

# Town Council Project Reporting

Updates As Provided by Project Leaders

<b>Overview of Project Completion</b>	
<b>Project Name</b>	<b>% Complete</b>
1 Annexation of Various Properties	95%
2 Strategic Downtown Property Purchases	0%
3 Subdivision Control Ordinance Rewrite	5%
4 Standard Building Detail Ordinance – <b>Project Completed</b>	100%
5 Water Resource Plan	50%
6 Wastewater Treatment Plant Expansion Design	5%
7 Road Impact Fee Study	0%
8 Wayfinding Signage Project	90%
9 Economic Development incentive Policy	95%
10 Downtown Economic Development Strategy and Plan	5%
11 Brownsburg Technology Plan	75%
12 Creation of Façade Improvement Program	90%
13 Strengthen Relationship & Develop Strategy of Racing Community – Specifically Lucas Oil Raceway	50%
14 Guaranteed Energy Savings Project – Contract with Siemens	10%
15 Strategic & Operational Planning	85%
16 Performance Measures– <b>Project Completed</b>	100%
17 Establish Funding Plan and Partnership with Hendricks County and INDOT re Ronald Reagan Parkway Extension (US 136 to CR 300 N) – <b>Project Completed</b>	100%
18 CMAQ (Congestion Management & Air Quality) Grant Application for Roundabout at Hornaday Road & Airport - <b>This project is considered inactive</b>	N/A
19 Water Treatment Plant Construction – <b>Project Completed</b>	100%
20 Northfield Drive East and West Construction (West bid May, East bid Jul)	10%
21 SR 267 Discussions with INDOT– <b>Project Completed</b>	100%
22 Tilden Road Design Engineering (Bid in June, Construction Starts October 2013)	75%
23 O'Dell Street and US 136 Intersection Construction (Construction Start April) – <b>Project Completed</b>	100%
24 Design Engineering for NFD EAST and WEST– <b>Project Completed</b>	100%
25 Design Engineering for SR 267 from US 136 to 56 <sup>th</sup> (RFP in May)	10%
26 Design Engineering for NFD East from Beacon Point to CR 300 (RFP)	10%
27 Design Engineering for Overpass over I-74 and CR 700 N (RFP)	0%
28 Landscape Plan for Northfield Drive and I-74 Interchange Area (RFP in January)	90%
29 Landscape Installation for Northfield Drive and I-74 Interchange Area (Phase 1 in 2013, other phases in 2014-2016).	0%
30 Downtown Improvements with ADA, Image, etc - <b>This project is considered inactive.</b>	N/A
31 Design Engineering North Central Downtown Sewer Separation Project Phase 4 – Vermont, Jefferson, Adams, Franklin (Design starts in Feb 2013)	20%
32 Traffic Signal Preemption Equipment (Bid in May, Complete by September)	95%
33 Radio Communications Interoperability	0%
34 HCCC Funding - Intergovernmental	0%

35	Parks Master Plan Update	85%
36	RTP Trail Design Connecting EMS & B&O Trail (Construction 2014)	25%
37	Zone Improvement Plan	98%
38	Citizen Survey– <b>Project Completed</b>	100%
39	Design of a Splash Pad (Cardinal Elementary)	10%
40	Design Engineering SRT Trail Program Near Schools	75%
41	Alternative Transportation Plan	5%
42	Performance Pro Evaluation Software– <b>Project Completed</b>	100%
43	Smart Phone App	25%
44	Town University	10%
45	Website Redesign (Responsive Design to Flow with Proposed App) – <b>Project Completed</b>	100%
46	Citizen Academy	75%

## Town Council Projects Status Reports

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# 1 Annexation of Various Properties

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**Staff Priority Rank:** 1

**Percent of Completion:** 95%

**Project Owner:** Planning; Admin

**Start of Project Goal – January 13**

**End of Project Goal – August 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

## Summary of Project Details:

### 2014 – Quarter 1

- Planning – no activity

### 2013 - Quarter 4

- Completed a review of the remonstrations disputed property owner lists – Brownsburg North & Ward
- Completed a review of the remonstrations disputed contiguous boundary calculation – Brownsburg North

### Quarter 3

- Zoning Text Amendments -§§5.59 SW-01 - Public Hearing 7/15/2013

### Quarters 1 and 2 Updates

- Brownsburg North Annexation Territory - Developed Property owner lists, AV lists, Quick Summaries, Acreage Calcs, Contiguity Calcs, Adjacent Property Owner to R/W in & out of Town lists, Pre & Post Corporate Limits Maps, Pre & Post Council Ward Maps, Pre & Post Zoning Maps, Potential Improvements Map, Legal description
- Meet with larger farm families in Brownsburg North Annexation Territory on March 28, 2013 to answer questions they had with the annexation - staff will be providing responses to zoning, noise, keeping of animals, discharge of firearms, and burning
- Zoning Map Amendments - Public Hearing at APC 6/10/2013
- Ward Annexation Territory - Developed Property owner lists, AV lists, Quick Summaries, Acreage Calcs, Contiguity Calcs, Adjacent Property Owner to R/W in & out of Town lists, Road Centerline Calcs, Pre & Post Corporate Limits Maps, Pre & Post Council Ward Maps, Pre & Post Zoning Maps, Fiscal Plans, Fiscal Plan Summary, Legal description, Potential Improvements Map
- Zoning Map Amendments - Public Hearing at APC 6/3/2013
- Hart Annexation Territory - Developed Property owner lists, AV lists, Quick Summaries, Acreage Calcs, Contiguity Calcs, Adjacent Property Owner to R/W in & out of Town lists, Road Centerline

- Calcs, Pre & Post Corporate Limits Maps, Pre & Post Council Ward Maps, Pre & Post Zoning Maps, Fiscal Plans, Fiscal Plan Summary, Legal description
- Zoning Map Amendments - Public Hearing at APC 6/3/2013
  - Magee Annexation Territory - Developed Property owner lists, AV lists, Quick Summaries, Acreage Calcs, Contiguity Calcs, Adjacent Property Owner to R/W in & out of Town lists, Road Centerline Calcs, Pre & Post Corporate Limits Maps, Pre & Post Council Ward Maps, Pre & Post Zoning Maps, Fiscal Plans, Fiscal Plan Summary, Legal description
  - Zoning Map Amendments - Public Hearing at APC 6/3/2013
  - Northfield at Wynne Farms Annexation Territory - Developed Property owner lists, AV lists, Quick Summaries, Acreage Calcs, Contiguity Calcs, Adjacent Property Owner to R/W in & out of Town lists, Road Centerline Calcs, Pre & Post Corporate Limits Maps, Pre & Post Council Ward Maps, Pre & Post Zoning Maps, Fiscal Plans, Fiscal Plan Summary, Legal description
  - Zoning Map Amendments - Public Hearing at APC 6/3/2013
  - Zoning Text Amendments -§§2.04, 2.06, & 5.35 - Public Hearing 6/10/2013

## 2 Strategic Downtown Property Purchases

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**Staff Priority Rank:** 2

**Percent of Completion:** 0%

**Project Owner:** Admin; Planning

**Start of Project Goal –March 13**

**End of Project Goal –October 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

**Summary of Project Details:**

**2014 - Quarter 1**

- Planning – no activity

**2013 - Quarter 4**

- There has been no further reported activity on this project

**Quarter 3**

- There has been no further reported activity on this project

**Quarter 2**

- There has been no further reported activity on this project

**Quarter 1**

- Initial meeting with Town Council and Redevelopment Commission to outline concepts and get feedback – February 2013
- There has been no further reported activity on this project

### 3 Subdivision Control Ordinance Rewrite

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**Staff Priority Rank:** 2

**Percent of Completion:** 5%

**Project Owner:** Planning & Building

**Start of Project Goal –March 13**

**End of Project Goal – November 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$50,000.00	Proposed Start of Project	
Projected Expenses	\$ 50,000.00	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	8 months
Final Expenses	\$	Actual Length of Project	

**Summary of Project Details:**

**2014 – Quarter 1**

- Contract with Ground Rules signed
- Steering Committee established
  - Grant Kleinhenz (or designee) – Town Manager
  - Jack Swalley – Plan Commission Rep.
  - Brett Scowden – Plan Commission Rep.
  - Chris Worley – Plan Commission Rep.
  - Don Spencer – Town Council Rep.
  - Dave Richardson – Town Council Rep.
  - Ken Brasseur – Professional Engineer Rep.
  - Kenny Windler – Developer Rep.
- Staff coordinating the Steering Committee kick-off meeting for early February 2014

**2013 - Quarter 4**

- Two submissions were submitted – The Selection Review Committee will meeting on 11/26/2013 to make a recommendation for the preferred firm
- Expect contract negotiation through mid December 2013
- Steering Committee appointments need at the Council Meeting
  - 2 Town Council Members
  - 1 Engineering Representative
  - 1 Developer/Builder Representative
    - Staff will solicit Engineers and Developers/Builders (that have recently worked in Town) and provide names for consideration by the Council
  - The Plan Commission will be appointing 3 members from their membership to the Steering Committee
- RFQ for professional services was released on October 4, 2013 - expect to have firm under contract by mid Dec. and commence project January 2014.

**Quarter 3**

- There has been no further reported activity on this project

**Quarter 2**

- There has been no further reported activity on this project

**Quarter 1**

- RFQ to be released in March 2013
- RFQ not completed in March; expected release May 1, 2013

## 4 Standard Building Detail Ordinance

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Staff Priority Rank: 2

Percent of Completion: 100%

Project Owner: Planning & Building

Start of Project Goal – July 13

End of Project Goal – November 13

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$52,500.00	Proposed Start of Project	
Projected Expenses	\$ 52,500.00	Proposed Completion of Project	
Budget to Date	\$52,500.00	Actual Start Date	12/19/12
Expense to Date	\$52,493.84	Actual Completion Date	May 2013
Final Budgets	\$52,500.00	Proposed Length of Project	6 months
Final Expenses	\$52,493.84	Actual Length of Project	

### Summary of Project Details:

#### 2013 - Quarter 4

- Project is complete.

#### Quarter 3

- The Standard Details (Construction Standards) were completed in May by the Town's consultant firms, Wessler Engineering (storm, water and sanitary) and VS Engineering (transportation).
- These new standards provide updated construction methods, materials and incorporate some of the latest technologies available for public infrastructure.
- The new standards went into effect on July 15th and will be incorporated into all future projects and include provisions for trails and sidewalks; storm, water and sanitary infrastructure; roundabouts; pavement design and cross-walk installation.
- The standards are available to the public on the Town's website at the following link: [http://www.brownsburg.org/egov/docs/1374167011\\_879180.pdf](http://www.brownsburg.org/egov/docs/1374167011_879180.pdf)
- The final bill has not been received yet from the consultants so the final financial numbers are not available yet.

#### Quarter 2

- The final version of the Standard Building Details were delivered to Staff on May 14, 2013
- Notice was sent to Engineering's, Builders, and Developers on June 15, 2013 that the new Standard Building Details will be effective July 15, 2013
- Final financial numbers expected for the August report

#### Quarter 1

The Planning & Building Department staff has initiated the project, with the help of Wessler Engineering & VS Engineering, to review; update and modernize the Town's engineering standard details for new development. These standards serve as a resource for engineers and designers during the design of new development and include provisions for streets, storm, and water and wastewater infrastructure. We have completed the initial review with each department and our goal is to complete the revisions and prepare final documents for implementation on May 1, 2013.

- Wessler Engineering & VS Engineering reviewed the current Standard Details Dec. 2012

- Meet with all utility & development related departments (Dec. 2012 through March 2013) to collect proposed amendments
- Wessler Engineering and VS Engineering are reviewing the proposed amendments and will provide recommendations on the amendments for inclusion into the Standard Details
- Received the draft from Wessler Engineering for the Water, Wastewater, and Stormwater details - Monday, April 1, 2013
- Expect the draft from VS Engineering for the Transportation details - Friday, April 5, 2013
- Staff comments on the Water, Wastewater, and Stormwater details are due Friday, April 12, 2013
- Staff comments on the Transportation details are due Wednesday, April 17, 2013
- On target for Wednesday, May 1, 2013 implementation.

## 5 Water Resource Plan

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Staff Priority Rank: 2

Percent of Completion: 50%

Project Owner: Water

Start of Project Goal – March 13

End of Project Goal – December 13

### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$115,000.00	Proposed Start of Project	March 13
Projected Expenses	\$115,000.00	Proposed Completion of Project	December 13
Budget to Date	\$	Actual Start Date	
Expense to Date	\$4000.00	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	10 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 - Quarter 1

- New well project on hold due to weather.

#### 2013 - Quarter 4

- Note to Town Council from Town Manager:
  - As you may remember, our list of priority projects includes a Water Resource Plan. This item is a two part issue with one being a continued search for good producing well sites in and around Brownsburg but also looking at other options outside the Town for backup water production. One of those outside sources is Citizens Energy Group, from whom we currently buy about 30-40% of our water used. The Town has had an agreement with Citizens since 2000 but that agreement is currently expired and we are working on an extension of that agreement under similar terms. We currently get our water from an interconnect on the south side of Town on CR 300N between SR 267 and Dan Jones/Hornaday Road. We have had concern about this single line and the potential for loss or interruption of service due to accident, malfunction, contamination, etc. Therefore, we have had discussions with Citizens about them installing a new second interconnect on the north side of Town at the corner of 56th Street and CR 900E. This would provide a second source of water for the Town in a different location and also that would come from a different water source, Morse Reservoir (our current water comes from well fields located in the Southport/Homecroft area). A second advantage of the line being installed would be having the infrastructure in the ground and available to developers who might be interested in the property located on the north side of 56<sup>th</sup> Street and from whom the Town could potentially recapture some of our capital investment from as it develops, similar to our cost recovery agreements with developers now.

The proposal includes the costs of installing the new interconnect, which would include the following components:

1. Extend a 20" water main along 56th Street to CR 900E, install meter vault, and connect to existing Brownsburg mains – cost: \$1,750,000.

2. Install two new pumps to handle the new interconnect at the Ben Davis Station – cost: \$650,000.
3. Total cost of project: \$2,400,000

This project will require the Town to commit to a Capital Payment of \$26,512.36 per month for the term of the proposed 10-year contract, which consists of the \$2,400,000 project cost amortized at 6%. This would equate to a total cost of \$3,181,483.20. We are currently in the process of evaluating this proposal.

- Permit was approved by IDEM November 15<sup>th</sup>.
- Have started to meet with contractors to start setting up various constructions that they will be doing. Some material has been order for the well.
- Permit is at IDEM, should have approval by mid November.
- Ortman Drilling has completed the permits and they are to go to IDEM October 7<sup>th</sup>. Once the permits are approved the new well construction can begin.

### **Quarter 3**

- IDEM review the site survey for the new well and there are no issues for the location of the well.
- Ortman Drilling is working on the renewing the permits for the well.
- I have received the results on the 24 hour flow test from Ortman Drilling. The test results came back with the well pumping 350 gallon per minute.
- I have talked to Ortman about moving forward with the well and they will check the permits and update the permits as needed to install the well.
- Once the permits are in order I will move forward with installing the well. My goal is to have the well on line by winter.

### **Quarter 2**

- Ortman Drilling was able to perform the 24 hour flow test required by IDEM on the new well behind Water Plant #2.
- I'm waiting for the flow test results on the well to determine how much the well will produce.
- Once the results are received I will continue to move forward to have the well put on line.

### **Quarter 1**

- Starting in March the department will revisit surrounding property owners around water plant #2 (County Road 700N) and seek permission to do well surveying on their properties.
- This was done in the past with no success. The Town has had a fact finding meeting with Citizens Energy to discuss future connections with the Town.
- A list of property owners around Water Plant #2 (County Rd 700N) has been put together for possible well surveying sites. The department will visit with Pittsboro and inquire about their abandon well fields.
- A list of property owners has been review and a letter is being written for the property owners and the goal is to have the letters sent out in the next 30 days.
- Ortman Drilling has been contacted to perform a flow test on a new well at water plant#2.
- Once a 24 hour test has been performed the well can be completed and put into device.
- Letters have been sent to property owners around the water plant requesting permission to enter their property to do some well surveying.
- No response from the owners has been received.
- Ortman Drilling has not set up a date for flow testing the new well.
- Citizens Energy has not completed the information on a future interconnection with the Town.

## 6 Wastewater Treatment Plant Expansion Design

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Staff Priority Rank: 2

Percent of Completion: 5%

Project Owner: WWTP

Start of Project Goal –May 13

End of Project Goal – November 2014

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$1,260,000.00	Proposed Start of Project	May 2013
Projected Expenses	\$ 2,560,900	Proposed Completion of Project	November 2014
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	18 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- Draft agreement with marked revisions sent to Legal for review. September 16, 2013.
- Additional draft agreement comments were submitted to Legal for consideration. September 26, 2013.
- Draft agreement is under review by Legal. October 31, 2013
- Draft agreement is under review by Legal. December 2, 2013

#### Quarter 3

- HNTB submitted proposal as requested on July 17, 2013.
- Brownsburg RFP review committee met with Arcadis to discuss committee questions & concerns on July 25, 2013.
- Brownsburg review committee met to discuss the proposals provided and determine direction to proceed. It was determined to proceed with Arcadis and move into the service agreement/contract phase of the process on July 25, 2013.
- Draft agreement completed and being reviewed by Brownsburg staff & representatives. August 30, 2013

#### Quarter 2

- The RFP was finalized and sent out late May with a proposal submittal date of June 3, 2013.
- The Arcadis proposal was received as requested.
- The committee met in June to discuss the proposal.
- The committee decided to have Kramer & Associates review the proposal.
- Kathy Dillon & Jim Waggoner met with Kramer & Associates.
- Kramer & Associates recommended that a proposal from another similar firm be requested for consideration.
- Kramer & Associates along with Jim & Kathy met representatives from HNTB to verify that they were a qualified candidate for the project.

- They were found to be comparable in their professionalism and experience to Arcadis.
- Kramer & Associates updated the RFP and requested that a proposal be submitted to Brownsburg on or before July 15, 2013.
- Representatives from HNTB toured the wastewater treatment plant on July 10, 2013 to obtain information needed for preparation of their proposal.

### **Quarter 1**

- The RFP for both the PER (preliminary engineering report - a requirement to qualify for SRF (state revolving fund) loans) and the design for the phase I plant expansion and the phase I sewer improvements is being drafted.
- Both projects will need to be designed together such that the two projects will interconnect correctly in the future.
- The task of preparing the RFP language has been assigned to engineering for development.
- The RFP is to be reviewed by the Town's attorney upon completion and submitted to Arcadis Engineering.
- The town's review committee will determine if the proposal received from Arcadis is acceptable.
- If it is determined to be unacceptable, the RFP will be sent out to several engineers.

## 7 Road Impact Fee Study

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**Staff Priority Rank:** 3

**Percent of Completion:** 0%

**Project Owner:** Admin; Planning; Street

**Start of Project Goal –**

**End of Project Goal –** September 13

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 - Quarter 1

- Planning – no activity

#### 2013 - Quarter 4

- There has been no activity reported on this project

#### Quarter 3

- There has been no activity reported on this project

#### Quarter 2

- There has been no activity reported on this project

#### Quarter 1

- There has been no activity reported on this project

## 8 Wayfinding Signage Project

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**Staff Priority Rank:** 1

**Percent of Completion:** 90%

**Project Owner:** Admin, Planning

**Start of Project Goal –** July -12

**End of Project Goal –** June 13

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	*	Proposed Start of Project	
Projected Expenses	\$33,600/ 25,000/ 650,000	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

\*The budget proposed will be used in the following categories: Design/construction Plans & Bidding/ Construction & Inspection

\*\*Design 2012/Construction Plans 2012-2013/ Construction Phase 1- 2013/ Phase 2 -2014

### Summary of Project Details:

#### 2014 – Quarter 1

- Large gateway signs started production 1/27/2014
- Production on wayfinding pending final counts and message schedule from RLR

#### 2013 - Quarter 4

- Design change was required by INDOT for “destination signs” along INDOT controlled R/W – they require a 6” letter vs. the 4” letters proposed
- Universal Sign Co. is developing full scale mockups for staff to review to determine if we want to change all sign to 6” letter or just those along INDOT controlled R/W.
- Mockups will be available for review the week of 11/25
- Meet with INDOT - this is one of the Crawfordsville Districts' first Wayfinding projects
- Staff & RLR working on resolving INDOT Permitting issues

#### Quarter 3

- Contract executed July 23, 2013
- Fabrication and Installation Kick-off meeting scheduled for August 14, 2013

#### Quarter 2

- Bid received
- Bids open 6/12/2013 - Low Bidder Universal Sign Co. - \$388,096
- Town Council awarded bid to Universal Sign Co. - \$388,096 at the 6/27/2013 meeting
- KGR working on contract to present to Universal Sign Co.

#### Quarter 1

- Design Contract was signed with RLR Associates - March 2012
- RLR complete sign audit - May 2012
- Staff began reviewing initial schematic designs - May 2012

- Staff narrowed down schematic designs - June 2012
- Wayfinding & Identity Signage Committee meetings - July through September 2012
- Staff and RLR worked on priority lists and budget - October 2012
- Construction Plans and Bidding Contact signed with RLR Associates - November 2012
- Staff meet with LORI regarding adding LORI Interstate Attraction signs to overall Town Wayfinding Project - January 2013
- LORI signs to be included as additional services contract - February 2013
- Project to be Bid March 2013
- Final Bid Plans have been completed - including LORI interstate signage
- Staff reviewing remaining Bid Documents - Expect project to Bid late March 2013
- Staff had questions about the message schedule vs. the priority sign list, RLR is reviewing
- Bidding moved to mid April 2013

## 9 Economic Development Incentive Policy

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**Staff Priority Rank:** 1

**Percent of Completion:** 95%

**Project Owner:** Admin

**Start of Project Goal – July 12**

**End of Project Goal – February 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	N/A	Proposed Start of Project	
Projected Expenses	N/A	Proposed Completion of Project	
Budget to Date	N/A	Actual Start Date	
Expense to Date	N/A	Actual Completion Date	
Final Budgets	N/A	Proposed Length of Project	
Final Expenses	N/A	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- See Section 12 for an update on the Façade Improvement Program. Once this program is finalized, the Economic Development Incentive Policy project will be closed.

#### Quarter 3

- See Section 12 for an update on the Façade Improvement Program. Once this program is finalized, the Economic Development Incentive Policy project will be closed.

#### Quarter 2

- The ATM and AA are finalized the supporting forms and preparing the policy and forms for online access--once KGR finalize their review of Loan and Facade forms, we can finalize.

#### Quarter 1

- Since October, we have received feedback from council members, HCEDP, EDC and KGR. The policy was also presented formally to the EDC in December and in January.
- All comments and input have been considered and incorporated into the document.
- Changes include the addition of an executive summary and table of contents, clarification on the use of abatements only outside of TIF districts, fine tuning of personal guarantee requirements for loans, revised incentive tables to reflect current market conditions, and insurance that provision of loan to grant is only done in extraordinary circumstances.
- Other minor edits have been included as well as several protective statements recommended by the attorney (found in the executive summary).
- The Policy was approved by the EDC and subsequently approved by the Council on Feb 14, 2013.

## 10 Downtown Economic Development Strategy and Plan

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**Staff Priority Rank:** 2

**Percent of Completion:** 5%

**Project Owner:** Admin; Planning

**Start of Project Goal –January 13**

**End of Project Goal – April 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Planning – no activity

#### 2013 - Quarter 4

- There has been no further activity reported on this project

#### Quarter 3

- There has been no further activity reported on this project

#### Quarter 2

- There has been no further activity reported on this project

#### Quarter 1

- Initial meeting with Town Council and Redevelopment Commission to outline concepts and get feedback – February 2013
- No more activity reported on this project

## 11 Brownsburg Technology Plan

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**Staff Priority Rank:** 3

**Percent of Completion:** 75%

**Project Owner:** Admin

**Start of Project Goal – January 13**

**End of Project Goal – December 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- There has been no further activity reported on this project

#### Quarter 3

- There has been no further activity reported on this project

#### Quarter 2

- There has been no activity reported on this project at this time.

#### Quarter 1

- There has been no activity reported on this project at this time.

## 12 Creation of Façade Improvement Program

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**Staff Priority Rank:** 3

**Percent of Completion:** 90%

**Project Owner:** Admin

**Start of Project Goal** – January 13

**End of Project Goal** – Sep 13

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- The NDC will be called the Brownsburg Improvement Committee. Invitations to residents to sit on this committee have been sent.
- Appointments will be made Dec 19, 2013. With the Oct 24 approval of the 2014 budget, \$125,000 was approved for community redevelopment and façade grants.
- KGR is updating the Articles and Bylaws of the NDC and are following up with Umbaugh and Associates regarding any 501c3 status.

#### Quarter 3

- KGR confirmed that a Neighborhood Development Corporation (NDC) will be required to oversee the use of TIF funds for the façade improvement program.
- A resolution to form an NDC is going forward to the RDC and Town Council in August.

#### Quarter 2

- It is the Town's intention to utilize EDIT funds in addition to TIF funds to fund the program.
- KGR's main concern is whether EDIT funds can be used, and whether TIF funds can be used without the formation of a Neighborhood Development Corporation.
- The ATM has asked whether the EDC or RDC can double as this corporation if even necessary.
- As a side, all ED Incentive Policy forms will be created in Laserfiche forms over the coming weeks.

#### Quarter 1

- The Economic Development Incentive Policy was approved by TC in Feb 2013.
- The Façade Forms have been finalized by the ATM and Executive Assistant. However, KGR is reviewing one final time.
- Once any final KGR input is incorporated, the program will be ready for launch.

## 13 Strengthen Relationship & Develop Strategy of Racing Community – Specifically Lucas Oil Raceway

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Staff Priority Rank: 3

Percent of Completion: 50%

Project Owner: Admin (Communications); Planning

Start of Project Goal – January 13

End of Project Goal – December 13

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$3000.00	Proposed Start of Project	
Projected Expenses	\$ 2000.00	Proposed Completion of Project	
Budget to Date	\$2000.00	Actual Start Date	
Expense to Date	\$920.00	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	4
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Planning – no activity
- Communications – no activity

#### 2013 - Quarter 4

##### Admin (Communications)

- Recently had an introductory meeting with new LOR GM Randy Simpson and marketing manager Craig Emsweller. The track's 2014 schedule is shaping up similar to this year. LOR management is looking forward to continuing our relationship and partnering on the Night Before the 500 fan fest and US Nationals Guest Services. I'm introducing them to key community leaders at the December Chamber of Commerce meeting.
- As of the November report the NHRA has not put new management in place at the track yet.
- Lucas Oil Raceway GM Wes Collier has left the NHRA and his replacement has not yet been named. Operations director Jeff Conway and marketing manager Craig Emsweller are planning for the 2014 season. I visited with both at the last oval track race regarding our partnerships.

##### Planning

- Working through permitting issues with INDOT

#### Quarter 3

##### Admin (Communications)

Town employees and officials staffed the guest services booth on 8/30 for the Chevrolet Performance US Nationals at Lucas Oil Raceway. Track management was appreciative of the help and would be interested in the Town taking responsibility for staffing guest services for the entire 2014 race weekend. Wes Collier has asked me for a meeting to discuss partnering opportunities for next year, including the Night Before the 500 fan fest.

As Visit Hendricks County is no longer providing guest services for the US Nationals, Lucas Oil Raceway has asked if the Town would take the lead on providing volunteers at two guest services booths during

the four day event over Labor Day weekend. The role is a good fit, supporting our goals to foster relationships and increase Brownsburg's visibility at the track, but we do not have the staff or volunteer base that Visit Hendricks County does. We also do not have any volunteer incentives, such as the use of a suite or food and beverages. We are working through the details with track administration.

I recently had the opportunity to visit with John Doonan, Director of Motorsports at Mazda North America, and with Jason Penix, Director of Grassroots Initiatives (Mazda Road to Indy) at IndyCar. Both are interested in partnering with the Town and Lucas Oil Raceway for another Night Before the 500 fan fest next year. John asked me to email him about the event, so he can put it into Mazda's plans/budget for 2014. Craig Emsweller and I will meet with Jason to start planning after the US Nationals are over.

## **Planning**

- Working through permitting issues with INDOT
- Contract with Universal Sign Co executed July 23, 2013
- Fabrication and Installation Kick-off meeting scheduled for August 14, 2013

## **Quarter 2**

### **Admin (Communications)**

I gained the support of the IndyCar grassroots racing program for the Rev Rally. Both the Pro Mazda and USF2000 series required the drivers to participate in our autograph session, with more than 30 drivers at our event. They are thrilled to have an event that highlights their series. Lucas Oil Raceway would like to partner again next year with the series and the Town for a Night Before the 500 fan fest at Town Hall.

The Town is taking advantage of marketing opportunities at Lucas Oil Raceway, with large format signage at the oval track grandstands and at the drag strip staging lanes to help establish that the track is part of Brownsburg, welcome visitors and show support for Lucas Oil Raceway and the local motorsports industry. The signs are \$5k each plus production.

## **Planning**

- Wayfinding bid package released (including the LORI Interstate Attraction signs)
- LORI Interstate Attraction signs were included in the Wayfinding bid package - bid awarded to Universal Sign Co.
- KGR working on contract to present to Universal Sign Co.

## **Quarter 1**

### **Admin (Communications)**

I've been building a relationship with Lucas Oil Raceway and NHRA since the new track management was put in place in 2010. I conducted several meetings in 2012 with track manager Wes Collier to foster our relationship and determine how the Town can be of benefit to the facility. We are partnering with the track, the Chamber of Commerce, Visit Hendricks County, and Brownsburg Parks to plan a motorsports celebration at Town Hall on the evening of May 23 to promote our local racing community. The event leads up to the "Night Before the 500" race to create awareness for the racers and LORI's 2013 events. Several of the community members who helped with the Indy 500 promotion last year are returning to the planning committee for this event.

The Town is also assisting Lucas Oil Raceway and NHRA with the production of tourist information signs for I-74, as part of our Wayfinding signage project. Without our assistance, the track would not have the budget to have these signs produced and maintained. We are helping with a large ticket drop for the NHRA Spectacle of Speed on April 26-28. I am an invited guest for the Visit Hendricks County community partner's day for the CRA race on April 14. One of the community videos that the Town is producing with CGI Communications will highlight our championship motorsports industry, including Lucas Oil Raceway.

I have been fostering a relationship with Lucas Oil Raceway's new marketing manager, Craig Emsweller, who is serving on the Rev Rally planning committee. He has discussed with me the potential for the Town to have a presence at the track, to not only welcome the thousands of visitors, but also show support for the motorsports community. I will evaluate his proposals and determine what might be of value to both the Town and the track. I am an invited guest again this year to the Motorsports Industry Association's Brits in Indy reception on May 22 in downtown Indy. I have relationships with several ex-pats who work in the IndyCar series or IndyCar teams and will attend the event after the Indianapolis Motor Speedway closes that day.

### **Planning**

- Staff met with LORI regarding adding LORI Interstate Attraction signs to overall Town Wayfinding Project - January 2013
- LORI Interstate Attraction signs to be included as additional services within the Wayfinding project - February 2013
- LORI Interstate Attraction signs have been included in the Bid Plans within the Wayfinding Bid Plans - March 2013
- Planning - no activity April 2013

## 14 Guaranteed Energy Savings Project – Contract with Siemens

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**Staff Priority Rank:** 4

**Percent of Completion:** 10%

**Project Owner:** Admin

**Start of Project Goal – January 13**

**End of Project Goal – January 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 – Quarter 4

- Staff has worked with the Town Attorney to develop the Project Development Agreement (PDA). Staff plans to bring this item for review and approval by the Town Council at the November 14<sup>th</sup> meeting.

#### Quarter 3

- There has been no further activity reported on this project

#### Quarter 2

- There has been no activity reported on this project at this time.

#### Quarter 1

- There has been no activity reported on this project at this time.

## 15 Strategic & Operational Planning

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**Staff Priority Rank:** 1

**Percent of Completion:** 85%

**Project Owner:** Admin

**Start of Project Goal – October 12**

**End of Project Goal – July 13**

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	N/A	Proposed Start of Project	October 12
Projected Expenses	N/A	Proposed Completion of Project	July 13
Budget to Date	N/A	Actual Start Date	10/23/12
Expense to Date	N/A	Actual Completion Date	
Final Budgets	N/A	Proposed Length of Project	5 months
Final Expenses	N/A	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- Final revisions are now taking place.
- The ATM and TM have met several times in October to finalize the plan. Several additional meetings between the two will occur in November.
- The ATM has met with the Planning Dept on Sept 5 and Sep 11, then with the Stormwater Coordinator on Sep 19 to finalize their inputs. I will be reviewing final inputs with the TM in Oct.

#### Quarter 3

- The ATM has met with the Fleet and Streets to finalize their inputs and will be meeting with Planning on Sept 5.
- Input was recently received from the Water Dept. Final inputs from Planning & Building, Fleet, and Streets needed and ongoing.

#### Quarter 2

- The draft has been finalized and redistributed to department heads so that they can provide status and outcome updates to their respective portions of the plan.
- A final review with the TM will occur once the ATM has received all of these department inputs. This is occurring over the months of May and June.

#### Quarter 1

- Strategic Planning sessions were conducted with staff and with Town Council in the fall of 2012.
- Input was received and is being incorporated into a draft plan.
- The draft was reviewed by the TM in March and the ATM is now incorporating those changes into a final draft.
- The draft will include Objectives, Action Items, Critical Links, and Department assignments.
- The draft will not include priority ranking, status, or outcomes.

- The latter can be completed once the draft is finalized and staff starts reporting on the status and outcomes corresponding to critical links assigned to their departments.

## 16 Performance Measures

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Staff Priority Rank: 1

Percent of Completion: **100%**

Project Owner: Admin

Start of Project Goal – October 12

End of Project Goal – September 13

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$9,550.00	Proposed Start of Project	October 12
Projected Expenses	\$9,550.00	Proposed Completion of Project	September 13
Budget to Date	\$9,550.00	Actual Start Date	October 2012
Expense to Date	\$9,550.00	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	12 months
Final Expenses	\$	Actual Length of Project	

## Summary of Project Details:

### 2013 - Quarter 4

- **Project is complete.**
- Results to be shared at Jan 30 Special Town Council Meeting. First year of program produced some measures and identified data collection processes within departments so that second year of program will produce additional measures.
- Results from our first year in the program will be shared with the Council in our January presentation wherein goals and priorities for the New Year will be reviewed.
- ICMA has uploaded the summary data reports and the annual graphs and data.
- I have provided summary emails with these reports and graphs to Fire, Police, and Parks.
- ICMA has informed me that the custom reporting tool will not be available to use for the foreseeable future, but I can start using the annual graphs that have been uploaded to begin preparing a management/council report.

### Quarter 3

- I received online training with ICMA on Aug 21. Only 3 of the 11 survey results have been uploaded by ICMA into their online reporting tool.
- I have been testing the tool and running custom reports to get a feel for the tool and how to best convey the findings to the Council and Management Team.
- ICMA will notify me once the other 8 service areas are uploaded. They are behind schedule by a few weeks due to glitches and the overall complexity of the reporting tool.
- ICMA is posting reporting information on their online reporting tool.
- I will be receiving training from ICMA on the reporting tool the week of Aug 19.
- This training will facilitate the future report to the TC.

### Quarter 2

- Data sets were released to us a few weeks later, and now ICMA is preparing a final report expected in late August.
- Once the final report is received and reviewed, a formal report to the Town Council will be presented by the TM and ATM in Sept/Oct 2013.

### Quarter 1

- In October 2012, the Town signed up for the ICMA Center for Performance Measurement Comprehensive Program (CPM).
- ICMA onsite staff training was conducted in January 2013, and data collection for the CPM surveys commences soon thereafter.
- All data was submitted by March 18. ICMA then reviews, compiles, and cleanses the data, and provides preliminary reports back to the Town in May 2013.
- Additional information is forwarded to us throughout the summer with a final report expected in late August.
- Once the final report is received and reviewed, a formal report to the Town Council will be presented by the TM and ATM in Sept/Oct 2013.

## 17 Establish Funding Plan and Partnership with Hendricks County and INDOT re Ronald Reagan Parkway Extension (US 136 to CR 300 N)

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Staff Priority Rank: 3

Percent of Completion: 100%

Project Owner: Admin; Planning

Start of Project Goal – January 13

End of Project Goal – July 13

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$20,242,322	Proposed Start of Project	July 1, 2015
Projected Expenses	\$	Proposed Completion of Project	July 1, 2017
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2013 - Quarter 4

- **Project is complete.**
- The MPO Policy and Technical Committees have voted on and approved funding for the project in the amount of \$10,121,661. Agreements with INDOT will be reviewed over the next several months. Communications staff is also working on a joint press release with Hendricks County for release regarding the funding approval over the next week or so.
- A planning meeting was held on October 21<sup>st</sup> with Avon and Hendricks County to discuss timing of construction of the project.
- A meeting has been planned with Hendricks County, Town Planning and Public Works staff and Structure Point Engineers for Monday, November 25<sup>th</sup> to review the design of the Ronald Reagan Parkway and discuss concerns about aesthetics for the bridge/overpass over US 136 and the railroad tracks. This meeting will be an initial step to discuss our desire for enhancements such as decorative lighting, landscaping, signage and stamped/stenciled bridge decking/supports.

#### Quarter 3

- The Town and HC have partnered on a request for Federal Funding. The request will be voted on by the MPO/IRTC Policy Committee on August 14, 2013.

#### Quarter 2

- There has been no activity reported on this project at this time.

#### Quarter 1

- There has been no activity reported on this project at this time.

## 18 CMAQ (Congestion Management & Air Quality) Grant Application for Roundabout at Hornaday Road & Airport

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Staff Priority Rank: 4

Percent of Completion: N/A

Project Owner: Admin (Communications); Street

Start of Project Goal – January 13

End of Project Goal – May 13

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

**Summary of Project Details: This project is considered inactive**

**Quarter 1**

**Admin (Communications)**

- Mike Dearing, Indy MPO Master Planner, finally responded to my inquiries regarding CMAQ funding. He said there is every indication that allocations of CMAQ funds will be drastically decreased for 2013 and beyond under the new MAP-21 Transportation Bill.
- 2014 funds may not be enough to cover the projects currently approved for funding. There will not be a call for new CMAQ project applications in the foreseeable future.
- Furthermore, even if funding were to become available, Todd Barker indicates that the Town of Brownsburg does not have a project that would be eligible for CMAQ dollars. He says the traffic count for Hornaday & Airport Road is not high enough.

**Street**

- There has been no activity reported by the Street department head on this project.

## 19 Water Treatment Plant Construction

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Staff Priority Rank: 1

Percent of Completion: 100%

Project Owner: Water

Start of Project Goal – January 13

End of Project Goal – June 2013

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$5,737,000.00 (SRF)	Proposed Start of Project	January 2012
Projected Expenses	\$	Proposed Completion of Project	January 2013
Budget to Date	\$	Actual Start Date	02/27/12
Expense to Date	\$5,020,400.00	Actual Completion Date	08/06/13
Final Budgets	\$	Proposed Length of Project	365 days
Final Expenses	\$	Actual Length of Project	487 days

\*95% of SRF funds used

## Summary of Project Details:

### 2014 – Quarter 1

- This project is considered closed. The final payment will be made once the amount is finalized.

### 2013 - Quarter4

- Met with Thieneman Construction November 26<sup>th</sup> to discuss closing out project. Goal is to close out project by end of year.
- Received all O&M Manuals, Warranties and Start-up Information from GRW on November 27<sup>th</sup>.
- No changes with this project.
- Waiting to close out project and receive all operation manuals.

### Quarter 3

- No more meetings are schedule for this project.
- The punch list is complete except for all of operation manuals to be delivered.
- Waiting on training on the back-up generator
- A progress meeting was held on Thursday July 25, 2013 with GRW (Engineer), Ken Thieneman (Contractor) and the town (Mike Good).
- The punch list continues to be worked on with a final completion date of August 6, 2013 at this time.
- The biggest items on the punch list that need completed are the painting of the floors and the flashing on the gable ends.
- At this time the painting is to be done on Friday August 9th. It takes 80 hours for the paint to cure.
- The gable ends are to be fixed on Monday August 5th at this time.
- The next progress meeting is on Tuesday August 6th at 9:00am with the close out of the project to be

### Quarter 2

- A progress meeting was held on Thursday May 30, 2013 with GRW (Engineer), Thieneman (Contractor), Town (Jim Waggoner, Mike Good) and the SRF representative.

- The water plant has been producing water as of Tuesday May 21st as work continues by the contractor to finish the project.
- The water quality has improved going into the system for the residents.
- There have been some issues with the start up of the plant and those issues continue to be worked out by the various representatives of the systems installed with the plant.
- A punch list was done by GRW and the Town on Thursday May30th. That list has been given to the contractor for the various items to be corrected.
- Demolition of the old plant is schedule the week of June10th.
- The new fence is being installed the week of June 3rd and asphalt is schedule within the next two weeks.
- The final grade of dirt work is being worked on and will continue weather permitting.
- The contractor stated in the progress meeting they will be off the project by June 30.
- A progress meeting was held on Wednesday June 26, 2013 with GRW (Engineer), Thieneman (Contractor), and the town (Jim Waggoner, Mike Good).
- The punch list continues to be worked on by the various sub-contractors.
- Asphalt was started to be laid on June 27, 28 and 29 on the new parking lot and the road where needed.
- Weather was a concern on Saturday the 29th. Work will continue on Monday July 1st.
- The paving company was being pushed to complete the paving before the carnival started to come in for the July 4th fireworks.
- The new plant continues to produce water with an average of 1.0 million gallons a day.
- There have been some issues with the plant and those issues have continued to be worked out.
- A walk through is schedule on July the 10th by the contractor with a walk through by the engineer on July 15.

### **Quarter 1**

- The construction on the new water treatment plant was started February 27, 2012 with the notice to proceed.
- Installation of the new 16" water main was started in March and continues through the spring.
- Construction of the plant location started in the spring continuing through the summer.
- The building was started on July 24th and continues to be constructed into December with the roof being installed in January.
- The filters were installed after Labor Day.
- Currently plumbing and electrical are being installed.
- The new well is still under construction with the platform and raw water line finished being installed.
- A meeting is scheduled the week of February 11th to discuss the start up.
- The next progress meeting is schedule February 28th. It will take an estimated 6 weeks for start up and training.  
 A progress meeting was held February 28, 2013 with GRW (Engineer), Thieneman (Contractor) and Town (Jim Waggoner, Mike Good).
- The contractor asked for a 30 day extension do to a delay from a vendor for a control panel.
- Electrical and plumbing is continuing to be installed. Electrical is inside of the building and the heat is currently being used.
- Some testing will to done in the next two weeks on some of the systems. A start up meeting was held on February 28, 2013 in the afternoon with GRW (Engineer), Thieneman (Contractor), B.L. Anderson (Start up Contractor) and the Town (Jim Waggoner, Mike Good).
- A schedule was presented by Thieneman for proposed start up of the plant. A mock start up is schedule for April 3rd and the start up of the plant is scheduled for April 4th. This is with the assumption of the panel being delivered March 28th. All scheduling is subject to change.
- A progress meeting was held March 28, 2013 with GRW (Engineer), Thieneman (Contractor), and Town (Jim Waggoner, Mike Good).
- The contractor was asked to give an update on the project and a new date of April 15, 2013 was given as start up of the plant.

- The main control panel was delivered March 22, 2013 and installed March 27; 2013. Wiring of the panel was finished April 5, 2013 with the communication installation in panel still being worked on at this time.
- A start up test of the main pumps was done on April 4, 2013 with no problems.
- Plumbing is completed with all testing passed.
- Electrical is still being done with some lights on in the building. Painting is still being done at this time.
- Testing on the chemical feed tanks is complete.
- Various tests will continue as more systems are completed.
- The construction trailers will be moved before long in order to start some of the paving.
- Well #9 is waiting on Duke Energy to install electrical supply for the well. Next progress meeting is schedule for April25, 2013.
- A progress meeting was held on April 25, 2013 with GRW (Engineer), Thieneman (Contractor), and Town (Jim Waggoner, Mike Good).
- The contractor was asked to give an update on the project with a new start-up date of May 6, 2013. This has since been pushed back to May 13, 2013.
- The main control panel is completed with wiring and programming for the system.
- Simulated test runs have been completed on the system. Chemicals for the plant are schedule for delivery the week of May 6th.
- Some outside work still needs completed. The outside work still being done at this time is painting, concrete for sidewalks, and some clean up is still needed.
- The power from well #2 to the back-up generator stills needs to be completed.
- A new water line is to be installed for the new park maintenance building.
- The fence and asphalt will be done once the plant is up and running.
- Well #9 is still being wired at this time. Once that is completed Duke Energy will hook up the power to the well.
- Once the plant is up and running the old water treatment will start being demolished and the new parking lot will be installed. Asphalt is due to be laid mid June.
- The next progress meeting is scheduled for May 30, 2013.

## 20 Northfield Drive East and West Construction (West bid May, East bid Jul)

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Staff Priority Rank: 1

Percent of Completion: 10%

Project Owner: Street

Start of Project Goal – January 14

End of Project Goal – January 15

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

##### **East Northfield**

- Waiting on agreement between CSX and INDOT on Buy American
- Duke Energy Reimbursement = \$253,271.00
- Project letting scheduled for January 2014

##### **West Northfield**

- Utility Relocation Work is ongoing
- Project letting was Aug.7,2013
- INDOT will notify us of the selected contractor
- Reith Riley was the successful bidder \$5,246,680.00

#### Quarter 3

- There has been no activity reported by the Street department head reported on this project

#### Quarter 2

- There has been no activity reported by the Street department head reported on this project

#### Quarter 1

- Projects for both Northfield East and West are 100% designed
- CSX agreements have been signed
- Utility relocation have started

## 21 SR 267 Discussions with INDOT

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Staff Priority Rank: 1

Percent of Completion: 100%

Project Owner: Admin; Street

Start of Project Goal – January 13

End of Project Goal – March

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

## Summary of Project Details:

### 2013 - Quarter 4

- **Project is complete.**
- Town Council approved relinquishment agreement with INDOT at the October 10<sup>th</sup> Council meeting. Avon and Hendricks County have subsequently approved their agreements as well as an interlocal agreement regarding the funding for their bridge project.
- Staff has approached VS Engineering and requested a contract for the design of the first priority phase being N. Green Street (SR267) from US136 (Main Street) to 56<sup>th</sup> Street (CR600N). The contract was presented to the Town Council at the October 24<sup>th</sup> Council meeting but was tabled until the November 14<sup>th</sup> meeting.
- Staff has a plan to hold several stakeholder meetings and public hearings to allow for comments on the design, amenities, etc. These meetings will occur in December and January 2014.
- The Town has found out that our Highway Safety Improvement Program (HSIP) grant application that was submitted on October 4<sup>th</sup> for the reconstruction of N. Green Street (SR267) from US136 (Main Street) to 56<sup>th</sup> Street (CR600N) has been recommended for funding in the amount of \$3,101,310 for FY2016. The total project estimate as prepared by VS Engineering was \$6,604,350.

### Quarter 3

- There has been no activity reported by the Street department head reported on this project

### Quarter 2

- There has been no activity reported by the Street department head reported on this project

### Quarter 1

- There has been no activity reported by the Street department head reported on this project

## 22 Tilden Road Design Engineering (Bid in June, Construction Starts October 2013)

---

Staff Priority Rank: 1

Percent of Completion: 75%

Project Owner: Street

Start of Project Goal – January 13

End of Project Goal – March 13

---

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- Will be averaging the two appraisals to get a cost per acre.
- Utility relocation plans are complete and will be having a utility coordination meeting.
- Engineer updating the easement and R/W that is needed

#### Quarter 3

- There has been no activity reported by the Street department head reported on this project

#### Quarter 2

- There are three properties the Town still needs to obtain ROW
- Design is complete

#### Quarter 1

- Project is 100% designed
- Working on ROW acquisition

## 23 O'Dell Street and US 136 Intersection Construction (Construction Start April)

---

Staff Priority Rank: 1

Percent of Completion: 100 %

Project Owner: Street

Start of Project Goal – April 13

End of Project Goal – June 13

---

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2013 - Quarter 4

- Punch list complete
- Final completion has been signed by INDOT
- Project considered closed

#### Quarter 3

- There has been no activity reported by the Street department head reported on this project

#### Quarter 2

- The intersection is open and traffic signal is in operation as of 6/10/13.
- Sod yet to be laid punch list to be created and done by the end of June

#### Quarter 1

Construction began April 1, 2013

## 24 Design Engineering for NFD EAST and WEST

---

Staff Priority Rank: 2

Percent of Completion: 100%

Project Owner: Street

Start of Project Goal – January 13

End of Project Goal – June 13

---

### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Project is complete.

#### 2013 - Quarter 4

##### East Northfield

- Waiting on agreement between CSX and INDOT on Buy American
- Duke Energy Reimbursement = \$253,271.00
- Project letting scheduled for January 2014

##### West Northfield

- Utility Relocation Work is ongoing
- Project letting was Aug.7,2013
- INDOT will notify us of the selected contractor
- Reith Riley was the successful bidder \$5,246,680.00

#### Quarter 3

- There has been no activity reported by the Street department head reported on this project

#### Quarter 2

- There has been no activity reported by the Street department head reported on this project

#### Quarter 1

- There has been no activity reported by the Street department head reported on this project

## 25 Design Engineering for SR 267 from US 136 to 56<sup>th</sup> (RFP in May)

---

**Staff Priority Rank:** 2

**Percent of Completion:** 10%

**Project Owner:** Street

**Start of Project Goal – May 13**

**End of Project Goal – January 14**

---

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- The proposed project is to add a Two-Way-Left-Turn Lane (TWLTL), new curb, sidewalk and multi-use trail, drainage improvements, lighting and signage for improved safety of all users from Main Street (US 136) to 56th Street. The project length is approximately 0.53 miles.
- The project has been submitted to IMPO for potential funding for R/W and construction
- Preliminary project cost estimates
  - PE \$413,500.00
  - R/W \$1,754,950.00
  - Utilities \$1,500,000.00
  - Construction \$2,935,900.00
  - Total \$6,604,350.00 (does not include construction inspection cost)
- VS Engineering has been the selected as the design firm
- FHWA has verified that this project is eligible for the requested HSIP funding
- The initial stakeholder meeting was held on 1/21/2013 with the property owners that boarder the project... staff provided an overview to the project, provided initial project timeline, and solicited initial feedback from the property owners
- Estimated project timeline:
  - Anticipated Notice to Proceed December 2, 2013
  - Initiate Utility Coordination December 2, 2013
  - Initiate Environmental Early Coordination January 3, 2014
  - Survey Complete February 7, 2014
  - Stage I Plans April 4, 2014
  - Preliminary Field Check May 16, 2014
  - Geotechnical Investigation Complete June 6, 2014
  - R/W Tracings July 3, 2014
  - Stage II Plans July 3, 2014
  - Environmental CE Complete September 5, 2014
  - Public Hearing October 3, 2014
  - Complete R/W Engineering October 3, 2014
  - Final Field Check May 1, 2015
  - R/W Clear Date August 14, 2015
  - Stage III Plans September 11, 2015
  - Submit Final Tracings October 26, 2015

- Bid Letting February 3, 2016

**2013 - Quarter 4**

- There has been no activity reported by the Street department head reported on this project

**Quarter 3**

- There has been no activity reported by the Street department head reported on this project

**Quarter 2**

- There has been no activity reported by the Street department head reported on this project

**Quarter 1**

- There has been no activity reported by the Street department head reported on this project

## 26 Design Engineering for NFD East from Beacon Point to CR 300 (RFP)

---

**Staff Priority Rank:** 2

**Percent of Completion:** 10%

**Project Owner:** Street

**Start of Project Goal – January 13**

**End of Project Goal – March 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- The proposed project is for the design of the East Northfield Drive segment between CR 300 North and Airport Road / CR 400 North.
- RFP for Preliminary Engineering was sent to our Engineering RFP/RFQ email list on 10/11/2013
- Pre-submission meeting is scheduled for November 6<sup>th</sup> at 2 PM
- Submission due on November 15<sup>th</sup> at 4 PM
- Crossroads Engineers selected as the preferred firm.
- 12/31/2013 Streets & Planning meet with Crossroads Engineering to discuss project scope.
- Proposed contract from Crossroads Engineers expected the week of 1/27/2014.

#### 2013 - Quarter 4

- There has been no activity reported by the Street department head reported on this project

#### Quarter 3

- There has been no activity reported by the Street department head reported on this project

#### Quarter 2

- There has been no activity reported by the Street department head reported on this project

#### Quarter 1

- There has been no activity reported by the Street department head reported on this project

## 27 Design Engineering for Overpass over I-74 and CR 700 N (RFP)

---

**Staff Priority Rank:** 2

**Percent of Completion:** 0%

**Project Owner:** Street

**Start of Project Goal –January 13**

**End of Project Goal – March 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- There has been no activity reported by the Street department head reported on this project

#### Quarter 3

- There has been no activity reported by the Street department head reported on this project

#### Quarter 2

- There has been no activity reported by the Street department head reported on this project

#### Quarter 1

- There has been no activity reported by the Street department head reported on this project

## 28 Landscape Plan for Northfield Drive and I-74 Interchange Area (RFP in January)

---

Staff Priority Rank: 2

Percent of Completion: 90 %

Project Owner: Admin; Planning

Start of Project Goal – January 13

End of Project Goal – July 13

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$50,000.00	Proposed Start of Project	
Projected Expenses	\$ 200,000.00 – in design	Proposed Completion of Project	
Budget to Date	\$50,000.00	Actual Start Date	March 13
Expense to Date	\$54,591.08	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	4 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Staff requested additional changes to the Phase 1 plan.
- Staff is satisfied with the revisions – ready for stakeholder meeting.
- Attempting to schedule stakeholder meeting early to mid-February 2014.

#### 2013 - Quarter 4

- Attempting to hold next stakeholder meeting the week of Dec. 9<sup>th</sup> depending on the availability of the stakeholders
- Staff provided comments back to Landstory regarding the Phase 1 design
- Phase 1 design submitted to staff for review
- Second stakeholder meeting to be scheduled

#### Quarter 3

- Project update meeting scheduled for August 9, 2013
- Roundabout feasibility study for the "dog bone" concept proposed at the Interstate on & off ramps not completed at this time
- Final design expected June 2013 - Will be revised
- Bidding expected July/August 2013 - Will be revised
- Construction August-November 2013 - Will be revised

#### Quarter 2

- Staff and Consulting Team meet with INDOT to discuss North Green Street "Streetscape" Concepts - 5/1/2013
- Staff and Consulting Team meet with INDOT to discuss concerns INDOT has with the North Green Street "Streetscape" Concepts - 5/29/2013
- INDOT requested a roundabout feasibility study for the "dog bone" concept proposed at the Interstate on & off ramps

- VS Engineering completing survey work for Phase 1 and some of Phase 2 of the project
- VS Engineering preparing drainage design to enclose the open ditch on the west side of North Green Street
- Project design timeline must be extended due to INDOT request for roundabout feasibility study

### **Quarter 1**

The Town desires to enhance the overall appearance of its key corridors and related commercial districts to achieve the goals and objectives in the Image, Identity, and Community Character Plan of the recently adopted Comprehensive Plan of the Town, through creative and cohesive streetscapes and corridor enhancements. Therefore we have partnered with Landstory & VS Engineering to develop the Green Street & I-74 Interchange Streetscape Plan that can then be incorporated into an overall Green Street (State Road 267) streetscape master plan.

- RFQ released for design services - November 2012
- Staff Reviewed proposals - December 2012
- Staff selected design consultant - January 2013
- Contract negotiation - February 2013
- Begin design - March 2013
- March 8, 2013 meet with Landstory & VS Engineering to begin preliminary design & early coordination and site visit
- Pre-Stakeholder Meeting March 27, 2013
- Adjacent stakeholders meetings scheduled for April 10, 2013 at 10:30 AM and 1:30 PM at The Crown Room
- Post-Stakeholder Meeting scheduled for April 11, 2013 at 3 PM
- Project area survey expected early May 2013
- Final design expected June 2013– **will be revised (Q2 note)**
- Bidding expected July/August 2013– **will be revised (Q2 note)**
- Construction August-November 2013 – **will be revised (Q2 note)**

## 29 Landscape Installation for Northfield Drive and I-74 Interchange Area (Phase 1 in 2013, other phases in 2014-2016).

---

Staff Priority Rank: 2

Percent of Completion: 0%

Project Owner: Admin; Planning

Start of Project Goal –January 13

End of Project Goal – October 13

---

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$100,000.00	Proposed Start of Project	
Projected Expenses	\$ 100,000.00	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	4 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Estimated Construction is start April 2014

#### 2013 - Quarter 4

- Revised Estimated Construction start April 2014
- Construction August-November 2013 - Will be revised

#### Quarter 3

- There has been no further activity reported on this project

#### Quarter 2

- There has been no further activity reported on this project

#### Quarter 1

- Construction August – November 2013

## 30 Downtown Improvements with ADA, Image, etc

---

**Staff Priority Rank:** 4

**Percent of Completion:** N/A

**Project Owner:** Planning & Building

**Start of Project Goal – January 13**

**End of Project Goal – October 13**

---

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$ 2500.00	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	01/29/2013
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

**Summary of Project Details: This project is considered inactive.**

**Quarter 2**

- 6-10-13 - After meeting with the Town Manger I think this project would not be a good investment for the town at this time.

**Quarter 1**

- This project was created after a new business applied for remodel permits in the older downtown area. Because of difficulty meeting ADA requirements the remodels did not proceed.
- At that time the Building Commissioner met with the Town Manger to ask if we, the Town, could consider looking into having a study done to identify improvements that could be made by the Town for ADA compliance.
- These changes would assist future growth in the older downtown area; the plan was to have the study include the old library building for future uses. The contract was signed with Sebree Architects on 1/29/13.
- The Building Commissioner met onsite with the engineer on 2/4/13 and should have first draft of proposal in two weeks.
- At this time, the intention of this project is primarily to identify if there is a way to make the downtown and old library ADA compliant.
- Ken Sebree of Sebree Architects will have a draft copy of our report for review by March 15th. As the project progresses there will be continued review of the report provided by Sebree Architects and the Town to discuss further consideration of work-it is the opinion that the need for handrails will take away from the overall downtown appearance.
- 5/3/13 please see attached statement from architect.

## 31 Design Engineering North Central Downtown Sewer Separation Project Phase 4 – Vermont, Jefferson, Adams, Franklin (Design starts in Feb 2013)

Staff Priority Rank: 4

Percent of Completion: 20%

Project Owner: Street; WWTP; Building; Admin

Start of Project Goal –February 13

End of Project Goal – January 14

### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

##### WWTP Updates:

- Kickoff meeting for this project was held on August 14, 2013.

##### Planning & Building Updates:

- The project letting (*date INDOT opens the bids*) for the construction phase (*e.g. installation of the equipment*) was November 6<sup>th</sup>. INDOT is currently reviewing all bids to ensure they are complete, however the apparent low bidder is Midwestern Electric, Inc. for \$314,028.00.
- Their bid appears to be a very favorable, assuming it is awardable this bid would result in a project saving of \$133,937 and a direct saving to the Town of \$13,394.20 based on the engineer's project estimate.
- The Town received the invoice for the local match the week of 11/18/2014; a PO has been created for the local match of \$31,402.80. INDOT must be in receipt of the local match prior to issuing the notice to proceed.

##### Street Department

- This project is currently under design.

##### Admin Department

- There are no updates from Admin on this project at this time

#### Quarter 3

- There are no updates from WWTP on this project at this time
- There are no updates from Planning & Building on this project at this time
- There are no updates provided from Street department head on this project
- There are no updates from Admin on this project at this time

**Quarter 2**

- There are no updates from WWTP on this project at this time
- There are no updates from Planning & Building on this project at this time
- There are no updates provided from Street department head on this project
- There are no updates from Admin on this project at this time

**Quarter 1**

- Project coordinator has finalized the contract with Curry & Associates Engineering Firm
- Kick-off meeting scheduled is yet to be determined

## 32 Traffic Signal Preemption Equipment (Bid in May, Complete by September)

Staff Priority Rank: 2

Percent of Completion: 95 %

Project Owner: Planning; Street

Start of Project Goal – May 13

End of Project Goal – September 13

### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$314,028.00	Proposed Start of Project	
Projected Expenses	\$ 31,402.80	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

\*Original project construction \$207,410 – updated project construction \$447,965

### Summary of Project Details:

#### 2014 – Quarter 1

- Pre-construction meeting held on 1/23/2014
- Start of installation February 10, 2014
- Punch list scheduled for March 14, 2014
- Expect the vehicle equipment to be delivered before the end of March

#### 2013 - Quarter 4

##### Street

- A request has been sent to the Indianapolis MPO for additional funding to cover preemption at four (4) additional traffic signals and the installation of a GPS based system rather than an infrared system.
- Estimated construction costs have been adjusted to \$447,965 as of 7/16/2013
- The original project cost was \$207,410 however, with the additional signals, upgraded equipment, and additional emitter the revised project cost is \$447,965. We submitted a request for additional funding to the (IMPO) which was approved at the August 2013 IRTC Policy Committee meeting. The (IMPO) is providing 90% of the funds (\$403,168) and the Town is responsible for the remaining 10% (\$44,797).
- Project is scheduled for a letting on 11/6/2013.

##### Planning

- The latest Engineers estimate was \$447,965.00 so the bid was \$133,937 below the estimate which would be a saving to the Town of \$13,394.20 from the estimate. We'll likely need to get approval from Town Council to issue a check to INDOT for approximately \$32K this month so we don't delay the notice to proceed.

#### Quarter 3

##### Street

- There are no updates provided from Street department head on this project

##### Planning

- Final Tracing were at the end of July

- MPO/IRTC Policy Committee will vote on the additional funding 8/14/2013
- Letting November 6, 2013
- Start of construction December 2013/January 2014
- Length of time of construction 60-90 days

## **Quarter 2**

### **Street**

- There are no updates provided from Street department head on this project

### **Planning**

- Final unit item cost from INDOT have delayed the submission of the Final Tracings
- Staff submitted in June a request for additional funds due to the decision to switch equipment to the GPS based system - MPO released a call for HSIP projects to possibly receive 100% funding
- Final Tracing were delayed to determine if additional funding would be received

## **Quarter 1**

### **Street**

- There are no updates provided from Street department head on this project

### **Planning**

- Project Authorized - June 2011
- Plan Develop - May 2012
- Request to move Fiscal Years in the IRTIP - February 2013
- Prelim Field Check - projected April 2013
- Environmental Approval - projected March 2013
- Stage 3 Design - projected May 2013
- Construction 30 to 60 days after the award of the Contract - projected October - November 2013
- Decision was made to go with the GPS based preemption system rather than an IR system
- Preliminary field check completed February 2013
- INDOT will be upgrading signal cabinets and controllers within the project area in advance of the project... this will help reduce our project cost
- Programmatic CE approval has been received - required to complete the Environmental process
- Stage 3 Plans Submitted to INDOT on March 15, 2013
- INDOT Comments received on April 1, 2013
- Final Tracing to be submitted to INDOT end of April 29, 2013
- Letting August 7, 2013– **will be revised (Q2 note)**
- Start of construction October/November 2013– **will be revised (Q2 note)**
- Length of time of construction 60-90 days – **will be revised (Q2 note)**

### 33 Radio Communications Interoperability

---

**Staff Priority Rank:** 2

**Percent of Completion:** 0%

**Project Owner:** Police

**Start of Project Goal – January 13**

**End of Project Goal – December 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

**Summary of Project Details:**

**2014 – Quarter 1**

- There has been no further reported activity on this project

**2013 - Quarter 4**

- There has been no activity reported on this project

**Quarter 3**

- There has been no activity reported on this project

**Quarter 2**

- There has been no activity reported on this project

**Quarter 1**

- There has been no activity reported on this project

## 34 HCCC Funding - Intergovernmental

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**Staff Priority Rank:** 2

**Percent of Completion:** 0%

**Project Owner:** Admin; Police

**Start of Project Goal –January 13**

**End of Project Goal – December 13**

---

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- There has been no activity reported on this project

#### Quarter 3

- There has been no activity reported on this project

#### Quarter 2

- There has been no activity reported on this project

#### Quarter 1

- There has been no activity reported on this project

## 35 Parks Master Plan Update

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Staff Priority Rank: 2

Percent of Completion: 85 %

Project Owner: Parks

Start of Project Goal – January 13

End of Project Goal – October 13

---

### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$45,000.00	Proposed Start of Project	
Projected Expenses	\$ 45,000.00	Proposed Completion of Project	
Budget to Date	\$45,000.00	Actual Start Date	
Expense to Date	\$40,901.00	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	4 months
Final Expenses	\$	Actual Length of Project	

## Summary of Project Details:

### 2014 – Quarter 1

- Since the December meeting the following items have been added to the plan, including; the CIP, organization chart, conceptual drawings for each park, maintenance standard maps, ADA Accessibility and self-assessments, a spot for the feasibility studies on a Recreation Center, long-term goals for excellence, and short-term department goals.
- The Brownsburg Parks 2014-2018 Strategic Master Plan has been submitted and received by the Indiana Department of Natural Resources (IDNR) for draft review. We anticipate hearing back from IDNR in the next couple weeks so that we can move through the approval process.
- Currently we anticipate the following meetings to conduct presentations for the approval process; Park Board February 20, 2014, and Town Council March 13, 2014.
- Final Approved document is due to IDNR on April 10, 2014. At that point we will be compliant to apply for the Land and Water Conservation (LWCF) Grant

### 2013 - Quarter 4

- December 11<sup>th</sup> meeting scheduled for final draft preparation and schedule presentations.
- In process of typing up corrections, comments and questions regarding the reviewed sections.
- Received the first “working” draft for review and to add to the sections that require Director input.

### Quarter 3

- Master Plan goals under review for incorporation into final document.
- Consultant meeting rescheduled due to administration of B.A.S.E. with school starting.
- Plan to reschedule next week.
- No additional update

### Quarter 2

- Finalizing the review and update of information from the Business Plan.
- In discussions with Park Board President, we will need to incorporate some of the fast moving opportunities that have developed over the past month into the Master Plan.
- We will be meeting with Leon to see where to incorporate them.
- Meeting scheduled with consultant to move forward with incorporating new opportunities.
- Updated End of Project Goal above to reflect reasonable date considering all task/projects/goals.

### **Quarter 1**

Items completed are:

- Town of Brownsburg Demographics,
- Cost of Service Model,
- Funding analysis,
- Trends and benchmarking,
- Mission/Vision/Goals,
- Focus group meetings,
- 2012 Community-wide survey,
- Core services analysis.
- The Town Manager has emailed out the request for a visioning session with the Town Manager, Town Council, Park Board and Park Director.

We are currently updating chapters from the Business Plan to combine into the Master Plan so that we are only updating one plan in the future. In addition we are incorporating the big picture items from within the Town's Comp Plan. It is important that the visioning sessions get completed by the end of February to ensure we stay on track with this project goal.

## 36 RTP Trail Design Connecting EMS & B&O Trail (Construction 2014)

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Staff Priority Rank: 1

Percent of Completion: 25%

Project Owner: Parks

Start of Project Goal – January 13

End of Project Goal – September 13

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$105,000.00	Proposed Start of Project	
Projected Expenses	\$ 105,000.00	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	January 13
Expense to Date	\$43,100.00	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	9 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Submitted billing and report for progress up to November 2013. Received reimbursement and Clerk/Treasurer's office deposited into Food & Beverage Fund since that is where the bill was paid from.

#### 2013 - Quarter 4

- Submitting receipts for first reimbursement from grant money.
- Reviewed proposal for Cardinal Property to get VS Engineering the exact location of the trail in the Cardinal Property design.
- Typed up notes and asked for revisions of the proposal so that we can move forward to the contract review.
- Meeting on 10/8/13 to discuss fee proposal for design of Cardinal that will also allow VS and Context to pinpoint the exact location of the trail within the design.
- Submitting first bill for reimbursement.

#### Directors November Note:

This project has slowed due to time and attention being focused on B.A.S.E. and creating risk management processes for smoother operations including an accommodation form/process for children with disabilities that we review prior to them entering the program.

#### Quarter 3

- Met with VS to discuss progress and concerns with a couple of areas. Direction provided for moving forward with these specific areas.
- Received fee proposal from Context to work with VS on exact location of the trail on the Cardinal Property along with design of Thornburg Pkwy and Parking lot.
- VS Engineering is moving forward with trail design on Cardinal property now that the public input meeting is complete without any changes requested from the public.

## Quarter 2

- We have all of our early coordination responses back on the environmental document and are completing the archaeological records check that is required since the trail is traversing through some vacant land in undisturbed soils.
- Conceptual design for Cardinal Property completed and sent to Park Board & Town Manager's office.
- It has also been sent to the BCSC office and to VS Engineering who is designing the trail through this area.
- Consideration for easements to be given is important to avoid having to do additional environmental work.
- BCSC has initially agreed to provide the easements without compensation, but nothing in writing.
- We should know soon after the archeological records check is completed. Planning Director has submitted a letter to IMPO on target letting date in May of 2014 for construction of this project.
- Meeting with BCSC to discuss easements/R-O-W needed complete. John Voigt will discuss with Dr. Snapp and get back with us in the beginning of August.
- Addressed the Cardinal Property with Kevin Miller from VS Engineering and the layout of the trail as designed by Context, LLC.
- The final layout will be known shortly after the public input meeting scheduled for July 23rd on the conceptual design of the Cardinal Property.
- VS will then create the construction documents for this section of trail. Director will reach out to the Brownsburg Church of Christ to provide an update and touch base on if they have any requested changes.

## Quarter 1

- Legal review of contract,
- Contract signed and kick-off meeting conducted,
- Meeting with BCSC and Brownsburg Church of Christ to conduct initial inquiry of both organizations' interest in granting easements for the trail.
- Survey of Cardinal Property which identified encroachment issues, encroachment issues have been addressed with certified letters.
- Communicated with BCSC on the approximate dates to begin discussion on easements.
- RTP Trail design has started.
- The environmental process is underway.

We have all of our early coordination responses back on the environmental document and are completing the archaeological records check that is required since the trail is traversing through some vacant land in undisturbed soils. This design project stems from a grant received from the Department of Natural Resources (\$150,000). In late January IMPO inquired why a report was not submitted by Brownsburg on this project. Through research, it was determined and proven that TOB was compliant and reports were not needed. In addition to this, it was discovered that the IMPO allocated an addition \$37,500 for the Preliminary Engineering Phase (PE) of this project that was not communicated to the Town. Planning Director is drafting a letter to ensure we capture these funds and for an extension, due to the lack of notice. BCSC & Brownsburg Church of Christ are willing to consider easements and more than likely grant. Once the Categorical Exclusion (CE) is complete the Federal land acquisition process can begin. No discussion on price or compensation for easements discussed due to Federal grant regulations. Survey data is being processed and was delayed some due to weather. Design will begin once the survey data is complete. According to vendor, next week the potential exists for the cost to increase on this budget due to right-of-way acquisition. Once the records search is complete, INDOT's Cultural Resources Section can complete their review of the project and provide us with their determination letter. Hopefully the need for an additional environmental is not necessary, as I fear it will delay this project.

## 37 Zone Improvement Plan

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Staff Priority Rank: 1

Percent of Completion: 98%

Project Owner: Parks

Start of Project Goal – January 13

End of Project Goal – August 13

### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$27,000.00	Proposed Start of Project	
Projected Expenses	\$ 27,000.00	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	January 13
Expense to Date	\$30,437.12	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	8 months
Final Expenses	\$	Actual Length of Project	

\*12% deviation from budget

## Summary of Project Details:

### 2014 – Quarter 1

- There has been no further reported activity on this project

### 2013 - Quarter4

- Still in the process of redesigning the Impact Fee Brochure.
- We recorded the ordinance with the county which will allow us to put a lien on a developer if they should choose the payment plan and default.

### Quarter 3

- Second and third readings along with final adoption passed on August 8<sup>th</sup> for implementation on February 10, 2014.
- Park Board attorney has submitted notice of the new ordinance and when it will take effect in accordance with the requirements of State Code.
- Staff will begin to update the brochure this fall and review the receipts to see if any changes need to occur. If changes are necessary, we will work with State Board of Accounts to approve the receipts that will be used as was done under the initial ordinance.
- Passed the first reading with the Town Council and is planned to go before them on August 8<sup>th</sup> for the second, third, and final reading.
- Any deviation from the original quote has been authorized for the required Professional Engineer Review and to consider if the north annexation is realized or if it is not realized.

### Quarter 2

- Park Board Attorney has posted public hearing for the Zone Improvement Plan and is crafting the ordinance.
- The Zone Improvement Plan will go before the Park Board on June 20<sup>th</sup>, the Plan Commission on June 24<sup>th</sup> and the Town Council on June 27<sup>th</sup>.
- Current recommendation of the Zone Improvement Plan Committee is that the current level of service be the community level of service which translates to no deficit.
- Park Board approved through resolution the recommendations of the advisory committee and the updated Zone Improvement Plan on June 20<sup>th</sup>.

- The Plan Commission approved the recommendations of the advisory committee and the updated Zone Improvement Plan on June 24th.
- The Town Council will take this into consideration for first reading on July 25th.

### **Quarter 1**

- Contract signed.
- Kick-off meeting is scheduled for January 7th with Town Manager, Park Board President, Planning Director, Park Director and Chuck Lehman.
- Brownsburg Parks has sent emails to Planning Department and Town Manager's Office asking for representatives to serve on the Zone Improvement Plan Advisory Committee.
- Town Manager has secured the Town Council representation for the Advisory Committee. Brownsburg Parks has secured a Park Board Member as representation on the committee. Brownsburg Parks has identified a list of realtor brokers, developers, builders and citizens to serve on the committee and have begun to contact the list.
- Committee members have been acquired for the resident member, Plan Commission Member, builder and realtor.
- All committee members have been acquired. Requested information from Planning and Building Department has been provided.
- First Advisory Committee meeting held on April 11th.
- Future projected growth model sent by Planning Department.
- Timeline adjustment to minimize gap in collection of Impact Fee.
- Email sent to Town Manager/Town Council on accelerated schedule to inquire of possibility to proceed accordingly.
- Rescheduled second meeting of the advisory committee.
- Sample ordinances sent to Park Board Attorney.

This project is in the initial phase. Unfortunately, there have been a couple of contacts that have said, "no thank you" to serving on the advisory committee. Brownsburg Parks will continue to reach out to others in order form the advisory committee. Given the timeframe it has taken to get meetings scheduled, an accelerated schedule is important to minimizing gap.

## 38 Citizen Survey

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**Staff Priority Rank:** 2

**Percent of Completion:** 100%

**Project Owner:** Admin

**Start of Project Goal – July 13**

**End of Project Goal – December 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$10,000.00	Proposed Start of Project	July-13
Projected Expenses	\$10,000.00	Proposed Completion of Project	December -13
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	6 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2013 - Quarter 4

- **Project is complete.**
- The online web survey closed at the end of the year and final reports were provided to the Town. Results will be presented to the Town Council at the January 30, 2014 Special Meeting.
- The survey closed on Nov 26, 2013. As of Friday Nov 22 we had 359 returns. That is a response rate of 31%. Results will be tallied and a report to the Town from NCS will be provided by the end of the year.
- The survey was sent to randomly selected residents on Oct 15. The second and final wave was sent on Oct 22. Results will be tallied and a report to the Town from NCS will be provided by the end of the year.
- I have worked with staff to develop the custom questions and I have prepared and provided all other materials to NCS. They, in turn, have prepared a draft survey instrument that we are currently fine tuning. The survey is almost final, but there are a few minor edits we are going back on. I anticipate it will be final in mid October and ready for NCS to proceed with the advance mailings by late Oct or early Nov.

#### Quarter 3

- NCS received payment from the Town on Aug 21 and promptly sent the ATM the start-up packet. Completion of the packet is underway and the Town is currently still on track for an October survey release.
- A purchase order was issued and a partial payment claim is on the Aug 8 docket.
- Once NRC receives the first payment the week of Aug 13, they will send the initial start-up packet and the project will fully commence.
- In the meantime, the Town needs to determine a few custom questions that will supplement the standard survey

#### Quarter 2

- There has been no activity reported on this project at this time.

**Quarter 1**

- This project will commence in the summer of 2013.
- The National Citizen Survey is a minimum 17-week process in collaboration with the National Research Center (NRC).
- The survey, last conducted in Dec 2011, will be conducted every 2 years as a tool to get feedback from residents regarding their preferences and priorities, as well as on how staff are performing their duties.

## 39 Design of a Splash Pad (Cardinal Elementary)

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**Staff Priority Rank:** 2

**Percent of Completion:** 10%

**Project Owner:** Parks

**Start of Project Goal – January 13**

**End of Project Goal – July 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	TBD	Proposed Start of Project	
Projected Expenses	TBD	Proposed Completion of Project	
Budget to Date	TBD	Actual Start Date	01/18/2013
Expense to Date	TBD	Actual Completion Date	
Final Budgets	TBD	Proposed Length of Project	7 months
Final Expenses	TBD	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- Contract review by legal completed and signed. Kick-off meeting scheduled for January 13, 2014.
- Met with parents of children with special needs to discuss the scope of the project and learn any additional needs that we can address in the design phase to make sure that the splash pad and surrounding area is inclusive for people with assisted devices.

#### 2013 - Quarter 4

- Have meeting set up with Cripe Friday December 6<sup>th</sup> to finalize scope and move to contract yet this year.
- Still working to finalize the scope of services and bring Cripe under contract.

#### Quarter 3

- We have spoken with the Brownsburg Rotary Club about taking on the shade system as their new fundraiser as part of this project.
- We have received the current location of two phase and three phase power in proximity to Williams Park. The ability exists to pull a lower level of three phase power from a couple of two phase locations easily, but we will need to run this by the manufacturer to see if this is acceptable for the proposed pump system. If not, it will take some additional work to bring the three phase electricity down Locust St. to the Park. It is our hope that we will be able to justify Duke Energy running the power at no cost due to the increased service being planned for Williams Park. If not, we have a third option that could be attractive to Duke to run it at their cost.
- We have reached out to the Shade Systems, Inc for the rotary Club for pricing, size and materials.
- Staff met with Cripe Architects & Engineers on the scope of this project, our timeline and the fee proposal. We have reviewed the proposal and have a couple of modifications to the scope that should provide a cost savings for the design. We will begin to bring them under contract once the scope and fee are finalized along with the timeline.
- Staff has visited Billericay Park in Fishers to gain insight on operation and construction mistakes that were made on a recirculation system of similar size to our proposed pad.

- It has been determined that Duke Energy will need to be contacted and met with to see what it would take to install three phase power into Williams Park to provide better electrical for the system and amenities that come with it.
- Currently only one phase of power exists which would require more space commitment for the pump system because multiple pumps would be needed.
- An initial meeting with Cripe has been scheduled to begin the site design of this facility for the second week of August.

**Quarter 2**

- Staff has contacted Vortex about the need to downsize the splash pad to fit within the allotted funds and the electrical capabilities of the park.
- Vortex is in the process of drafting a new plan with less features and one that can accommodate one phase of power.
- Quotes have been received for pour in place and rubber tiling for adjacent playground that will be incorporated into the design.
- We have repeatedly contacted Vortex without any return. We will ask for the firm designing the construction documents to contact Vortex and see if we can get the one-phase power concept.

**Quarter 1**

- Exploratory meeting with manufacturer to discuss efficient water features,
- Flow-thru system and re-circulating system.
- Exploratory meeting with design firm to determine time frame from kick-off meeting to construction documents.
- Investigation of buyboard inter-local agreement for combining design, product and construction.
- Legal team review of buyboard agreement complete and amendments to the agreement currently being discussed with buyboard before contract is signed.
- Legal reviewing buyboard document referenced within the agreement.
- First draft of conceptual design provided to Brownsburg Parks. Meeting between Brownsburg Parks, Waste Water, and Storm Water to discuss Flow-Thru system to storm water and to waste water.
- Recirculating system research complete and from research appears to be problematic (driving up operational costs to maintain chemical balance, cost prohibitive from a chemical cost and labor intensive).
- Lisa Christie made initial contact with Mary Atkins to discuss the Flow-thru to storm water to see if current storm water system located near Williams can handle volume and if Tilden storm water project could increase the potential to handle the volume.
- Determined location of Splashpad to be Williams Park. Meeting scheduled (3/11/13) with WWTP Superintendent to discuss GPM maximum, management of water after major rain events, and combination drain system.
- Buyboard information sent to attorney for discussion on if there are risks to their contract.
- Reviewing study being conducted by CDC on aquatic play and disease control.
- Researching with Spear Corporation, chemical monitoring system via Smartphone. Decreasing GPM in design.
- Brownsburg Parks has been accepted by Buyboard.
- Conversations have continued with Vortex on the recirculation system and expenses have been input in the first draft of the 2014 budget.
- Staff has also spoke to Spear Chemical Corporation and the Town of Fishers on pros and cons of the recirculation system as well as expenses associated with the operations.
- A meeting will be scheduled for June to visit the Fishers splash pad which is of similar size and scope to the one in design for Williams.
- Work will begin with engineer once a size and design is finalized.
- Staff is obtaining a quote to include in the overall project budget the adjacent playground's surface.

- The surface will be changed to rubber tiles to better accommodate splash pad users.

This project has also been impacted by the need to focus on B.A.S.E. and risk management procedures Brownsburg Parks is investigating changing features within conceptual design to decrease the gallons per minute (GPM) to appropriately manage the Flow-thru system to storm water or the flow-thru system to waste water. Waste Water Superintendent admits that during dry months water to the plant could decrease odor and help with bio-solids. Depending upon what Mary Atkins says, we may look at a combined system where we send water to Waste Water Plant and during rain events to storm water lines. Brownsburg Parks met on site with Vortex representatives and discussed site challenges at Williams and how to best address the GPM concern. Vortex rep is going to email a chart showing how we can decrease the number of features in the sequence to lower the GPM to an acceptable level at intervals of 10-20%. Brownsburg Parks will work with Mary Atkins to determine what the acceptable levels are and determine a schedule alternating between Waste Water and storm water. At this time, the project is in the infancy stage. Brownsburg Parks is currently identifying opportunities and constraints for the Flow-thru options, location, and contract. It would be premature at this stage to identify location, cost, system and specific features.

## 40 SRTS Trail Program Near Schools

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Staff Priority Rank: 2

Percent of Completion: 75%

Project Owner: Planning (ERC); Parks

Start of Project Goal –January 13

End of Project Goal – August 13

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$478,250.00	Proposed Start of Project	
Projected Expenses	\$ 228,250.00	Proposed Completion of Project	
Budget to Date	\$103,423.00	Actual Start Date	
Expense to Date	\$39,528.00	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	8 months
Final Expenses	\$	Actual Length of Project	

## Summary of Project Details:

### 2014 Quarter 1

- Funding has been move to FY 2016 by INDOT

### 2013 - Quarter 4

- This is still in the design phase specifically on the Cardinal Property section.
- Planning Staff was in a meeting with MPO and INDOT representative on 11/12/2013 at which it was stated by INDOT representative that additional SRTS funding could be available. INDOT requested we submit a letter outlining our additional funding request.
- Our request letter was submitted on 11/20/2013.

### Quarter 3

- We have been made aware that the need for easements and right-of-way has been taken to Dr. Snapp. It has been identified as small and within the current use in hopes to have these granted. We believe we will know more after their business meeting in September.
- Waiting to hear back from the BCSC on if they will donate the R/W and if they will do so with or without an appraisal.
- Postmaster has agreed to allow us to move forward with requesting three mailboxes being relocated to the house fronts since the rest of the homes on this route are walking.
- Currently mailboxes sit in R-O-W. We may need to pay for the materials since one or two of them are ornamental/brick.
- We have completed and provided the R/W parcel packets to Associated Right-of-Way so they can proceed with the land acquisition process, so the sooner they can find out the school's intent on donating and whether they would do so with or without an appraisal, the better.
- 

### Quarter 2

- Meeting with VS Engineering took place.
- During the review, a couple of necessary adjustments were identified and the need for input from BCSC.
- The changes have been made and reviewed on June 6th with utilities and INDOT.
- INDOT has confirmed that we can proceed during the field check on June 6th.
- At this point we will begin the R-O-W process.

- Kevin Miller, Brad Faris and I met with John Voight to discuss the necessary R-O-W, timeline, and a couple of unique areas. T
- he BCSC agreed with our proposed improvements.
- In addition Jon Blake has worked with the postmaster to obtain approval to request three mailboxes in the R-O-W be moved to the homes. Charlie Louden indicated that this will not be an issue as the rest of the route is a walking route. We may need to determine a reimbursement cost for the three mailboxes. Two are minimal, but one is a brick mailbox.

### **Quarter 1**

- Contract reviewed and signed,
- Kick-off meeting,
- survey completed,
- design plans 50% submitted,
- Environmental document submitted to INDOT for review,
- VS Engineering identified the need for additional property line research (not as soon as Town Manager would have liked).
- Meeting to discuss the late identification of additional research by Town Manager to get project back on track.
- INDOT received designs for review.
- INDOT responded with the request for a field check for the project. Hope to set meeting for the week of April 22nd.
- Environmental document approved by INDOT.
- Need to schedule a meeting with VS Engineering to review the plans so that we can begin R/W talks with property owners.

The SRTS project is moving through the design process. The environmental document has been completed however; we are currently evaluating the use of rain gardens within the project limits. If rain gardens are a solution chosen by the Town, the environmental document would need to be moderately revised prior to submitting to the INDOT for approval. It is Staff's goal to reach a decision on the use of rain gardens by February 15th to allow adequate time for modifications, if necessary, to the environmental document, and for submission to the INDOT for review and acceptance. Upon approval of the environmental document by INDOT, the Town will be able to begin right-of-way negotiation and acquisition where required along the project limits. Due to the nature of this project, and funding sources, it will be necessary for the Town to follow the Federal Highway Administration (FHWA) right-of-way acquisition process. The potential exists for the cost to increase on this budget due to right-of-way acquisition, and the unaccounted rain garden components if determined to be included by the Town. Brownsburg Parks sent an email to Jon Blake (ERC) to ask where the funding of rain gardens is proposed to come from since it was not part of the original scope and contract with VS engineering as part of the grant project. Unanticipated expenses associated with R/W and with curbs needing reconstructed will drive the cost of this project higher than projected and higher than what was budgeted.

## 41 Alternative Transportation Plan

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**Staff Priority Rank:** 2

**Percent of Completion:** 5 %

**Project Owner:** Admin; Parks; Street

**Start of Project Goal – January 13**

**End of Project Goal – December 13**

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$87,000.00	Proposed Start of Project	9/13/13
Projected Expenses	\$87,000.00	Proposed Completion of Project	4/13/14
Budget to Date		Actual Start Date	
Expense to Date	0	Actual Completion Date	
Final Budgets	TBD	Proposed Length of Project	
Final Expenses	TBD	Actual Length of Project	

## Summary of Project Details:

### 2014 – Quarter 1

#### Parks

- Met with REA after field work where we discussed the connections that could be made with bike paths according to ASHTO standards.
- Have been driving traffic to the website for the project and the survey. Anticipate another follow up meeting when a little more progress is made.

### 2013 - Quarter 4

#### Street

- There are no updates provided from Street department head on this project

#### Parks

- Field Survey to be conducted on December 9<sup>th</sup> & 10<sup>th</sup> with a follow up meeting on the 10<sup>th</sup> to discuss findings.
- Postcards for the survey are being printed for distribution at the Christmas Under the Stars Event. The postcard will drive people to the project website and the survey to obtain public input.
- Proposed trail system and possible arteries for bike lanes identified
- Met with R.E.A. on November 20<sup>th</sup> to discuss possible system with bike lanes.
- The Brownsburg Active Transportation website is up and running. The link is <http://www.reasite.com/live-sites/brownsburg-active-transportation-plan/>
- We are going to post it on the Town's website and create a press release to go out as well.
- Discussed with REA which Town events could include REA staff to obtain additional public input.
- Received landing page information, trail survey, and project description for the website. Currently being reviewed and will be distributed to committee as well.

### Quarter 3

#### Street

- There are no updates provided from Street department head on this project

#### Parks

- We have completed the review with legal and amended the contract to have the additional protective language recommended. The amended contract with REA is signed by both parties.

- An initial kick-off meeting has been requested and is anticipated to be scheduled for the week of September 9<sup>th</sup>.
- The town staff met and discussed rankings, made selection and contacted the number 1 selection.
- The firm selected was Rundell Ernstberger Associates, LLC (REA). We were able to negotiate a \$9,000 fee reduction and initiate the contract review.
- I have reviewed the contract and along with the legal team made changes to be reviewed by the REA.

## **Quarter 2**

### **Street**

- There are no updates provided from Street department head on this project

### **Parks**

- Ratings have been compiled and will be sent out for discussion.
- It is anticipated that the selection will take place before the 21st of June and we will begin working to get the firm under contract.
- Challenges in coordinating schedules have caused our meeting to be scheduled for July 9th. From here we will move forward with selection of the firm

## **Quarter 1**

### **Street**

- There are no updates provided from Street department head on this project

### **Parks**

- Brownsburg Parks has spoken to the Town of Plainfield on the sidewalk assessment and GIS overlay that prioritized needs and is including this component into the project scope, development of scope of service completed
- RFP created and distributed for review.
- Review complete, comments received, and amendments made to the document.
- Document distributed for March 18th with proposals due by Monday April 22nd.
- Receiving emails with questions and responding to them.
- Eight proposals have been received and distributed for review and rating.
- Rating sheets have been sent out to assist reviewers.
- We have asked for them to be returned by 5/16/2013. Once received they will be compiled and the results sent back out for a brief discussion on selecting the right firm.

RFP is in progress and once complete will be sent out. Considering this component that came to be after the 2013 budget hearing, it may be necessary to identify and allocate additional funding. In May it was noted that VS Engineering had done an inventory on their own of the sidewalks and trails in Town. Not sure how this will factor into what was requested from the RFP.

## 42 Performance Pro Evaluation Software

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**Staff Priority Rank:** 1

**Percent of Completion:** 100%

**Project Owner:** Admin (HR)

**Start of Project Goal – July 12**

End of Project Goal – January 13 – Ongoing for full utilization

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### Estimated Project Cost:

### Duration of Project:

Proposed Budget for Project	\$4,000.00	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$3,291.34	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	Ongoing
Final Expenses	\$	Actual Length of Project	

## Summary of Project Details:

### 2013 - Quarter 4

- **Project is complete.**
- Training continuously underway as new employees start
- First Pay for Performance evaluations have been complete for 2013 for all employees and merits have been disbursed based on the employee's overall score.

### Quarter 3

- Reminders of utilization of system and refresher courses - ongoing
- New employee training underway as new employees start.
- New updates for Performance Pro - Will be attending webinar training in August on new functions and train accordingly.

### Quarter 2

- Schedule for Mid-Year Reviews have been sent out and is underway to be complete by the end of July.
- Reminders of utilization of system and refresher courses - ongoing
- Town Counsel training complete
- 2013 Data (factors) are now set for what an overall Town of Brownsburg employee should "act" as.
- New employee training underway as new employees start.
- Timeline for department heads to utilize the program is complete and sent.

### Quarter 1

- The Town of Brownsburg has implemented Performance Pro as a "Pay for Performance" system so that employees will now get raises based on their set goals and factors.
- This will eliminate the same raise amount for all employees, especially those who do not go above what needs to do versus those individuals that work hard to earn their raises.
- This program will also open the lines of communication between employees and their supervisors so they can set obtainable goals together and discuss them.

- Employees and Appraisers are also able to leave notes throughout the year to either share with each other on the progress and accomplishments so everything is noted at the time of appraisal. This will also help eliminate the loss of paper evaluations as well.\* Need to create a timeline for Management as well as employees.

## 43 Smart Phone App

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**Staff Priority Rank:**

**Percent of Completion: 25%**

**Project Owner:** Admin (Communications)

**Start of Project Goal – April 13**

**End of Project Goal – September 13**

**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$4000.00	Proposed Start of Project	
Projected Expenses	\$4000.00	Proposed Completion of Project	
Budget to Date	\$4000.00	Actual Start Date	September 13
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	4 months
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- We need to identify which areas of website functionality (like the Action Center) to feature on the mobile app.
- I spoke with eGov owner Ken Barlow about our contract and project management. He indicated that the vendor who was developing their Android app backed out on the project, so they are behind. He reiterated that with the website redesign, we don't necessarily need a mobile app if we are interested in saving the \$4,000.
- eGov is currently developing the graphics for the iPhone app.
- They are now saying the Android app is still in beta testing, although they sold it to us at the beginning of the year.
- The iPhone app should launch quickly after the website goes live this month. No timeline for the Android app has been provided.

#### Quarter 3

- Design of the smart phone app will be developed upon delivery of the website design, expected by the end of September.
- The smart phone app will be developed by eGov upon completion of the website redesign project, as the mobile app will pull content from the website. The website is still in the design phase.

#### Quarter 2

- The smart phone app will be developed by eGov upon completion of the website redesign project, as the mobile app will pull content from the website. The website is still in the design phase.

#### Quarter 1

- Admin and Parks staff participated in demos with a number of potential vendors, of which our current website vendor, eGov, was chosen.
- We have signed a contract with them for the project.

- The smart phone app will be developed by eGov upon completion of the website redesign project, as the mobile app will pull content from the website.
- The website is still in the design phase.

## 44 Town University

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**Staff Priority Rank:** 3

**Percent of Completion:** 10 %

**Project Owner:** Admin (HR)

**Start of Project Goal – January 13**

**End of Project Goal – July 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	*	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	ongoing
Final Expenses	\$	Actual Length of Project	

\*We will gain a better knowledge on what the budget will need to be once we start partnering with other trainers or seeing what over-time costs might occur by utilizing our own employees.

### Summary of Project Details:

#### 2014 – Quarter 1

- There has been no further reported activity on this project

#### 2013 - Quarter 4

- There has been no further activity reported on this project

#### Quarter 3

- Logo for University underway
- Scheduling of courses to begin in the Fall.

#### Quarter 2

- Proposed curriculum for implementation have been complete (for managers and employees)
- Meeting with instructors to see who can effectively teach each course, working on budgeting and working around their time with employees schedule.
- Instructors taking a keen interest in how we are planning University and wanting to assist in any way possible as they are seeing this as a GREAT advantage.
- Time-line to start the University and budget preparations are currently underway.
- Proposed course tracks/elements have been complete.
- Police and Fire reviewed tracks to see where classes could be implemented for their departments.  
Tyler, Texas being the model municipality to use is willing to spend time and share enough information so we are not "re-inventing the wheel."
- Information on becoming a Certified Trainer as we need to utilize as many individuals within the organization to train and utilize our own resources.

#### Quarter 1

- The Town of Brownsburg is starting the process of implementing a Town University for all employees.

- The Town wants all of their employees to succeed and improve where necessary. The Town of Brownsburg will be implementing this University by using our own employees to help teach as well as partner with instructors from local colleges/universities to assist in this process.
- We will of course start small by possibly offering a "graduation" after 4 classes are complete (this is just an example as we are still in the research phase) with a "Brownsburg University" certification.
- We can start by offering leadership courses, professional training, IT, etc. The goal is to help our employees grow within the Town at no cost to them and help them succeed even more!

\*\*Research will be ongoing to see how we can better our organizational training needs

\*\*Draft curriculum for Civilian employees is complete

- Meeting with Police and Fire to see what classes we can include to see that all employees (civil, fire, & police) are gaining the knowledge they need to grow in their positions.
- Information on becoming a Certified Trainer as we need to utilize as many individuals within the organization to train and utilize our own resources.

## 45 Website Redesign (Responsive Design to Flow with Proposed App)

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Staff Priority Rank: 3

Percent of Completion: 100%

Project Owner: Admin (Communications)

Start of Project Goal –February 13

End of Project Goal – July 13

Project Description:

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Estimated Project Cost:		Duration of Project:	
Proposed Budget for Project	\$6500.00	Proposed Start of Project	
Projected Expenses	\$ 6500.00	Proposed Completion of Project	
Budget to Date	\$4700.00	Actual Start Date	February 2013
Expense to Date	\$4700.00	Actual Completion Date	October 2013
Final Budgets	\$	Proposed Length of Project	5 months
Final Expenses	\$	Actual Length of Project	8 months

### Summary of Project Details:

#### 2013 - Quarter 4

- This project is complete.
- The new mobile-friendly website is live. Because of the new organization and eGov's changes to the functionality and content management system, we had a lot more work to complete on the back end than we had anticipated.
- We continue to work with departments to tweak the content to make it most valuable to users. We have a small punch list that eGov needs to address in the design or functionality.
- The website redesign has been delivered and we are scheduled to have training on the new content management system on October 4.
- I have asked that we go live as quickly as possible following training so we do not have to update and maintain two websites. I am working with IT for a potential go live date of Oct. 8.

#### Quarter 3

- eGov has converted the database to its v6 software and the programmer has about one week more of HTML programming.
- Kathy Arnett anticipates the site will be ready for our review the week of September 16 after which we will be trained on the v6 content management system. Kathy indicates the delay in the project is due to the separate templates for both Brownsburg Parks and Brownsburg Police.
- eGov is writing the HTML for the new design and communications staff is working to clean up, organize and better populate the current site before it is migrated to the new design.
- Parks is proceeding with its redesign.
- Brownsburg Police is interested in responsive design while keeping its own branding, which will require a separate project with eGov.

#### Quarter 2

- We have the second level design. Brian Hartsell, Samantha Milstead, and I met today to review the proposed design and functionality. I am satisfied that it meets our current website needs.
- Once Grant signs off on the second level design, eGov will proceed with the project.

- eGov is writing the HTML for the new design. Parks is proceeding with its redesign.

### **Quarter 1**

- We have a signed contract with eGov and held a design kickoff meeting on Jan. 31.
- We have approved the design roadmap to set the direction for the redesign.
- We have completed the first round of review on the homepage design, with several suggestions for changes to color, font size, icons and configuration.
- We have approved eGov's proposed homepage design, and I am working with Kathy Arnett on a second-level page design that is in line with our input during the kick-off meeting.

## 46 Citizen Academy

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**Staff Priority Rank:** 3

**Percent of Completion:** 75%

**Project Owner:** Admin

**Start of Project Goal – January 13**

**End of Project Goal – December 13**

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**Estimated Project Cost:**

**Duration of Project:**

Proposed Budget for Project	\$	Proposed Start of Project	
Projected Expenses	\$	Proposed Completion of Project	
Budget to Date	\$	Actual Start Date	
Expense to Date	\$	Actual Completion Date	
Final Budgets	\$	Proposed Length of Project	
Final Expenses	\$	Actual Length of Project	

### Summary of Project Details:

#### 2014 - Quarter 1

- These TMAB candidates were notified by email of the Town Manager's Office of the Dec 19 Council Meeting appointment and potential meeting dates and times were provided. The first meeting is anticipated in early 2014.

#### 2013 - Quarter 4

- After Council interview various residents for Town Boards and Commissions. Many of those names not selected were appointed and forwarded to the Town Manager at the Dec 19, 2013 Council Meeting for service on the to-be-formed Town Manager's Advisory Board.
- This project is temporarily on hold as a result of the change in Council composition.

#### Quarter 3

- Research of best practices for a Resident Advisory Committee (RAC) was completed and sample resolution and bylaws were sent to the Town Attorney for review.
- The RAC concept and recommendations will be rolled out to the Town Council in late Quarter 3 or early Quarter 4.

#### Quarter 2

- This project to commence in late 2013

#### Quarter 1

- There has been no activity reported on this project