpost – [WCSS](#). 2) Supplemental plates on warning signs as approved by WPWD on a case-by-case basis).
- Residential Developer requested installations require documentation of an incorporated Homeowner’s Association (HOA); copy of Covenants/Restrictions with items indicating HOA responsibility for any outstanding installation costs, maintenance costs, and acknowledgement of the transferability of requirements for the decorative signposts installation as included in the Installation Agreement. Submittal also to include a scaled subdivision street/site plan indicating the location/identification of all proposed signing.
- Signs attached to a backboard or framed with decorative trim cannot alter the sign size, shape, or visibility.

- WPWD reserves the right to install temporary replacement signs using standard sign post mounting when decorative sign posts and signs are damaged. Contact WPWD for removal of temporary sign posts when replacement can be installed.
- Routine maintenance/replacement of damaged signposts and any sign mounting backboard/trim is the responsibility of the Neighborhood Association/Residential Developer.
- The City reserves the right to remove or relocate, or require the removal or relocation, of signs.
- The City reserves the right to install additional signs that are not mounted on decorative signposts.
- Enter into an agreement with the City covering hold harmless provisions.

Any work within the public right-of-way that requires closure of the sidewalk or travel lanes during installation of the decorative signposts requires a right-of-way encroachment permit. The contractor is responsible for ensuring that all closures are in conformance with *The City's Construction Standards and Specifications*. The right-of-way encroachment permit must be obtained from The City of Westfield's Customer Service Department - 2728 E 171st St, Westfield, IN 46140 (317) 804-3153, prior to the beginning of work.

All requests for neighborhood decorative signpost installations are to be submitted to the WPWD Engineering Department, 2706 E 171st St, Westfield, IN 46140.



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: March 29, 2012

RE: Park Improvements as of March 2012

Dear Board Members:

With the mild weather in March the Parks and Recreation Department has been very busy.

PARKS

Signage

CSI Signs are behind on the installation of the Park Identification Sign. We are waiting on their subcontract to start the installation.

Old Friends Cemetery Park interpretive signs are designed. We are waiting on bid documents from Browning Day. The project should go out for bid in the next two weeks.

Trees

Finalizing quotes for 2 trees to be removed. All in house tree work has been completed.

Asa Bales

New drinking fountain with doggy bowl has been installed. With the mild weather we have opened the restrooms and turned on the water. The Skate Park repairs have been completed. Plans to repair the retaining wall and railing will begin next week. Brickman has been working on mulch and edging all planting beds.

Freedom Trail

The prairie has been mowed and seed ordered for reseeding. The sand table has been re-installed. Brickman has been working on mulch and edging all planting areas.

Armstrong

Pet waste stations have been installed along the trail.

Old Friends Cemetery

The drinking fountain has been repaired and the water turned on. Brickman has been working on mulch and edging all planting beds.

Quaker

The restrooms have been opened and water is turned on in the park. Two new drinking fountains have been installed. A new charcoal grill was installed near shelter #1. The playground under drains have been cleaned out. Brickman has been working on mulch and edging all planting beds.

Raymond Worth

The old perimeter fence has been removed.

Simon Moon

A new drinking fountain with a doggy bowl has been installed and the water has been turned on. The Hill has been reseeded. Work has begun on improving the playground safety surface. New playground mulch will arrive next week. Brickman has been working on mulch and edging all planting beds.

OTHER ITEMS

Trail Overlay

The Trail Overlay Zoning Ordinance continues to be worked on by the Councils Ordinance Committee. We are looking a Comprehensive Plan Amendment to address some other the criteria.

Grand Junction

Traynor and Associates are currently working on appraisals for Grand Junction. All but all but 5 are complete. We are setting up meeting with land owners.

Parks and Recreation

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

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

Special Events or Programs

WIB – Build – A- Box Workshop

This was huge success. We have over 70 attendees and more than 30 on a waiting list. The families built bird houses to take home and one house to give back so WIB can sell them at the Farmer's Market this summer to help fund WIB projects.

Easter Egg Hunt

We are partnering with Washington Twp. Parks to host the 2012 Easter Egg Hunt at Asa Bales Park on Saturday, March 31st.

Arbor Day

The 2012 Arbor Day Tree Planting and Seedling Giveaway will take place at Freedom Trail Park. Our corporate sponsor this year is HNTB. And we are working with Silver Lake HOA as a neighborhood sponsor. This year event will take place on Saturday, April 28th starting at 10AM. Please join us.

Community Plant Day

This event will take place on May 19th at Quaker Park. We invite you to join us at 10AM to plant flowers in the beds throughout the park. All flowers are donated by Heartland Growers.

Parks and Recreation

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

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

Action Item #2 – Quote Approval – Generator/Transfer Switch Inspection and Maintenance Agreement

This agreement is to provide annual Generator/Transfer Switch Inspection Services on Westfield generators/transfer switches. These generator services/transfer switch will include, but are not limited to, generator site inspections, performance of annual maintenance, visual inspections per manufactures recommendations, and perform any repairs with the consent of the Westfield Public Works Department. Currently, the Public Works Department has six (7) permanent generators, three (3) mobile generators and eleven (11) transfer switches.

The Public Works Department obtained three competitive quotes from companies that provide these services. These companies are as follows with their submitted contract amounts:

Buckeye Power Sales	\$5,966.89/year or \$17,900.67 for 3 years
Customized Power Services, Inc (CPSI)	\$11,415.00/year or \$34,245.00 for 3 years
MacAllister Power Systems	\$12,283.00/year or \$36,849.00 for 3 years

The Westfield Public Works Department recommends that the Board of Public Works and Safety authorize the Westfield Public Works Department Director to execute the agreement with Buckeye Power Sales for three (3) years.