



DEPARTMENT OF PUBLIC WORKS

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December 10, 2015

Mayor Devine & Common Council Members
7525 West Greenfield Avenue
West Allis, WI 53214

RE: Charges for Snow Removal

Honorable Mayor and Council Members:

The Department of Public Works is requesting the Common Council to approve a minimum administrative fee of \$100.00 for all residential/commercial properties the City is required to remove snow/ice from sidewalks per Chapter 11 Public Ways, Places and Property; 11.12 Snow and Ice Removal of the Revised Municipal Code.

The proposed \$100.00 fee is a \$50.00 reduction from the current administrative fee. While BP Logix has greatly increased efficiency, there are many departments involved in the process and each step must be completed before the next step can begin. This requires each department to work in tandem.

The \$100.00 fee will cover the following tasks:

- Time spent by both the Clerk in Forestry and IT's BP Logix administrator in creating work orders for properties that require work to be done, as well as logging information about each snow storm to be attached to each work order.
- Time spent by either the Arborist or Contractor, in the field, compiling and submitting information into the system (who has done the work, how long it has taken), determining if properties meet Municipal Code requirements, as well as taking and attaching photos of properties.
- Time spent by the Clerk in Forestry reviewing the completed work order, measuring the amount of billable feet, creating an invoice spreadsheet and attaching it to the work order.
- Time spent by Finance and the Treasurer's Office to generate the invoice to be sent to the property owner and processing the payment once it's received.

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- Time spent by the Clerk in Forestry and the Lead Arborist, with assistance from the Police Department (obtaining date of birth), issuing citations, selecting court dates, generating affidavits of mailing and delivering paperwork to the appropriate parties.

In addition to the administrative fee of \$100.00, we are working with Jim Jandovitz, Director of IT/Communications, to set an appropriate service fee(s) for the actual work of clearing sidewalks of snow/ice for all residential/commercial properties that will work in the BP Logix program. That service fee will probably be in the range of \$.50/lineal foot.

This fee will assist in the reimbursement of labor, material and equipment expenses to actually clear sidewalks of snow and ice.

Respectfully submitted,



Michael Lewis
Director of Public Works/City Engineer

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