

Policy: AD-06-52

Policy Title: Annual or Monthly Reports

Policy Purpose: Provides for the reporting of planned activities and accomplishments

Implementation Date: 2/2/2007

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
ANNUAL OR MONTHLY REPORTS**

This policy defines that the department provides for periodic reporting of planned activities and accomplishments on an annual basis.

The department provides the following reports:

- Operating Letter: the Department's Operating Letter is provided on a monthly basis. It encompasses each divisions' performance measures and provides a view of how the department is operating as a whole.
- Department Year End Report: the Department's Year End Report provides an overview of the highlights that occurred during the year along with the performance measures of each division which encompasses the year and determines the divisions and department's goals for the following year.
- Department Newsletter: this is published quarterly and provides accomplishments of each division and what is currently planned and forthcoming for the department.
- Water Quality Annual Consumer Confidence Report: this annual report is designed to keep the public informed about the quality of the drinking water for the past year. This report is to be posted by July of each year.
- Water Utility Annual Financial Report: this annual report is a balance sheet of related statements of income, retained earnings and cash flows for the year which is presented for supplementary analysis purposes.
- Wastewater Utility Annual Financial Report: this annual report is a balance sheet of related statements of income, retained earnings and cash flows for the year which is presented for supplementary analysis purposes.
- Appropriation Report (Monthly): this monthly report provides a summary of all appropriated funds the department is responsible for. This report is used to budget the allocated funds on a monthly basis for the whole year.
- Fund Report (Monthly): this monthly reports provides a summary of all funds the department is responsible for, such as a cash balance sheet. The report shows the balance at the beginning of the year, revenue year to date (YTD), disbursed (YTD), balances at the beginning of the month, revenue month to date (MTD), disbursed (MTD), and current balance.
- Stormwater Rule 13, Monthly Summary Report of Construction Projects: this monthly report is provided to Indiana Department of Environmental Management (IDEM). This report shows all active or new projects within the Town's

jurisdiction and provides the project's name, location, status, duration, and any enforcement actions taken concerning stormwater run-off.

- Stormwater Rule 13 Annual Report: this annual report is submitted to IDEM to provide a summary of control measure activities related to Rule 13 performed during the previous year.
- Water Plant Monthly Report of Operations (MRO): all community public water supplies that add chemicals to their water are required to make daily entries onto a monthly report of operations. The certified operator-in-charge must sign the report and submit the MRO to IDEM within 10 days following the end of each month.
- Wastewater Monthly Report of Operations (MRO): all community public water supplies that add chemicals to their wastewater are required to make daily entries onto a monthly report of operations. The certified operator-in-charge must sign the report and submit the MRO to IDEM within 10 days following the end of each month.
- Comprehensive Plan Amendment (Capacity Demand Analysis): this annual report provides a basis of knowledge of how much future growth can be anticipated if current statistical trends and development policies continue thus, this allows us to develop planning tools to help mold any new growth into what the community wishes to see in the future.



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