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2017



M^cCORDSVILLE
ANNUAL REPORT

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2017 IN REVIEW – ANNUAL REPORT EXECUTIVE SUMMARY

The Town of McCordsville had another productive year in 2017. All departments worked closely together to achieve great results. Some of those results include receiving another Community Crossings grant award, this time for \$279,588 to mill and resurface parts of CR 600 West and CR 900 North. We continue to thank the Indiana General Assembly for this program. We also saw the completion of one of the 2016 Community Crossings Grants when we “flipped the switch” to turn on the fully signalized light at CR 900 North and CR 600 West. This light will allow for gaps in traffic, especially during peak traffic hours.

The Utility Department was able to reduce the credits on the books from \$18,143.50 to \$7,186.59. This was a painstaking process requiring researching each individual account to determine who paid the bill, who was entitled to receive a refund, and locating and contacting the recipient in order to send the refund check.

The Town also continued to grow. Occupancy was approved for over 317,000 SF of new commercial space and 160 acres were added to the Town’s Corporate Limits in order to accommodate the first new residential subdivisions since prior to the recession. In turn, the Town’s road miles also grew, passing 40 miles of roads within the Town with the plats that were recorded in 2017.



A new Public Works Garage was designed in 2017 and will be built in 2018, providing additional space for storage of equipment. The Wastewater Treatment Plant Energy Savings project started up, which we hope in time will deliver meaningful savings.

Roads and traffic are concerns for the Town. Due to challenges with the timing and availability of funding for the planned Corridor Improvements, the Town Council commissioned additional engineering studies to determine alternative thoroughfare routes that may be viable substitutions for the future roadway.

In 2017 88 residential building permits were approved and the average sales price of all new homes was \$283,071.

2017 IN REVIEW – ANNUAL REPORT EXECUTIVE SUMMARY



Sen. Mike Crider flips the switch for the new light at CR 600 West and CR 900 North as councilmembers Tom Strayer and Larry Longman look on.

The Town became a bit “greener” with the purchase of iPads for all meetings. A contract with iWorQ will provide a digital environment for permitting, plan review and code enforcement going forward.

We began a process to help fund parks and park-related needs by contracting with Lehman & Lehman on the development of a Park Impact Fee. The Redevelopment Commission’s (RDC) annual Economic Development Plan went through a make-over and is now digital and has a more updated professional look. The

Economic Development Website – Next Stop McCordsville, also went through a make-over, making it more user friendly. The RDC also started the process of visioning what Town Center could be. This process will continue into 2018.

We continue to provide our residents with a sense of fun and community through events and positive communications. In 2017, the Town hosted the annual Easter Egg Hunt, 5K, Waste Away Day, Trunk-or-Treat, Movie in the Park and Christmas Tree Lighting events. The very popular Friday Blast continued to grow and we have many followers on Facebook.

These are just a few highlights of our year. Inside, you will find comprehensive information regarding the Administration, Public Works, Planning and Building, Engineering and Utility Departments. We are proud of what we do and grateful for the opportunity to serve the Town of McCordsville.

Sincerely,

Members of the McCordsville Town Council

Larry Longman, *President* (District 3)

Barry Wood, *Vice President* (At Large)

Brandon Williams (District 1)

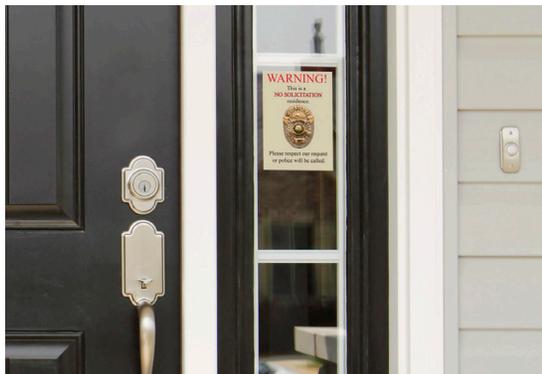
Bryan Burney (District 2)

Tom Strayer (At Large)

ADMINISTRATION

PROJECTS

- Next Stop McCordsville Economic Development website re-do (through RDC and partially funded through a grant from Hancock Health).
- Revamped Economic Development Plan (through RDC).
- Helped develop Parks Survey for 5-year Master Plan (through Park Board).
- Roll-out of Mt. Comfort Corridor Economic Impact Analysis (grant from HCCF and led through RDC).
- Helped with coordination of HCCF grant for County-wide Trails Plan.
- Worked with ProgressionsIT to move email to the Cloud.
- Took steps to become paperless by moving meeting agendas and documents to a digital platform (iPads).
- Developed No Soliciting Decals and badges for those soliciting.
- Started visioning and stakeholder involvement process for Town Center (through RDC).



No solicitation decals.



County-wide Trails Plan Grant Presentation.



Mt. Comfort Corridor Economic Impact Analysis.

ADMINISTRATION



MEETINGS

- Continued participating in County Redevelopment Commission, County Redevelopment Commission Government Relations Steering Committee and Land Use Committee, Hancock Economic Development Commission, Indianapolis Regional Transportation Council, Aim Indiana, Mt. Vernon Education Foundation, Hancock Health Foundation, Indiana Municipal Management Association and MVCSC Cities/Towns/Schools meetings.
- Organized meeting with Speaker Bosma and Sen. Crider.
- Invited to attend Vernon Township Library Board meeting.
- Invited to attend Vernon Township Board meeting.
- Participated in Healthy 365 and Healthier Choices committees through Hancock Health Foundation.
- Organized joint meetings between Town Council and County Commissioners on CR 600 West realignment issues.

ADMINISTRATION

COMMUNICATIONS

- Wrote and submitted press releases to the Indianapolis Star and Indianapolis Business Journal regarding growth and the Economic Impact Analysis. Both received reporter's attention and became news articles.
- Continued growing the Friday Blast.
- Continued our Facebook presence and sometimes our Twitter presence.
- Invited to speak to the Fortville/McCordsville Chamber, Girl Scouts and Boy Scouts troops.

AWARDS

- Presented the Russell G. Lloyd Distinguished Service Award by Aim Indiana.
- Presented the Nolan "Skip" Kuker Award by the Fortville/McCordsville Chamber of Commerce.



Town Manager Tonya Galbraith is presented the Russell G. Lloyd Distinguished Service Award from Matt Greller, CEO of Aim Indiana.

PLANNING AND BUILDING

STAFF

■ **Ryan Crum, Director**

Ryan was hired to serve as the Town's first Director of Planning and Building in the spring of 2013. Prior work experience includes serving as a Planner and Senior Planner for the Town of Fishers for 7 years. Ryan is a 2005 graduate of Ball State University with a Bachelor of Urban Planning and Development. He is a certified planner through the American Institute of Certified Planners (AICP).

■ **Mike Cousins, Building Inspector**

Mike was hired to serve as the Town's first Building Inspector in 2012. He began working for the Town in 2001 under the Public Works Commissioner. Mike is a 2012 graduate of Penn Foster Career School, completing the National Electric Code 2011 and Residential Electrician courses. He has since been certified through the International Code Council as a residential building inspector and is currently studying to become certified in commercial building codes. Mike also sits on the Town's Architectural Review Committee and the Advisory Planning Commission.

■ **Michelle Strader, Administrative Assistant**

Michelle was hired as the Town's Planning and Building Administrative Assistant in December 2016. Prior administrative experience includes work for the Indianapolis Airport Authority and the Porter County Commissioners and Council. Michelle is a 2005 graduate of Purdue University North Central with a Bachelor's in English.

PLANNING AND BUILDING

BOARDS AND COMMITTEES

■ 2017 Plan Commission (PC)

Members: President Marc Lopez*, Vice President Steve Duhamell, Mike Cousins, John Price, Devin Stettler, Tom Strayer, Barry Wood and Jon Horton* (replaced Mr. Lopez in September).

Case #	Meeting	Petitioner	Location	Request	Decision
PC-17-001	1/17/2017	Fischer Homes	Woodhaven, Section 6	Development Plan and Secondary Plat	Approved
PC-17-002	1/17/2017	Stanley Chevrolet	5697 W Broadway	Rezone from Neighborhood Commercial to Regional Commercial	Continued
PC-17-002	2/21/2017	Stanley Chevrolet	5697 W Broadway	Rezone from Neighborhood Commercial to Regional Commercial	Favorable recommendation
PC-17-003	3/21/2017	Sandlian Investments (USTOR)	8250 N 600 W	Primary Plat	Continued
PC-17-005	3/21/2017	Planning and Building Department	n/a	Amendments to the McCordsville Advisory Plan Commission Rules and Procedures	Comments only
PC-17-003	4/18/2017	Sandlian Investments (USTOR)	8250 N 600 W	Primary Plat	Withdrawn
PC-17-006	4/18/2017	Premier Land Company	900 N (Stone Grove)	Rezone from County R-1 to R-1 and PUD	Favorable recommendation
PC-17-005	4/18/2017	Public Works Department	6280 W 800 N	Development Plan	Approved
PC-17-005	4/18/2017	Planning and Building Department	n/a	Amendments to the McCordsville Advisory Plan Commission Rules and Procedures	Comments only
PC-17-008	5/16/2017	CalAtlantic Homes	1000 N	Rezone from County R-1 to PUD (McCord Pointe)	Favorable recommendation
PC-17-005	5/16/2017	Planning and Building Department	n/a	Amendments to the McCordsville Advisory Plan Commission Rules and Procedures	Approved
PC-17-009	9/19/2017	Sandlian Investments (USTOR)	8250 N 600 W	Primary Plat	Approved
PC-17-010	9/19/2017	CalAtlantic Homes	1000 N	McCord Pointe PUD Amendment	No recommendation
PC-17-011	9/19/2017	Silverthorne Homes	Geist Woods Estates	Geist Woods Estates PUD Amendment	No recommendation
PC-17-006	10/17/2017	Premier Land Company	900 N (Stone Grove)	Development Plan and Secondary Plat	Approved
n/a	12/19/2017	Planning and Building Department	n/a	Fee Schedule Amendment	Approved

PLANNING AND BUILDING

BOARDS AND COMMITTEES

■ 2017 Board of Zoning Appeals (BZA)

Members: President Corey Karn, Vice President Steve Duhamell, Secretary Grant Adams, Marc Lopez*, Dan Vail and Jon Horton* (replaced Mr. Lopez in November).

Case #	Meeting	Petitioner	Location	Request	Decision
BZA-17-001	2/1/2017	Sandlian Investments (USTOR)	8250 N 600 W	Special Exception and Development Standards Variances	approved subject to conditions
BZA-17-002	3/1/2017	Public Works Department	6280 W 800 N	Development Standard Variances	approved subject to conditions
BZA-17-003	4/5/2017	Stanley Chevrolet	5697 W Broadway	Special Exception	continued
BZA-17-003	5/3/2017	Stanley Chevrolet	5697 W Broadway	Special Exception	dismissed
BZA-17-003	6/7/2017	Stanley Chevrolet	5697 W Broadway	Special Exception	approved subject to conditions
BZA-17-005	7/5/2017	Hancock Regional Health	8535 N Clearview Dr	Development Standard Variances	approved subject to conditions
BZA-17-006	7/5/2017	Mt. Vernon Community Schools	7177 N CR 600 W	Development Standard Variances	approved subject to conditions
BZA-17-007	7/5/2017	Sandlian Investments (USTOR)	8250 N 600 W	Development Standard Variance	approved subject to conditions
BZA-17-008	9/6/2017	Robert Rosebrock	5601 CR 600 N	Special Exception	approved
BZA-17-009	11/1/2017	Sonya Robinson	6246 W Broadway	Special Exception	approved subject to conditions

PLANNING AND BUILDING

BOARDS AND COMMITTEES

■ 2017 Architectural Review Committee (ARC)

Members: Chair Mike Cousins, Vice Chair Tom Strayer, Shirley Jacobi, Tim Rager and Barry Wood.

Case #	Meeting	Petitioner	Location	Request	Decision
n/a	1/17/2017	Drees Design Gallery Homes	Geist Woods Estates, Lot 51	New single family home	Approved
n/a	3/21/2017	CalAtlantic Homes	Bay Creek East	Revised elevations	Approved
n/a	4/18/2017	Public Works Department	6280 W 800 N	New PW garage	Approved
n/a	6/20/2017	Imel Estates	Hampton Cove	New single family home	Approved
n/a	10/17/2017	Woodstock Homes	Geist Woods Estates, Lot 54	New single family home	Approved
n/a	10/17/2017	Woodstock Homes	Geist Woods Estates, Lot 2	New single family home	Approved
n/a	10/17/2017	Robert Rosebrock	5601 W 600 N	New single family home	Approved
n/a	11/21/2017	CalAtlantic Homes	McCord Pointe	Product line approval	Approved
n/a	9/6/2017	Robert Rosebrock	5601 CR 600 N	Special Exception	Approved
n/a	11/1/2017	Sonya Robinson	6246 W Broadway	Special Exception	Approved subject to conditions

PLANNING AND BUILDING

BOARDS AND COMMITTEES

■ 2017 Technical Advisory Committee (TAC)

Members: Chair Ryan Crum, Mel Branson, Mike Cousins, Ron Crider, Steve Gipson, Les McConnell, Harold Rodgers and Mark Witsman.

Case #	Meeting	Petitioner	Location	Items Reviewed	Decision
PC-17-001	1/5/2017	Fischer Homes	Woodhaven, Section 6	Development Plan and Secondary Plat	n/a
PC-17-003	3/2/2017	Sandlian Investments (USTOR)	8250 N 600 W	Primary Plat	n/a
PC-17-004	3/2/2017	Sandlian Investments (USTOR)	8250 N 600 W	Development Plan and Secondary Plat	n/a
PC-17-006	4/6/2017	Public Works Dept.	6280 W 800 N	Development Plan	n/a
PC-17-010	9/7/2017	Premier Land Company (Stone Grove)	900 N	Development Plan and Secondary Plat	n/a
PC-17-013	12/7/2017	McCord Pointe, Section 1A	1000 N	Development Plan and Secondary Plat	n/a

PLANNING AND BUILDING

PERMITS ISSUED

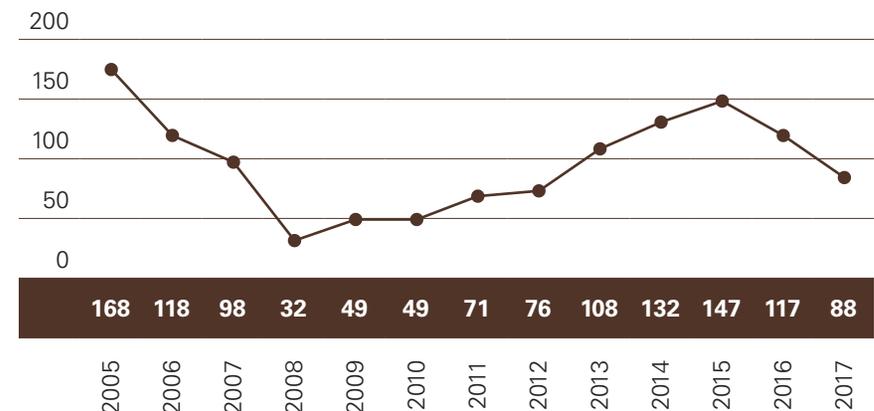
+ Residential Building Permits by Subdivision	
Bay Creek East	24
Villages at Brookside	38
Woodhaven	21
Geist Woods Estates	4
Other	1
+ Improvement Location (ILP)	49
+ Right-of-Way	112
+ Sign	13

262 Total permits issued in 2017

88

New single-family home permits in 2017

New Residential Permits by Year



PLANNING AND BUILDING

BUILDING INSPECTIONS SUMMARY

Above Ceiling (Commercial Only)	19
Temp Electric	152
Footing	112
Foundation	20
Under Slab	59
Foundation/Under Slab	54
Rough-in	276
Energy	129
Final	302
C of O	148
Other	12
Pool	7
Deck	17
Total	1,307
<i>Re-inspections</i>	<i>326</i>

1,307

Building inspections completed in 2017

- In 2017 there were a total of 1,307 inspections completed. This is a decrease of 109 from the 1,416 inspections that were completed in 2016.
- Of those 1,307 inspections, there were 326 re-inspections. This is an increase of 31 from the 295 re-inspections completed in 2016.
- Of the 148 Certificate of Occupancies (C of O) that were issued, 13 of those were conditional and 2 were temporary before receiving the final C of O.
- Examples of the inspections listed in the “Other” category are life safety demonstrations, sunroom additions and basement remodels.

PLANNING AND BUILDING

MISCELLANEOUS DEPARTMENT STATISTICS

\$283,071

Average sales price –
new single-family homes

3,212 sf

Average living area size –
new single-family homes

3,992 sf

Average total area size –
new single-family homes

3.5%

Corporate limits
increase in area

7,405

Estimated
town population

\$109,798.45

Planning and Building
fees collected

Major Development Projects Completed

- Meijer – 192,000 sf.
- Traditions at Brookside – 94,000 sf.
- Daniels Vineyard – 31,000 sf.
- Stone Grove Annexation – 17.8 acres.
- McCord Pointe Annexation – 142.75 acres.

Residential Growth

- Single-family permits decreased for a second year in row. We attribute the decrease to declining lot inventory.
- 2017 growth rate was approximately 4%.
- The average annual growth rate since the 2000 Census is 11.7%.
- A 6% annual growth rate from 2018 through 2020, would see the Town's population rise to 8,819 by the end of 2020.

PLANNING AND BUILDING

INITIATIVES AND GRANTS

Major Development Projects Completed

- Joint MVCSC/Town Sign Project Completed – total of 28 signs installed throughout the District.
- Tri-County Trail Construction Completed .
- Town awarded grant for Bike/Ped Master Plan from the MPO (timeline TBD).
- Town awarded Community Crossing grant for road maintenance projects on CR 600W and CR 900N from INDOT. Construction will begin in spring of 2018.
- Developed Mt. Comfort Rd. Corridor Impact Zone Scenario Analysis for discussions with County Commissioners in conjunction with Clerk-Treasurer and Engineering Department.
- Completed 5-year Update to the Parks Master Plan, adopted by the Parks Board and accepted by Indiana DNR.
- Updated Plan Commission Rules and Procedures, and created new master timeline for PC and BZA petitions.
- Completed RR crossing signage and marking replacement (paid for 100% by INDOT grant).
- Entered into contract with iWorQ to take all permitting and plan review digital.
- Completed the 1st edition of the McCordsville Development Analysis Report (annual moving forward, 2017 edition will be complete by February Plan Commission).
- Worked with A&F Engineering on Conceptual Designs for Mid-term Improvements to CR 600W.
- Completed Feasibility Study (with CrossRoads Engineering) of widening CR 600W through Old Town.

PLANNING AND BUILDING

LOOKING FORWARD TO 2018

Development Projects

- Bay Creek East and Geist Woods Estates build-out.
- Stone Grove development begins.
- McCord Point development begins.
- Continued residential development interest.
- The Meijer Effect – small commercial projects around Meijer.

Initiatives and Grants

- Implement iWorQ system for all permitting, plan review, and code enforcement
- Complete comprehensive set of SOPs for Department functions.
- Explore “smart city” opportunities for McCordsville and report findings to Town Council.
- Explore opportunity for Town Fiscal Study and report findings to Town Council.
- Present W. Broadway and Carroll Rd Gateway Concept to Town Council.
- Review and Update of the Zoning Ordinance.
- Seek Community Crossing Grants.

PUBLIC WORKS

2017 ACCOMPLISHMENTS

Wastewater

- Treated 143.3 million gallons of wastewater at 79% plant capacity (2017). Treated 132.8 million gallons at 73% plant capacity (2016).
- 2,912,200 gallons of sludge hauled.
- Fisk, at the beginning of the year took a significant increase in hauling our sludge, from \$350.00 per 2 loads to \$550.00 per 2 loads which added to our overall cost.
- Saved \$403,617.57 (if Fisk would have hauled this amount) on sludge disposal using the Geo-Tube system.
- Our total cost of disposal was \$96,581.90 at .03 cents per gallon (if Fisk would have haul this amount it would have been \$500,199.47 at .17 cents per gallon).
- Hired Gary Garner as a full time employee.

143.3

**Million gallons of
wastewater treated**

2.9

**Million gallons
of sludge hauled**

- Continuing to work diligently on cutting our energy costs at the treatment plant.
- Steve Gipson completed the required DMR-QA testing for lab procedure from IDEM (this must be completed every 3 years), with a 100% completion of the 6 tests.
- Inspected and approved 77 sewer lateral inspections.
- Completed 1443 sewer locates.
- Purchased a new pump for the Bay Creek lift station, \$10,789.35.
- Purchased a new 75hp blower motor and 200 amp HD disconnect panel, \$15299.76.
- Installed a new privacy fence for the wastewater plant \$9252.00.

PUBLIC WORKS

2017 ACCOMPLISHMENTS CONTINUED



Completed restriping of CR 600 West

Street Department

- Completed restriping of CR 600 West.
- Completed Slurry Seal project in the old part of town.
- Purchased tools/equipment with the remaining 2017 MVH budget.
- Rehab of salt barn (asphalt grade, and replace back panel).
- Locked in contract for public works garage.
- Established a contract with private contractor for snow removal.
- Used 322 bags of asphalt patching material. Total cost of \$3,864.
- Added 0.759 road miles for 2017. Total for 2018 will be, 40.022 miles.

- Maintained Town of McCordsville monument sign at CR 1000 North and CR 600 West.
- Completed installation of the stoplight at CR 900 North and CR 600 West.

Storm Water

- Received IDEM audit for good housekeeping with no issues.
- Started project discussions for CR 500 North/ CR 600 West drainage solution.
- Carl Marlett attended classes and received his certification for MS4 Compliance & Enforcement Inspector



Received IDEM audit for good housekeeping with no issues

ENGINEERING

2017 ACCOMPLISHMENTS

- Community Crossings grant applications – worked with Planning and Building Department on seven grant applications. The two largest were successful for an award totaling \$279,000.
- Asset Management Plan – updated, submitted and approved by LTAP. This was required as part of Community Crossings grant application.
- Defined project scopes and prepared cost estimates for projects on the Capital Projects plan.
- Digital review selection process with P&B staff on selection of iWorQ. Review and selection of Adobe Acrobat DC for drawing review. Hardware selection for digital project.
- Establish computer replacement rotation and initiate purchase and replacement of three PCs.
- Maintained performance and maintenance bond database.
- Preparation with Public Works staff for MS4 Good Housekeeping audit.

\$279K

Total for the two largest grant awards through Community Crossings

Developments

- Development reviews for McCord Pointe and Stone Grove.
- Represented the Town during installation, inspection, testing, televising, etc. of sanitary sewer, storm sewer and erosion control, streets and curbs installed in Woodhaven Section 5B, Woodhaven 6A, and Villages at Brookside Section 10B.
- Plats recorded: Woodhaven Section 5A and Villages at Brookside Section 10B.
- Drainage reviews approved: Woodhaven Section 5B, Woodhaven 6A, and Villages at Brookside Section 10B.

ENGINEERING

2017 ACCOMPLISHMENTS CONTINUED



Bid and construction of CR 600 West/CR 900 North signal and startup

Projects

- Bid and construction of CR 600 West/CR 900 North signal and startup.
- Mill and Resurface CR 600 West from CR 650 North to CR 750 North design and bid with construction in spring of 2018. Bid amount is \$152,191 and will be a 25/75 split with INDOT.
- Mill and Resurface CR 900 North from CR 700 West to CR 600 West design and bid with construction in spring of 2018. Bid amount is \$106,906 and will be a 25/75 split with INDOT.
- Mill and Resurface of Kensington Way and Gateway Crossing Boulevard design and bid with construction in spring of 2018. Bid amount is \$98,000 and within budget.
- Prepared Crack Seal project quote with award and construction in spring of 2018. Quote amount is \$34,450 and within budget.
- Coordinate with VS Engineering on design of CR 700 West Guardrail. Bid and award amount is \$28,250 and within budget with construction in spring of 2018.
- Coordinate with VS Engineering on design of CR 600 West right turn lane at CR 1000 North. Bid and award amount is \$28,347 with construction in spring of 2018.
- Relocation of the Stansbury & Shultz Ditch – Continued design by Banning Engineering and preparation for submittal to DNR.



Mill and Resurface of three projects (design and bid) with construction to begin in spring of 2018

UTILITIES

2017 ACCOMPLISHMENTS

- Reduced the credits on our books from \$18,143.50 to \$7,186.59 - researching each individual account to determine who paid the bill, who was entitled to receive refund, and locating/contacting said recipient to send the refund check.
- Hired 2 new employees and started training.
- Issued 172 refunds to customers for a total of \$6,810.05 dating back to 2003.
- Started account at Indiana Unclaimed and sent a check for \$2,071.08 refunding money to customers we were unable to locate dating back to 2003.
- Continued purchasing, tracking and selling CGS bag & bulk stickers.
- Filed 48 liens in 2017 totaling \$10631.79.
- Collected a total of 55 lien payments from County for a totaling \$9,698.59 which included.
 - + 2 payments, totaling \$512.57 for liens filed 2015.
 - + 27 payments, totaling \$4,511.32 for liens filed in 2016.
 - + 26 payments, totaling \$4,674.70 for liens filed in 2017.
- 82 lien releases filed in 2017.
 - + 1 payment received in 2012.
 - + 27 payments received in 2016.
 - + 54 payments received in 2017.
- Set up and started billing 60 residential accounts for new sections in Villages of Brookside and Woodhaven.
- Set up and started billing multiple commercial accounts; including Gateway Crossing Dental, Ladd Dental, Traditions at Brookside Senior Facility.

\$7.1K

**Reduced the credits on our books
from \$18,143.50 to \$7,186.59**

UTILITIES

2017 ACCOMPLISHMENTS CONTINUED

\$14.5K

Billed 1,297 penalties for a total of \$14,570.21

- Utility representative attended the IRWA conference in April for Utility employees.
- Trash count went from 2,353 at the end of 2016 to 2,462 at the end of 2017.
- Signed up 128 ACH accounts in 2017 for a total of 16,676 ACH payments for the year 2017 compared to 15,168 ACH payments for 2016.
- Credit card payments increased from 243 for 2016 to 310 for 2017.
- Online/ internet payments increased from 5,446 in 2016 to 6,084 in 2017.
- Updated multi-property addresses and spreadsheet with new billing address and new commercial property for Traditions, Meijer, Main Street Renewal.
- The postage meter in the mail machine stopped working and needed to be replaced. We ended up being billed for the maintenance call and new meter. Talked to several people within Pitney Bowes to appeal the bill and document that it was actually normal wear and tear after 5 years of use to get the bill removed.
- Continually updating accounts with GIS and county information to show correct information.
- Continually updating all parcel numbers to the same format and correcting wrong parcel numbers within Cubic.
- Updated the neighborhood address books to include all new sections and lots platted in 2017.
- Scanned all customer forms and ACH forms from 2017 and attached to each individual account in Cubic software.
- Organized storage room and destroyed 2 boxes of back up disks that were not needed and 5 boxes of documents not needed.
- Billed 1,297 penalties for a total of \$14,570.21.

FACILITY RENTALS

2017 COMMUNITY ROOM USAGE

Contact Person	Purpose	Uses
Michelle Tooke	Girl Scout Meetings	8
Stephanie Broere	Girl Scout Meetings	8
Kim Boyd	HOA Timberstone Villa	1
Lee Clouse	HOA Emerald Springs	6
Lauren Mullins	HOA Caroll Crossing	1
Stephen Smith	HOA Austin Trace	1
Stephen Smith	Crime Watch Austin Trace	1
Not indicated	HOA Highland Springs	1
Daniel Rizer	HOA Gateway Crossing	1
Not indicated	HOA Villages of Brookside	1
John Crawford	HOA Bay Creek	5
Jim Brannon of Sporting Indiana	Board Meetings	3

Contact Person	Purpose	Uses
Allen Duros of Edward Jones	Financial Planning session	3
Patricia Kilgore	Celebration	1
Angie Barnes	PiYo	1
Carol Thompson	Photo Club	8
Melissa Anderson	Sorority Meeting	1
Mary Noe of Hancock County	Leadership Training	2
Sherelyn Brown	Baby Shower	1
Shaton Edwards	Not indicated	6
Heather McCann	Birthday Celebration	1
Summer Harper	Fundraiser	1
Stephanie Armour	Birthday Celebration	1
Mary Gordon	Celebration	1

64 Total uses of Community Room in 2017

FACILITY RENTALS

2017 SHELTER AND ATHLETIC FIELD USAGE

Contact Person	Purpose	Uses
Jim Brandon	Youth Soccer League	31
Thad Jaynes	Geist Adult Soccer League	34

65

Total uses of Shelter and Athletic Field in 2017



EVENTS

2017 EVENTS

- Annual Easter Egg Hunt
- Dress for Success Indy
- 3rd Annual 5K run and one mile walk
- Waste Away Day
- Movie in the Park
- Trunk-or-Treat
- Christmas Tree Lighting
- Holiday Party
- Spoke at Meijer Grand Opening
- Organized "Flip the Switch" as part of Community Crossings Grant

