

Westfield City Council Members

Mark Keen, President (District 1)

Steve Hoover (District 2)

Robert L. Horkay, (District 5)

Chuck Lehman, (District 4)

Joe Edwards (District 3)

Cindy L. Spoljaric (At Large)

Jim Ake Vice President (At Large)



CITY OF WESTFIELD, IN
CityCouncil_Meeting_Agenda_03_14_2016

Monday, March 14, 2016 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, March 14, 2016 at 07:00 PM

MEETING PLACE: Westfield City Hall- Assembly Room

***THE FOLLOWING AGENDA IS SUBJECT TO CHANGE AT THE DISCRETION OF
THE COUNCIL***

AGENDA

Pledge of Allegiance

Invocation

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Meeting Minutes 3-14-16](#)

Guests:

Residents who wish to address the Council on items not on the agenda may do so at this time.

Council Response to Guest Comments

Approval of Claims

Documents: [Docket](#)

Miscellaneous Business/Special Recognition:

Special Presentation: Informatics- Video Recording of Council Meeting

Special Presentation: Western Governors University

Library Board Re-Appointment

Documents: [Letter of Recommendation](#) | [Certificate of Appointment](#)

Old Business:

Ordinance 15-46: Centennial North PUD District Amendment (Wilshire)

Council Introduction: January 11, 2016

APC Public Hearing: February 1, 2016

APC Recommendation: February 16, 2016

Adoption Consideration: March 14, 2016

Documents: [Ordinance 15-46](#) | [Reference only_Concept Plan and Character Exhibits](#) | [Reference Only_Location Map](#) | [Reference Only_Department Report](#)

Ordinance 16-04: Keeneland Park PUD Amendment

Southwest corner of 169th Street and Spring Mill Road

Beazer Homes of Indiana, LLP requests an amendment to the Keeneland Park PUD District ordinance on approximately 28 +/- acres.

Council Introduction: February 8, 2016

APC Public Hearing and Recommendation: March 7, 2016

Adoption Consideration: March 14, 2016

Documents: [Ordinance 16-04_Keeneland Paark PUD Amendment](#) | [Location Map](#) | [Elevations](#) | [Staff Report](#)

Resolution 16-104: Resolution to Adopt Amended Personnel Policies, Procedures and Benefits Manual

Council Introduction: February 8, 2016

Adoption Consideration: March 14, 2016

Documents: [Resolution 16-104: Resolution to Adopt Amended Personnel Policies, Procedures and Benefits Manual](#) | [2016 Personnel Policies, Prodedures and Benefits Manual](#) | [2015 Policy and Prodedures Manual Redline](#)

New Business:

Ordinance 16-06: Indianapolis Hebrew Congregation PUD District

Council Introduction: March 14, 2016

APC Public Hearing: April 4, 2016

APC Recommendation: April 18, 2016

Adoption Consideration: May 9, 2016

Documents: [Ordinance 16-06](#) | [Reference Only_Narrative statement](#) | [Reference Only_Location Map](#) | [Reference Only_Site Plan](#)

Ordinance 16-07: Springmill Trails PUD District Amendment – Northview Christian Life Church

Council Introduction: March 14, 2016

APC Public Hearing: April 4, 2016

APC Recommendation: April 18, 2016

Adoption Consideration: May 9, 2016

Documents: [Ordinance 16-07](#) | [Reference Only_Location Map](#) | [Reference Only_Ordinance 11-19](#) | [Reference Only_Building Elevations](#) | [Reference Only_Narrative Statement](#)

Ordinance 16-08: Stormwater Fee Schedule for the City of Westfield

Council Introduction: March 14, 2016

Public Hearing: April 11, 2016

Adoption Consideration: April 11, 2016

Documents: [Ordinance 16-08](#)

Resolution 16-105: Village Farms Neighborhood Plan- Comprehensive Plan Amendment

Council Introduction: March 14, 2016

APC Public Hearing: April 4, 2016

APC Recommendation: April 18, 2016

Adoption consideration: May 9, 2016

Documents: [Resolution 16-105 Village Farms Neighborhood Plan](#) | [Village Farms Neighborhood Plan](#) | [Location Exhibit](#)

Resolution 16-106: Junction Sub-District Addendum-Comprehensive Plan Amendment

Council Introduction: March 14, 2016

APC Public Hearing: April 4, 2016

APC Recommendation: April 18, 2016

Adoption consideration: May 9, 2016

Documents: [Resolution 16-106 Junction Sub District Addendum](#) | [Location Exhibit](#) | [Junction Sub-District Addendum Revised](#)

Resolution 16-107: City of Westfield Consolidation of Funds

Council Introduction: March 14, 2016

Adoption Consideration: March 14, 2016

Documents: [Resolution 16-107](#)

Council Discussion of Unauthorized and Temporary Signage

City Council Comments

Mayor Comments

Adjourn

Executive Session: I.C. 5-14-1.5-6.1 (b) (2) (B): Legal Issues

Working Meeting

Westfield Washington Public Library

December 11, 2015

Westfield City Council President
130 Penn Street
Westfield, IN 46074

RE: Library Board Re-Appointment

Dear Westfield City Council President and Council members:

The term of office of the Westfield City Council appointment to the Westfield Washington Public Library Board of Trustees expires on February 13, 2016. The appointee- Dan Pitcock – has indicated a willingness to be re-appointed to a four-year term of office.

Mr. Pitcock has been a valuable member of the library board since he was appointed in February 2012. He is currently completing his 1st term of office and is eligible for 3 more terms. During his tenure he has served on various committees of the board and has provided valuable input to the board.

I have attached a copy of the Certificate of Appointment, two copies need to be completed with your choice of a library board appointment and returned to the library for further action.

Thank you for your prompt attention to this matter.

Sincerely,



Sheryl A. Sollars
Library Director

VILLAGE FARMS NEIGHBORHOOD PLAN

an Addendum to the Westfield-Washington Township Comprehensive Plan



THE VILLAGE FARMS NEIGHBORHOOD PLAN

Village Farms Homeowners' Association Board of Directors (adopted February 16, 2016)
Council Resolution 16-105 (adopted _____, 2016)

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Acknowledgments



ADVISORY GROUP:

Greg Evans, Village Farms Board of Directors
Tom Frederiksen, Village Farms Board of Directors
Doug Holtz, President of Village Farms HOA
Larry Hutson, Village Farms Board of Directors
Norman Sesi, Past President of Village Farms HOA



MAYOR:

J. Andrew Cook

CLERK TREASURER:

Cindy Gossard

CITY COUNCIL:

Chuck Lehman, President
Jim Ake, Vice-President
James J. Edwards
Steven Hoover
Robert L. Horkay
Dr. Mark Keen
Cindy L. Spoljaric

PLAN COMMISSION

Randell Graham, President
Andre Maue, Vice-President
Nathan Day
Steve Hoover
Robert L. Horkay
Ken Kingshill
Dave Schmitz
Robert Smith, Esq.
Chris Woodard

DEPARTMENT HEADS

Todd Burtron, Administration
Matthew Skelton, Economic and Community
Development
Jeremy Lollar, Public Works
Melody Jones, Parks and Recreation
Christopher Larsen, Informatics
Joel Rush, Chief of Police
Joe Lyons, Fire Chief
Erin Murphy, Communications

Chapter 1:

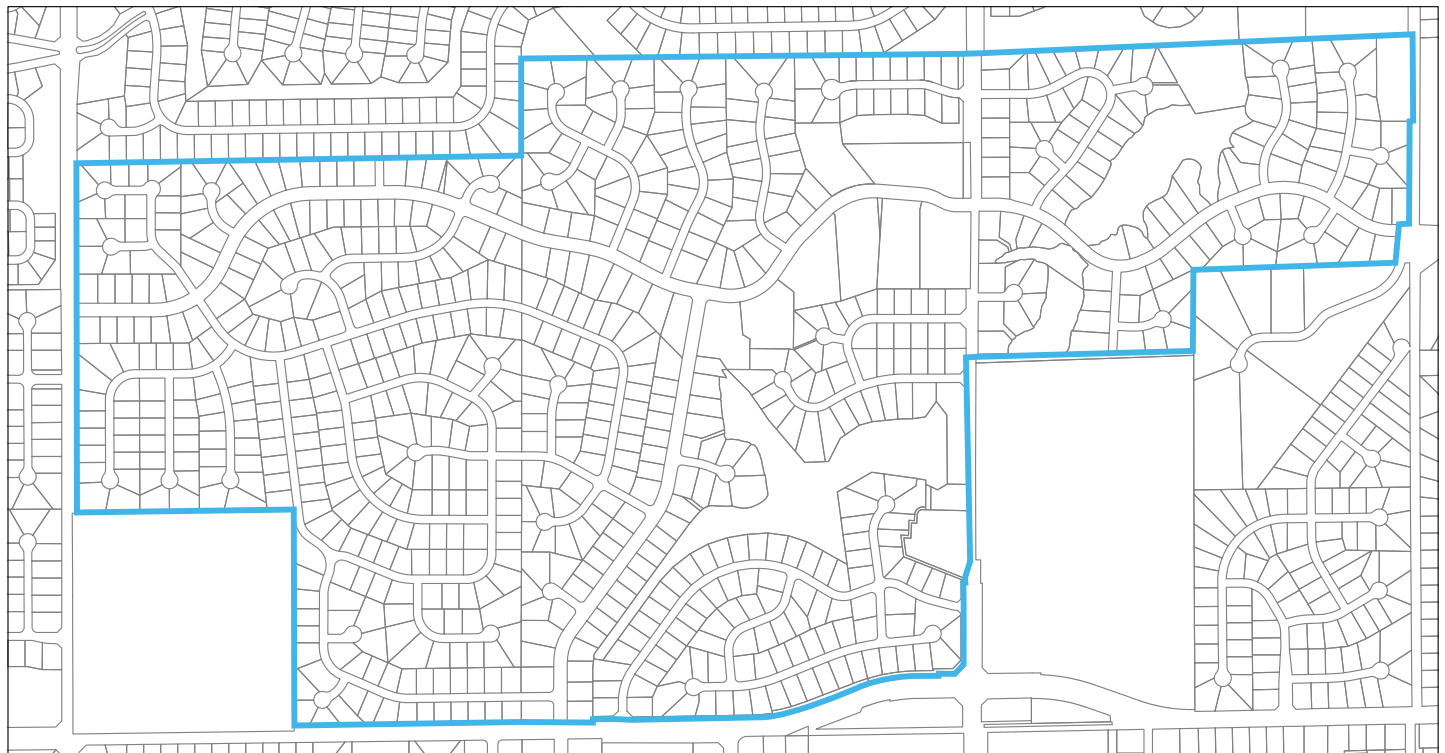
OVERVIEW



Source: Department Photo

The Village Farms Neighborhood Plan (the “Plan”) is intended to be adopted as an addendum to the Westfield-Washington Township Comprehensive Plan (the “Comprehensive Plan”) under the IC 36-7-4-500 Series. The intent of this plan is to establish a vision for the future of the Village Farms neighborhood (“Village Farms”). Village Farms, as used in this plan, is defined by the geographic boundaries shown in **Figure 1.1** and includes approximately 1,700 residents. However, the scope of this plan includes areas outside and adjacent to Village Farms. The Plan’s comprehensive look at Village Farms includes: (i) an overview; (ii) an executive summary of the Plan; (iii) the purpose for conducting this study; (iv) a history of Village Farms and general context for the Plan and collaboration with the City of Westfield (the “City”); (v) a summary of the planning process, which identifies the rationale and organization for community input; (vi) recommendations of the planning process, identifying stakeholders to participate in those recommendations moving forward; and (vii) analyses and conclusions of the Village Farms planning effort.

Figure 1.1: Boundary of the Village Farms subdivision



Village Farms Boundary



Legend



Boundary of the Village Farms subdivision



Chapter 2:

EXECUTIVE SUMMARY

The Village Farms planning process occurred over the course of six months, from March to September 2015. During that time, the City's Economic and Community Development Department (the "Department") hosted Village Farms residents in an open house forum (the "Open House") to gather community input. Following the Open House, the Department met frequently with representatives of the Village Farms Homeowner's Association Board of Directors (the "Advisory Group"). After working in collaboration with the Advisory Group, the Department summarized and listed, in order of priority, the following six recommendations:

TRAFFIC:

- Study the existing conditions of the road network throughout the community and future impact of automobile traffic on the Neighborhood. Study should focus on traffic volume and rate of speed.
- The traffic study should work with the Advisory Group to develop strategies to: (i) improve existing intersections, especially Greyhound Pass and Oak Ridge Road; (ii) calm traffic and reduce automobile speed; (iii) repair and/or resurface interior roads identified by the study in poor or deteriorating condition.

PEDESTRIAN INFRASTRUCTURE:

Study the existing conditions of pedestrian connectivity throughout Village Farms. The study should evaluate opportunities to create safer pedestrian conditions across Oak Ridge Road along Greyhound Pass. This study should be completed in conjunction with the traffic study highlighted above.

AMENITIES:

- Study existing conditions of the amenities throughout Village Farms.
- The study should focus on the detention/retention ponds and the drainage between them along Greyhound Pass and Adios Pass.
- The study should also be completed in conjunction with a pedestrian connectivity plan and should consider way-finding and safety signage that may incorporate the Village Farms brand.

SOCIAL PROGRAMMING:

- Inventory existing social activities within Village Farms (i.e., survey community organizations and residents).
- Identify external resources for community engagement/social activities.
- Prepare a list of best practices among other neighborhoods, both in and outside Westfield.

BRANDING:

Create a revised brand and promotional strategy for Village Farms.

COMMUNITY ENGAGEMENT:

Identify opportunities for Village Farms to participate in activities with the City and Westfield-Washington School Corporation.

Chapter 3:

PURPOSE



Image 3.1: 151st Street underpass at US Highway 31

Village Farms is one of the largest single-family residential subdivisions in the City of Westfield. It includes an area of approximately four hundred and thirty-eight (438) acres and comprises seven hundred and sixty (760) single-family homes. The neighborhood was originally platted in November 1973, with the final section (Section 19), platted in 2014 (see **Figure 4.1**). Village Farms is home to an estimated 1,748 residents. Village Farms is characterized by a strong sense of community and neighborliness. It boasts established custom homes, mature trees, diverse housing and lot types, strong community amenities, access to the Monon Trail, and close proximity to shopping and access to US Highway 31.

As areas surrounding Village Farms began to develop as single-family subdivisions and the Town of Westfield transitioned to a City in 2008, Village Farms observed changes in how it relates and experiences the developing areas around it and to the community as a whole.



Image 3.2: 151st Street and E. Greyhound Pass

Changes continue to occur, like the US Highway 31 “Major Moves” project (see **Image 3.1**) and other planned improvements to respond to changing traffic patterns. With such changes planned and/or in process, it became desirable for both Village Farms and the City to explore related opportunities and potential issues.



Image 3.3: E. Greyhound Pass and Oak Ridge Road

Chapter 4:

HISTORY & CONTEXT



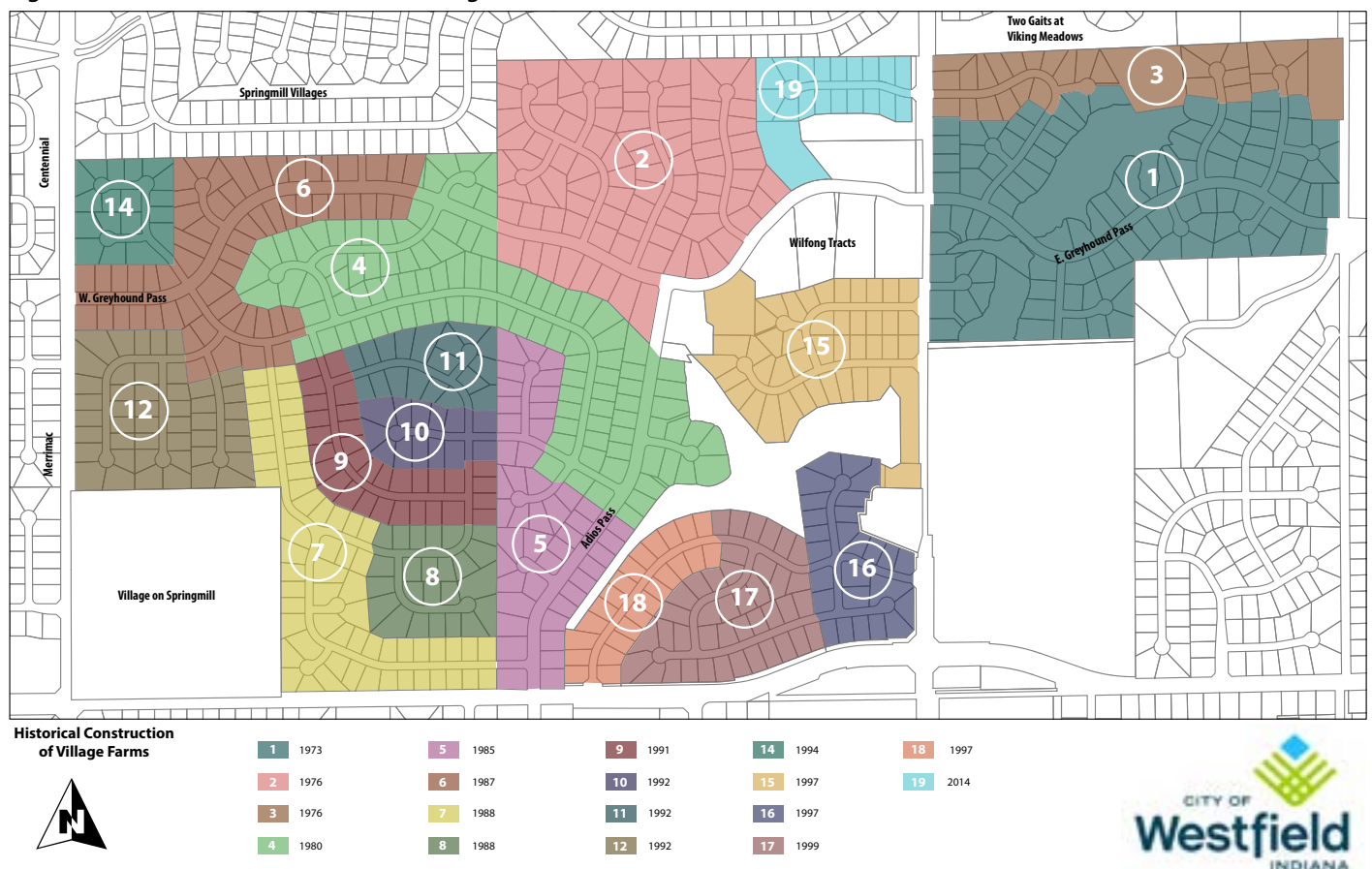
Image 4.1: Village Farms Lakes

Village Farms was first platted in 1973, by Ralph L. Wilfong, as a single-family subdivision. The development of the subdivision included the construction of Greyhound Pass from Spring Mill Road to US Highway 31. By 2000, most of Village Farms was platted, with homes under construction. Historical aerials are included at Appendix C, which show the development of the neighborhood from 1941 to 2015.

In 2005, the Town of Westfield annexed a significant portion of southwest Washington Township. This annexation included Village Farms and several surrounding subdivisions. In 2008, the Town of Westfield was incorporated as a city.

In 2011, construction began on the US Highway 31 “Major Moves” project (see **Figure 3.1**). These improvements affected the traffic circulation patterns of the community, including Village Farms, by reducing the number of signaled intersections and access points. While 146th Street and 161st Street were improved into full interchanges, 151st

Figure 4.1: Historical construction of Village Farms



Street and 156th Street were developed into underpasses, with limited or no access to US Highway 31.

In April 2014, the Spring Mill Station Comprehensive Plan addendum was adopted to provide for the long-term vision of the Spring Mill Station area, including a neighborhood commercial node and additional housing.

In 2014, the Village Farms Home Owners Association Board of Directors established a group, called the Long Range Planning Committee (the “LRPC”) dedicated to the long-term initiatives of Village Farms and its residents. In November 2014, Mayor J. Andrew Cook and Mathew S. Skelton, Director of the Department, met with the LRPC to discuss their current efforts. This Plan grew from this discussion as both the LRPC and the City saw an opportunity to collaborate and expand the scope of the planning effort.

In 2015, construction began to improve the Oak Ridge Road and 161st intersection with a roundabout.

Chapter 5:

PLANNING PROCESS



Image 5.1: Andrew Murray, Senior Planner, in group conversation at Village Farms Open House.

The planning process between the City and Village Farms occurred over several months. It involved close collaborative dialogue and included an open house/charrette with residents and several meetings with the Village Farms Advisory Group. The outcome of this collaborative effort is summarized herein, but can also be found elaborated in greater detail in the appendix materials.

In addition to the introductory meetings on March 4, 2015, the Department and the Advisory Group hosted an open house (the “Open House”) at the Village Farms clubhouse for all Village Farms residents. The City notified all residents in Village Farms by mail (see [Appendix C](#)) requesting their input and briefly outlining the planning process for their benefit.

There were thirty-two (32) participants (the location of these participants can be seen in [Figure 5.1](#)), including some City Councilors and Plan Commission members. The Open House was structured as a collaborative, group-based, brainstorming exercise. The participants were organized

into five groups, each including a facilitator from the Department. Each group was asked to conduct a Strengths, Weaknesses, Opportunities, and Threats (“SWOT”) analysis. Over the course of the Open House, each group completed two tasks, including individual response packets (“Individual Response”) and a group brainstorming exercise (“Group Response”).

In addition, residents were asked to identify their most favorite physical location in Village Farms and their least favorite (see [Figure 5.2](#))

At the end of the Open House, each group was asked to select from among the group responses in an effort to help reflect the priorities of the residents. Following the Open House, the Department compiled and organized the data from both the Individual responses and Group Responses (see [Appendix E](#)).

The Department, after analyzing this information, consolidated the responses (see [Appendix F](#)). The top three responses in each category are summarized in [Figure 5.3](#).



Image 5.2: Jesse Pohlman, Senior Planner, in group discussion with residents at Open House

On April 22, 2015, the Department met with the Advisory Group to discuss the results above. The Department provided each member with a handout including the raw data collected and the Department’s summary of that data (“Consolidated List”). The Department encouraged the Advisory Group to review the results and provide additional comments and insights.

Figure 5.1: Map of respondents



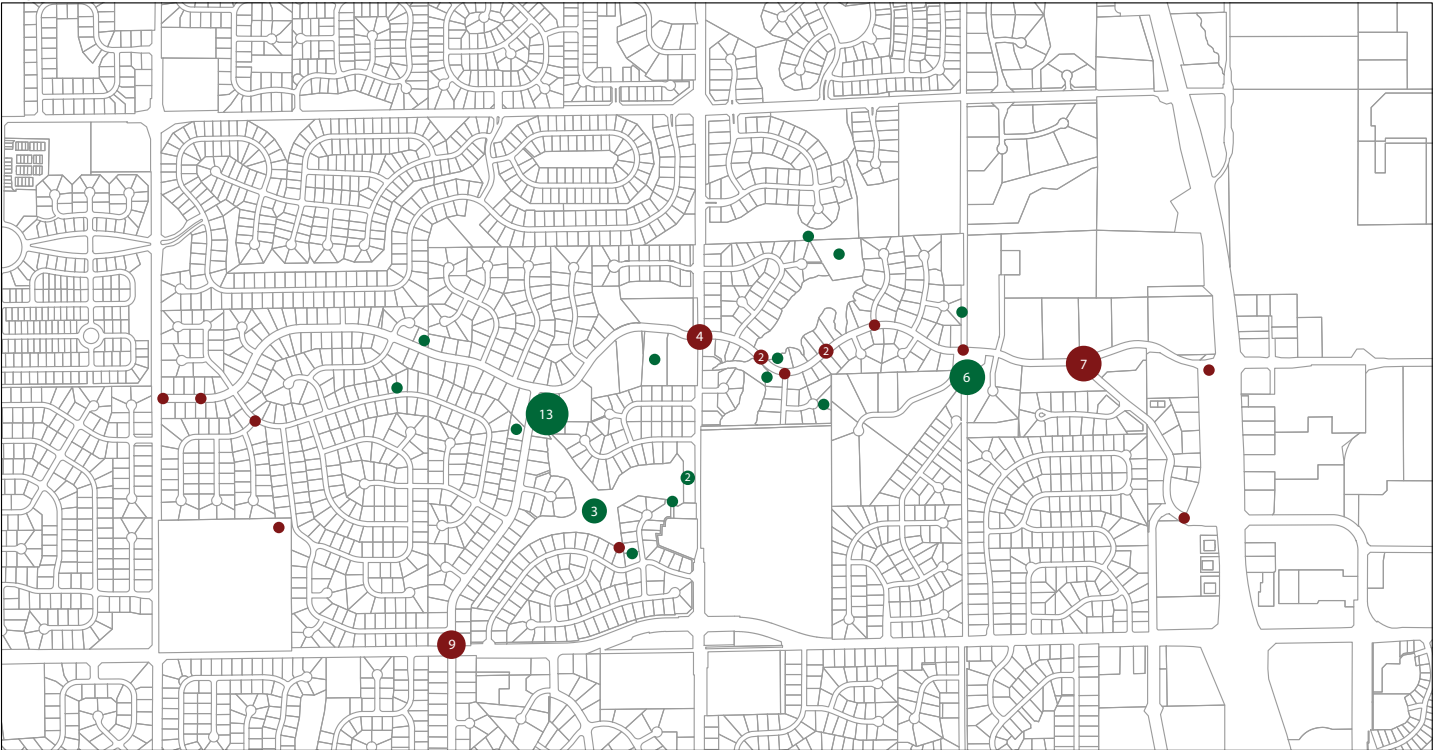
Map of Respondents



- Legend**
- Parcel location of respondents



Figure 5.2: Map of most and least favorite location



Map of Most Favorite and Least Favorite Places



- Legend**
- Most Favorite
 - Least Favorite



Figure 5.3: "SWOT" analysis summary



On May 6, 2015 and May 27, 2015, the Advisory Group met with the Department. The Advisory Group shared their comments regarding the information organized by the City. The Department shared proposed solutions and also outlined the likely parties responsible for the work. The presentation led to a lively discussion and some debate concerning the appropriate solutions to the identified issues and the prioritization of those solutions. The Department then generated the following list (“Possible Solutions List”):

STRENGTHS:

1. **Neighbors:** “Neighbors” refers to the residents of Village Farms and the strong sense of community. “Neighbors” also refers to the network of personal relationships and community pride.

Possible Solutions: Solutions developed in this category are intended to create opportunities for increased social interactions. An inventory (i.e., survey) should be conducted to understand what the residents are currently doing; however, some possible solutions are: (i) coordinate neighborhood-wide yard sales; (ii) host neighborhood parties; (iii) establish a neighborhood-wide crime watch; (iv) join and establish a presence on the “Next Door” social network; (v) organize events like camping in the common areas, kickball tournaments, youth leagues.

2. **Amenities:** “Amenities” refers to both internal and external community assets. This includes, but are not limited to: (i) the lakes; (ii) clubhouse; (iii) park open space (by the pool house); (iv) the dam; (v) the quality / protection of the lakes (water quality, pollution); (vi) the proximity of surrounding shopping and quality of life assets (e.g., the Monon Trail). The Advisory Group prioritized the need for increasing safe access to the amenity areas throughout the community.

Possible Solutions: Conduct an inventory to catalogue and study existing community spaces/gathering places. The results of this study would identify weaknesses and opportunities as well as offer recommendations to either modify the space physically, in order to optimize their use, or offer recommendations to (re)program



Image 5.3: Monon crossing at E. Greyhound Pass

the spaces to encourage/attract further use/activity. Erect new way finding and identification signage in order to visually mark and attract residents to internal neighborhood amenities and toward external community assets safely and efficiently. If desired, this creates the opportunity to establish unique signage for Village Farms that further distinguishes the neighborhood amenities and promotes the brand.

3. **Custom Homes / Mature Trees:** “Custom Homes / Mature Trees” refers to the quality, style, age and maintenance for the homes and “soft scape” of the neighborhood. These are things Village Farms would like to protect. The lack of a “cookie-cutter” appearance of Village Farms were features seen as attractive in the housing market, thus a positive effect on property values. This could dovetail with the Village Farms branding and promotion efforts (see Opportunities).

Possible Solutions: Alternatives developed in this category are intended to promote the existing character of Village Farms: (i) consider changes to existing covenants, conditions and restrictions (the “Covenants”) in order to provide both education of the Covenants and encourage further enforcement. This may serve to protect existing community amenities and future ones from issues including, but not limited to: encroachment issues, tree preservation, and use of

lakes and common areas; (ii) create and offer a “Best Landscaping or Garden” award to encourage a high level of maintenance and “curb appeal” for existing residents. This award competition would require nominations from others, which would not only encourage increased social interaction among neighbors, but create further emphasis on the appearance and maintenance of homes; (iii) track the number of tear downs/rebuilds, additions, remodels, pools, and accessory structures throughout Village Farms. This will provide an inventory highlighting the value reinvested in Village Farms.

WEAKNESSES:

1. **Road Conditions:** “Road Conditions” refers to the overall automobile environment throughout Village Farms. Residents referred to street lights, curbs and the condition of paving when discussing road conditions. Additional information is needed in order to determine whether concerns about road conditions refers to a lack of street lights and curbs throughout Village Farms or in certain locations (i.e. intersections or mid-block level). However, residents did express concerns regarding the condition of the pavement surface due to cracking and pot holes.

Possible Solutions: Alternatives developed in this category are intended to clarify the issues and identify areas for improvement: Study existing infrastructure. This exercise should confirm the desires of the neighborhood residents, determine opportunities for improvement (i.e. re-paving, re-stripping, new street lights, new yard lights, etc.). This study may culminate in a capital improvement plan for Village Farms.

2. **Traffic Conditions:** “Traffic Conditions” primarily refers to the automobile traffic throughout Village Farms. Greyhound Pass has been a thoroughfare for the community, between Spring Mill Road and US Highway 31. Due to the improvements to US Highway 31, residents have observed increased traffic volumes and rates of speed on Greyhound Pass and Adios Pass.

The Advisory Group was clear that any solutions to address the issues identified as weaknesses must provide

for safety, reduce, divert, or calm traffic within Village Farms, while not precluding pedestrian connectivity. Drainage and existing road quality should inform the strategic implementation of any improvements to the road network. The Advisory Group also prioritized a solution to the Greyhound Pass and Oak Ridge Road intersection.

Possible Solutions: Study traffic impacts within and around Village Farms. Due to the improvements to US Highway 31 (and other surrounding thoroughfares) residents have observed an increase in traffic both internal to the neighborhood and external along perimeter thoroughfares. A study of traffic conditions would help determine the traffic volume and average rates of speed. This study should identify problem areas and make recommendations to calm or reduce traffic (e.g., speed bumps, increased signage, improved intersections, narrower streets or increased/consistent enforcement, etc.). The study should also identify the potential for intersection improvements. It should develop multiple alternatives and work in collaboration with the Advisory Group to evaluate those alternatives to determine the long-term viability of this traffic node in the neighborhood. A proposal for intersection improvement at Greyhound Pass and 151st Street should develop a strategy for “cut-through” traffic and pedestrian connectivity, in the absence of sidewalks.

3. **Sidewalks:** “Sidewalks” refers to the overall pedestrian connectivity throughout Village Farms. Additional information is needed in order to determine whether residents’ concerns regarding sidewalks refers to the lack of sidewalks throughout the entire community or just along Greyhound Pass and Adios Pass. Residents also referred to sidewalks as connections to surrounding amenities, including the Monon Trail nearby.

Possible Solutions: Study existing conditions of Village Farms’s pedestrian network. The results of this study should confirm the desires of Village Farms (i.e. where to add sidewalks, what kind of sidewalks, trails vs. sidewalks, and connections to internal and external assets) and identify opportunities to improve existing

right-of-ways with sidewalks, especially if roadways are narrowed in order to address traffic volume and rates of speed. The recommendations of this study may be incorporated as part of a wider capital improvement plan for Village Farms.

OPPORTUNITIES:

1. **Strong / Diverse Tax Base:** “Strong / Diverse Tax Base” refers to the City of Westfield’s fast-paced growth as an opportunity which Village Farms may utilize as a resource now and in the future. The surrounding economic development may provide opportunities to offer additional services for Village Farms residents and may increase home values.

Possible Solutions: Given the strong growth throughout the community it would be beneficial to identify financial and professional resources that may benefit the Village Farms planning process and implementation in the future.

2. **Engagement / Partnership with City:** “Engagement / Partnership with City” refers to opportunities for collaboration between Village Farms and the City. This may refer to opportunities for snow removal, infrastructure improvements and strategic code enforcement.

Possible Solutions: Identify and coordinate partnership opportunities between Village Farms and the City. As the Village Farms planning process matures, partnership opportunities will likely emerge for the provision of professional services, financial assistance and/or continued community services. These could include, but are not limited to: increased snow removal services (either through private contracts or city service); programs to support the rehabilitation of community amenities such as the pool house; and, establishment of a neighborhood crime watch in consultation with the City of Westfield Police Department.

3. **Social Programming:** “Social Programming” refers to opportunities for increased recreation and activities. Many residents mentioned opportunities to have

additional programming for adults (i.e. yoga or social clubs/activities) and upgrades to the clubhouse.

- **Possible Solutions:** Inventory and study the existing social activities. The results of this study should identify gaps in existing programming and provide recommendations for Village Farms to consider. This study should identify opportunities and constraints associated with existing venues in Village Farms.

4. **Branding & Marketing:** “Branding and Marketing” refers to the promotion of a neighborhood “brand,” which may include modernizing an existing logo and/or developing a marketing strategy which may be both internal to the neighborhood and external to the wider housing market. There are opportunities to emphasize that brand throughout Village Farms, once a “brand” has been established. The Advisory Group identified engagement with the City as an opportunity to make strategic improvements to the physical environment of Village Farms. The Advisory Group expressed the greatest priority among the identified opportunities was researching and potentially creating a branding/promotional strategy for Village Farms.

Possible Solutions: A clear and concise brand is desired. Study existing market material and strategies (print material, industry/trade outreach, social media, etc.). The study should compare these efforts with other neighborhoods of a similar size and identify opportunities. It should outline a process for the Advisory Group to engage residents to re-brand, update and modernize the existing brand. Once that brand has been established, then it can be reinforced in Village Farms by erecting uniform gateways, entrances or lighting features that incorporate a consistent motif, color or theme.

THREATS:

1. **Traffic Growth / Volume in and around Neighborhood:**

“Traffic Growth / Volume in and around Neighborhood” refers the automobile traffic conditions throughout Village Farms. Greyhound Pass is identified as a thoroughfare (classified as a “Collector”) in the Westfield-Washington Township Thoroughfare Plan (the “Thoroughfare Plan”), between Spring Mill Road and US Highway 31. Due to the improvements to US Highway 31, many residents have observed that Greyhound Pass and Adios Pass have increased in traffic volume and rate of speed. These surrounding improvements have effectively made Greyhound Pass a “cut-through” for traffic between Spring Mill Road and US Highway 31. Additionally, Oak Ridge Road, which bisects Village Farms raised concerns about increased traffic volumes. The Advisory Group found that the greatest threats to the Neighborhood are changes to the road network and internal and external traffic circulation patterns.

The Advisory Group found that an expanded traffic study could address some of these issues, if it encompasses surrounding intersections (e.g., 156th Street & Spring Mill; Oak Ridge Road & 161st Street; Greyhound Pass & Oak Ridge Road).

Possible Solutions: (i) Re-evaluate roadway classifications set forth in the Thoroughfare Plan as it relates to Village Farms; (ii) study the Greyhound Pass and Oak Ridge Road intersection. This study should make recommendations to improve the intersection commensurate with residents’ desire to not preclude pedestrian connectivity across Oak Ridge Road and the community’s desire to relieve congestion.

2. **Economic Development:** “Economic Development” refers to the fast-paced growth in the City. The addition of new housing developments surrounding Village Farms is perceived as a threat, because of the contrast between an “old” community against a “new” backdrop with new amenities. This dovetails with the Advisory Group’s desire to brand and promote Village Farms (see opportunities).

Possible Solutions: Residents have expressed concerns about the possibility of Village Farms becoming somewhat marginalized by incoming developments that boast new home products and modern amenities. Residents identified an opportunity to create a regulatory environment that encourages reinvestment. This might be achieved by: (i) reducing the number of required permits, expediting the approval process or reducing permit fees; (ii) study/facilitate opportunities to further promote the existing brand internally, throughout Westfield and to the wider housing market. During meetings with the Advisory Group, residents identified a desire to increase the profile of Village Farms throughout Westfield. Additional information is needed in order to determine whether this is most effectively achieved through a re-branding process or a more robust marketing strategy.

3. **Change in Political, School, or HOA Leadership:** “Change in Political, School, or HOA Leadership” refers to the potentially shifting tide of political and/or leadership priorities. Residents desire to preserve the wishes and/or objectives of the community regardless of any change in community leadership. This includes the formal approval/adoption of this Plan as an addendum to the Comprehensive Plan.

Possible Solutions: (i) Engage closely with school administration to understand future plans (re-districting, class size, etc.). This may be achieved by organizing an open house with various school administrators, a meet-and-greet with the School Board or the superintendent; (ii) organize meet-and-greet (coffee, breakfast, open house, etc.) with the City Council and Plan Commission members and directors of the City’s various Departments.

Chapter 6:

RECOMMENDATIONS



The Village Farms planning exercise occurred over the course of six months, from March to September 2015. After close collaboration with the residents of Village Farms and the Advisory Group, as outlined above in Chapter 5, the Department summarized and listed, in order of priority, the following six recommendations:

TRAFFIC:

- Study the existing conditions of the road network throughout the community and future impact of automobile traffic on the Neighborhood. Study should focus on traffic volume and rate of speed.
- The traffic study should work with the Advisory Group to develop strategies to: (i) improve existing intersections, especially Greyhound Pass and Oak Ridge Road; (ii) calm traffic and reduce automobile speed; (iii) repair and/or resurface interior roads identified by the study in poor or deteriorating condition.

PEDESTRIAN INFRASTRUCTURE:

Study the existing conditions of pedestrian connectivity throughout Village Farms. The study should evaluate opportunities to create safer pedestrian conditions across

Oak Ridge Road along Greyhound Pass. This study should be completed in conjunction with the traffic study highlighted above.

AMENITIES:

- Study existing conditions of the amenities throughout Village Farms.
- The study should focus on the detention/retention ponds and the drainage between them along Greyhound Pass.
- The study should also be completed in conjunction with a pedestrian connectivity plan and should consider way-finding and safety signage that may incorporate the Village Farms brand.

SOCIAL PROGRAMMING:

- Inventory existing social activities within Village Farms (i.e., survey community organizations and residents).
- Identify external resources for community engagement/social activities.
- Prepare a list of best practices among other neighborhoods, both in Westfield and outside.

BRANDING:

Create a revised brand and a promotional strategy for Village Farms.

COMMUNITY ENGAGEMENT:

Identify opportunities for Village Farms to participate in activities with the City and Westfield-Washington School Corporation.

Chapter 7:

MOVING FORWARD



The Plan recommends that this planning document be revisited periodically. Ideally such an exercise would occur annually and is recommended to include the following elements:

ADDITIONAL INPUT:

Although the Plan placed strong emphasis on input from residents, the Advisory Group identified a desire for additional and ongoing input from the Village Farms neighborhood. Periodically revisiting the recommendations outlined in this Plan will help facilitate future neighborhood input.

MEASURING PROGRESS:

The Advisory Group should periodically review progress made toward accomplishing the recommendations identified in Chapter 6 of this Plan.

IMPORTANT FACTORS:

The Advisory Group should document any events or factors which have inhibited or facilitated progress toward accomplishing the recommendations stated in Chapter 6 of this Plan.

VALIDATION OF EXISTING OBJECTIVES:

Each recommendation stated in this Plan should be reviewed by the Advisory Group in order to determine if it is still a priority in order to accomplish the Plan's vision.

REVISING RECOMMENDATIONS:

The Advisory Group should identify any new or refined planning objectives not previously listed in the Plan and determine if it is desirable to add such items to the list of recommendations stated in the Plan. To the extent that any of the previously identified planning objectives are completed or substantially accomplished, the Advisory Group may choose to remove such items from the list of recommendation state in the Plan.

APPROVAL PROCESS:

It is recommended that the Village Farms Neighborhood Plan Addendum (the "Addendum") be adopted in accordance with the process for a comprehensive plan amendment as contemplated in the 500 series of Indiana Code 36-7-4.

Prior to the adoption of the Addendum, as outlined above, it should be approved by the Village Farms Board of Directors and recommended for approval by the City.

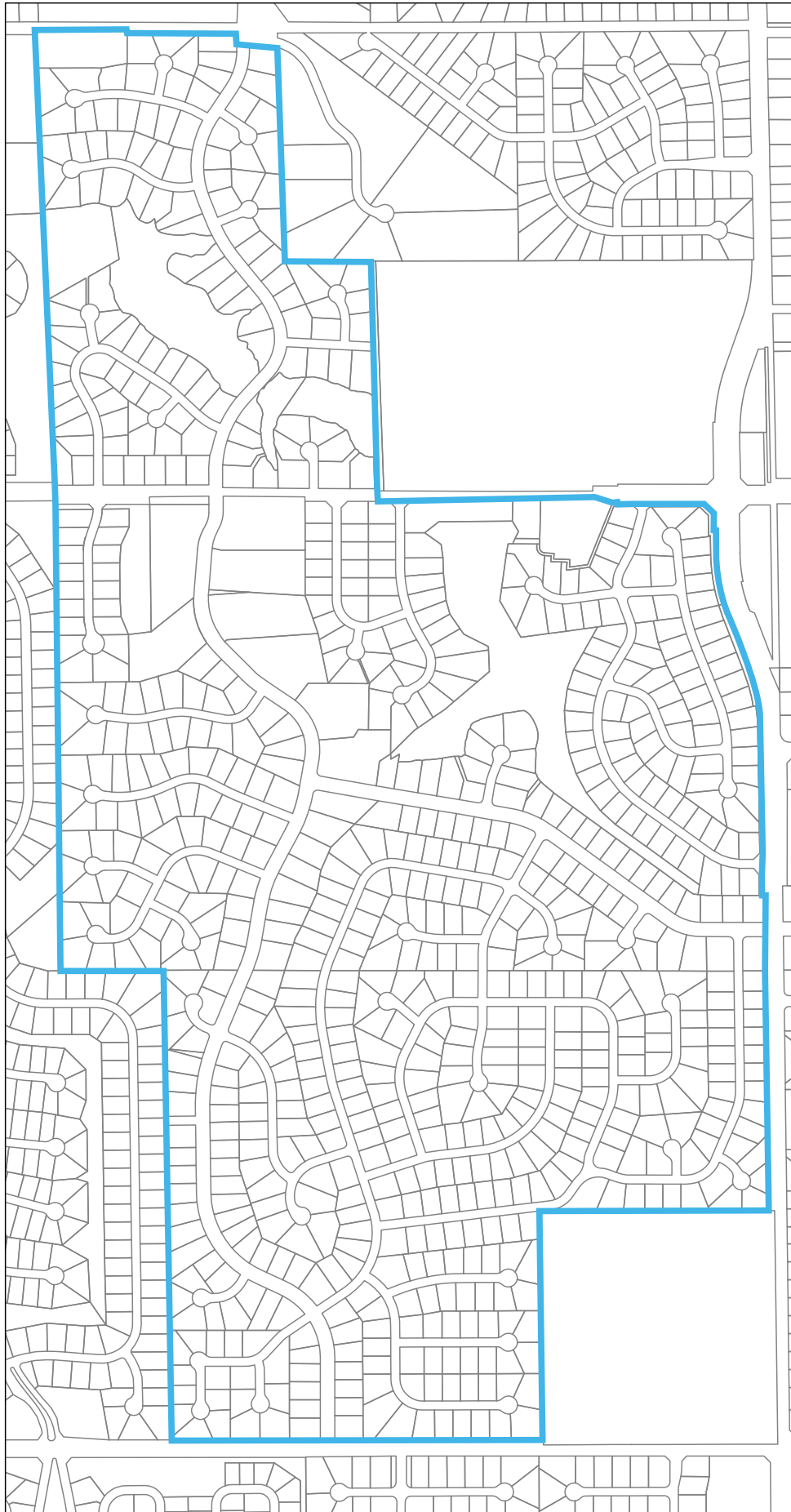
The Plan, as amended, is intended to act as a living, breathing document that chronicles Village Farms' accomplishments, charts a course through the often complicated process of neighborhood planning, and helps to coordinate the efforts and energies of stakeholders actively working to make the Plan a reality. By engaging in this planning exercise and dialogue on a regular basis, the Village Farms neighborhood, will be well-positioned to reach its goal of creating and maintaining the vibrant neighborhood envisioned in the Plan.

Chapter 8

APPENDIX

- Appendix A: Boundary map**
- Appendix B: Historical construction map**
- Appendix C: Historic aerials**
- Appendix D: Open house invitation letter**
- Appendix E: Planning process outline**
- Appendix F: Group SWOT analysis**
- Appendix G: Aggregate SWOT data**
- Appendix H: Likes/dislikes maps**
- Appendix I: Map of respondents**
- Appendix J: Alternatives analysis**
- Appendix K: Open house story boards**

APPENDIX A: BOUNDARY MAP



Village Farms Boundary



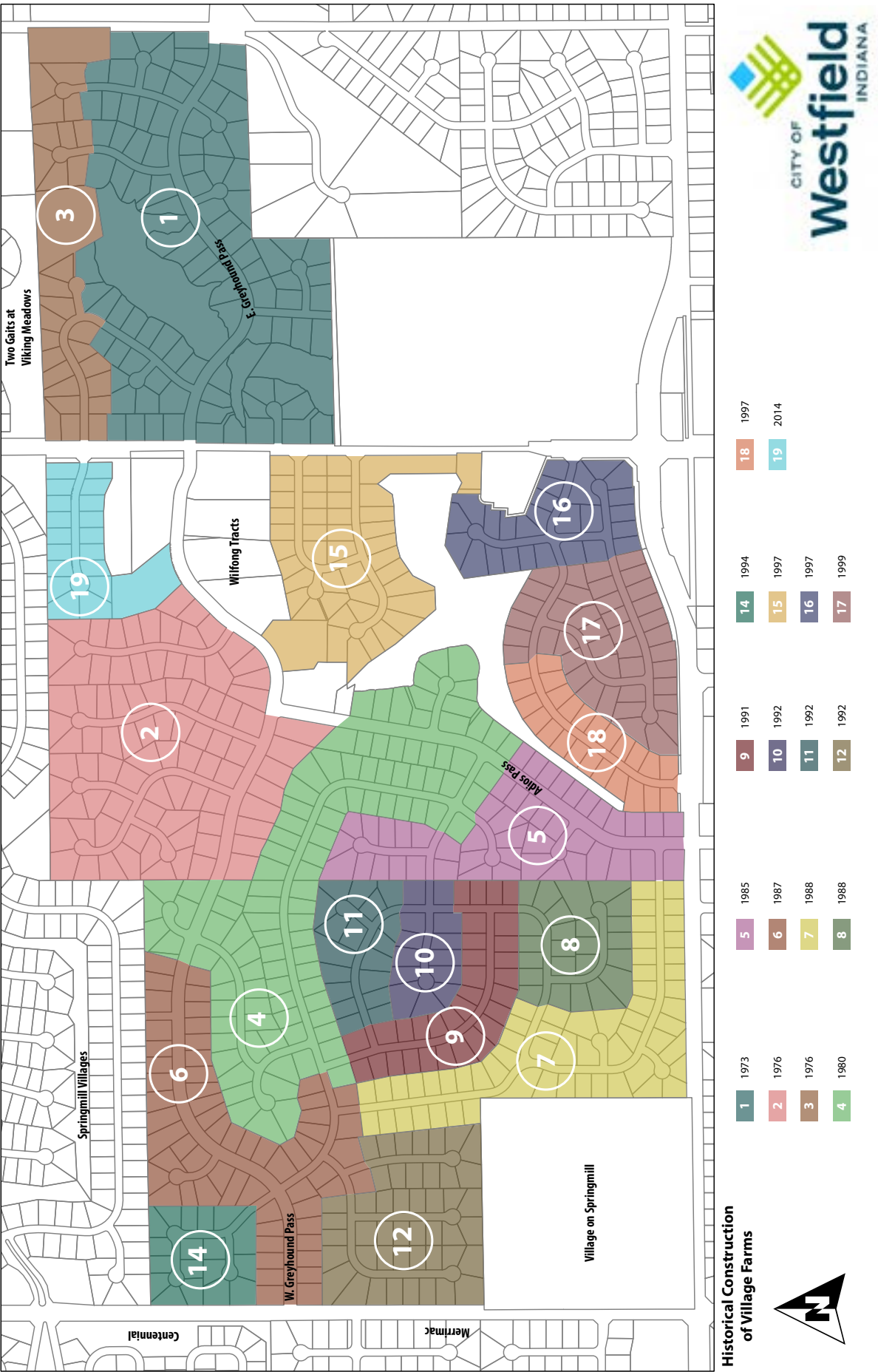
Legend



Boundary of the Village Farms subdivision

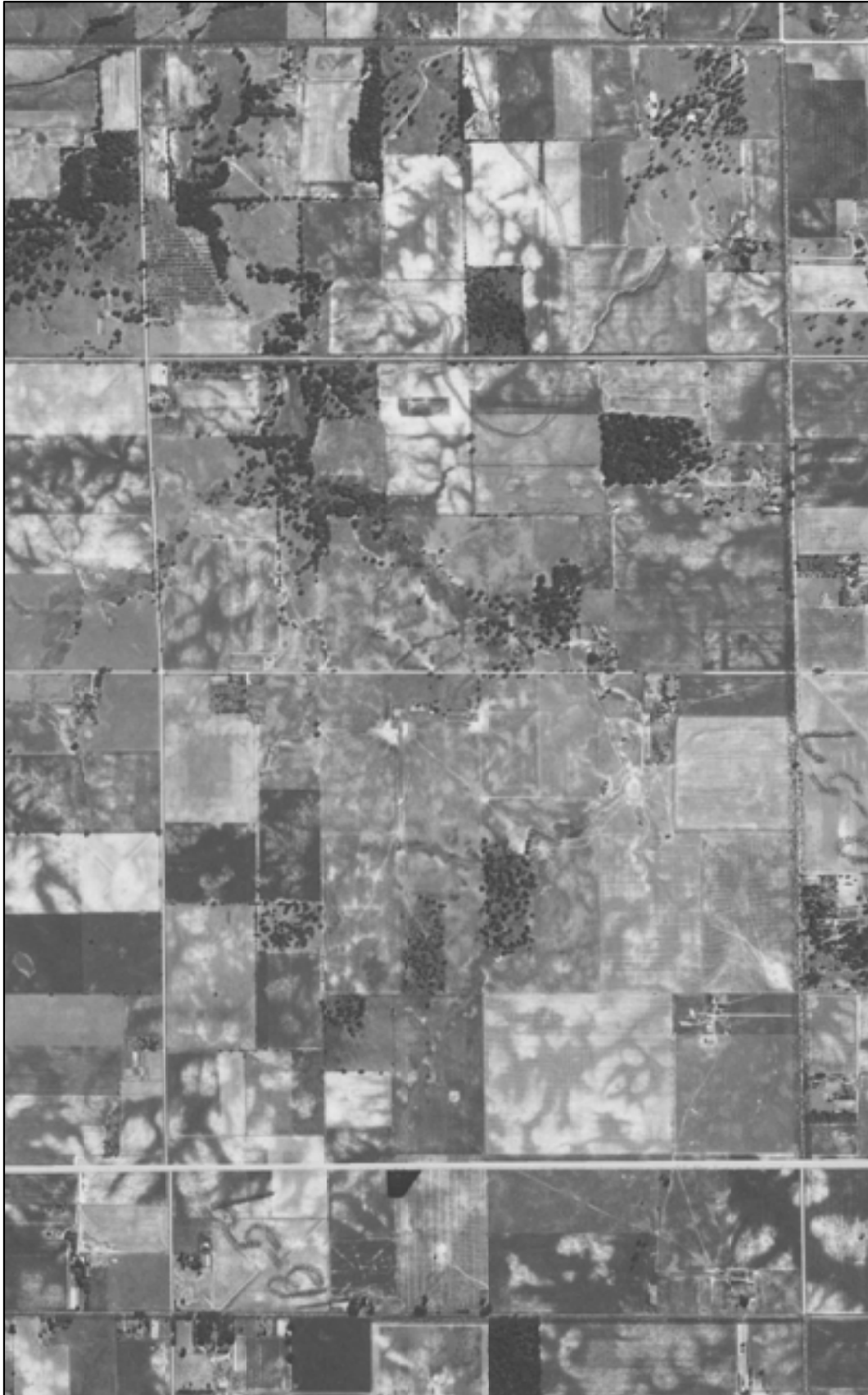


APPENDIX B: HISTORICAL CONSTRUCTION MAP



APPENDIX C: HISTORIC AERIALS

Village Farms 1941



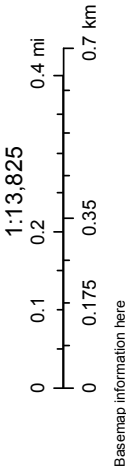
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 Basemap information here

Village Farms 1956



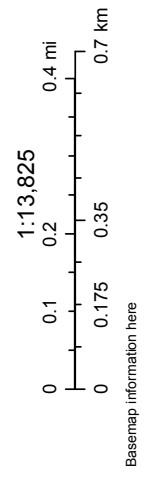
November 6, 2015



Village Farms 1962



November 6, 2015



Village Farms 1974



November 6, 2015

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Village Farms 1976



November 6, 2015

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Village Farms 1985



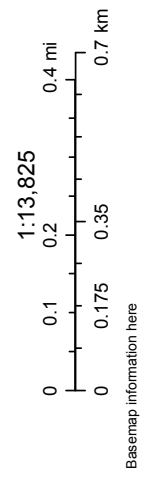
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Village Farms 1994



November 6, 2015



Village Farms 1996



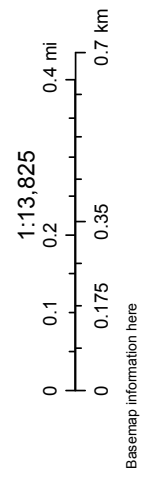
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Village Farms 1998



November 6, 2015



Village Farms 2000



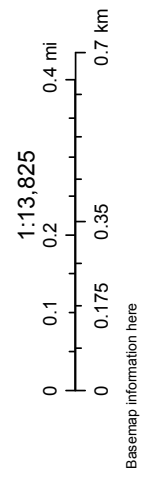
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Village Farms 2001



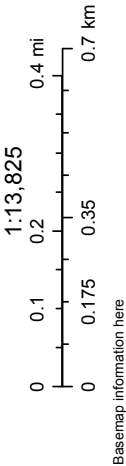
November 6, 2015



Village Farms 2004



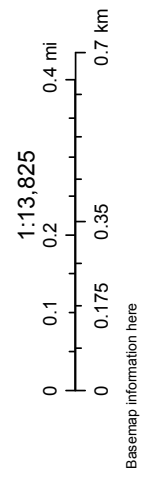
November 6, 2015



Village Farms 2005



November 6, 2015



Village Farms 2006



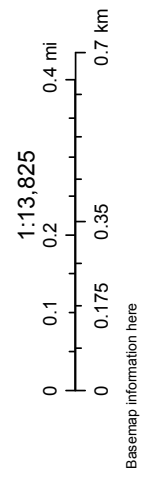
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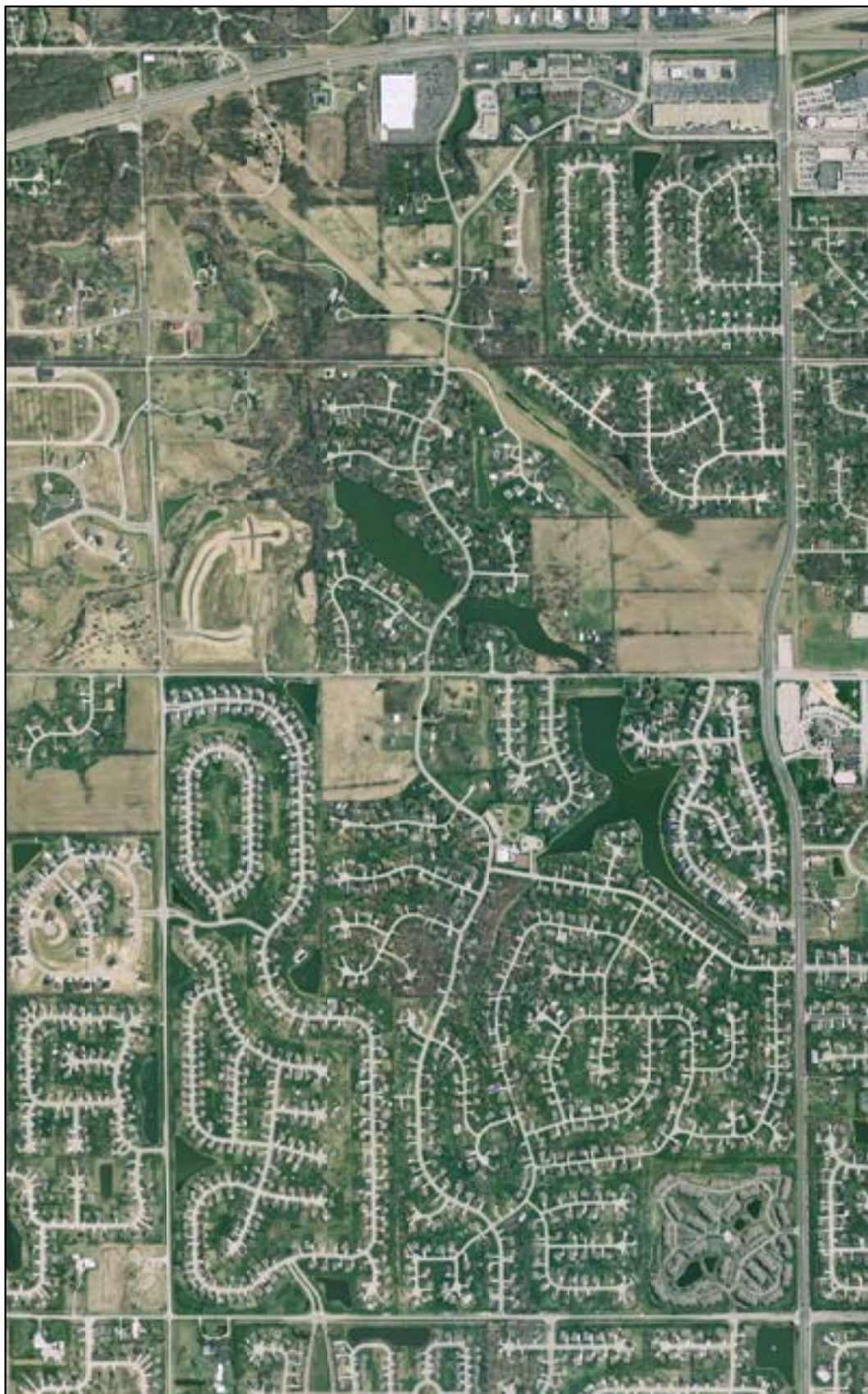
Village Farms 2007



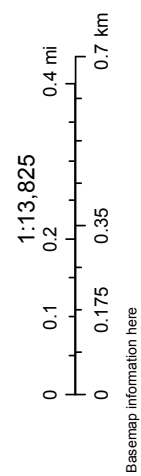
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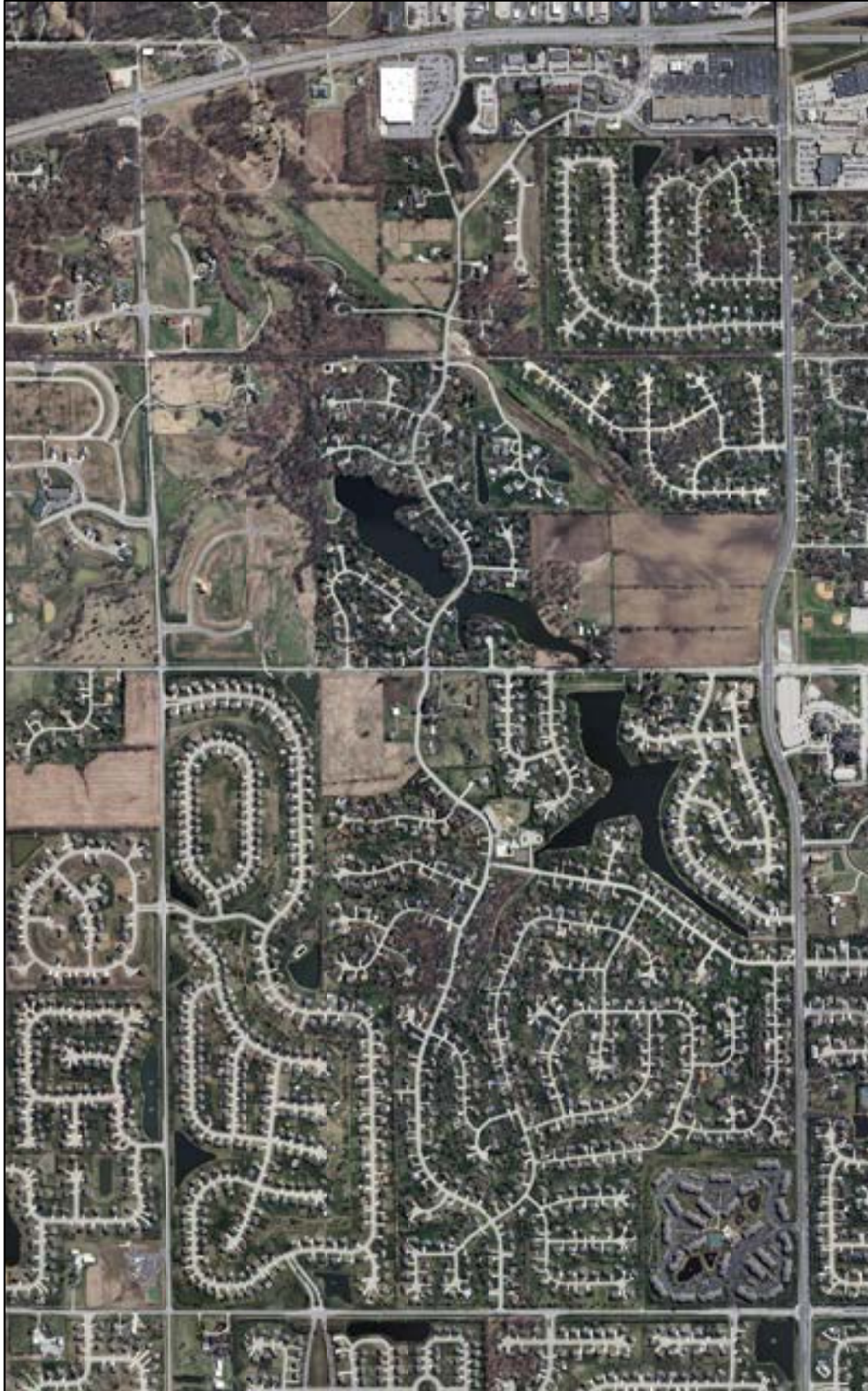
Village Farms 2008



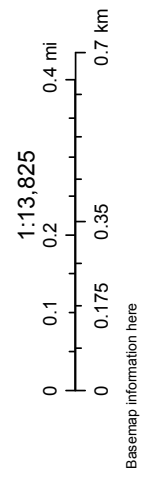
November 6, 2015



Village Farms 2009



November 6, 2015



Village Farms 2010



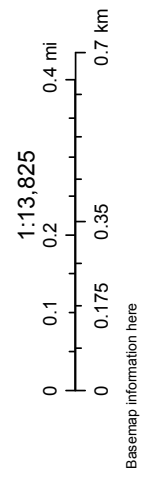
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Village Farms 2011



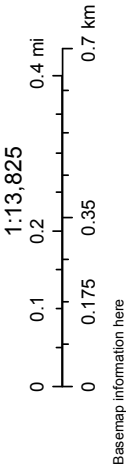
November 6, 2015



Village Farms 2012



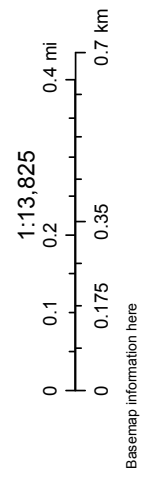
November 6, 2015



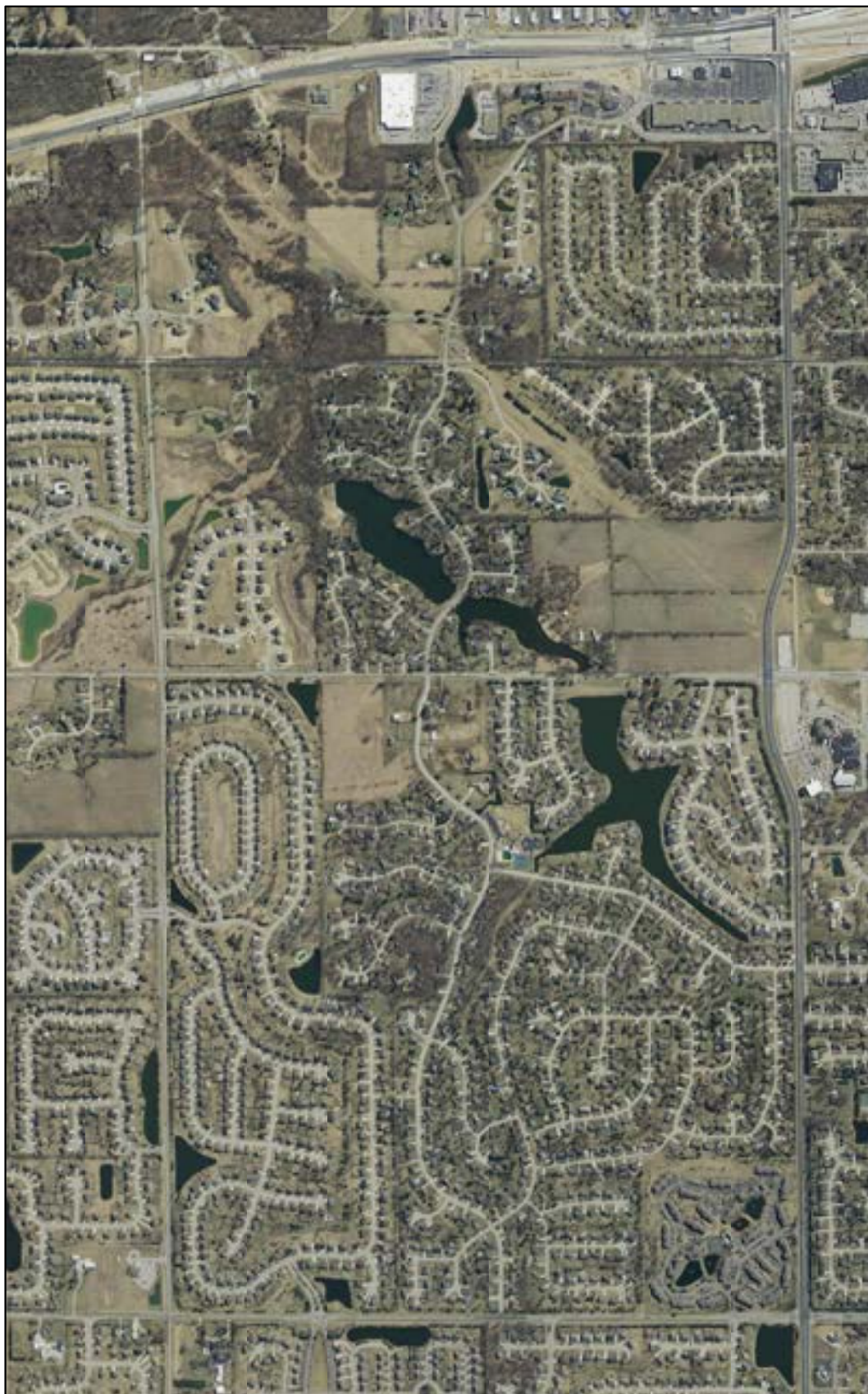
Village Farms 2013



November 6, 2015



Village Farms 2014



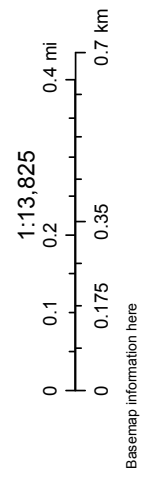
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Basemap information here

Village Farms 2015



November 6, 2015



APPENDIX D: MARCH 4, 2015 OPEN HOUSE INVITATION

Village Farms, Inc.
P.O. Box 717
Westfield, IN 46074
Office: (317) 816-7010
bod@thevillagefarms.com
www.thevillagefarms.com



FEBRUARY 6, 2015

Dear Village Farms Homeowner,

The Village Farms Homeowners Association would like to invite you to participate in a neighborhood planning session on March 4, 2015 at 7:00 PM in the upper level of the clubhouse. The Association has been working with the City of Westfield to explore opportunities to enhance and improve the Village Farms neighborhood. We would like to welcome residents of Village Farms to share their insights and comments with us as we plan for our neighborhood's future.

Some residents have already responded to requests for input into the long-range plan (see President's Message section of the July through October 2014 Village Farms newsletter). The March 4th opportunity identification session is part of a more formal process (see outline of process on the next page) that will be facilitated by the Economic and Community Development (ECD) staff of the City of Westfield.

This planning exercise will begin promptly at 7:00 PM and is planned to end at 9:00 PM. Your input is very important to the success of this process. Please plan to attend. We look forward to seeing you on March 4th.

Sincerely,

Norm Sesi
President
On Behalf of the Village Farms Board of Directors

APPENDIX E: PLANNING PROCESS OUTLINE

Village Farms Neighborhood Plan Process

1. Identify Opportunities (Public Meeting)
 - a. Village Farms PCA to host public open house
 - b. Facilitation by ECD staff
 - c. Inform: Long sources/notes taken by ECD staff
2. Develop Alternative Solutions for Working Committee Discussion
 - a. Information to be organized by ECD staff
 - b. Alternatives presented by ECD staff
3. Working Committee to Review Input and Evaluate Alternatives
 - a. Convene working committee (Policy HQA Board supplemented by Council Education on Ordinance Review)
 - b. Additional research/analysis (if needed) to be performed by ECD staff
 - c. Committee to select alternatives/generate preliminary recommendations
4. Organize Committee Recommendations/Prepare Plan Proposal
 - a. ECD staff to organize recommendations and generate plan proposal
 - b. ECD staff to disseminate plan proposal to working committee to review
5. Working Committee to Review Plan Proposal
 - a. Working committee meeting to discuss plan proposal
 - b. Working committee to agree on strategy for plan approval process
 - i. Open House?
 - ii. Committee representative participating in process?
 - iii. Other?
6. Plan Approval Process
7. Implement Plan Recommendations
8. Monitor Plan Performance & Make Adjustments

APPENDIX F: GROUP SWOT ANALYSIS

During the March 4, 2015 Open House, Village Farms residents participated in one of five workstations. Each workstation addressed the Strengths, Weaknesses, Opportunities and Threats of the group and recorded the information on large document pads supported by easels. These SWOTs of each group were then prioritized by using colored dots placed next to issues identified on the pad. The following Appendix includes the original pads for each group.

APPENDIX G: GROUP SWOT ANALYSIS**GROUP 1: STRENGTHS**

① (Green) STRENGTHS

- ^{HAVE} Good Neighbors - strong community
- SAFE Neighborhood
- Style/Age of HOMES - DIVERSITY of HOMES
- CONVENIENT LOCATION (Hospitals/shopping/schools/etc)
- SIZE of LAKES (recreation/relaxation)
 - Home VALUES stay high → high CARE of HOMES
- MOUNTAIN ACCESS
 - Quality AMENITIES - well maintained
- MATURE TREES - NOISE cancellation / NATURE / wildlife / tranquility
 - DO Attract good/quality HOMEOWNERS

GROUP 1: WEAKNESSES

① WEAKNESSES (RED)

- AGE of INFRASTRUCTURE - Deterioration
 - POOR ROAD SURFACING
- - NO gutters/roll curbing → CAUSES DRAINAGE PROBS
- - Cut-through traffic on GREYHOUND (Both Directions)
 - (Too Hard)
- - TURNING ON Springhill from GREYHOUND (daylight hours)
 - BECAUSE OF CONGESTION
- - CONGESTION ON EGRESS STREETS (SM/196th) → at lunch hour
- - Lack of ^{DEDICATED} PEDESTRIAN ways throughout Village Farms (older sections except for Ground Pass)
 - parking ON PEDESTRIAN ways causes problems (Ground Pass)

GROUP 1: OPPORTUNITIES

① OPPORTUNITIES (YELLOW)

- PROMOTE VF IN REAL ESTATE MARKET → GAIN RESPECT IN MARKET
RESULTING IN HIGHER VALUES
- - STRONG LOCAL GOVT w/ VISION FOR SMART GROWTH CREATES STABILITY
→ GOOD LAND USE DECISIONS ADJACENT → MAINTAINING PROPERTY VALUES
- - COMMUNITY GREENBELT AROUND PERIMETER OF CITY
→ SERVES AS GROWTH BARRIER
- - STRONG/VIBRANT/DIVERSE COMMERCIAL ALONG SR 32 → ASSUMING PROPER INFRASTRUCTURE PLANNING

GROUP 1: THREATS

① THREATS (BLUE)

- - CHANGE in political leadership/vision could result in poor land use/fiscal decisions
- - SUBDIVISION by development/land improvements (sound walls on 51)
- - ~~noise~~ UNMANAGED traffic growth hurts desired location (perimeter streets)
- - WEAKENING in school leadership could result in poor schools. Affecting desirability for buying in Village Farms/LifeField.
- - Apathetic ^{future} residents won't want to be involved in HOA
→ will weaken VF HOA/neighborhood

GROUP #1

GROUP 2: STRENGTHS

Strengths (Green)

it #4

- Lakes (recreation)
- Custom Look
 - Kid Friendly
 - Accessibility to Retail & Monon
 - Maintenance/Upkeep → Property Owner
 - ~~Wide~~ Street Width → Like Wide Streets
 - Established Community
 - Amenities (Pool, trails, club house)
 - ↳ Events

GROUP 2: WEAKNESSES

GROUP # 2

WEAKNESSES

(RED)

1. SIDEWALKS (NONE PROVIDED)
 - OAK RIDGE TO MOUNTAIN
 - LACK OF SIDEWALKS (GREYHOUND & ADAMS)
 - DANGEROUS
2. TRAFFIC (GREYHOUND & ADAMS)
 - SPEED TOO HIGH
 - NOT CONTROLLED
 - CUT THROUGHS
 - STREET TOO WIDE, ENCOURAGES HIGHER SPEED
 - SEASONAL TRAFFIC (CHRISTMAS LIGHTS)
 - PARKING ALONG GREYHOUND & ADAMS
3. EXERCISE ROOM IN CLUBHOUSE
4. LACK OF ADULT SOCIAL EVENTS/CLUBS
5. SLOW SNOW REMOVAL (OFF MAIN STREETS)
6. STREET LIGHTS
 - LACK OF STREET LIGHTS ALONG GREYHOUND & ADAMS
7. TOO MANY GEESSE AROUND LAKE
 - AT ~~ADAMS~~ ST & BETWEEN TWO LAKES

GROUP 2: OPPORTUNITIES

GROUP #2

(YELLOW)

OPPORTUNITIES

- 1.) OPPORTUNITY FOR ENGAGEMENT / PARTNERSHIP w/ CITY
- 2.) WESTFIELD'S GROWTH
 - METRO NET
 - SNOW REMOVAL
 - ROAD REPAIR
 - PLANNING & ZONING / LOC ENGAGEMENT
 - ~~YOUTH ACTIVITY IN HIGHWAY~~
 - ~~SUMMER SCOUTS~~
 - ~~YOUTH LIFE~~
- 3.) YOUTH ACTIVITY
 - SUMMER
 - YOUTH LIFE
 - BOY/GIRL SCOUTS
- 4.) FISHING (LAND BETW. TWO LAKES)
 - STOCKED LAKES, AMENITY
- 5.) FINANCIAL OPPORTUNITIES
 - PARTNERSHIPS
 - PLANNING / ZONING
 - JOINT SERVICES
 - MORE EFFICIENT TO HAVE CITY ENGAGE THAN NOT
- 6.) CONNECTIVITY
 - TRANSIT LINK (INDIANAPOLIS / AIRPORT)
 - MORE SIDEWALK TO SURROUNDING NEIGHBORHOODS
 - MORE & MORE CONNECTIVITY → GOOD

GROUP 2: THREATS

Groups #2 (BLUE)

THREAT

1.) ROAD CONST./REALIGNMENT

- US 31 → EXTERNAL NEIGHBORHOODS GET THROUGH TO 31
→ INCREASED TRAFFIC ON GREYHOUND
- TRAFFIC BACKUPS
→ RUSH HOURS BACKUP (BRIDGE)
→ AFTER SCHOOL (BUSES)

2.) DRAINAGE/POLLUTION

- NO RESTRICTIONS ON FERTILIZER
- RUN-OFF
- AQUATIC CONTROL - INCREASED COSTS

3.) CONTROLLING/GUIDING/KEEPING UP WITH

- BURDEN ON SCHOOLS, FIRE, POLICE SERVICE

4.) TAXES

- CITY GROWTH, TAXES INCREASE, WHAT'S IN IT FOR US?

5.) SHOPPING AT 31 & 161ST

- DON'T NEED IT
- TRAFFIC INCREASES THROUGH US
- UGLY

GROUP 3: STRENGTHS

GROUP #3

- friendly neighbors
- custom homes ●●●●
 - unique/not cookie-cutter
- HOA ●
 - activity level/social
 - communication
- Trees/old growth ●●
- modern/updated pool ●●
- lakes ●
 - recreation value
 - fishing
 - aesthetics
 - wild life

STRENGTHS (GREEN)

- monon proximity ●●●●
- maintenance of homes ●●
 - property values maintained
- limited access
 - minimizes ● traffic volume
 - curved streets
 - cul-de-sacs
- proximity to amenities
 - shopping
 - highway
- surrounded by antennas

GROUP 3: WEAKNESSES

GROUP #3
WEAKNESSES
(RED)

- Greyhound Pass
 - volume / US31 → other neighborhoods use
 - Fire Dept. route
 - int. w/ 151st → accidents/safety
- Traffic through neighborhood
 - north to south / surrounded by arterials
 - new developments to amenities / commuting
- Oak Ridge Road volume
 - can't get in/out
 - pedestrian can't cross
- Greyhound Pass
 - lack of traffic calming
- lack of street lights
 - walking in streets
- lack of sidewalks
- Monon Trail yield/safety
 - needs to be stop sign?
 - lack of education → traffic laws
- lack of golf cart policing
- coyotes → pets/safety

GROUP 3: OPPORTUNITIES

GROUP #3 OPPORTUNITIES (YELLOW)

- enhance Oak Ridge/Greyhound Pass
- lower taxes / business development
 - property values
- embrace home stock/variety to continue to differentiate from surrounding neighborhoods
 - property maintenance
- lake → neighborhood amenity
 - enhance/embrace

GROUP 3: THREATS

GROUP #3

THREATS (BLUE)

- lack of young families/maturing families ••
- lack of high school access (v. pre-US31 upgrade) •
- more comm./res. development = more traffic •••••
- potential empty big box (e.g., Target)
- • strain on school district (increase pop./demand)
- traffic volume increase •••••

GROUP 4: STRENGTHS

Strengths (Green)

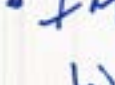
• Lakes (recreation) it #4

• Custom Look

- Kid Friendly
- Accessibility to Retail & Monon
- Maintenance/Upkeep → Property Owner
- ~~Wide~~ Street Width → Like Wide Streets
- Established Community
- Amenities (Pool, trails, club house)
↳ Events

GROUP 4: WEAKNESSES

Weakness (Red)

-  Cut-through traffic — too much #4
 ↳ Greyhound Pass
-  Covenant Enforcement (not enough)
 - ↳ Mailbox
 - ↳ Sheds
 - ↳ Siding
-  Lack of sidewalks
-  Speed Limits Enforcement > Not enough
-  Stop Sign Enforcement
-  Street Striping < Adios Pass (GHP + 146th St)
 ↳ Lacking
-  Too many Stop Signs (Internal Streets, Cul-de-sac)
-  Dated Entrances (Signage, Landscaping)
-  Improvement to Oak Ridge Rd
 would divide community.

GROUP 4: OPPORTUNITIES

Opportunities (Yellow)

- Convert Dam (Along Oak Ridge & NE Corner) Areas to Wildflower area. → Cost Reduction
- Stable Property Values → Carbon Footprint Reduction
 - ↳ Variety of Architecture
 - ↳ Good Investment
- Recreation Options associated w/ Lake
 - More ↳ Access to all owners
- Pedestrian Connectivity
 - ↳ Equestrian, horse trails, GHP, Adios
- Self-Maintained Entrance
 - Landscaping
- Clubhouse Accessibility/Events
- Storm Sewer Upgrade

GROUP 4: THREATS

Threats (Blue) #4

- Gas Line Infrastructure Improvement delaying this Plan.
- Overloaded School System prohibit relocation to VF.
- Crime Creeping North
- ~~Env~~ Environmental Damage to Lakes
 - ↳ Drainage
 - ↳ No BMP
- Oak Ridge Expansion → Divide Community
- Traffic (Quantity, Speed, Enforcement) due to increased development
 - Lack of Education / Awareness of Covenants

GROUP 5: STRENGTHS

Group 5

Strengths

Green

- ① Neighbors → Sense of Community
Active - walking - s
Age variety
- ② Swim team - whole community
Sense of community
- ③ Safe P.D in community
look out for each other
- ④ Beautiful Landscape & Lake
Common areas
- ⑤ Marketability Proximity Lot Size
Size Maturity
- ⑥ HOA Board / Communication Newsletter
Social Media

GROUP 2: WEAKNESSES

Group 5 Weaknesses Red

- ① Age
 - lakes dredging & dams = \$ for upkeep
 - road - potholes - curb - sustainability of new asphalt
already potholes in new
 - Drainage - from roads old Asphalt Overlay
by clubhouse
 - sidewalks/lighting - lack of options for future?
- ② Traffic Intersection
 - 146/Adios traffic - speed/stops
not turn lane
 - 6HP/Oakridge Volume / Stoplight
 - 6HP/Springmill line of sight
 - 146/Sagehen traffic Sunset Ave
- ③ Mailbox
 - Uniformity - lack
 - Want Uniform
- ④ Bus
 - Shoreway East
 - "Hassle for bus driver to turn E onto 6HP
from Oakridge"
 - Stop distance from Home
- ⑤ On Street Parking
 - Restricted in Covenants
 - Enforce Lack
- ⑥ Home turnover / disrepair
 - lack of maintain
 - "Older Suthers"

GROUP 5: OPPORTUNITIES

Group 5 Opportunities Yellow

- ① Sidewalks / lighting - To pool
 - To manon
 - Safety
 - Property value - will improve value
 Streetlights - Intersection
- ② 148 Access from keystone
 (currently have to go to Target/151 to get back to 148)
- ③ New Access Rd behind Target
 + Positive - could reduce traffic off GHP
- ④ HOA fees Feel they are fairly modest
 last increase of \$425/year - Could bolster capital improvements
 - Good cushion but
- ⑤ Access from Clay Terrace to 31 Need
- ⑥ Increased 31 Signage to increase business
 Not only business but more to publicize Village Farms
- ⑦ Parks in proximity to U.F.
 Need parks closer
- ⑧ Control of 146 / 0 - kids Both Opportunity & Threat

GROUP 5: THREATS

Group 5 Threat Blue

- ① 146 / Oakridge - what's gonna happen
 - on opportunity but could be threat
 How it develops - ~~that~~? Both
- ② City of Westfield Masterplan in conflict •
 - Rank on priority list resurfacing •
- ③ 146 expansion is threat → Raceway
 Safety
 Speed
 Need light @ 146 Action
- ④ Grand Park
 Potential tax implication
 Eggs all in one basket
- ⑤ Westfield Expansion
 • Increase in annexation may forget about
 existing subdivisions
 Smaller piece of pie less \$ for improvements

APPENDIX H: AGGREGATE SWOT ANALYSIS

Following the March 4, 2015 Open House, the Department entered the information from each group into a digital form, including the priority of each issue, as voted on by the residents who participated in that workstation. The following appendix is that digital Excel spreadsheet.

Group 1 and Group 2 Responses

	STRENGTH	PRIORITY	WEAKNESSES	PRIORITY	OPPORTUNITIES	PRIORITY	THREATS	PRIORITY
Group # 1 RESPONSES	Have good neighbors/strong community	6	Age of infrastructure/deterioration/poor road surfacing	8	Promote VF in real estate market: Gain respect in market resulting in higher values		Change in political leadership/vision could result in poor land use/fiscal decisions	8
	Safe neighborhood	4	No gutters/roll curbing: Causes drainage probs	3	Strong local gov't w/vision for smart growth creates stability: Good land use decisions adjacent, maintains property values	7	Subdivision by development/road improvements (sound walls on 31)	
	Style/age of homes/diversity of homes	2	Cut-through traffic on Greyhound (both directions)	4	Community greenbelt around perimeter of city: Serves as growth boundary	5	Unmanaged traffic growth (perimeter streets) hurts desired location	7
	Convenient location (hospitals/shopping/schools/etc.)	5	(too hard) turning on Springmill from Greyhound because of congestion (daylight hours)	3	Strong/vibrant/diverse commercial along SR 32: Assuring proper infrastructure planning	8	Weakening in school leadership could result in poor schools. Affecting desirability for buying in Village Farms/W'field.	6
	Size of lakes (recreation/relaxation)	2	Congestion on egress streets (sm/146th): At rush hour	2			Apathetic future residents won't want to be involved in HOA	
	Home values stay high-high care of homes		Lack of dedicated pedestrian ways throughout Village Farms (older sections except for G'hound Pass)	1				
	Monon access	2	Parking on pedestrian ways causes problems (G'hound Pass)					
	Quality amenities/well maintained Mature trees/noise cancellation/nature/wildlife/tranquil Do attract good/quality homeowners	2						
Group # 2 RESPONSES	Older homes: Room sizes, more character	1	Connectivity: Transit link (Indianapolis/Airport, more sidewalk to surrounding neighborhoods, more & more connectivity-good	1	Opportunity for engagement/partnership w/City (snow removal)	4	Road const./realignment: US31-external neighbors cut through to 31, increased traffic on Greyhound: Traffic backups-rush hours backup (Oakridge), after school (buses)	6
	History (horse farms')		Sidewalks(none provided): Oak Ridge to Monon, lack of sidewalks (Greyhound & Adios), dangerous Traffic (Greyhound & Adios): Speed too high, not controlled, cut throughs, street too wide, encourages higher speed, seasonal traffic (Christmas lights), parking along Greyhound & Adios	5	Westfield's growth: Metronet, road repair, planning & zoning & code enforcement	5	Drainage/Pollution: No restrictions on fertilizer, runoff, aquatic control-increased costs	3
	Mature trees	3		5	Youth activity: Swim team, young life, boy/girl scouts	2	Controlling/guiding/keeping up with: Burden on schools, fire, police service	
	Quite neighborhood	2	Exercise Room in Clubhouse	1	Fishing (land between two lakes): stocked lakes, amenity	1	Taxes: City growth, taxes increase, whats in it for us	5
	Bigger lots	1	Lack of adult social events/clubs	4	Financial opportunities: Partnerships- Planning/Zoning/joint services: More efficient to have City enforce than HOA	2	Shopping at 31 & 161st: Don't need it, traffic increase through VF ugly	2
	No cookie-cutter	2	Slow snow removal (off main streets)	1	Connectivity: Transit link (Indianapolis/Airport, more sidewalk to surrounding neighborhoods, more & more connectivity-good	1	Bigger lots	1
	Pool & Amenities: Lake, trails, clubhouse	4	Street lights: Lack of street lights along Greyhound & Adios	1			Pool & Amenities: Lake, trails, clubhouse	1
	Proximity to shopping		Too many geese around lake at dam & between two lakes	1			Neighborhood Association: Resident run, good organization, well represented	1
	Neighborhood Association: Resident run, good organization, well represented	3						

Group 3 and Group 4 Responses

	STRENGTH	PRIORITY	WEAKNESSES	PRIORITY	OPPORTUNITIES	PRIORITY	THREATS	PRIORITY
Group # 3 RESPONSES	Friendly neighbors		Greyhound Pass: volume/US 31-other neighborhoods use, Fire Dept. route, int vs/151st-accidents/safety	10	Enhance Oak Ridge/Greyhound Pass	7	Lack of young families/maturing families	2
	Custom homes: unique/not cookie-cutter	5	Traffic through neighborhood: north to south/surrounded by arterials, new developments to amenities/commuting	3	Lower taxes/business development: property values	8	Lack of high school access (v pre-US31 upgrade)	1
	HOA: Activity level/social, communication	2	Oak Ridge Road volume: Can't get in/out, pedestrian can't cross	3	Embrace home stock/variety to continue to differentiate from surrounding neighborhoods: property maintenance	4	More comm./res. Development=more traffic	5
	Trees/old growth	2	Greyhound Pass: lack of traffic calming, lack of street lights/walking in streets, lack of sidewalks	1	Lake: neighborhood amenity, enhance/embrace	2	Potential empty big box (e.g., Target)	4
	Modern/updated pool	2	Monon Trail yield/safety: Needs to be stop sign?, lack of education-traffic laws, lack of golf cart policing, coyotes-pets/safety	4			Strain on school district (increase pop./demand)	1
	Lakes: Recreation value, fishing, aesthetics, wild life	1					Traffic volume increase	8
	Monon proximity	5						
	Maintenance of homes: Property values maintained	2						
	Limited access: Minimizes traffic volume, carved streets, cul-de-sacs	1						
	Surrounded by arterials							
Group # 4 RESPONSES	Amenities: Shopping, highway	1						
	Lakes (recreation)	5	Cut-through Greyhound Pass traffic-too much	7	Convert dam (along Oak Ridge & NE corner) areas to wildflower area: Cost reduction, carbon footprint reduction	2	Gas line infrastructure improvement delaying this plan	
	Custom look	3	Covenant enforcement-not enough: Mailbox, sheds, siding		Stable property values: Variety of architecture, good investment	3	Overloaded school system prohibit relocation to VF	1
	Kid friendly		Speed limits enforcement-not enough	1	More recreation options associated w/lake: Access to all owners	6	Crime creeping north	1
	Accessibility to retail & Monon	1	Stop sign enforcement - not enough		Pedestrian connectivity: Easements, horse trails, GHP, Adios	2	Environmental damage to lakes: Drainage, no BMP	5
	Maintenance/upkeep: Property owner	2	Street stripping Adios Pass (GHP & 146th St.) lacking	4	Self-maintained entrance: Landscaping	3	Oak Ridge expansion: Divide community	5
	Street width: Like wide streets		Too many stop signs (internal streets, Cul-de-sac)		Clubhouse accessibility/events	1	Traffic (quantity, speed, enforcement) due to increased development	6
	Established community		Dated entrances (signage, landscaping)	3	Storm Sewer upgrade	1	Lack of education -awareness of covenants	
	Amenities/Events (pool, trails, clubhouse)	6	Improvement to Oak Ridge Rd would divide community.					

Group 5 Responses

	STRENGTH	PRIORITY	WEAKNESSES	PRIORITY	OPPORTUNITIES	PRIORITY	THREATS	PRIORITY
Group # 5 RESPONSES	Neighbors: Sense of community, active-walking, age variety	5	Age not good: Lakes-dredging the dam for upkeep, road-potholes/curb/sustainability of new asphalt already potholes in new, drainage-from roads Adios by clubhouse, old asphalt overlay, sidewalks/lighting-lack of options for future?	2	Sidewalks/lighting/street lights/intersection: To pool, to Monon, safety	4	1461 Oakridge: What's gonna happen, on opportunity but could be threat, how it develops both	5
	Swim team: Whole community, sense of community		Traffic: Intersection-146-Adios/GHP-Oakridge/GHP-Springmill/146-Saphire(traffic same as Adios), traffic-speed/stack up no turn lane, volume/stacking, line of sight, cut thru too much	7	146 access from Keystone: Currently have to go to Target/151 to get back to 146	2	City of Westfield Masterplan in conflict: Rank on priority list resurfacing	2
	Safe: PD in community, look out for each other	2	Mailbox: Uniformity/lack, want uniform	1	New access rd behind Target, positive could reduce traffic off GHP		146th expansion is threat-Raceway: Need light @ 146-Adios, safety, speed	
	Beautiful: Landscape & lake, common areas, clean	1	Bus: Shoreway East, hassle for bus driver to turn E onto GHP from Oakridge Dr, stop distance from home		HOA fees/\$425/year: Feel they are fairly modest last increase 08, could bolster capital improvements, good cushion but	1	Grand Park: Potential tax implication, eggs all in one basket	4
	Marketability: Proximity, size, lot size, maturity	2	On street parking restricted/covenants enforce lack		Access from Clay Terrace to 31 need	2	Westfield Expansion: Increase in annexation may forget about existing subdivision, smaller piece of pie-less \$ for improvements	2
	HOA Board: Communication, newsletter, social media	2	Home turnover: Disrepair, lack of maintain old section	2	Increased 31 signage to increase business/not only business but more to publicize Parks in proximity to VF/need parks closer: Control of 146/Oakridge both opportunity & threat	2		

APPENDIX I: LIKES/DISLIKES MAP

During the March 4, 2015 Open House, Village Farms residents participated in one of five workstations. Each workstation was asked to identify their most favorite and least favorite physical place within the Village Farms neighborhood. The following appendix material are the original maps upon which each workstation identified these locations. Red dots identify the least favorite location and green dots identify the most favorite location.

Group 1



Group 2



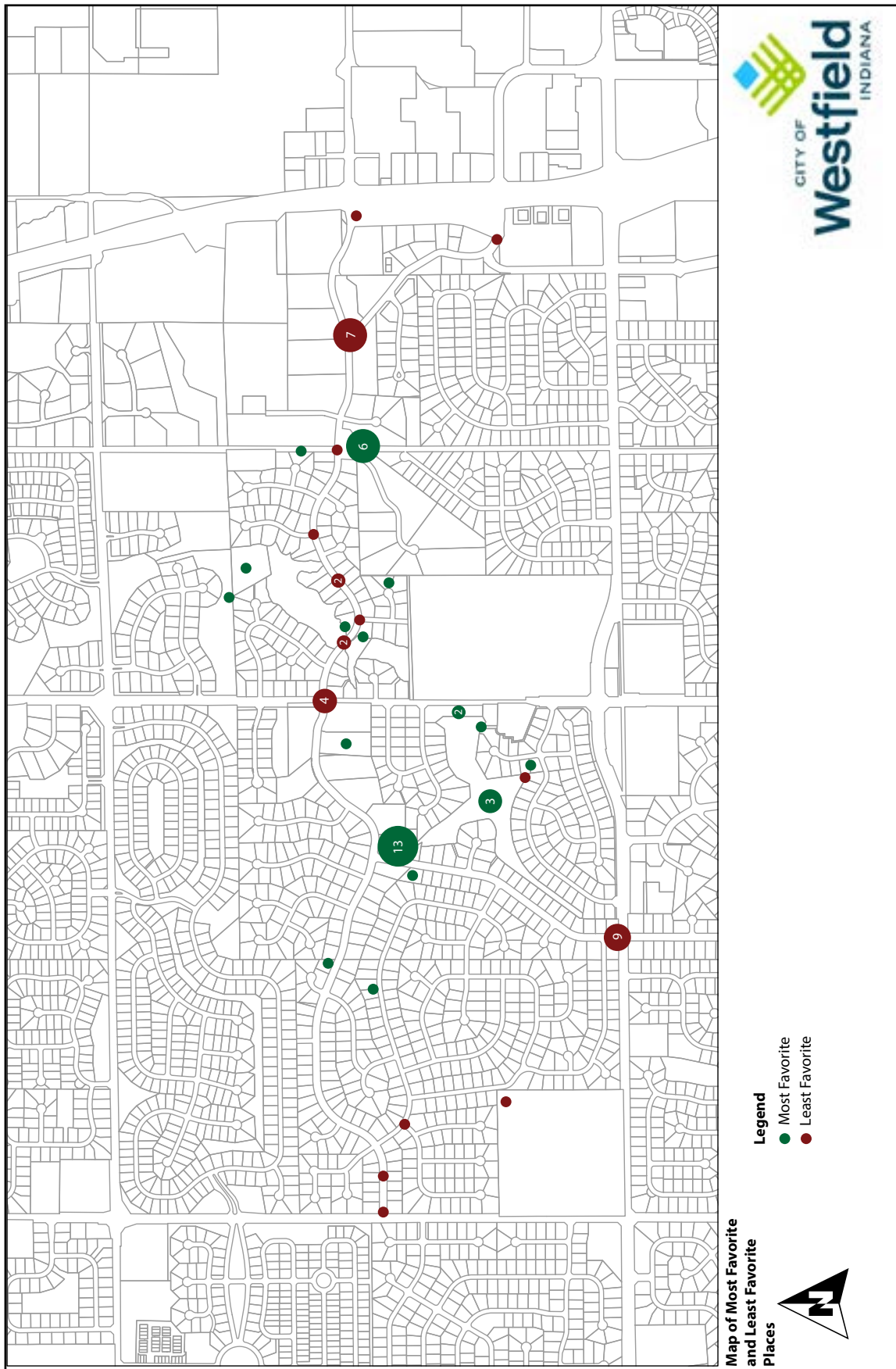
Group 3







APPENDIX H: MAP OF RESPONDENTS



APPENDIX J: ALTERNATIVES ANALYSIS

Page 1

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

1. STRENGTHS

▪ Neighbors

“Neighbors” refers to the residents of Village Farms and the strong sense of community among neighbors and across the neighborhood through the Village Farms Home Owners Association. “Neighbors” also refers to the network of personal relationships and community pride.

Alternatives:

Alternatives developed in this category are intended to create opportunities for increased social interactions. First, an inventory should be conducted to understand what the neighborhood HOA and residents are already doing; however, some possible alternatives are:

1. Coordinate neighborhood-wide yard sales
2. Host neighborhood parties
3. Establish a neighborhood-wide crime watch
4. Join and establish a presence on the “Next Door” social network
5. Organize events like camping in the common areas, kickball tournaments, youth leagues

▪ Amenities

“Amenities” refers to both the internal and external community assets. This includes, but is not limited to: (i) the lakes; (ii) clubhouse; (iii) park open space (by the poolhouse); (iv) the dam; (v) the quality / protection of the lakes (water quality, pollution); (vi) the proximity of surrounding shopping and quality of life assets.

Alternatives:

Alternatives developed in this category are intended to protect and enhance amenities throughout the neighborhood.

1. Conduct an inventory to catalogue and study existing community spaces/gathering places. The results of this study would identify weaknesses and opportunities as well as offer recommendations to either modify the space physically, in order to optimize their use, or offer recommendations to (re)program the spaces to encourage/attract further use/activity.
2. Erect new way finding and identification signage in order to visually mark and attract residents to internal neighborhood amenities and toward external community assets safely and

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

efficiently. If desired, this creates the opportunity to establish unique signage to Village Farms that further distinguishes its neighborhood amenities and promote its brand.

- **Custom Homes / Mature Trees**

“Custom Homes / Mature Trees” refers to the quality, style, age and maintenance for the homes and “softscape” of the neighborhood. These were things to be protected. The quite, natural and not “cookie-cutter” appearance or experience of the neighborhood were features seen as attractive in the housing market, thus a positive effect on property values. This could dovetail with neighborhood branding and promotion (see opportunities).

Alternatives:

Alternatives developed in this category are intended to promote the existing character of Village Farms:

1. Review / modernize the existing covenants, conditions and restrictions (the “Covenants”) in order to provide both education of the Covenants and encourage further enforcement. This will also serve to protect existing community amenities and future ones from issues including, but not limited to: encroachment, tree preservation, use of lakes and common areas.
2. Create and offer a “Best Landscaping or Garden” award to encourage a high level of maintenance and “curb appeal” for existing residents. This award competition would require nominations from others, which would not only encourage increased social interaction among neighbors, but create further emphasis on the appearance and maintenance of homes.
3. Research the number of tear downs/rebuilds, additions, remodels, pools, accessory structures throughout the neighborhood. This should result in an inventory that could highlight the amount of dollars reinvested back into the neighborhood.

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

2. WEAKNESSES

- Road Conditions

“Road Conditions” refers to the overall automobile environment throughout the neighborhood. Residents referred to street lights, curbs and paving or the condition of the paving. Following our meetings, it remains unknown as to whether concerns about the road conditions refers to a lack of street lights and curbs throughout the entire neighborhood, if desired throughout the entire community or only in certain locations (i.e., intersections or mid-block level). Additionally, it is unclear whether it refers to paving due to cracking or pot holes.

Alternatives:

Alternatives developed in this category are intended to clarify the issues and identify areas for intervention: Study existing infrastructure. Given the unknowns regarding the potential improvement of the automobile environment, it is necessary to inventory the existing conditions. The results of this study should confirm the desires of the neighborhood residents, determine opportunities for improvement (i.e., re-paving, re-stripping, new street lights, new yard lights, etc.). This study would culminate in a Capital Improvement Plan (this will be furthered discussed at our meeting).

- Traffic Conditions

“Traffic Conditions” primarily refers to the automobile traffic situation throughout the neighborhood. Greyhound Pass has been a thoroughfare for the community, between Springmill Road and US Highway 31. Due to the improvements to US Highway 31, many residents believe Greyhound Pass and Adios Pass have increased in traffic volume and rate of speed, creating potentially dangerous situations.

Alternatives:

Alternatives developed in this category are intended to address the traffic issues throughout the neighborhood: Study the traffic impacts on the neighborhood. Due to the improvements to US Highway 31 (and other surrounding thoroughfares) residents have observed an increase in traffic both internal to the neighborhood and external along perimeter thoroughfares. A study of the existing traffic conditions would determine the traffic volume and average rates of speed. This

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

study should identify problem areas and make recommendations to calm or reduce traffic (e.g., speed bumps, increased signage, improved intersections, narrower streets and increased/consistent enforcement, etc.).

- **Sidewalks**

“Sidewalks” refers to the overall pedestrian environment throughout the neighborhood. Following meetings with the Village Farms advisory committee and the City staff it remains unknown as to whether this refers to the lack of sidewalks throughout the entire community or just along Greyhound Pass and Adios Pass. Additionally, residents also referred to sidewalks as connections to surrounding amenities, including the Monon Trail, which crosses the community to the east.

Alternatives:

Alternatives developed in this category are intended to clarify the issues and identify areas for intervention: Study existing conditions of the pedestrian environment. The results of this study should confirm the desires of the community (i.e., where to add sidewalks, what kind of sidewalks, trails vs. sidewalks, and connections to internal and external assets), identify opportunities to improve existing right-of-ways with sidewalks, especially if roadways are narrowed in order to address traffic volume and rates of speed. The culmination of this study may be incorporated as part of a wider Capital Improvement Plan (will be discussed further at our next meeting).

3. OPPORTUNITIES

- **Strong / Diverse Tax Base**

“Strong / Diverse Tax Base” refers to the City of Westfield’s fast-paced growth as an opportunity which Village Farms may utilize as a resource now and in the future. The surrounding economic development may provide an opportunity to offer additional services for Village Farms residents and may increase home values.

Alternatives:

Alternatives developed in this category are intended to identify potential community-wide resources: Given the strong growth throughout the community it would be beneficial to identify financial and professional

Page 5

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

resources to support the Village Farms Planning process and implementation in the future.

▪ **Engagement / Partnership with City**

“Engagement / Partnership with City” refers to opportunities for collaboration between Village Farms (i.e., the Home Owners Association) and the City of Westfield. This may refer to opportunities for snow removal, infrastructure improvements and joint code enforcement. These opportunities with the City may reveal themselves as this special planning project with Village Farms continues to mature.

Alternatives:

Alternatives developed in this category are intended to identify partnership opportunities to support / promote the Village Farms Plan:

1. Identify and coordinate partnership opportunities between Village Farms (Advisory Committee) and City of Westfield. As the Village Farms planning process matures further, partnership opportunities will likely emerge in which the City may provide professional services, financial assistance and/or continued community services. These could include, but are not limited to: increased snow removal services (either through private contracts or city service), façade grants to support the rehabilitation of community amenities such as the poolhouse, or facilitate/promote the establishment of a neighborhood crime watch in consultation with the City of Westfield Police Department.

▪ **Social Programming**

“Social Programming” refers to internal opportunities for increased recreation or activities. Many residents mentioned opportunities to have additional programming for adults (i.e., yoga or social clubs/activities) and upgrades to the clubhouse.

Alternatives:

Alternatives developed in this category are intended to identify opportunities to enhance existing recreational amenities and provide for future amenities: Programming analysis (existing activities, venue opportunities). First, it is important to inventory and study the existing social activities. The results of this study should conclude opportunity gaps in existing programming, especially remaining age conscious, and

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

provide recommendations for the Advisory Committee, HOA and neighborhood to consider. This study should also focus on the existing opportunities or constraints of the existing venues within the community.

- **Branding & Marketing**

“Branding and Marketing” refers to the promotion of a neighborhood “brand,” which may include modernizing an existing logo or establishing a new one, as well as, developing a marketing strategy which may be both internal to the neighborhood and external to the wider housing market, specifically targeting prospective buyers. However, once a “brand” has been established and promoted, there are numerous opportunities to emphasize that brand internally and throughout the community.

Alternatives:

Alternatives developed in this category are intended to encourage Village Farms to consider developing a marketing strategy. After meeting with the Advisory Committee it was obvious that a clear and concise brand is desired: Studying existing market material and strategies (print material, industry/trade outreach, social media, etc.). The results of this study should compare these efforts with other neighborhoods of a similar size and conclude opportunity gaps. It should provide a process for the Village Farms Advisory Committee to engage residents to re-brand, update/modernize the existing logo or establish a new brand. Once that brand has been established, this can be reinforced in the community by erecting uniform gateways, entrances or lighting features that establishes a consistent and uniform motif of color or logo throughout the neighborhood.

4. THREATS

- **Traffic Growth / Volume in and around Neighborhood**

“Traffic Growth / Volume in and around Neighborhood” refers to the automobile traffic situation throughout the neighborhood. Greyhound Pass has been a thoroughfare (classified as a “Collector”) for the community, between Springmill Road and US Highway 31. Due to the improvements to US Highway 31, many residents believe Greyhound Pass and Adios Pass have

Page 7

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

increased in traffic volume and rate of speed. Additionally, Oak Ridge Road, which bisects the community, and 146th Street, which serves as its western boundary, have raised concern about continued traffic volumes due to surrounding improvements.

Alternatives:

Alternatives developed in this category are intended to understand the traffic volume throughout the community, both existing and potential:

1. Review the City of Westfield-Washington Township Thoroughfare Plan to address the classifications of roadways internal to Village Farms and those adjacent.
2. Study the Greyhound Pass and Oak Ridge intersection. The results of this study should make recommendations to improve the intersection commensurate with resident's desire to not preclude pedestrian connectivity across Oak Ridge, but also the community's desire to relieve congestion.

▪ Economic Development

"Economic Development," although broad, refers to the fast-paced growth in the City of Westfield. The continued addition of new housing developments throughout the community is perceived as a threat, because of the contrast between an "old" community against an otherwise "new" background with new amenities and the ability for prospective homeowners to build what they want. This dovetails with residents' and the HOA's desire to brand and promote Village Farms (see opportunities).

Alternatives:

Alternatives developed in this category are intended to address the surrounding economic development threats:

1. Encourage reinvestment. Neighborhood residents have expressed a concern about Village Farms becoming marginalized by incoming developments that boast new home products and amenities. Given this concern there is an opportunity to create a regulatory environment that encourages reinvestment. This could be achieved by reducing the number of required permits, expediting the approval process or reducing the cost of the required permits and inspections.

VILLAGE FARMS NEIGHBORHOOD PLANNING EXERCISE

Developing Alternatives

-
2. Study/facilitate opportunities to re-brand the Village Farms neighborhood or further promote the existing logo internally, throughout the community and to the wider housing market. During planning meetings with the Village Farms advisory committee, it was clear that increasing the profile of the neighborhood is a high priority; however, it is unclear as to whether this is most effectively achieved through a re-branding process or a more robust marketing strategy.

▪ **Change in Political, School, or HOA Leadership**

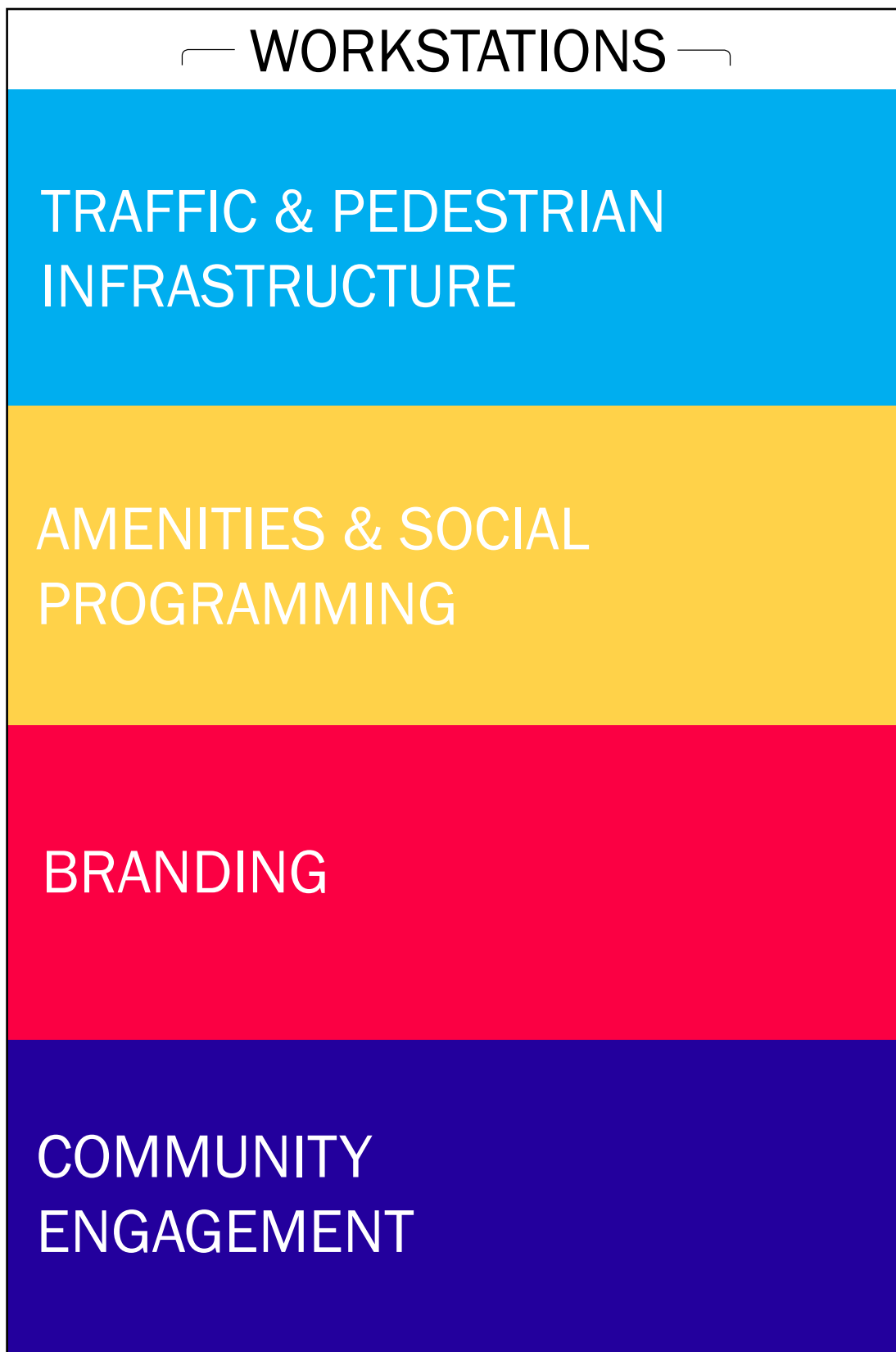
“Change in Political, School, or HOA Board Leadership” refers to the potentially shifting tide of political direction. Many residents expressed a desire to preserve the wishes and/or objectives of the community regardless of any change in leadership. This may require formal approval/adoption of the plan (i.e., the results of this special planning exercise).

Alternatives:

Alternatives developed in this category are intended to strengthen the link between Westfield’s political and school leadership and the Village Farms residents:

1. Engage closely with school administration to understand future plans (re-districting, class size, etc.). This could be achieved by organizing an informal open house with various school administrators, a meet-and-greet with the School Board or the superintendent.
2. Organize an informal meet-and-greet (coffee, breakfast, open house, etc.) with City Councilors, Plan Commissioners, Board of Zoning Appeals members and Department Directors.

APPENDIX K: OPEN HOUSE STORY BOARDS



TRAFFIC & PEDESTRIAN INFRASTRUCTURE

WHAT WE HEARD FROM RESIDENTS

- Residents have observed aging and deteriorating infrastructure.
- Desire for additional pedestrian ways/sidewalks throughout Village Farms, especially along Greyhound Pass and Adios Pass.
- Residents have observed increased speed of traffic on Greyhound Pass and Adios Pass.
- Residents have observed increased volume of traffic on Oak Ridge Road and "cut-through" traffic on Greyhound Pass.
- Opportunities to create safer pedestrian connections to neighborhood pool and Monon Trail.



POSSIBLE SOLUTIONS

- Study the traffic and pedestrian infrastructure to inventory existing conditions, focusing on impact of US 31 improvements, traffic volume and rates of speed through neighborhood.
- Study should confirm desires of the neighborhood, identify opportunities for improvement, and make recommendations to calm or reduce traffic (i.e. speed bumps, increased signage, narrower streets).



PLAN RECOMMENDATIONS

- Study the existing conditions of the road network throughout the neighborhood and future impact of automobile traffic. Study should focus on traffic volume and rate of speed.
- Advisory Group to develop strategies for: (i) intersection improvements, both within and surrounding the neighborhood; (ii) traffic calming to reduce automobile speed; (iii) repair/resurface roads in poor condition, as identified by the study.
- The study should focus on Greyhound Pass and Adios Pass, identify drainage issues, and consider opportunities to reduce runoff into detention/retention ponds.
- Study should: (i) identify existing conditions of pedestrian connectivity throughout the neighborhood. The study should (ii) evaluate opportunities to create safer pedestrian conditions across Oak Ridge Road along Greyhound Pass. This study should (iii) be completed in conjunction with the traffic study highlighted above.



VILLAGE FARMS NEIGHBORHOOD PLAN 2015

AMENITIES & SOCIAL PROGRAMMING

WHAT WE HEARD FROM RESIDENTS

- Desire more opportunities for youth and adult activities (i.e. swim team, Boy and Girl Scouts).
- Residents enjoy close proximity to shopping and Monon Trail.
- Desire to maintain quality of lakes for recreation, fishing and wildlife.
- Desire more recreation options associated with lakes, allowing access for all owners.



POSSIBLE SOLUTIONS

- Conduct a programming analysis of existing activities and the capacity of existing venues/recreational spaces.
- This analysis should identify opportunities to provide additional social programming in amenity areas. Proposed social programming should remain age appropriate.



PLAN RECOMMENDATIONS

- Study existing conditions of the amenities throughout the neighborhood.
- The study should focus on the detention/retention ponds and the drainage between them along Greyhound Pass.
- The study should be completed in conjunction with a pedestrian connectivity plan and should consider wayfinding and safety signage that may incorporate the Village Farms brand.
- Inventory existing social activities within the neighborhood (i.e., survey community organizations and residents).
- Identify external resources for community engagement/ social activities.
- Prepare a list of best practices among other neighborhoods, both in Westfield and outside of Westfield.



VILLAGE FARMS NEIGHBORHOOD PLAN 2015

BRANDING

WHAT WE HEARD FROM RESIDENTS

- Promote Village Farms in residential real estate market.
- Desire to remain relevant and competitive with surrounding subdivisions that are newer and offer different amenities.
- Desire to maintain property values and the neighborhood's custom and unique character.
- Opportunity to establish and emphasize Village Farms brand throughout the neighborhood.
- Create wayfinding signage to ensure pedestrian safety and enhance access to amenity areas.



POSSIBLE SOLUTIONS

- Study and compare current marketing efforts with neighborhoods of a similar size. Identify opportunities to further promote the revised brand.
- The study should outline a process to engage residents in re-branding exercise that would include proposals for print material and social media campaigns.
- The study should develop a process to engage neighborhood residents and real estate professionals.



PLAN RECOMMENDATION

- Create a revised brand and promotional strategy for Village Farms.

VILLAGE FARMS NEIGHBORHOOD PLAN 2015

COMMUNITY ENGAGEMENT

WHAT WE HEARD FROM RESIDENTS

- Identify opportunities for engagement and partnership within the Westfield community.
- Change in political leadership/vision could result in poor land use/fiscal decisions.
- What benefits will residents of Village Farms see from continuing city growth and increased taxes?



POSSIBLE SOLUTIONS

- Partnership opportunities and professional relationships will likely emerge in which the City may provide professional services, financial assistance and/or continued community services, including snow removal services, facade grants, and further neighborhood crime watch.
- Engage closely with school administration and elected officials.

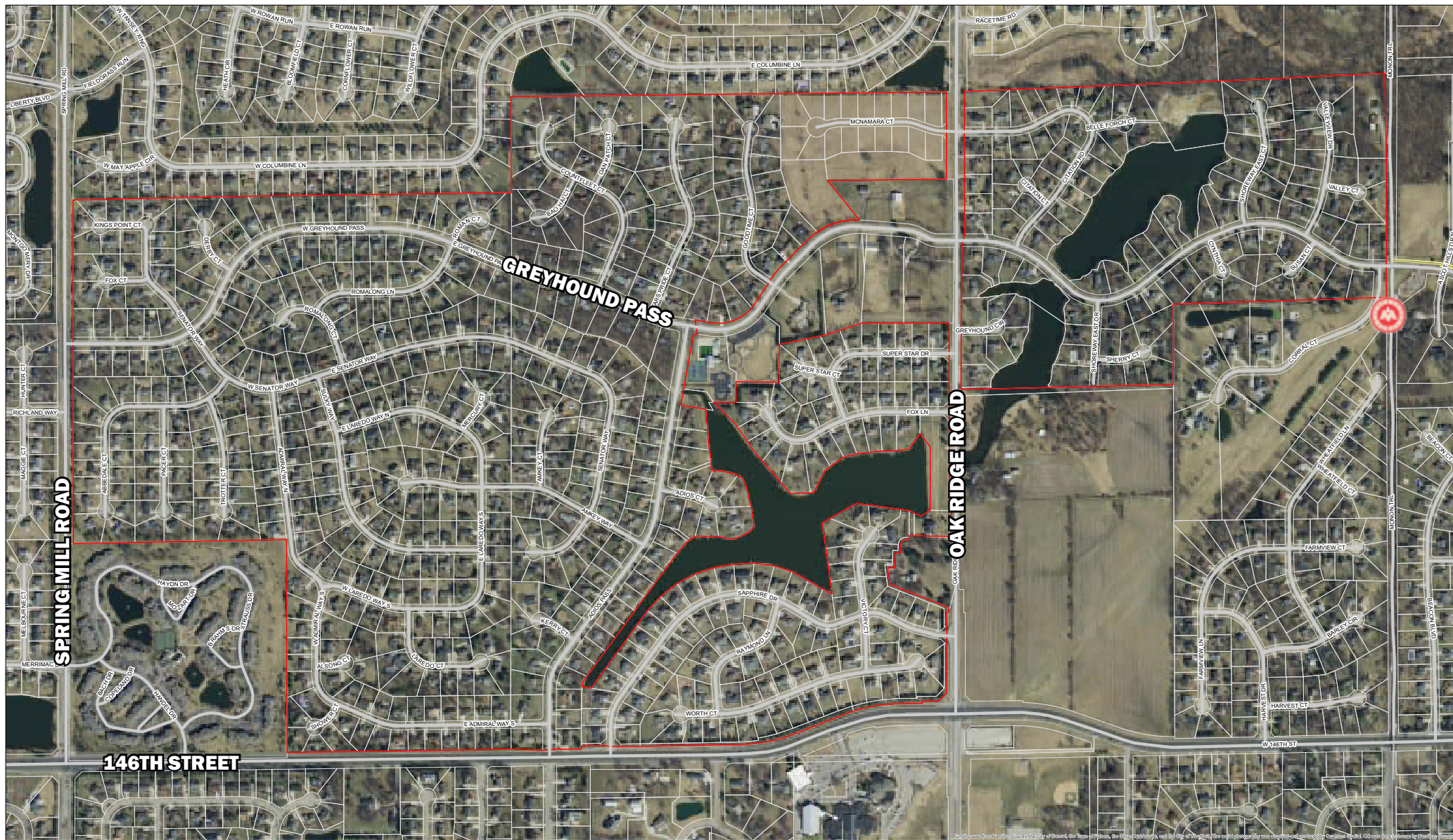


PLAN RECOMMENDATION

- Identify opportunities for Village Farms to participate in activities with the City, Westfield-Washington School Corporation and others.



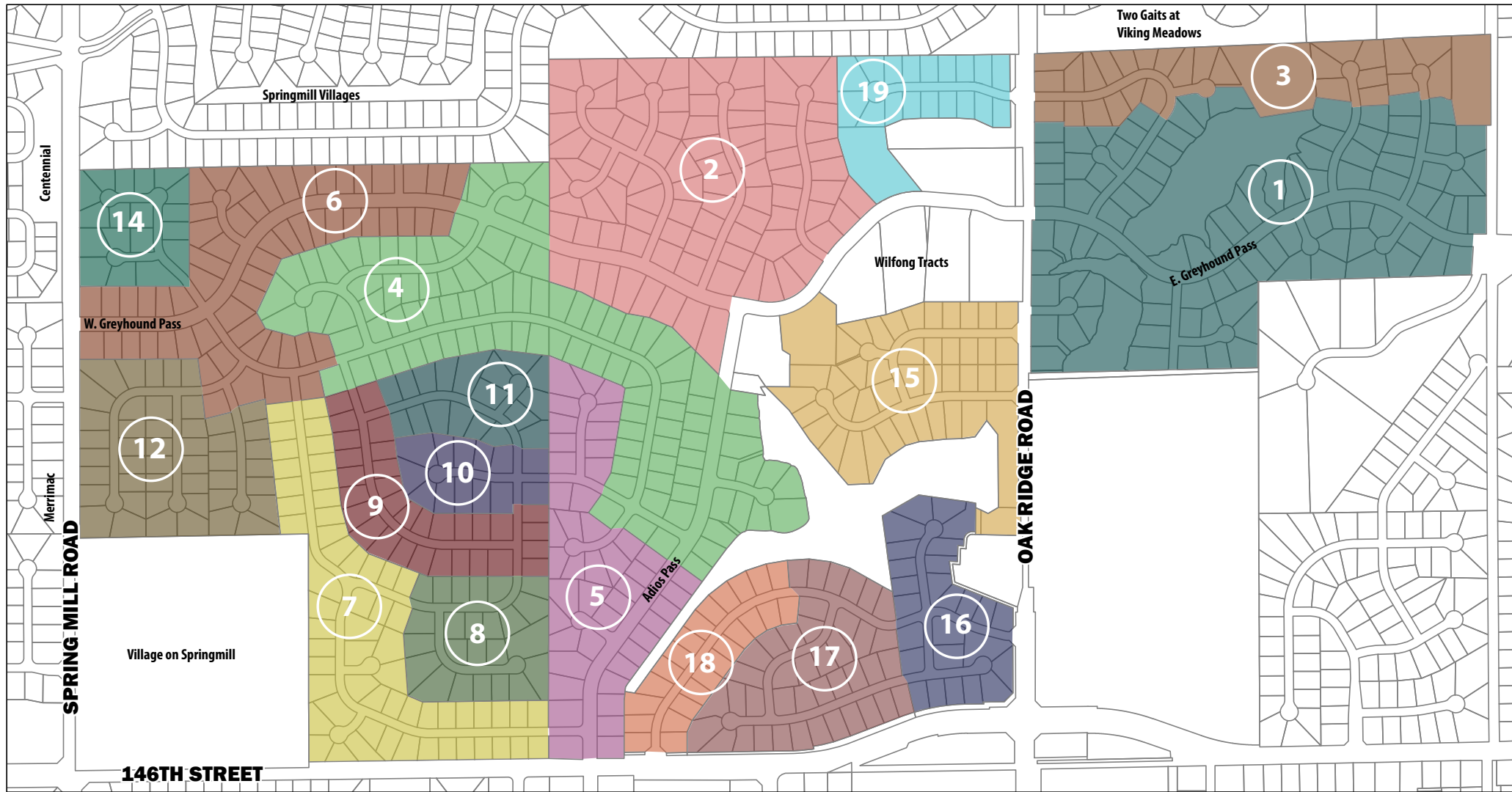
VILLAGE FARMS NEIGHBORHOOD AERIAL & PARCEL EXHIBIT



 VILLAGE FARMS BOUNDARY



VILLAGE FARMS NEIGHBORHOOD HISTORICAL CONSTRUCTION EXHIBIT



Historical Construction
of Village Farms

1	1973	5	1985	9	1991	14	1994	18	1997
2	1976	6	1987	10	1992	15	1997	19	2014
3	1976	7	1988	11	1992	16	1997		
4	1980	8	1988	12	1992	17	1999		



RESOLUTION NUMBER 16-105

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA, APPROVING AN ADDENDUM TO THE WESTFIELD-WASHINGTON TOWNSHIP COMPREHENSIVE PLAN

WHEREAS, the City of Westfield, Indiana (the “City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and;

WHEREAS, the Council has the duty and authority to review, amend and approve amendments to the Comprehensive Plan adopted and certified by the Westfield Advisory Plan Commission; and,

WHEREAS, an amendment has been approved and certified to the Council, the merits reviewed and considered by this Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF
CITY OF WESTFIELD, AS FOLLOWS:**

- Section 1.** That the Council hereby adopts the addendum attached hereto and incorporated by reference herein as **Exhibit A** (the “Addendum”), as an amendment to the Westfield-Washington Township Comprehensive Plan.
- Section 2.** That the Economic and Community Development Department is ordered to amend the Comprehensive Plan to conform to this Addendum. All acts done to create and implement this Addendum to the Comprehensive Plan are hereby ratified.
- Section 3.** This Resolution shall be in full force and effect immediately.

[THE REMAINDER OF THIS PAGE IS BLANK INTENTIONALLY;
SIGNATURE PAGES FOLLOW.]

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by:
Jesse M. Pohlman | Senior Planner, City of Westfield
2728 East 171st Street, Westfield, IN 46074 | (317) 804-3170

I hereby certify that **RESOLUTION 16-105** was delivered to the Mayor of Westfield on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **RESOLUTION 16-105**
this _____ day of _____, 2016.

I hereby VETO **RESOLUTION 16-105**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This document prepared by:
Jesse M. Pohlman | Senior Planner, City of Westfield
2728 East 171st Street, Westfield, IN 46074 | (317) 804-3170

EXHIBIT A: VILLAGE FARMS NEIGHBORHOOD PLAN

SEE FOLLOWING PAGES.

RESOLUTION 16-107

A RESOLUTION OF THE CITY OF WESTFIELD CONSOLIDATING FUNDS

WHEREAS, The City of Westfield, ("City") is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council ("Council"); and,

WHEREAS, the Council has the duty and authority to maintain and allocate funds as necessary from the duly adopted budget to maintain the fiscal integrity of the City and maximize efficiency for all departments of the City; and,

WHEREAS, the development and ongoing business requirements have required the addition of numerous funds to be created and managed by the office of the Clerk-Treasurer; and,

WHEREAS, as funds no longer serve the purpose for which they are created, fiscal efficiency requires that they be deleted and any remaining balances consolidated to other active funds.

NOW, THEREFORE, BE IT RESOLVED by the Westfield City Common Council meeting in session as follows:

- Section 1.** That the Westfield Clerk-Treasurer has notified and informed the Council of the desire to close Fund 313 and moving any remaining balances to Fund 640.
- Section 2.** That the transfer of those balances held by the City is now found to be a prudent and necessary task. The Clerk is hereby authorized and directed to transfer those funds as necessary for the fiscal integrity of the City.
- Section 3.** This Resolution shall be in full force and effect immediately. Any and all acts undertaken pursuant to the intent of the Resolution and to maintain the fiscal integrity of the finances of the City are hereby ratified.

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ALL OF WHICH IS RESOLVED THIS _____ DAY OF _____ 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 16-107 was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 16-107 I hereby VETO RESOLUTION 16-107
this _____ day of _____, 2016. this _____ day of _____, 2016.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266

RESOLUTION NUMBER 16-106

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA, APPROVING AN ADDENDUM TO THE WESTFIELD-WASHINGTON TOWNSHIP COMPREHENSIVE PLAN

WHEREAS, the City of Westfield, Indiana (the “City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and;

WHEREAS, the Council has the duty and authority to review, amend and approve amendments to the Comprehensive Plan adopted and certified by the Westfield Advisory Plan Commission; and,

WHEREAS, an amendment has been approved and certified to the Council, the merits reviewed and considered by this Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF
CITY OF WESTFIELD, AS FOLLOWS:**

- Section 1.** That the Council hereby adopts the addendum attached hereto and incorporated by reference herein as **Exhibit A** (the “Addendum”), as an amendment to the Westfield-Washington Township Comprehensive Plan.
- Section 2.** That the Economic and Community Development Department is ordered to amend the Comprehensive Plan to conform to this Addendum. All acts done to create and implement this Addendum to the Comprehensive Plan are hereby ratified.
- Section 3.** This Resolution shall be in full force and effect immediately.

[THE REMAINDER OF THIS PAGE IS BLANK INTENTIONALLY;
SIGNATURE PAGES FOLLOW.]

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by:
Jesse M. Pohlman | Senior Planner, City of Westfield
2728 East 171st Street, Westfield, IN 46074 | (317) 804-3170

I hereby certify that **RESOLUTION 16-105** was delivered to the Mayor of Westfield on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **RESOLUTION 16-105**
this _____ day of _____, 2016.

I hereby VETO **RESOLUTION 16-105**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

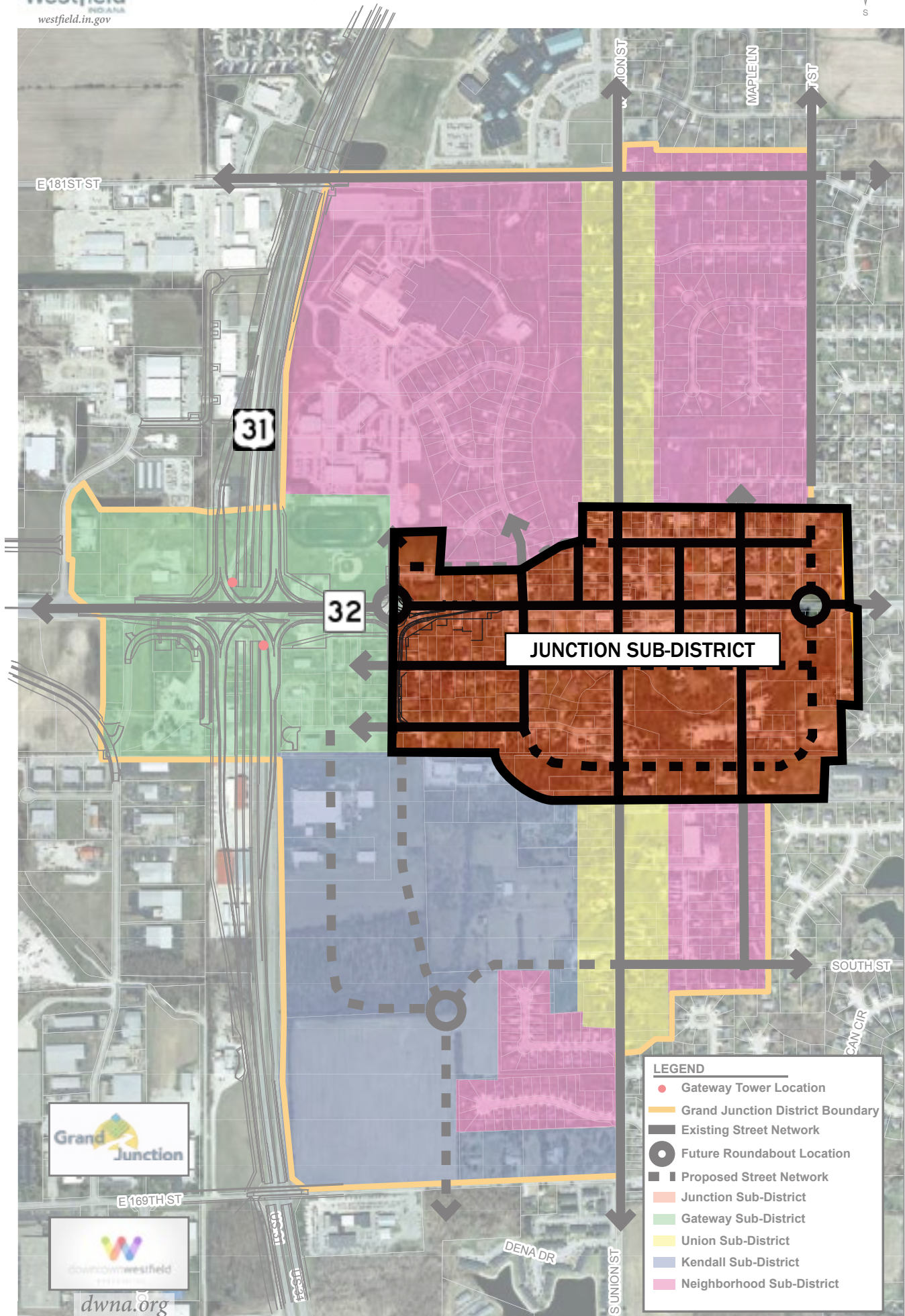
J. Andrew Cook, Mayor

This document prepared by:
Jesse M. Pohlman | Senior Planner, City of Westfield
2728 East 171st Street, Westfield, IN 46074 | (317) 804-3170

EXHIBIT A: JUNCTION SUB-DISTRICT ADDENDUM

SEE FOLLOWING PAGES.

Grand Junction Sub-Districts



- LEGEND**
- Gateway Tower Location
 - Grand Junction District Boundary
 - Existing Street Network
 - Future Roundabout Location
 - Proposed Street Network
 - Junction Sub-District
 - Gateway Sub-District
 - Union Sub-District
 - Kendall Sub-District
 - Neighborhood Sub-District

RESOLUTION 16-104

RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

WHEREAS, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

WHEREAS, the Council has the duty and authority to maintain clear, current and written Personnel Policies, Procedures and Benefits Manuals for the use and reference by the employees of the City; and,

WHEREAS, said manual must be adapted and modified to remain current and useful to all City employees.

NOW, THEREFORE, BE IT RESOLVED by the Westfield City Common Council meeting in session as follows:

Section 1. That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit “A” , attached hereto and incorporated by reference herein.

Section 2. All current employees of the City shall receive and acknowledge in writing the receipt of the City of Westfield Personnel Policies, Procedures, and Benefits Manual in the form attached hereto, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

Section 3. This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS RESOLVED THIS _____ DAY OF _____ 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

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Robert L. Horkay

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Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 16-____ was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 16-____ I hereby VETO RESOLUTION 16-____
this _____ day of _____, 2016. this _____ day of _____, 2016.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266



**PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL**

2016



PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

(This Policy Manual Established with Ordinance 95-1 Dated January 14, 1995)

(This Policy Manual updated with Resolution 96-4 Dated February 12, 1996)

(This Policy Manual updated with Resolution 97-3 Dated February 10, 1997)

(This Policy Manual updated with Resolution 98-3 Dated February 9, 1998)

(This Policy Manual updated with Resolution 99-4 Dated March 8, 1999)

(This Policy Manual updated with Resolution 99-12 Dated December 13, 1999)

(This Policy Manual updated with Resolution 00-10 Dated December 11, 2000)

(This Policy Manual updated with Resolution 07-20 Dated November 12, 2007)

(This Policy Manual updated with Resolution 07-24 Dated December 17, 2007)

(This Policy Manual updated with Resolution 09-01 Dated March 9, 2009)

(This Policy Manual updated with Resolution 09-17 Dated December 28, 2009)

(This Policy Manual updated with Resolution 10-16 Dated December 27, 2010)

(This Policy Manual updated with Resolution 11-23 Dated November 14, 2011)

(This Policy Manual updated with Resolution 12-118 Dated December 10, 2012)

(This Policy Manual updated with Resolution 13-117 Dated December 9, 2013)

(This Policy Manual updated with Resolution 14-132 Dated December 8, 2014)

(This Policy Manual updated with Resolution)

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1.00 STATEMENT OF PURPOSE

Mission Statement

It is the mission of the City of Westfield (also referred to as “the City”) to provide community services in a professional and efficient manner to its citizens. The employees of the City will implement the wishes and desires of the community as expressed through their elected representatives, the City Council.

Personnel Philosophy

The personnel policies of the City of Westfield, including pay policies and benefit programs, reflect the City’s philosophy that the City shall be a fair and just employer. The purpose of both direct and indirect compensation programs is the recognition of the value that the City places upon its individual employees. The City employees are integral and valuable assets crucial to the completion of the vision of the City.

Seeing that the City’s personnel policies and programs are effectively carried out is one of the major responsibilities of your supervisors. The Chief Administrative Officer assists your direct supervisors in meeting this responsibility.

General Policy & Procedures Considerations

It is the policy of the City of Westfield to set forth a listing of policies and procedures in order that all City employees and applicants have reasonable assurance that all policies and procedures shall be pursued in a uniform, consistent, and equitable manner. The City Council of Westfield approves these policies and procedures. The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures within the various departments within the City. However, any instances that are superseded must be brought to the attention of the Chief Administrative Officer of the City for approval prior to implementation.

It shall be the responsibility of the Chief Administrative Officer to interpret these policies and procedures, and to ensure that they are administered in a consistent and impartial manner.

Personnel policies and procedures are subject to modification and revision to meet the changing needs of both management and the work force as new conditions arise during the continuing growth and complexity associated with the City’s future.

Additions, modifications, and deletions to this manual must be **approved** by a resolution of the City Council and issued by the Chief Administrative Officer.

This is an employment policy guideline and should not be considered a contract of employment. This manual is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. Unless otherwise agreed to in a collective bargaining agreement, a written contract, or by law, the employment of each employee is terminable at will by either the employee or the City at any time, for any reason, with or without cause or notice. Any agreement

1.00 STATEMENT OF PURPOSE

concerning an employee's employment with the City shall not be enforceable unless it is in a formal written agreement and signed by the employee and the Chief Administrative Officer of the City or

the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.

Public Safety Departments Policy & Procedures Considerations

The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures defined for the Public Safety Departments. Fire and police professional employees working in these areas should consult with their Fire Chief or Police Chief regarding any differences in policy content or procedures. Additionally, the Chief Administrative Officer of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

Remainder of page left blank intentionally.

2.00 RECRUITMENT, SELECTION & HIRING

Statement of Policy

It shall be the policy of the City of Westfield to recruit and select qualified persons for the positions in the City's service. Recruitment, selection, and placement shall be conducted to ensure fair hiring practices, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, age, mental or physical disability, or any other protected basis.

Except where otherwise prohibited by contract or collective bargaining agreement, supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. This includes working on special projects and/or assignments to other work divisions as necessary.

Equal Employment Opportunity (EEO) Statement

The City of Westfield is committed to maintaining an environment free of discrimination and inappropriate conduct. The City expects its employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

Discrimination

The City of Westfield is an equal opportunity employer. The City believes in the dignity and the worth of every individual. The City will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, national origin, age, disability, or any other protected category, as provided by law. The City also prohibits any discrimination or demeaning language, characterization or conduct by its employees that may harass, intimidate, insult, ridicule, emphasize, or characterize another person because of his/her race, color, religion, national origin, sex, age, disability, or any other protected category.

While it is impossible to list all types of such harassment, they include:

verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
epithets, slurs, or negative stereotyping related to any of these reasons,
threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or
written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

Sexual Harassment Policy

The City prohibits sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary

action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

sexual advances, sexual flirtations, and requests for sexual favors,
verbal, visual, or physical conduct of a sexual nature,
offensive sexual remarks, innuendoes or jokes,
unwelcome leering, whistling, or obscene gestures,
display of sexually suggestive objects or pictures,
sexually degrading words used to describe an individual,
sexually suggestive or offensive dress,
when (1) submission to such conduct is explicitly or implicitly a condition of employment, or
(2) submission to or rejection of such conduct is used as the basis for employment
decisions, or (3) such conduct unreasonably interferes with an individual's job
performance, or (4) such conduct creates an unwelcome, intimidating, hostile,
abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

Harassment

The City is committed to providing a workplace free of inappropriate treatment of any employee because of race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work.

The City is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as vendors, suppliers or members of the public. Examples of inappropriate conduct may include, among other things:

Slurs, stereotyping, threatening, intimidating or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry or disability; and
Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry or disability.

Complaint Process

The City supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you should promptly report the matter to your immediate supervisor. If, however, you believe that it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it to your Department Head, a member of the Human Resources Department, the City's Chief Administrative Officer, or to the City Council President (in case the report is about the Chief Administrative Officer).

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

No-Retaliation Policy

It is against City policy to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, the City determines that an employee has knowingly provided false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

Americans with Disabilities Act (ADA)

The City of Westfield, pursuant to and in accordance with the Americans with Disabilities Act (ADA) specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employee, employee compensation, job training and other terms, conditions and privileges of employment, (42 U.S.C. Sec. 12113, as amended from time to time.) Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the City (56 Fed. Reg. 35719, as amended from time to time).

No qualified applicant or employee shall be refused employment or discriminated against because of such person's need for a reasonable accommodation for a known physical or mental disability as required under the ADA unless such accommodation causes undue hardship, as defined by law, to the City of Westfield.

The City further stresses that any applicant may request any needed accommodation to participate in the application process, e.g. accommodation for a test, job interview or job demonstration.

During the application process, the applicant will be subjected to various tests which are job-related and consistent with business necessity and not intended to discriminate against applicants. Therefore, if an applicant is in need of an accommodation to perform such tests, then this should be brought to the attention of the City.

Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

Responsibility for Recruitment

Recruitment of candidates for specific departmental openings will be the responsibility of the Department Head of that function. Responsibility for the recruitment hiring of department heads and the Chief Administrative Officer is the sole responsibility of the Mayor.

Qualification and Selection

The City of Westfield may screen applicants for a position using some or all of the following criteria except where said criteria cannot be shown to be job related.

Prior job related work experience
Aptitude for the job
Knowledge, education, skills, and abilities
Physical requirements for the job
Work history
Special qualifications, licenses, or certifications required for the job
Personal and work related references

In the development of selection criteria, the Department Head and Chief Administrative Officer may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

Drug Free Workplace

The City of Westfield is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

The City of Westfield will enforce any federal or state laws ensuring that all City employees are not impaired by a controlled substance while performing their duties. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited:

- 1) At any City site or property owned by the City of Westfield;
- 2) At any assigned workplace, at any time; and
- 3) While on duty or in the performance of duties of the City of Westfield, whether they be on-site or off-site.
- 4) Violation of this prohibition will be grounds for swift and immediate action up to and/or including immediate termination.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

The City may conduct drug and/or alcohol testing under any of the following circumstances:

PRE-EMPLOYMENT: The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.

REASONABLE SUSPICION: The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury, under circumstances that suggest possible use or influence of drugs or alcohol, will be required to have a post-accident testing. All vehicle accidents will require testing. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Testing for the presence of alcohol normally will be conducted by analysis of breath and testing for the presence of illegal drugs normally will be conducted by the analysis of urine. The City reserves the right to utilize blood testing when appropriate.

All information received by the City of Westfield through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with the law.

The following actions will be taken by the City if an employee has a confirmed positive test:

- 1) Discipline up to and including termination
- 2) Treatment
- 3) Referral to EAP (Employee Assistance Program)

Drug Testing Procedures:

Any drug test given to an employee will be in accordance with the following procedures:

The employee will be tested immediately before, during or after a work period.

The City shall pay costs associated with the test.

The City will provide transportation for the employee if the test is conducted at a location other than the workplace.

The time an employee is engaged in a testing procedure shall be considered work time for purposes of compensation and benefits.

Any test shall be conducted with regard to privacy of the individual and in a manner reasonably calculated to prevent substitution or interference with the collection of a reliable sample.

Any sample will be labeled in a manner that reasonably prevents the possibility of mistaken identification.

US Department of Transportation (US DOT)

In 1988 the US Department of Transportation prescribed regulations that require employers to implement comprehensive alcohol and drug testing programs for safety sensitive employees in the road industries. In 1991, the federal government implemented new regulations extending such programs to individuals who drive trucks. As a requirement to operate certain equipment for the City of Westfield, the City requires certain employees to possess a CDL driver's license. The City of Westfield must implement the alcohol and drug testing requirements set forth by the US Department of Transportation and the State of Indiana. Failure to comply with any facets of the program will be grounds for immediate termination.

Drug Screening

To ensure a safe environment for its employees and for the public, the Westfield Town Council passed Resolution 96-1. This resolution provides compliance with the rules of the US Department of Transportation.

Drug screening will be a mandatory part of the initial physical required for employment and random drug tests for certain employees will be a part of the continued requirement for employment with the City of Westfield. Refusal to participate in this program will be grounds for immediate termination.

Employing Relatives/Romantic Relationships

The City of Westfield recognizes that relatives may desire to pursue similar careers. The City must be sensitive, however, to the potential for favoritism, or the appearance of favoritism, in employment decisions and to the necessity of maintaining professional work relationships. The City does not discourage employment of relatives nor does it actively encourage it. It is in the City's best interest to hire the most capable persons available that meet the job requirements for current openings.

Effective July 1, 2012, relatives (spouse, parent, step-parent, child, step-child, sibling, step-sibling, half-sibling, uncle, aunt, niece, nephew, daughter-in-law, son-in-law,) may not be employed in situations where one member is in a position of direct line supervision or direct line reporting to the other. An employee shall not be hired, promoted or transferred to a position that violates this policy. Employees of the City are also prohibited from engaging in romantic and/or physical relationships with direct line supervisors or subordinates. This policy applies to all full-time, part-time or temporary employees, including elected officials.

"Direct line of supervision" means an elected officer or employee who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the Mayor, City Council or Clerk-Treasurer to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employees, with family relationships that would otherwise be in violation of this policy as of July 1, 2012, will be exempted from this policy unless there is a break in the employment.

Employees hired, transferred or promoted, who in later years have relatives elected that are in the direct line of supervision, will have no promotion possibilities unless the promotion is within the merit ranks for the police and fire departments.

For further information regarding this policy see IC 36-1-20.2 as adopted by the City of Westfield as Resolution No. 12-106.

Security and Background Information

As part of the application and hiring process, an applicant may be required to undergo an investigation including employment records, medical records, and/or educational records, as permitted by law. Applicants must aid the City of Westfield in obtaining any of the above information as requested. All information will be kept confidential.

Notwithstanding the above, certain investigative areas, including but not limited to reference checks, credit checks, and criminal history may be addressed prior to a conditional job offer to the applicant if the position applied for presents a showing of job-relatedness with such areas. Furthermore, periodically, employee driving records and criminal records could be investigated and checked for employment and insurability as permitted by law,

Orientation

It is the policy of The City to ensure all new employees are adequately educated on City operations and personnel policies. On his/her first day of employment, or by appointment, the new employee shall report to Human Resources to fill out all appropriate new hire forms, and review all personnel policies and procedures.

Employment Anniversary Date

The first day of employment is your **employment anniversary date**. For example, an employee that starts employment on January 3 will celebrate his or her employment anniversary date each year thereafter on January 3. For most employees this date will normally be the day the employee begins his/her training probationary status with the City, as further described in Section 2.090. This date is used to compute your eligibility for vacation and other benefits related to continuous time employed by the City. Years of employment calculation will begin January 1st the year after employment date. Example: employment date June 1, 2013, as of January 1, 2014, you will be credited with 1 year of employment for benefit purposes. In other words, the first partial year of employment is not calculated as the first year of employment.

Adjusted Date of Employment

Except as otherwise provided by law, if any employee voluntarily leaves the employment of the City and is later re-employed, a new **“adjusted” date of employment** will be calculated to include the prior employment period **if the prior work period was at least one year of continuous service.** This adjusted date of employment will be used to determine eligible benefits that are dependent upon time of service with the City. Additional longevity will not be paid or adjusted until the first of the following year.

Employment Status

There are four categories of employment status:

Probationary Full-Time Employee - Every employee during the first 6 months or 12 months of employment is placed on training probationary status. Firefighters and police officers have a 12-month training probationary period. All other employees have a 6-month training probationary period. The training probationary period may be extended by the Department Head depending on performance during this period. Discharge and/or transfer may take place at any time during the probationary period, just as it can after the probationary period.

Full-Time Employee (those working at least 30 hours per week) - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment. An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the

nearest full day). For scheduling, if the fixed holiday is the employee's regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining fixed holidays that don't fall on the employee's normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee's regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

Part-Time Employee (those working less than 30 hours per week) - Any employee who is regularly scheduled less than 30 hours per week or less than 1000 hours per year and has successfully completed his or her probationary training period of employment. Part-Time Employees have no benefits.

Temporary Employee - Any employee hired for a limited period of time, usually for a specific task or project. This employee may work as few or as many hours per week as needed. These employees may be secured through a temporary employment agency and paid directly by that agency. Temporary employees have no benefits.

Re-employment

Re-employment (hiring) of an employee who has previously resigned or has been terminated will be determined on an individual case basis depending on the employee's work record, and circumstances of his/her leaving. Any person seeking re-employment must apply and be processed as any other applicant. No preferential treatment or consideration will be given to those applying for re-employment solely on the basis of the applicant having been previously employed by the City.

Once an employee leaves the employment of the City and is subsequently re-hired, the City-provided benefits will begin as defined in this manual. Prior service and benefits relating to time of service will be "bridged" as described in **Section 2.085** of this manual. After the specific probationary period has been met a new date of employment will be calculated. Sick time eligibility will begin anew and any unused sick time (from the prior employment period) will not be carried forward. Employees in this category should contact the Human Resources Manager for details concerning their specific situation.

Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the "original employee personnel file". Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting the Human Resources Manager during normal business hours. No employee may alter or remove any document in his or her personnel file which must be viewed in the presence of the Human Resources staff person.

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3.00 TRAINING AND CAREER DEVELOPMENT

Responsibilities

The functions and services offered by the City of Westfield and its employees are best performed by a work force that is properly recruited, selected, and trained on a continuing basis to provide outstanding service to the citizens of our community.

The City encourages its employees to participate in courses, seminars, and programs which offer training and continuing education and are approved by the Department Head and/or Chief Administrative Officer. Your supervisors have an immediate, direct, and continuing responsibility for the development of personnel within their area.

As an employee, you share with your supervisors the responsibility for your continued growth. You build a foundation for your own growth by doing your job to the best of your ability, by improving your present skills and abilities, and by developing new skills through your own self initiatives.

Disciplinary Probation

A **disciplinary probation** employment period may be recommended lasting from 3-6 months at the discretion of the immediate supervisor. A disciplinary probation period is a time period that allows the employee to address specific deficiencies that have been identified by a supervisor that are impacting the opportunity for continued employment with the City. This personnel action can come at any time during an employee's employment with the City.

This disciplinary probation is the natural progression of progressive discipline that normally would first have utilized verbal and written warnings addressing the specific work performance that needs to be improved.

During the disciplinary probation period, management will provide written feedback to the employee regarding his/her performance at least once during each month of the probationary period. If in the judgment of the City the specific performance is not being corrected adequately, dismissal may occur immediately.

Dismissal for action not specifically being addressed with the disciplinary probation can also take place during this time in accordance with action dictating immediate dismissal as defined elsewhere in this policy manual.

Attending Seminars, Conferences, and Meetings

Occasionally employees will be asked to attend seminars, conferences, and other job-related meetings that provide continuing education that would enhance that employees' performance. On other occasions, an employee may request of his/her department the approval to attend a job-related seminar. The City requires prior approval for all attendance at any training/educational seminars, conferences, or workshops.

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop



3.00 TRAINING AND CAREER DEVELOPMENT

during the normal workday. If evening or weekend participation is required for training, such training may be paid as dictated by applicable law.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

Travel and Expense Reimbursement

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

Employees will use a purchasing card authorized by their supervisor if possible. If the vendor does not accept purchasing cards, the employee must pay for the expense and then complete an expense reimbursement form with 5 working days upon return for each activity. The reimbursement form must be submitted to the Depart Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Cash advances for employees that are traveling to conventions, seminars or training, are available with a 10 day notice to the Clerk-Treasurer's office. Department Head approval is required and the/any unused funds must be returned to the Clerk Treasurer's office within 5 working days of return from said activity. Receipts of expense must be produced to validate reimbursement or payment of unused advances.

Purchasing card use will be administered by the Clerk Treasurer's Office. Purchasing card policies must be followed. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process.

For further information or questions please contact the Clerk-Treasurer's office.

Seminar/Meeting/Conference Reimbursement

Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

Department heads may approve group meals for employees attending city sponsored events that benefit and improve the quality of service of those employees.

Conferences, Seminars, or Meetings Attended Beyond 50 miles of Westfield

For the training/educational event beyond 50 miles (one way) from Westfield, approval may be given for overnight stays. During these situations meal allowances will only be allowed for those meals that are not a part of the conference or training. If overnight status is authorized, meals will

be reimbursed up to \$50 per day in state, \$60 out of state, inclusive of tip, with accompanying "itemized" receipts.

Mileage reimbursement for use of personal vehicles used to attend conferences or training sessions will be at the rate allowed for tax purposes by the Federal Government.

Exceptions to any of these reimbursement or travel rules shall be approved by the Department Head **and** Chief Administrative Officer depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

University & Technical Schools Educational Programs

The Department Head may consider for approval, on a case-by-case basis, requests for tuition assistance for specific university or technical school classes and preparatory courses that are directly work related. The City will typically only pay an amount up to the amount established by law above which such is considered taxable wages. The employee will use a Purchase Card (if vender accepts) to pay for course(s). Upon completion of the course the employee must provide their supervisor and the Clerk's office with proof of earning a minimum grade of C. The employee will be responsible for the costs if the minimum grade is not earned or the employee withdraws from the class.

Performance Appraisals

It is the philosophy of the City that your job performance should be discussed with you at regular intervals to provide feedback to continually aid in work improvement. The City's performance appraisal process will review the work contribution of all regular status employees at least once each year.

Probationary employees will receive an appraisal after the completion of their prescribed probationary period. At that review the supervisor may release you from probation, continue the probationary status for a specified time, or terminate the employment relationship.

These appraisal discussions are centered on you, the quality of your work, and your working relationships. Such discussions enable you and your supervisor to talk about how you are progressing toward your personal, departmental, and City goals and assess your performance against your approved job description. Performance Appraisals are confidential discussions between the employee and his/her supervisor.

Formal written reviews normally will be accomplished annually with mid-year follow-up discussions as necessary to ensure that improvement plans are being accomplished as mutually planned by employees and their supervisors.

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4.00 PERSONAL BENEFITS

Eligibility

Eligibility for employee benefits is depicted on the following table depending upon the employment status.

<u>Benefit Program</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary</u>
Matching FICA and Medicare	Yes	Yes	Yes
Health, Dental, Vision			
Accident and Life Ins.	Yes	No	No
125 Plan	Yes	No	No
Regular Vacation	Yes **	No	No
Personal Hours	Yes **	No	No
Fixed Holiday	Yes **	No	No
Floating Holidays	Yes **	No	No
Illness in the Family	Yes **	No	No
Sick Leave	Yes **	No	No
Longevity	Yes	No	No
Employee Assistance (EAP)	Yes	No	No
<u>Retirement Programs</u>			
PERF	Yes	No	No
457 Plan	Yes	Yes*	No
401(a) Plan	Yes	No	No

* Part-time employees may participate in the 457 Plan but do not receive matching funds

** Based on Actual Hours Worked.

Health, Dental, Vision, Accident, and Life Insurance

The City Council of the City of Westfield shall establish annually the policy and contribution level for payment of the City's share of the cost of employee health, dental, vision, and life insurance. This insurance is offered to all full-time employees defined as any employee who is regularly scheduled 30 or more hours a week and has successfully completed the mandated required period of employment. City Council members are offered the same medical, dental and vision insurance but are required to pay both the employee and employer total costs of the coverage and may only elect these benefits during their term as Council members.

Additional coverage for dependents, spouse, and the entire family for health, dental, and vision coverage is available at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's Human Resources Manager. The City Council shall establish annually the amount, or percentage the City will contribute toward this additional coverage for family members.

The Employee Assistance Program is available at no cost to full-time employees and family members residing within the employee's household. Coverage is limited to six sessions per covered issue. Employees should consult with the Human Resources Manager for additional information.

Medical, dental, and vision insurance is available to retired employees (and if elected, their participating spouse and/or dependents) of the City only under the following conditions:

The retiree pays 100% of the premium.

Civilian employee retirees must have a combination of years of service with the City and age that equals at least 70 years.

Examples: (50 years of age + 20 years of service, 60 years of age + 10 years of service, 55 years of age + 15 years of service, etc.)

Employees must have a combination of years of service as described above or be disabled to be eligible for PERF disability if the employee has not reached age 65.

Civilian employees must have completed a minimum of five (5) continuous years of coverage under the City's medical, dental or vision insurance plan immediately prior to retiring.

Effective Date of Insurance Coverage

Various benefit programs have different effective dates for new employees. Please contact the City's Human Resources Manager to learn of the specifics of each benefit coverage.

Insurance Portability (COBRA)

Upon termination of employment from the City of Westfield and other specified "qualifying events", employees and their participating spouse and/or dependents may be eligible to continue their group health (health is defined by medical or dental or vision) coverage for a specified period of time at a premium rate somewhat higher than the group rate the City currently receives. This program is called COBRA. If COBRA is elected, former participants pay premiums directly to the COBRA administrator. Former participants need to complete an election form to secure this extended insurance coverage. The City's Human Resources Manager has this information, and you will receive written notice of your COBRA rights and election options if you experience a loss of health insurance coverage due to a COBRA qualifying event.

Health Insurance Portability and Accountability (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has four major administrative requirements for private and government sponsored health plans: portability, nondiscrimination, fraud and abuse, and administration simplification.

The City of Westfield protects the privacy and confidentiality of protected health information (PHI) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City's group health plan and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Any questions or issues regarding PHI should be presented to the Human Resources Manager for resolution. Additionally, the Fire Department has designated an employee in charge of records related to ambulance services.

Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deduction, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures.

Disclosures that do not qualify as PHI – protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosure to worker's compensation providers and those authorized by the worker's compensation providers.

Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.

Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving worker's compensation and/or medical information received to verify ADA or FMLA status.

Elective Additional Insurance

Additional insurance coverage is available from AFLAC through payroll deductions for those employees choosing to supplement their medical coverage for themselves or their families. Please see the City's Human Resources Manager who will arrange for an appointment with the AFLAC agent. AFLAC is the only additional elective insurance that is available through payroll deduction.

125 Plan

The City participates in a Section 125 Plan that allows for pre-tax deductions for medical insurance premiums that provide your family with medical coverage. Elective additional insurance can also be provided through pre-tax deduction by participating in this plan. There is no cost to the employee but annual election of this plan needs to be made. Annual employee discussions in November/December will provide you with this opportunity. The City's Human Resources Manager can explain the 125 Plan requirements and can activate your participation.

Vacation Overview

Because the City recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, the City grants annual paid vacation days to full-time regular employees as follows:

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment** beginning January 1st:

Hire Date	8-Hour Personnel Vacation Eligibility (in Hours)	12- Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
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January 1 - August 15	80	80	5
August 16 – September 15	64	64	4
September 16 – October 15	48	48	3
October 16 - November 15	32	32	2
November 16 – December 15	16	16	1
December 16 – December 31	8	8	0

For an example: John Doe is hired May 10th and is an 8-hour per day, employee. He will accrue vacation in his first **partial** year of employment to be taken after January 1st of the following year. He would be eligible for 10 vacation days to be taken between January 1st and December 31st of his first full year of employment.

Following the initial partial and first full calendar years (see 2.11 for further explanation) of employment, full-time regular employees shall be eligible for the following number of annual vacation days, during each of the following calendar years of employment:

Calendar Year of Employment*	8-Hour Personnel Vacation Eligibility (in Hours)	12-Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
2 nd through 3 rd	80	80	6
4 th through 7 th	120	120	9
8 th through 14 th	160	160	12
15 th through 21 st	200	200	15
22 nd and beyond	240	240	18

* Excludes the initial partial calendar year of employment and the first full calendar year. The City reserves the right, in its sole discretion, to credit new employees with years of employment for the purpose of calculating the number of days of vacation to which they are entitled.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. Unused vacation days at the end of the calendar year in which they are available for use may not be carried over into the next calendar year, and no payments will be made in lieu of taking vacation.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the City will pay out any earned and unused vacation time.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements. **Professional Police personnel may take vacation hours in one-hour increments.**

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time regular employees with the following hire dates shall be eligible to earn the following number of vacation days to be used during their first full calendar year of employment:

Hire Date	Days Vacation
January 1 - August 15	10
August 16 – September 15	8
September 16 – October 15	6
October 16 - November 15	4
November 16 – December 15	2
December 16 – December 31	1

Following the initial partial and the first full calendar years of employment, full-time regular employees shall be eligible to earn the following number of annual vacation days during each of the following calendar years of employment:

Calendar Years of Employment*	Days Vacation
2 nd through 3 rd	10
4 th through 7 th	15
8 th through 14 th	20
15 th through 21 st	25
22 nd and beyond	30

* Excludes the initial partial calendar and first full calendar year of employment. The City reserves the right, in its sole discretion, to credit new employees with years of relevant employment for the purpose of calculating the number of days of vacation to which they are entitled.

All vacation, including stipend and carryover days, may be taken in ½ or full day increments.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days. Any other remaining earned and unused vacation days at the end of a calendar year will be lost and

not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the employee shall be entitled to vacation pay for any vacation time which is earned but unused at the time of termination. Payment for such vacation time shall be made by the City on or by the employee's next regular payday following termination.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements.

Personal Hours Overview

Each **full-time regular employee** shall be eligible for paid time off for personal hours as indicated in the following charts. Personal hours are intended to cover time off from work to allow the employee to resolve personal or family legal, medical, or other **personal** situations or problems that cannot be accomplished during the normal days off.

These hours need to be pre-approved by your supervisor after describing your personal situational need. It is expected that these eligible hours will be taken in full-hour increments. You must receive your supervisor's approval, and approval will depend upon the needs of the City and availability of other personnel to perform the necessary work of your Department. There is no carryover of personal hours from year to year.

Unused Personal Hours are not paid upon termination of employment, or at the end of any calendar year.

Personal Hours

Administrative and Public Works Personnel General Guidelines

Annual Personal Hours Eligibility (Employees are eligible for 3 equivalent days of personal hours)

7 ½ Hour Day Employees	23 Hours per year
8 Hour Day Employees	24 Hours per year

New employees hired before July 1st of each year **will be** eligible for ½ of the annual numbers depicted above to be used during the remainder of that calendar year. This eligibility occurs **after** the completion of the first 90 days of employment.

New employees hired July 1st or after of each year **will not** be eligible for any personal hours for the remainder of that calendar year.

The Personal Hours benefit becomes available for each eligible employee effective January 1st of each New Year, subject to completion of the first 90 days of employment.

Personal Hours

Professional Police and Fire Personnel First Year & Every Year Thereafter Hours Eligible

Personal Hours eligibility During First Year of Employment after 90 days

Month Of Employment	Police & Fire (8 & 12 Hour Personnel) Hours Eligibility	Fire (24 Hour Personnel) Hours Eligibility
Jan – Apr	24	24
May – Jun	16	18
Jul – Aug	8	12
After Sep 1	None	None

After the first year of employment the Professional Police Officer is eligible for forty (40) personal hours beginning January 1st of each calendar year. After the first year of employment the 24 hour personnel are eligible for 24 hours of personal hours beginning January 1st of each calendar year.

Fixed & Floating Holidays

A fixed holiday schedule will be approved by the City Council each year and communicated to the employees during December. These fixed holidays will be observed and paid for all full-time and probationary employees as further defined below:

2016 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Friday	January 1, 2016
Martin Luther King Jr. Day	Monday	January 18, 2016
Presidents' Day	Monday	February 15, 2016
Memorial Day	Monday	May 30, 2016
Independence Day Observed	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Thanksgiving Day	Thursday	November 24, 2016
Day after Thanksgiving	Friday	November 25, 2016
Christmas Eve Holiday	Friday	December 24, 2016
Christmas Holiday	Monday	December 26, 2016
New Year's Eve	Friday	December 30, 2016
Two Floating Holidays		

*Civilian Employees hired on or before June 30, will be eligible for one-half (1/2) the Floating Holidays in the year they are hired. An employee hired July 1, or later will not be eligible for any Floating Holidays in the year hired.

To be eligible to receive holiday pay, an employee must work the last scheduled workday before and the next scheduled work day after the holiday unless the Department Head has approved an absence as is provided in the benefits programs provided by the City, or as otherwise provided by law. In the case of family illness a doctor's excuse will be required since these events would be unscheduled.

Fixed and Floating Holidays during Training Probation

Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.

2. **Fixed and Floating Holidays during Disciplinary Probation**

Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.

Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.

Professional Police Officer Fixed and Floating Holidays.

Because of different shift requirements, professional police personnel (road patrol officers) will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Office personnel (professional and civilian employees) working Monday through Friday, including the detective division, will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

Probationary Professional Police officers attending the Indiana Law Enforcement Academy Basic course or those temporarily assigned to an office assignment will observe the fixed holiday schedule approved by the City Council. If the Indiana Law Enforcement Academy basic course is in session during a fixed holiday, the probationary officer will bank fixed holiday hours. Any banked fixed holiday hours will be taken as floating holidays. These hours may be used at the employee's choosing and may be used in one-hour increments.

Professional Police officers assigned to a temporary or light-duty office assignment will observe the fixed holiday schedule approved by the City Council. At the conclusion of this temporary or light-duty assignment, non-office Professional Police officers will revert back to the floating holiday policy. Under no circumstances will an employee be permitted to take more holiday hours than approved by the City Council.

Professional Fire Personnel Fixed and Floating Holidays.

Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days

will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

**Professional Fire Personnel Floating Holiday
During First Year of Employment after 90 days**

<u>Month</u>	<u>(24 Hour Personnel)</u>
Jan. – Mar.	3
Apr. – Jun.	2
July – Sept.	1
After Oct. 1	0

If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.

Floating Holidays are not paid upon termination from employment.

Floating Holidays

If floating holidays have been granted by the Westfield City Council the following rules apply.

The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.

Floating holidays are not eligible to be carried forward to the next year, and no pay will be provided for unused floating holiday at the end of a calendar year or upon termination of employment, for any reason.

Floating holidays must be taken in no less than ½ day increments. This does not apply to Professional Police Personnel.

Disciplinary probationary employees are eligible to schedule floating holidays.

Training probationary employees are eligible to schedule floating holidays after the Training Probationary Period. Professional Police and Fire employees are eligible during their Training Probationary Period after 90 days of employment.

New civilian employees hired before July 1st of each year will be eligible for ½ of the annual number of floating holidays to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.

New civilian employees hired July 1st or after of each year will not be eligible for any floating holidays during the remainder of that calendar year.

Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Bereavement Leave, Family Illness Leave or Industrial Injury Leave during the calendar year. If an employee takes Compensation Time or Flex Time in place of Sick Leave, such employee remains eligible for perfect Attendance. This is not a paid benefit at the time of termination of employment, nor can it be carried over from year to year.

Employee Assistance Program

City of Westfield has a confidential voluntary Employee Assistance Program (EAP) available to employees and anyone living within their household. It is the responsibility of the employee to seek assistance from EAP when needed. Six (6) sessions per issue will be provided free of charge. Please contact Human Resources for any further information regarding this program.

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5.00 COMPENSATION AND PAYROLL

Compensation Programs

It is the desire of the City of Westfield that its salary and benefit programs will attract and retain people well qualified to achieve high standards of performance in their work. We encourage new employees to build their careers with the City. In keeping with this desire, compensation and benefit programs are reviewed annually and work performance is reviewed to encourage continued growth in your personal contributions toward the goal of providing service to the citizens of our community.

Every job with the City is reviewed and given a salary range for a starting salary. Salary ranges are reviewed annually with other similar positions within other communities throughout the State of Indiana and changes are made when appropriate. This is accomplished annually with the City Council approving a salary ordinance. Salary increases are approved by the City Council and generally are administered annually in January of each year.

In addition to the compensation and benefits programs, the City of Westfield pays longevity pay pursuant to the current year's salary ordinance. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Based upon years of service, years 1-10 is \$200 per year and years 11-25 is \$250 per year. The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer. For example, an employee hired on February 1, 2010, first becomes eligible for longevity pay on January 1, 2012. Similarly, an employee hired December 15, 2010, also first becomes eligible for longevity pay on January 1, 2012.

Pay Periods & Notice of Deposit Delivery

Pay periods will be for a period of two weeks. The Clerk-Treasurer's office issues an annual schedule of pay dates.

Any error in your pay should be reported immediately to the Clerk-Treasurer so it can be corrected. Any request for payroll adjustment must be submitted in writing to the Clerk-Treasurer. Should an employee wish to designate a family member or other person to have access to their payroll information, such designation must be in writing to the Clerk-Treasurer.

Attendance Cards / Forms / Time Keeping System

You are responsible for reporting your own time and it should be submitted to your supervisor at the end of the two-week period. The supervisor will approve and forward to the Clerk-Treasurer's office for processing.

Employees are covered by the Fair Labor Standards Act, and are responsible for completing hours worked each pay period into the payroll system of the City's choosing. Your pay is computed from this information.

To ensure maximum accuracy this should be completed daily. Your approval in the system and the approval of your supervisor certify the accuracy of all time information.

Fair Labor Standards Act

The Fair Labor Standards Act is a federal law that, in part, establishes overtime pay requirements for certain categories of work. Individuals who are not exempted from these requirements are referred to as “non-exempt” employees. Employees who are exempted from (not covered by) these requirements are classified as “exempt” employees. Your status is explained at the time of your employment.

Overtime Pay / Compensatory Time

It shall be the policy of the City Council to comply with all state and federal laws and regulations regarding compensation of overtime for all employees covered by the provisions of the Fair Labor Standards Act effective April 1986 and as amended.

For some employees, time worked in excess of the regular shift may be compensated with compensatory time off. Compensatory time off rather than paid overtime may be granted on a case-by-case basis at the discretion of an employee’s immediate supervisor. It is recognized that the individual Department Heads must work within the specific workplace needs of their departments, and must have the ultimate decision making responsibility in offering the compensatory time option.

General Guidelines

1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.
2. Time worked required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest one-half hour of service performed.
3. All overtime and compensatory time must be pre-authorized by the applicable Department Head. Employees who work unauthorized time without approval may be subject to disciplinary action.
4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

Hourly employees regularly scheduled to work 40 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday.

Overtime pay calculation is based upon your average hourly rate times 1.5.

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

Hourly employees regularly scheduled to work 37.5 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday. This would mean that the first 2.5 hours worked beyond the standard 37.5 hour work week would be at straight time for these employees.

Overtime pay calculation is based upon your average hourly rate times 1.5

Public Safety Personnel (Police and Fire)

For public safety personnel (fire and police), please discuss the rules associated with overtime with your department head.

For 24-hour fire personnel, overtime is paid during the 28-day pay period when work exceeds 212 hours.

For professional police, overtime is paid during the 14-day pay period when work exceeds 85½ hours.

Non-Exempt Employees: Compensatory Time Off

(A) Definitions

- (1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.
- (2) Professional Police Employee shall refer to professional police personnel.
- (3) Professional Fire Employee shall refer to professional fire personnel.

(B) Non-Exempt Civilian Employees: Standard Workweek and Overtime

- (1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.
- (2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or the department head's designee. Failure to accurately report hours worked shall result in employee discipline.

- (4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.
- (5) If Non-Exempt Civilian Employees are required to perform work for more than 40 hours in a workweek, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (C) for any hour (or portion of an hour) worked in excess of 40.

(C) Non-Exempt Civilian Employees: Compensatory Time Off

- (1) As used within this subsection (C), “department head” shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head’s designee.
- (2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee’s performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.
- (4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee’s compensatory time off balance is reduced below 40 hours.
- (5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the department head’s discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(D) **Non-Exempt Professional Police Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.
- (2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief's designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- (4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

(E) **Non-Exempt Professional Police Employees: Compensatory Time Off**

- (1) As used within this subsection (E), "Police Chief" shall refer to the Police Chief for the City or the Police Chief's designee.
- (2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Police Employee's performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time

off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.

- (4) When a Non-Exempt Professional Police Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Police Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 85½ in a work period until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Professional Police Employees must submit requests to use earned compensatory time off to the Police Chief or his/her designee. The Police Chief or designee shall allow Non-Exempt Professional Police Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Police Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Police Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(F) **Non-Exempt Professional Fire Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Fire Employees is 28 days.
 - Any hours worked in excess of 212 hours per work period must have the prior approval of the Fire Chief, or the Fire Chief's designee. Any hours worked by a Non-Exempt Professional Fire Employee in excess of 212 must fall within the department's budgetary limitations, except in the case of an emergency.
 - Non-Exempt Professional Fire Employees are required to report all hours worked on a personal time sheet that is signed by the Fire Chief or the

Fire Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.

- If Non-Exempt Professional Fire Employees are required to perform work for more than 212 hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (G) for any hour (or portion of an hour) worked in excess of 212.

(G) **Non-Exempt Professional Fire Employees: Compensatory Time Off**

- (1) As used within this subsection (G), "Fire Chief" shall refer to the Fire Chief for the City or the Fire Chief's designee.
- (2) When a Non-Exempt Professional Fire Employee works more than 212 hours in a given work period, the Fire Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Fire Chief must have an understanding with the Non-Exempt Professional Fire Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Fire Employee's performance of the overtime work.
- (3) When compensatory time off is substituted for overtime pay, the Non-Exempt Professional Fire Employee shall be entitled to earn compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 212 in a work period.
- (4) When a Non-Exempt Professional Fire Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Fire Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee must be paid overtime for any hours worked in excess of 212 in a work period.
- (6) Non-Exempt Professional Fire Employees must submit requests to use earned compensatory time off to the Fire Chief. The Fire Chief shall allow Non-Exempt Fire Department Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Fire Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Fire Employee take compensatory time off until the employee has earned compensatory time off.

- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

- (1) Exempt Employees are required to work the numbers of hours necessary to complete their assigned tasks in any given workweek.
- (2) Exempt Employees are not entitled to overtime pay.
- (3) Exempt Employees, however, shall be entitled to earn "Flex Time Off" as set forth in subsection (B).

(B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), "department head" shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, "department head" shall mean the President of the City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) When flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek. An Exempt Employee must account for 8 hours per day and working more or less should be accounted for by earning or taking flex time or other benefit days.
- (4) When an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 24 hours. Once an Exempt Employee has accrued a balance of 24 hours of flex time off, the employee shall not accrue any additional flex time off until the Exempt Employee's flex time off balance is reduced below 24 hours.
- (5) Exempt Employees must submit requests to use accrued flex time off to their department heads. The department heads shall allow Exempt Employees to use accrued flex time off within a reasonable period of time after the employee has made such a request, subject to the department head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (6) Under no circumstances shall an Exempt Employee be permitted to take flex time off until the employee has earned flex time off. .
- (7) Accrued flex time off hours will be carried forward from calendar year to calendar year.
- (8) No payments shall be made for accrued flex time off, and no payment shall be made in lieu of taking accrued flex time off. Under no circumstances will accrued but unused flex time off be paid out upon separation from employment.

Emergency Call-In Pay

Regular employees who are paid on an hourly basis (non-exempt) may qualify for emergency call-in pay under certain circumstances. If you are notified away from work that “emergency” call-in work is necessary, you will receive overtime pay for whatever amount of work time is involved with a minimum of three hours at the overtime rate, even though the job may be completed in less time. For such an emergency call-in, time spent in travel to and/or from work will be considered time worked.

For the Police and Fire Department, off-duty manpower called in for emergencies will also be paid overtime for whatever amount of work-time is involved, with a minimum of 3 hours paid at the overtime rate, even though such work may be completed in less time.

Non-exempt professional police employees required to attend a work-related court hearing outside of their scheduled weekly work hours will be paid overtime for whatever amount of work time is involved, with a minimum of three hours paid at the overtime rate, even though such work may be completed in less time.

For the Public Works Department, this policy is superseded by the On-Call Policy implemented within the department.

Worker’s Compensation Insurance

If an employee is injured on the job as a result of an accident or if an employee develops an occupational disease, the City provides, through worker’s compensation insurance, payment of weekly income in accordance with worker’s compensation and occupational disease laws.

The employee has the responsibility of reporting any accident or injury, which occurs while working, to their immediate supervisor. Failure to report an injury while on duty, that day, or at the end of that shift may result in a denial of benefits and/or disciplinary action.

Management will work with the City’s Human Resources Manager to complete the required documents to comply with the law and meet submission deadlines.

It is critical that worker’s compensation reports be completed on time.

Payroll Deductions

Several deductions are made from your pay including federal income tax, state income tax, social security tax, Medicare tax, and county income tax. An employee, by written request to the

Human Resources Manager, may have a portion of their wages or salary withheld for additional approved purposes, such as:

- Purchase of group health, dental and vision for family members
- Purchase of supplemental insurance coverage
- One America deferred tax investment program
- Fire Personnel PERF retirement plan
- Union Dues

Social Security Tax - Medicare Tax

You pay for one-half of your social security and Medicare tax commonly known as FICA. The City of Westfield pays the other half for you. The social security tax and Medicare tax you pay is withheld from your paycheck. This tax is a percentage of salary (up to a certain annual maximum earnings figure; and the percentage applied to your salary is also subject to change). There are four kinds of government benefits covered by this tax; disability benefits, retirement benefits, Medicare, and survivor benefits.

Garnishments

We expect that each employee will be responsible for his or her own financial obligations; however, there are times the City will be required by law to withhold funds from your paycheck because of a court order. By law we reserve the right to charge the maximum administrative fee to the employee for each transaction.

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6.00 UNEMPLOYMENT COMPENSATION

Eligibility and Description

Eligible City employees are covered by the unemployment compensation program administered by the Indiana Department of Workforce Development (IDWD). Generally this compensation is available to those who are terminated from City employment through no fault of their own (layoffs or manpower cut-backs) and are actively seeking employment elsewhere. Eligibility is determined by the IDWD on a case-by-case basis. An application must be made by the worker before benefits can be considered by the IDWD.

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7.00 LEAVES OF ABSENCE

Medical Leave (Sick Leave)

Sick leave (provided after completion of 90 days of employment) is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. Sick leave may also be used for absences related to professional medical diagnosis and treatment but does not include routine appointments. However, sick leave shall not be considered a benefit of employment with the City and upon separation from employment for any reason, voluntary or involuntary; the City shall not pay such employee for any unused and/or accumulated sick leave. Pay for sick time will be based upon your normally scheduled workday (7 ½, 8, 12, or 24 hours) and can be taken in half-hour increments.

Employees (other than firefighters) will be permitted to substitute available paid time (e.g. vacation, compensatory time, personal time, or floating holidays) for sick days.

Employees on Full-Time Probationary Training Employment Status

Paid absence because of injury or illness (not related to work) during the first 90 days of all probationary training employment periods is not covered and time off from work would be **without** pay.

Sick Pay During Probation

Department	Probation Months	Eligibility for Sick Hours During First 90 Days of Employment	After 90 Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin. Police	6	0	
Utility/Admin.	12	0	
	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

Regular Full-Time Employees

If a regular full-time employee is absent because of illness or injury, he or she will, with Department Head approval, receive full pay as follows.

Beginning each January 1, all regular full-time employees will be eligible to receive ninety-six (96) paid Sick Hours (or pro-rated hours based on hours worked if any employee works 30 to 37 hours) to be used during the calendar year.

Carry Over Sick Hours

Unused Sick Hours for 7-1/2, 8 and 12-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar

year. 8 and 7-½-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

Unused Sick Hours for 24-hour shift fire personnel as of December 31 of each year may be accumulated to a maximum of 480 hours and carried forward to be used in the next calendar year. 24-hour shift fire personnel accumulate no more than 480 Sick Hours in one year including the New Year's sick pay eligibility.

Other Sick Leave Administrative Issues

Unless another time period is permitted by law, if illness or injury prevents an employee from reporting for work, he/she must contact his/her immediate supervisor of their absence prior to time he/she is to begin the workday.

When on sick leave, employees must be at home, at a medical facility, or be able to explain their whereabouts when requested. Failure to provide formal documentation as to one of the three requirements will result in severe disciplinary action that may include termination. No employee on sick leave will be permitted to perform any off-duty employment.

A minor illness or injury to an employee may cause a temporary sick leave of up to three (3) days to be granted by the supervisor. No certified medical form is required, but the City of Westfield reserves the right to obtain such a document at any time. Employees off due to illness four (4) days or longer will require medical documentation. 24 Hour Firefighter employees off due to illness for two (2) consecutive assigned workdays will require medical documentation. In addition, the City of Westfield may request further medical review of the employee by a City-designated physician *at the City's expense*. All illnesses or injuries requiring medical documentation will require a fitness evaluation and medical documentation release for duty prior to coming back to work. In order to be paid for sick leave, an employee must be sick as defined above (any physical injury or illness, psychological condition or disability that incapacitates the employee to a degree that performance of the employee's job assignment is impaired). Therefore, in some circumstances a physician's opinion may be required in order to draw a sick leave benefit.

Absenteeism and Abuse of sick leave

The following shall be grounds for discipline up to and including termination:

- a. Use of sick leave for reasons other than illness or injury, except as expressly permitted in this manual.
- b. Pattern of sick leave abuse. This includes recurring use of sick hours on Fridays or Monday, before or after holidays, or before or after scheduled time off such as vacations, birthdays, personal days, or compensatory days off. This also includes repeated use of sick leave hours at times which the employee reasonably should know to be important to the department because of workload, deadlines, or other causes rendering absences particularly troublesome to the department. Any combination of the above may constitute a pattern of abuse of sick leave and will be dealt with severely through normal disciplinary measures provided for in this manual.

Sick Hour Bank

In an effort to create an opportunity for a benefit to those employees who may have a major medical issue, the City of Westfield has created a Sick Hour Bank. The Sick Hour Bank shall be administered as follows:

Eligibility:

To be eligible to enroll in the Sick Hour Bank the employee first must have available the maximum allowable number of hours that may be accumulated pursuant to Section 7.010 "Carry over Sick Hours" of this policy and procedure manual.

Enrollment:

1. Employees may elect to participate in the Sick Hour Bank by completing an Enrollment Form and contributing the required number of accumulated Sick Hours to the Sick Hour Bank during the City's Sick Hour Bank open enrollment period.
2. The open Enrollment Period shall begin on December 1st and close on December 31st.
3. To enroll in the Sick Hour Bank the employee must donate ninety-six (96) of his or her accumulated Sick Hours to the bank.
4. Any employee who fails to complete the Enrollment Form by December 31st and/or contribute the required number of accumulated sick hours during the open enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Continued Participation in the Sick Bank:

1. To remain actively enrolled in the Sick Hour Bank, the employee must donate forty-eight (48) Sick Hours during the enrollment period each subsequent year to remain qualified to submit claims against the Sick Hour Bank the following calendar year.
2. Any employee who fails contribute the required number of accumulated Sick Hours during the Open Enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Administration:

1. An employee must be a member of the Sick Hour Bank for at least sixty (60) days prior to applying for benefits from the Sick Hour Bank.
2. The maximum benefit that any individual employee may claim against the Sick Hour Bank in a given calendar year is *the lesser of* one thousand four hundred and forty (1,440) hours or the balance of Sick Hours contributed by all City employees that remain in the Sick Hour Bank.
3. Any employee petitioning to utilize the Sick Hour Bank must have utilized all of his or her paid time off benefits (Sick Hours, Personal Hours, Vacation Days, etc.) before being able to utilize the Sick Hour Bank.

4. Any employee who desires to make a claim against the Sick Hour Bank must submit his or her request on the City's Sick Hour Bank Request Form accompanied by appropriate documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.
5. Claims against the Sick Hour Bank may only be made for the employee's own major medical issue. The Sick Hour Bank does not cover extended leave to care for a family member with a major medical issue.
6. An employee may not make a claim against the Sick Hour Bank during any time period during which he or she is receiving Worker's Compensation wage replacement benefits.
7. All claims against the Sick Hour Bank must be approved by the Chief Administrative Officer and/or City Council.
8. Any employee who makes an approved claim against the Sick Hour Bank in a given calendar year will be relieved of the forty-eight (48) sick hour donation requirement for that year.
9. Any Sick Hours donated to the Sick Bank are non-redeemable except for a qualified claim. Hours contributed to the Sick Hour Bank will not be paid out upon termination.

National Guard and Reserve Duty Leave

The City of Westfield recognizes the importance of military service to our country and our state. The City will fully comply with all provisions set forth in federal and state law governing military leave. Pursuant to these laws, regular full-time and part-time employees are eligible for unpaid military leave. Such leave and the re-employment rights of an employee upon return from such leave shall be determined in accordance with applicable federal and state law and regulations.

Your supervisor may request a copy of any orders to substantiate a requested leave. Such leave shall not be charged against the employee's sick or vacation allowance. (IC 10-2-4-3)

In addition to the unpaid leave provided above, any employee of the City who serves in any reserve or active branch of the military or National Guard shall be granted 120 hours of paid military leave in any calendar year. For these 120 hours, the City will compensate the employee for the difference between his or her salary and/or hourly wages paid by the City and the salary paid by the military, if any. This means that if military pay is less than civilian pay, the City will make up the difference for 120 hours of the employee's military leave. If your military pay is in excess of your civilian pay, no payment from the City will be made. In no case will any employee receive full pay from both the military and the City for the same work period.

Pay beyond 120 hours of active duty each calendar year will not be compensated by the City. Unused leave will not carry over into the following year. Nothing contained in this Section 7.020 shall be implemented in violation of the Fair Labor Standards Act or other applicable law. Where a conflict exists, applicable law shall apply instead of this policy.

Family Military Leave

In compliance with the Indiana Military Family Leave Act (Indiana Code 22-2-13), the City will allow employees 10 days of unpaid leave when a family member is called to active duty in the

United States Armed Forces, the Indiana Army National Guard, or the Indiana Air National Guard. The family member must be scheduled for at least 89 days of active military duty in order for the employee to qualify for family military leave. With the City's prior approval, an employee may use his/her earned, unused paid time off, including vacation or personal time, floating holidays, comp time, and flex time, for all or a portion of his/her family military leave. If you believe that you may qualify for family military leave or have questions about taking a family military leave, please contact the Human Resources Manager.

Bereavement Leave

A paid bereavement leave is authorized per death in the family as specifically described below:

This benefit applies to the death of an employee's spouse, child, step-child, mother, father, step-father, step-mother, step-brother, step-sister, step-grandchild (only when any step-relationship is within current marriage), mother-in-law, father-in-law, grandparents (employee's and spouse's), grandchildren, brother, sister, half-brother, half-sister.

Those employees assigned to 7.5 or 8-hour shifts may be granted three (3) days of Bereavement Leave. Those assigned to 12-hour shifts may be granted two (2) days of Bereavement Leave. Those assigned to 24-hour shifts may be granted one (1) day of Bereavement Leave (i.e., one 24-hour period). This benefit is for full-time employees only.

In special circumstances, usually because of travel distances, an extension of absence with pay may be granted on a case-by-case basis and approved by the Department Head **and** Chief Administrative Officer.

Any other absence in connection with funerals of other relatives or friends may be excused **without pay** if personal hours are not available. This decision to allow this absence is at the discretion of the Department Heads.

For purposes of this provision a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off.

Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.070) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay **may** be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; 2 days for 12-hour shift personnel; and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time employees only.

Civic Leave (Jury Duty, Witness Duty)

Any employee who is summoned to serve on a petit or grand jury or to appear as a witness for the Federal, State or City Government shall immediately inform his or her Department Head or immediate supervisor. This employee shall be excused from work for the days on which he/she serves.

An employee's pay during this service period may be reduced by the amount received from the Court. The employee will present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. Payment by the court to the employee for traveling expenses may be retained by the employee.

If an employee is released from jury duty by the court any time prior to noon, he/she shall report to work as soon as possible but at least within (2) hours of being released by the court.

Part-time employees will not receive compensation for their time away from work for civic leave but will be given excused time off.

Other Leaves

Full-time employees may also receive leaves of absence for other purposes subject to the approval of the Chief Administrative Officer and City Council. These leaves may be paid or unpaid and will be considered on a case-by-case basis.

Maternity Leave

An employee who is unable to work because of pregnancy, child delivery, or other pregnancy-related causes, shall be treated for purposes of medical leave, vacation leave, leaves of absence, and other benefits, as any other employee with a medical condition. No maternity leave shall be for a period longer than 90 calendar days including the use of earned sick leave and vacation time available.

The City of Westfield will make every reasonable effort to provide employees who are nursing mothers a private place to express breast milk, as well as an appropriate place to store the expressed milk and shall:

1. Provide reasonable paid break time to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee.
2. Make reasonable efforts to provide a private space, other than a toilet stall, in close proximity to the work area, for nursing mothers to express milk; and;
3. Make reasonable efforts to provide a refrigerator or other cold storage space for expressed breast milk or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

It is the responsibility of the employee to request from Human Resources or her direct supervision a workplace accommodation.

Family and Medical Leave Act of 1993

The City of Westfield complies with all applicable federal and state laws, including the Family and Medical Leave Act (FMLA) of 1993, as amended. Under the FMLA, eligible employees are entitled to certain rights and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

An eligible employee under FMLA is an employee who has been employed by the City of Westfield for at least 12 months and who has worked at least 1,250 hours within the last 12 months. All public sector employees who meet the above requirements are deemed an eligible employee.

An eligible employee may take FMLA leave for up to 12 weeks per leave year, calculated on a rolling 12 month period measured backward from the date any leave is used, for any of the following four reasons:

- 1) To care for a newborn child or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement. Also includes "in Loco Parentis", an individual who has day-to-day responsibility to care for and financially support a child who is under eighteen (18) years of age or who is older than eighteen (18) years of age and incapable of self-care because of a physical or mental disability;
- 2) To care for the employee's spouse (defined in accordance with applicable State law, as amended from time to time), child, or parent who has a serious health condition;
- 3) Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions; or
- 4) Due to any non-medical 'qualifying exigency' arising out of the active duty status (or notice of an impending call or order to activity duty) of your spouse, son, daughter or parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

If you are the spouse, son, daughter, parent, or next of kin of a "covered service member", then you may be entitled to take up to 26 workweeks of service member family leave in a 12-month period to care for the service member. This 26-workweek leave entitlement shall be reduced by any leave taken during the 12-month period for one of the reasons enumerated above. For example, if you took 8 weeks of leave due to your own serious health condition, you would be entitled to 18 weeks of service member family leave.

The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term also includes veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred during the five years preceding the date of treatment.

The term “serious injury or illness” means “an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.”

Spouses employed by the City are jointly entitled to a combined total of 26 workweeks of service member family leave.

A serious health condition is defined as any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization) or continuing treatment by a health-care provider. Continuing treatment is defined as:

- (a) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition with the requisite instances of subsequent treatment;
- (b) any period of incapacity due to pregnancy or for prenatal care;
- (c) any period of incapacity due to a chronic serious health condition;
- (d) any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- (e) any period of absence to receive multiple treatments for certain conditions (e.g. chemotherapy, dialysis); or
- (f) other qualifying absences attributable to incapacity. Common colds, flu, earaches, etc. are not considered serious health conditions.

Routine physical, eye or dental examinations are not considered within the scope of continuing treatment and voluntary cosmetic treatments are not generally considered serious health conditions unless inpatient care is required.

An eligible employee generally must give the Department Head at least 30 days notice of his or her intent to take leave under FMLA. If the employee is unable to give such notice, then the employee must notify the Department Head as quickly as possible. The Department Head will forward the notification immediately to Human Resources for processing and filing. If a notification cannot be obtained from the employee, the Department Head must give notice to Human Resources that an employee is off and Human Resources will determine if the leave applies. When requesting qualifying exigency medical leave or service member family leave, you must provide the City with as much notice as is reasonable and practicable

In cases of leave to be taken to care for a seriously ill family member or due to an employee’s own serious health condition, the employee must provide the Department Head with certification signed by the health care provider including the following information:

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) Medical facts supporting the need for leave;

- 4) If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the job as well as the nature of any other work restrictions, and the likely duration of such inability ;
- 5) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- 6) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

A certification form will be provided to the employee by the City. An eligible employee on FMLA leave must submit to the Department Head and to the Chief Administrative Officer's office a medical release indicating that the employee is able to return to work. Without such a release the City of Westfield cannot restore the employee to an active status.

The City of Westfield requires that the employees take any available paid leave (e.g. vacation, sick, personal) for which they are eligible while on FMLA leave. Employees shall only be eligible to use their accumulated sick leave while on FMLA leave if the FMLA leave is taken for the employee's own serious health condition. Otherwise, leave is without pay.

The FMLA provides up to either 12 or 26 weeks of job protected leave. Upon return, the employee will be restored to the position he or she held prior to taking FMLA leave or to an equivalent position with respect to pay, position and responsibility.

During FMLA leave the City of Westfield is required to maintain the group health benefits for the employee while on leave. Any employee cost for such insurance is still the responsibility of the employee while on leave. The employee is expected to make arrangements with the Department Head and with the Clerk-Treasurer's office for payment of the employee's obligation.

Vacation Leave (Unpaid)

All regular full-time employees may request an additional ten (10) days of vacation each calendar year **without pay** (12-hour personnel may request 7 days and 24 hour employees may request 6 days) after eligible leave is used. Eligible leave is defined as earned vacation both carried over from the prior year plus the current year's vacation plus floating holiday and personal time. It is not a requirement to take this unpaid vacation leave in weekly increments.

The Department Heads of each department **have the sole authority** to grant this additional vacation **without pay** based upon work schedules and requirements in their areas. These days are **not** eligible to be carried forward to the next year if not used and are **not guaranteed** to be granted when requested.

Additional leave time may be granted to the extent required by the Americans with Disabilities Act and/or other applicable law.

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8.00 RETIREMENT

Summary

All regular full-time employees, including the Clerk-Treasurer and the Mayor, of the City of Westfield are allowed to participate in a retirement program, funded at least in part by contributions from the City. Eligibility begins on the first day of employment with the City. Part-time employees are only allowed to participate in the 457 Retirement Plan described in 8.015 below and the City will not make any contributions to that plan.

Public Employees Retirement Fund (PERF)

All regular full-time employees (other than certain firefighters and police officers described in Section 8.020.2), the Clerk-Treasurer, and the Mayor of the City of Westfield are required to join the Public Employees Retirement Fund (PERF) maintained by the State of Indiana. This plan is designed as an employer **and** employee contributory plan. The City of Westfield currently contributes the employee **and** employer portion to this retirement plan for all eligible employees. Eligible employees are enrolled as of the first day of their employment with the City. Civilian PERF is based on gross wages and calculated at 14.2% total.

Paramedics are considered civilian employees when it pertains to PERF. The City contributes 14.2% of the paramedic's base pay into the Civilian PERF account and an additional 13% of their base pay into the 457 account. Paramedics do not have to contribute to the 457.

PERF pays benefits to employees upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the employee's death.

In many municipalities, the employee shares in this retirement cost; however, the City of Westfield has included the employee portion of this cost as an additional benefit to the eligible employees employed by the City. Therefore, there is **no payroll deduction** for this state retirement program. Employee contributions (made for the eligible employee by the City) are eligible to be refunded to the employee by PERF upon termination of employment if the employee so chooses and applies to PERF for a refund of these funds.

Full particulars regarding PERF are contained in a PERF Member Handbook available online at www.in.gov/inprs/perfmbforms.htm. Additional questions should be directed to the Clerk Treasurer's office.

Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

The program is entirely voluntary and public employees (full and part-time) may contribute a portion of their salary **before federal taxes**, if they desire, to a retirement account. The purpose of this tax-deferred program is to help you build your own additional financial security through payroll deductions being contributed to an investment program.

8.00 RETIREMENT

The City's Human Resources Manager can explain the plan requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office. Contact our representative from One America to make an appointment with you to explain this program in more detail.

City of Westfield Matching Investment Plan (a 401(a) Plan)

This matching program is intended to supplement retirement investment initiatives by all full-time employees. Part-time employees are not eligible for this matching program. The purpose of this matching program is to strongly encourage personal financial saving to secure employees' future retirement.

The City matches \$0.667 in a 401(a) account for each \$1.00 invested in the 457 Retirement Plan up to 6% of the employee's annual **base** salary. The City's up to 4% matching portion is invested in a 401(a) account and is subject to the vesting schedule below based on your years of service with the City. The City's Human Resources Manager is available to explain other eligibility requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office.

401(a) Account Vesting Schedule:

Year 1 Vesting	0%
Year 2 Vesting	0%
Year 3 Vesting	20%
Year 4 Vesting	40%
Year 5 Vesting	60%
Year 6 Vesting	80%
Year 7 Vesting	100%

See **example** below of how this program works. This example uses an employee with an annual **base** salary of \$25,000 and a 457 Retirement Plan Contribution of 6%.

	<u>457 Retirement Plan</u> <u>6% of Annual Base Salary</u>	<u>401(a) Retirement Plan</u> <u>City Match</u> <u>(\$.667 for each \$1.00</u> <u>invested in your 457</u> <u>Retirement Plan)</u>
Annual Base Salary		
\$25,000	\$1,500	\$1,000

If you invest \$1,500 into the 457 Retirement Plan, the City will match that contribution at the rate of \$.667 for each \$1.00 or \$1,000. If you contribute less than 6% into the 457 Retirement Plan, the City will match \$.667 for each \$1.00 you contribute. For example, if your contribution is \$800 then the City will contribute \$533 into your account under the 401(a) Retirement Plan.

City Contribution to 457 Plan for Certain Police Officers

This policy applies to all police officers who elected to remain in the Civilian PERF Fund as described in Section 8.02 when they were allowed a choice on January 1, 2008. To supplement retirement for this category of police officers who are not participating in the 1977 Police and Firefighters Fund, the City contributes 13% of the police officer's base pay into the 457 plan described above and 14.2% of the police officer's **gross** pay into the civilian PERF, subject to maximums imposed by federal law. Therefore, there is no payroll deduction for those officers participating in this retirement program. This contribution is made in July and January of each year. For additional information with respect to this program, contact the Clerk Treasurer's office.

1977 Police and Firefighters Fund

The 1977 Police and Firefighters Fund ('77 Fund) maintained by the State of Indiana is available to all professional firefighters of the City's Fire Department and to all professional police officers hired on or after January 1, 2008 who are 36 years of age or less on their dates of employment. The '77 Fund was also made available to those professional police officers who enrolled in the Fund effective as of January 1, 2008. Eligible employees are enrolled as of the first day of their employment with the City.

The '77 Fund is designed as an employer **and** employee contributory plan. Each of the eligible participants has a payroll deduction of 6% of a 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay placed into the '77 Fund. The City of Westfield contributes an additional 19.7% of the 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay into the '77 Fund.

The '77 Fund pays benefits to police officers and firefighters upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the police officer's or firefighter's death.

In order to receive retirement benefits, members of the '77 Fund must have completed at least 20 years of creditable service and attained age 52 for an unreduced benefit or age 50 for a reduced early retirement benefit. If a member of the '77 Fund ends employment for any reason other than your death or disability before completing 20 years of creditable service, the member's employee contributions are eligible to be refunded to the member.

Additional information regarding the '77 Fund is available contained in the Police and Firefighters Member Handbook provided on-line at www.in.gov/inprs/policeandfirefighters.htm. Additional questions should be directed to the Clerk Treasurer's office.

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9.00 PERSONAL HEALTH AND WELFARE

On-The-Job Injury

Non-public safety employees who suffer an on-the-job injury will receive their normal rate of pay for up to five (5) days of their normally scheduled work period provided a physician certifies that the employee is unable to work. Public safety employees who suffer an on-the-job injury, and who are certified by a physician as being unable to work, will receive their normal rate of pay until they begin receiving their disability payments from PERF. However, no employee may receive both their normal rate of pay and workers compensation or PERF disability benefits for the same time period. Therefore, if the employee is paid his/her normal rate of pay and subsequently receives workers comp or PERF benefits for the same time period, he/she must reimburse the City the amount the City paid. If Worker's Compensation pays the employee for these first days off, the employee will reimburse the City. This period shall not be charged against the employee's medical leave account. Employees who are injured or become ill on the job should report the injury or illness immediately to their supervisors.

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.
2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.
3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's Human Resources Manager for processing.

On-The-Job Safety

The City of Westfield's employees over the years have given the City an enviable safety record. By following safety rules and instructions that have been developed based on working experience, you will help to continue to make our City a safe place to work. Your supervisor will give you any specific safety instructions based upon your specific work assignments. A serious violation of the safety rules or instructions given to you by your supervisor may result in disciplinary action, including dismissal.

The responsibility for this important part of your working life - your own safety and the safety of others - is shared by your supervisor and by you. In the last analysis, it is individual action that results in a safe or an unsafe environment.

All employees must report to their supervisor any working conditions that they believe to be potentially unsafe or harmful. Failure of the supervisor to address the situation or to convey the matter to the Chief Administrative Officer could result in disciplinary action of the supervisor.

9.00 PERSONAL HEALTH AND WELFARE

Smoking

All City owned or operated facilities, including but not limited to, buildings and surrounding grounds, vehicles owned, leased or operated by the City of Westfield, parks, trails, parking lots as well as any City sponsored event wherever located within the City limits, shall be subject to the

provision of Ordinance No. 09-09; Prohibiting Smoking in Public Places. The purpose of this Ordinance is to protect the public health and welfare by prohibiting smoking in public places and places of employment and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

Smoking shall be prohibited in all public places within the City of Westfield, including any outdoor area within reasonable distance of a regulated area so as to insure tobacco smoke does not enter into designated smoke free areas. In no event shall a distance less than twenty (20) feet be deemed reasonable.

For further information, please see Ordinance No. 09-09 of the City of Westfield, Indiana and amendments as applicable.

Security

In an effort to provide an environment that is safe and secure for the employees of the City, as well as residents, a security system has been installed at all City building locations. This system will require the use of a City issued security number to enter during certain periods of the day and in certain areas. Other security codes will be assigned as appropriate. Please see your Department Head or designated representative to receive your individual code. External doors will be unlocked to exit the building in the event of an emergency during business hours.

Human Resources will be responsible for issuing identification cards for new employees with the exception of the police and fire departments. Department Heads, or their designee, must notify Human Resources of any new hires, terminations or missing identification cards. If an employee loses his/her identification card, a new card will be issued at the employee's expense. Employees will not be responsible for the cost of replacing damaged or defective cards due to normal wear and tear.

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10.00 OPEN DOOR POLICY

Philosophy and Process

Satisfactory working relationships depend on communication and understanding among people. Good relationships are easier to achieve when people feel that their problems and opinions can be discussed in a direct, open manner.

An open atmosphere is desirable in all areas of the City. If you have a problem or situation concerning any aspect of your employment, you are encouraged to discuss the problem or situation clearly and openly with your supervisor. It is important to understand the value of working through the "chain of command" in working your issues through upper level supervisors. In most cases, such discussion will lead to a prompt resolution of the problem or situation.

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11.00 DISCIPLINE AND DISCHARGE

Philosophy

Since circumstances vary in each case involving possible disciplinary action, each situation is handled on an individual basis. Management will work with the employee in attempting to correct the situation. The Chief Administrative Officer may be brought into the dialogue to work with Department Heads to ensure consistent application of disciplinary measures and to, where appropriate, ensure that progressive discipline was followed.

The nature of the disciplinary action taken will depend on the nature of the problem and the circumstances involved and will be consistent across all departmental lines.

Grounds for Disciplinary Action

Employees who engage in one or any combination of the following infractions may be subject to disciplinary action by their supervisor.

1. Poor job performance
2. Disobedience of orders
3. Conduct that disregards the public good
4. Repeated tardiness and/or unexcused absence
5. Inappropriate dress
6. Failure to abide by policy of working unauthorized overtime
7. Violation of Westfield Policy(ies)

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

Tardiness / Unexcused Absence

Tardiness for non-supervisory personnel is defined as late arrivals past the stated starting time for the work day and unexcused absence for all personnel shall be defined as failure to personally notify authorized management when said employee is unable to report for work. Two (2) late arrivals or two (2) unexcused absences in a 90-day period shall result in a written notice from the Department Head that will be placed in the personnel record. Two (2) written notices in any six (6)-month period may result in termination of employment.

An employee who fails to show up for work for three (3) days in a row and does not call in to report will be considered to have voluntarily resigned their position.

Extent of Authority

A Supervisor, Department Head, and/or Chief Administrative Officer may discipline an employee who commits any of the above infractions and may impose any one or more of the following disciplinary actions, depending on the circumstances

1. Verbal Warning
2. Written Reprimands
3. Suspension from work with or without pay
4. Discharge

All disciplinary actions involving suspension, demotions or terminations must be reviewed and approved to ensure compliance with relevant policies, procedures and laws. All personnel actions must be documented in the official employee personnel file located in the Human Resources office.

Progressive Discipline

Misconduct or unsatisfactory performance by an employee will typically be handled through a progressive disciplinary system. A progressive system of discipline is designed to allow both the City of Westfield and its employees to address unacceptable work performance or misbehavior through communication and consistent action.

1. Verbal warnings are typically the first layer of discipline issued, but may not be the only means of discipline applied, depending upon the severity of the situation as determined by the Supervisor, Department Head, and/or Chief Administrative Officer. Verbal warning will be in writing and forwarded to the Human Resources office to be filed in the official employee personnel file.

2. Should the offense continue past the occasion upon which the verbal warning was given, the result will then be a written reprimand. Written reprimands will be placed in the employee's official personnel file in the Human Resources office.

3. An additional offense, including but not limited to a repetition of the first offense or incident, within twelve (12) months of the first offense or incident, will result in a written warning and may result in a one (1) to three (3) day suspension with or without pay or a new defined disciplinary probationary period may be established.

4. A third offense or incident, including but not limited to the repetition of previous offense or incidents, within twelve (12) months of the second offense or incident, will result in immediate discharge.

5. If the twelve month disciplinary period lapses without the employee moving to the third offense or incident, the employee is deemed to have complied with the progressive discipline for that twelve month period and the progressive discipline starts over with a verbal warning upon the next offense or incident. Any restrictions or conditions put upon the employee by the supervisor during the twelve month disciplinary period should be revisited by the supervisor at the end of the twelve months. Only in egregious circumstances should the conditions be continued beyond the twelve month disciplinary period. The City reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline, including immediate termination, for any given occurrence. The severity of discipline will depend upon the severity of the occurrence, as well as the employee's work history.

Offenses That May Result in Immediate Discharge

The offenses listed below are examples of conduct for which the employee **may** be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician
2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job
3. Fighting while on the job
4. Threatening employees or other citizens while on the job
5. Theft while on the job
6. Theft from the City of Westfield, which shall include unauthorized use of City property or equipment
7. Intentional or grossly negligent destruction or damaging of City property
8. Representing oneself as a City of Westfield employee in order to aid in committing or attempting to commit a felony or misdemeanor
9. Flagrant insubordination regarding supervisor's directions
10. Possession of dangerous weapons in the workplace or in any City vehicle, except when an employee is specifically authorized to by the City.
11. Immoral or indecent conduct or use of abusive language while on the job
12. Falsification of City records or any records kept by the City of Westfield

13. Any attempt to commit fraud through insurance, payroll, or other administrative documents
14. Conviction of a felony, domestic violence or child abuse
15. Unauthorized disclosure of any confidential City information
16. Refusal of drug testing without good reason
17. Violation of the City's Workplace Violence Policy
18. Engaging in or permitting unethical or illegal conduct
19. Failure to maintain a valid Indiana Driver's license.

In addition, the Police Department and Fire Department periodically issue General Orders for their respective departments. As General Orders relate to public safety and employee conduct, they may also be grounds for disciplinary action, even though they may not be included in the above list. Not all General Orders are related to conduct but may also be grounds for disciplinary action or termination.

Workplace Violence Policy

The City of Westfield is concerned about increased violence in society, which has also filtered into many workplaces throughout the United States. As a result, the City has developed the following policy to prevent incidents of violence from occurring at the City.

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.

2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.

3. Employees, former employees, and visitors are strictly prohibited from bringing firearms or other weapons into the workplace or in any City vehicle unless specified by the City, except otherwise provided by applicable law.

4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts

of violence, aggressive behavior, offensive acts, and threatening of offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

If you are a victim of threats or acts of workplace violence, witness or hear of threats or acts of workplace violence or if you believe such violence could soon occur, notify your supervisor, Department Head, Human Resources Manager or Deputy Mayor immediately. Making a report in good faith will not reflect negatively on any employee with respect to the terms and conditions of their employment. **In an emergency, employees should dial 9-1-1 immediately.**

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12.00 OTHER RULES AND REGULATIONS

Purpose

The purpose of these stated rules and regulations is to help to maintain a high level of conduct on the part of the employees of the City of Westfield. In no way do these directives try to dictate personal manners or lifestyles, but they do seek to promote the effective skills and services that characterize the City's employees. The rules and regulations are to be used as guidelines and should not be seen as applying only to the general ideas listed here; City employees should also incorporate their own view of positive work habits.

Performance on the Job

Every City employee shall devote his or her full-time and attention to the task at hand while on the job. Supervisors must be able to oversee subordinates at all times and take immediate action if indifferent or improper behavior is seen.

Conduct in the Work Place

All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with City associates as well as with other people who may have business to transact with our City. In particular, all employees must be sensitive to the concerns and values of others.

Contracting Conflicts of Interest

The City may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with an individual who is a relative (spouse, parent, step-parent, child, step-child, sibling, half-sibling, step-sibling, aunt, uncle, niece, nephew, daughter-in-law or son-in-law) of an elected official (Mayor, member of the City-Council or Clerk-Treasurer); or a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements below are satisfied and the elected official does not violate IC 35-44-1-3.

The City may enter into a contract or renew a contract with an individual or business entity described above if:

- (1) the elected official files with the City a full disclosure, which must:
 - a. be in writing;
 - b. describe the contract or purchase to be made by the City;
 - c. describe the relationship that the elected official has to the individual or business entity that contracts or purchases;
 - d. be affirmed under penalty of perjury;
 - e. be submitted to the City Council and be accepted by the City Council in a public meeting prior to final action on the contract or purchase; and
 - f. be filed, not later than 15 days after final action on the contract or purchase, with:
 - i. State Board of Accounts; and
 - ii. The Clerk of the Hamilton County Circuit Court
 - g. makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or

(2) the City satisfies any other requirements under IC 5-22 or IC 36-1-12.

An elected official must also comply with the disclosure provisions of IC 35-44-1-3, if applicable.

These provisions do not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

Theft

Employees shall not take articles of any kind, regardless of value, from any work site, emergency scene, or property that is public or private with the intent of depriving the legal owner. Violation of this regulation will result in immediate discipline.

Bribery

Employees shall reject any attempt by an individual, group, or organization to bribe or compensate for services rendered while on the job. Any such attempts must be reported to the Chief Administrative Officer and City Council.

Notice of Absence or Delay

Employees who realize that they will be unavoidably late or absent from work must notify their immediate supervisor at the earliest possible time, and as otherwise provided in this handbook. Persistent lateness or absenteeism will not be tolerated.

Uniforms

Employees required to wear uniforms shall keep, maintain, and wear the uniform as specified by their supervisor. After voluntary or involuntary separation from the employment of the City, the employee must return all uniforms.

Dress Code

As in any business or job, you are expected to report to work in a clean and neat manner at all times. We request that you dress appropriately for the job you are performing with safety in mind.

Uniformed employees will be expected to care for the uniforms and comply with procedures for uniform pick-up and cleaning.

Non-uniformed employees are expected to wear casual business attire that is suitable to represent the City in interactions with City residents, other employees and all visitors that seek our services. The City's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace yet still project a professional image. Business casual attire does not include the following and is not allowed: revealing shirts (tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, or tops with bare shoulders), short skirts (a skirt or a split in a skirt more than 2" above the top of the knee, including mini-skirts, "skorts", or skirts that ride halfway up the thigh), sun dresses, beach dresses or spaghetti-strap dresses, shorts, jeans, and flip flops. Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing

that reveals too much cleavage, back, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Any need for clarification should be directed to Human Resources.

Certain days may be declared dress down days. On these days, jeans and other more casual clothing are allowed but must still fall within the above guidelines regarding length, a revealing nature and type.

The above dress code is the minimum standard that should be followed. Department Heads may exercise their right to elevate a dress code specific to their department.

Commitment to Quality

Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions. Indifference, insubordination, and improper conduct will not be tolerated.

Political Involvement

An employee may not perform any election or political campaign related function during the assigned work hours. An employee also may not perform election or political campaign related functions or acts if the said employee is wearing his/her uniform of the City of Westfield. This does not pertain to the act of voting.

Personnel Information Changes

Employees, who change their address, telephone number, marital or dependent status must report the new information to their supervisor and the City's Human Resources Manager within five (5) calendar days of the change. It is important to provide this new information because it may affect your pay and receipt of other City communications.

Changes in your W-4 federal personal exemption form should be made on forms available in the City's Human Resources Manager's office. If your personal family situation changes you may want to change this form.

Changes in your selection of medical coverage, dental coverage, and beneficiaries for life insurance purposes should be communicated directly to the City's Human Resources Manager.

Records Disclosure Policy

It shall be the responsibility of the Human Resources area to maintain and store the official employment records of current and former employees of the City of Westfield. Human Resources may disclose for verification of employment the following information that is subject to public disclosure either by a written request, in person, or via telephone:

1. Hire date of employee and/or termination date
2. Position title
3. Department for which he/she is or was employed

4. Length of employment

All requests for salary information must be presented in writing to the Clerk-Treasurer's office for completion.

Questions concerning the nature of certain records as to whether or not those records are to be classified as public information shall be reviewed on a per request basis. The final decision will be made at the discretion of the City and legal counsel.

Conflict of Interest

An employee who knowingly or intentionally has a monetary interest in or derives a profit from a contract or purchase connected with an action by the City has a conflict of interest subject to disclosure. An employee has a monetary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the employee or a dependent of the employee.

If an employee has a conflict of interest he/she shall immediately disclose his or her conflict of interest on the prescribed form in the Clerk-Treasurer's office.

Business / Work Hours

The City Hall office hours are 8:00am to 4:30pm Monday through Friday. Employees in departments working outside of the City Hall (City Services, fire, and police) will have different work shifts and schedules that are determined by the department head of those departments.

Lunch Time

All employees receive a 1-hour lunch break. This **lunch period is unpaid** and will be scheduled by your immediate supervisor or determined within your work group based upon work activity. Employees are not authorized to perform any work during their lunch breaks unless they have received prior authorization from their supervisors. Police and fire personnel should specifically check with their department head to verify lunch arrangements that may be unique to their work groups.

Resignation

If an employee should decide to leave the City's employment it is desirable that as much advance notice as possible be given to the City. At least a 2 week notice is required for a termination in good standing. Even though the 2 week notice is suggested, the City may request the employee terminate immediately for internal reasons. Resignations should be documented in writing by the employee and forwarded to Human Resources to be filed in the official employee file.

An employee, who resigns must return all City property, including uniforms, keys, and any other items or materials that are the property of the City and have been entrusted to the employee during their employment. Exit interviews will be required and must be scheduled with the City's Human Resources Manager prior to the employee's last day of service to ensure that insurance enrollment and other important changes due to the employee's separation are made in a timely manner.

Gambling

Gambling on City property is prohibited and shall result in investigation by management and the Chief Administrative Officer and may, depending on the seriousness of the offense, result in immediate dismissal.

Ethics

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief Administrative Officer. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment, and/or criminal prosecution.

The City requires that all employees adhere to the following principles and standards:

1. Give first consideration to the objectives and policies of the City
2. Strive to obtain the maximum value for each dollar of expenditure
3. Grant all competitive suppliers equal consideration insofar as state and federal statute
4. Demand honesty in sales representation whether verbal or written
5. Give prompt and courteous reception to all who have legitimate business with the City including suppliers and customers
6. Foster fair, ethical and legal practices

Technology Resources Policy

12.20.1 Summary

The City provides computing resources to its employees and affiliates. Computing resources are defined as any and all technological resources and services procured or maintained through City funds or City paid employees: work stations, desktops, laptops, file servers, hardware, software, televisions, cellular phones, internal and external communication networks (e.g. internet, bulletin boards, commercial online services, and electronic mail systems) which are accessed directly or indirectly using City-owned and operated resources.

12.20.2 Purpose and Scope

This policy sets forth the City's policy regarding the use, access, and disclosure of computing resources. This policy applies to all employees, contractors, consultants, temporaries, and affiliates.

Computing Resources are a privilege, not a right. Therefore, any and all City provided computing resource-related rights may be revoked for violations of unacceptable behavior including, but not limited to:

unsolicited and unauthorized mass electronic mail (a.k.a. spam)

offensive language
obscene materials
direct or indirect threats
pornographic or gaming materials
use of unauthorized device(s)
infringement on others' privacy
unauthorized access to other's electronic mail or other network resources
interference with others' work
copyright infringement
any illegal activity; or
other unauthorized use of electronic mail or network resources provided by the City
Please refer to the Policies and Procedures Manual sections 11.040 and 11.050 for disciplinary actions when this policy is violated.

12.20.3 Statement of Policy

Privacy, Confidentiality and Public Records Considerations

The City will make reasonable efforts to maintain the integrity and effective operation of its computing resources, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. The City can assure neither the privacy nor confidentiality of messages that may be created, transmitted, received, or stored.

In addition, Indiana law provides that communications of City personnel that are sent or received may be considered public records and are subject to public inspection. See Indiana Code 5-14-3-2.

Official City Issued E-mail Address

To ensure that all correspondence is delivered, all City employees will be assigned an official e-mail address. It is of the expectation that this address, and no other electronic mail address, will be used for all official City electronic mail correspondence. Any employee not utilizing their provided electronic mail address may not receive some or all communication.

Users should utilize proper e-mail etiquette including signing e-mail messages with the appropriate identification information, avoiding the use of ALL CAPS (often referred to as e-mail 'shouting'), and refraining from confrontational e-mail messages. Employees are prohibited from sending messages with inappropriate content, such as discriminatory, harassing or otherwise offensive materials. Employees are prohibited from sending e-mail correspondence destined to ALL EMPLOYEES unless previously approved by the Departments' direct Supervisor or Director.

Permissible Uses

Authorized Users

Users and other persons who have received special permissions under the appropriate City authority (Mayor, Deputy Mayor, Director, and/or Informatics) are authorized users of the City's computing resources.

Purpose of Use

The use of any City resources must be related to the identification of one's job responsibilities. Incidental and occasional personal use may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use for personal purposes is subject to the provisions of this policy.

Prohibited Uses

Prohibited Purposes

Personal use that creates a cost for the City.

Personal monetary gain or for commercial purposes that are not directly related to one's job responsibilities.

Using the work of others in violation of copyright laws

Capturing and viewing other's electronic records except as required in order for authorized employees to diagnose and correct technical issues or abide by legal records requests

Harassment or intimidation of others in any manner including:

Creation or distribution of any offensive or disruptive messages, offensive comments about race, gender, hair color, age, sexual orientation, pornography, religious or political beliefs and/or practices, national origin or disability

Violation of Federal, State, or local laws, and regulations

"Spoofing," i.e., constructing an electronic message so it appears to be from someone else without prior proper authorization

Use of an encryption device to restrict or inhibit access

Attempting unauthorized access to City computing resources without prior proper authorization including: breaching of any security measures, intercepting electronic transmissions and transferring or storing electronic transmissions outside of approved methods of transfer and storage.

Any employee that receives prohibited messages has the responsibility to contact their department head and should not attempt to resolve the issue on their own, or forward any of the contents.

City Employee's Access and Disclosure

Users must keep their personal username(s) and password(s) confidential.

General Provisions

The City reserves the right to access and disclose the contents of all users' electronic records without consent if there is a legitimate business need. All communications sent or received utilizing any City owned resources may be made available for review.

Electronic records are subject to the provisions of Federal Statute *I.C. § 5-14-3*

Monitoring of Computing Resources

The City may exercise the right to monitor any and all computing resources to the extent permitted by law, without notice to or further consent by employees.

Inspection and Disclosure

The City will inspect and disclose the contents of computing resources when action is necessary in the follow conditions:

- i. in the course of an investigation conducted by City officials; or
- ii. to protect health and safety; or
- iii. to prevent the interference of any of the City's missions, objectives, or goals; or
- iv. to acquire information for the completion of one's responsibilities (only in the condition where he or she has the authority to authorize such action) and that is not more readily available by some other means

Electronic records must be available for inspection and copying by the public agency unless an exception to disclosure, based on the content of the message, applies.

Exemptions to disclosure are set forth in *I.C. § 5-14-3-4* Sections 4(a) and 4(b).

Special Procedures to Approve Access to, Disclosure of, or Use of Computing Resources

Any individual seeking to obtain, use, or disclose information who does not have prior consent of the user and/or who does not directly supervise the user, must first obtain written permission from the user's department director. Only after the appropriate written permissions will Informatics grant access to the appropriate folders and/or files associated with the request.

Retention and Archiving of Electronic Mail

Electronic mail messages using City-owned equipment or software are public record and are subject to inspection and discovery. All electronic mail will be destroyed on or after its first (1st) anniversary unless stored within the Informatics' provided folder within each user's Outlook application, or as otherwise required by law.

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records – County Records Management*. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to

know their respective records retention laws set forth by the CTGRS and abide by such policies.

All archiving activities or saving of e-mail messages outside of Outlook, Outlook Web Access, or a City provided e-mail enabled telephone device may be destroyed upon recognition.

The City reserves the right to place an official litigation hold or otherwise maintain electronic mail records beyond the 1st anniversary if such records are officially or perceived to be associated with an active investigation. Such requests for records may only originate from City Administration or from any official legal entity as defined by Federal, State, or local statute.

Disciplinary Action

Disciplinary action will be taken against individuals found to have engaged in prohibited use of the City's electronic mail or other network. The City reserves the right to skip sections of disciplinary action pending the severity of the offensive usage up to and including a direct referral to City judicial authorities or law enforcement officers.

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CITY OF WESTFIELD, INDIANA PERFORMANCE MANAGEMENT GUIDELINES FOR FULL-TIME CIVILIAN EMPLOYEES

INTRODUCTION

1. Purpose and Scope

The Performance Management Guidelines set forth the policies and procedures necessary to establish and administer the City of Westfield performance management process for full-time civilian employees. This document *does not* apply to sworn police officers or firefighters, or to part-time, seasonal and temporary employees.

2. Goals

The City's ability to provide quality services to residents and visitors is closely tied to the performance of its employees. To measure and manage performance in order to assist in achieving optimal outcomes, the City is implementing a written performance management system in 2015.

The goals of performance management under this system are to:

- Create an ongoing dialogue between supervisors and employees regarding the City's expectations and the employee's progress in meeting those expectations;
- Document performance based on assigned job duties and established performance goals;
- Create a consistent and permanent record of an employee's performance;
- Identify opportunities for continuing training and education to enhance the skills required by the employee's position, or necessary for advancement;
- Establish measurable performance goals for the upcoming year;
- Identify obstacles that prevent the employee from performing at optimum levels;
- Develop plans to improve performance that does not meet expectations;
- Enable management to make informed decisions regarding an employee's job assignments and/or continued employment with the City; and
- Establish eligibility for annual salary increases.

3. Roles and Responsibilities

The Human Resources Manager will oversee the performance management process, develop or amend policies and procedures as needed, ensure supervisors are properly trained to evaluate employees and establish annual deadlines.

The Department of Human Resources will collect and maintain all performance evaluations and analyze data on a supervisory, department and City-wide level.

Department Directors will ensure performance evaluation are completed in a timely manner for their departments. All performance evaluations must be reviewed and signed by the Department Director before being submitted to Human Resources.

Supervisors with direct and/or indirect oversight will evaluate subordinate employees. **This is the most critical element of the process.** In order to protect the integrity of the entire process, supervisors are required to be trained in the performance management process. Their work will be reviewed by the Department Director and by the Director of Human Resources.

Employees will be required to complete a self-assessment form and to engage with their supervisor during the performance evaluation interview. Employees are not asked or expected to evaluate their supervisors, although relevant comments made in the course of the performance management process may be used in their supervisor's own performance evaluation.

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases. Every employee hired before July 1, 2014, will participate in the 2015 performance management process. The 2015 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2015, and no later than October 17, 2015, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- b) Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- c) Supervisor completes written performance evaluation form, excluding achievements and goals.
- d) Supervisor(s) meets individually with employee to review employee's self-assessment and to discuss supervisor's performance evaluation, no later than October 24, 2015. Achievements and goals are discussed and added at this meeting. Employee signs completed form and receives copy.

- e) Performance evaluation form is submitted to Department Director for review and signature. Original signed form and employee self-assessment are sent to Human Resources no later than October 31, 2015. Department keeps a copy.
- f) Employee has ten (10) calendar days following the performance evaluation interview to append no more than one (1) page of written comments to the evaluation, with original to Human Resources and copy to Department Director.
- g) Second evaluation interview and Performance Improvement Plan, when required, are completed and submitted to Department Director for review and signature no later than November 29, 2015. Original is retained by department with a copy to employee and Human Resources.
- h) Three-month re-evaluation based on Performance Improvement Plan is completed and submitted to Department Director for review and signature no later than February 28, 2016. Original signed form is sent to Human Resources no later than March 7, 2016. Department and employee each get a copy.

5. Employee Self-Assessment

Employees are expected to honestly assess their strengths and weaknesses and to develop work-related goals for the following year. Employees may also identify desired training and/or career development to help enhance skills for their positions or to prepare them for advancement. Training opportunities are provided at the sole discretion of the department.

6. Supervisor's Performance Evaluation

The performance evaluation consists of the following sections:

- Personal/Work Attributes
- Areas for Development
- Achievements and Goals (to be completed jointly by supervisor and employee)
- Other Comments (supervisor and/or employee)
- Acknowledgements (supervisor, employee and director)

Supervisors will evaluate their subordinate employees' work performance for the entire 12-month period preceding the interview. Since the initial performance evaluation will take place in 2015, supervisors may go back further than 12 months to establish a pattern of behavior.

The performance evaluation will be based on a standard set of expectations. Although job responsibilities vary from position to position, success in any position depends on a common set of attributes which includes adhering to the City's Goals of Employee Engagement, Enhanced Infrastructure, Safe City, Fiscal Responsibility and Excellence in Customer Relations.

7. Performance Ratings

The evaluation structure for personal/work attributes utilizes a 4-tier rating system:

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

“Meets Expectations” is an entirely positive rating. This indicates the employee is meeting all job requirements in the area being evaluated, performs consistently and dependably in this regard, and achieves fully satisfactory results. It is expected that most employees will be given this rating level.

To receive an “Exceeds Expectations” rating, the employee must significantly and consistently perform at levels above expectations. An employee in this category will regularly exceed job requirements in the area being evaluated—not just once in a while—and achieve correspondingly superior results. This rating will be given sparingly.

For underperforming employees, two ratings are available. “Needs Improvement” is for the employee whose performance is somewhat deficient in the area being evaluated. This employee needs to make some improvements to meet minimum job requirements. An employee who receives three (3) or more “Needs Improvement” ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

The “Unacceptable” rating will be used for an employee whose performance is unsatisfactory in the area being evaluated, and from whom substantial and immediate improvement is necessary. An employee receiving one (1) or more “Unacceptable” ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

Every rating on the performance evaluation except “Meets Expectations” must be supported with a concise but descriptive narrative. Performance ratings should be based primarily on the supervisor’s direct observation or knowledge of the employee’s work, although they may also incorporate verifiable comments from other members of the evaluation team, coworkers or customers when available and/or appropriate.

8. Evaluation Interview

Upon completion of the written performance evaluation (and any management approvals required by the department), the supervisor will meet with the employee to review and discuss the employee’s self-assessment and the supervisor’s written performance evaluation. This meeting serves as an opportunity for a candid discussion between the supervisor and the employee, with a focus on how the employee can achieve maximum productivity.

Two (2) copies of the written performance evaluation should be brought to the evaluation meeting: one to be forwarded to Human Resources for the employee’s personnel file and one to be given to the employee for his personal records. Both copies should be signed by the employee and the supervisor performing the evaluation. The City’s copy should also be signed by the

Department Director before being sent to Human Resources.

9. Employee Comments and Acknowledgement

The employee will initial the bottom of each page of the performance evaluation to indicate the supervisor has discussed it with him. The employee will also be given the opportunity to respond in writing to his performance evaluation. Brief comments may be added at the time of the performance evaluation interview. Additional feedback, not to exceed one (1) typewritten or handwritten page, may be submitted within ten (10) days after the interview. These comments will be filed with the original performance evaluation form. After 10 days, no further comments will be accepted.

The employee will be expected to sign the performance evaluation, whether or not he agrees with the supervisor's evaluation. The employee's signature is merely an acknowledgement that the employee had an opportunity to provide input prior to the performance evaluation interview, discuss the performance evaluation with his supervisor and provide verbal and written feedback regarding the content of the performance evaluation. An employee's refusal to sign the performance evaluation form will lead to disciplinary action.

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

Any employee who receives one or more "Unacceptable" ratings or three or more "Needs Improvement" ratings must meet again with his supervisor to develop a Performance Improvement Plan. The Performance Improvement Plan will outline the performance deficiencies, expectations and steps required for improvement.

Another performance evaluation meeting will be scheduled three (3) months out. If the employee has not made adequate progress, further action will be determined on a case-by-case basis. At minimum, the employee will be scheduled for another 3-month evaluation. For the most serious shortcomings (e.g., the employee has shown little or no improvement, the shortcomings are seriously disruptive to the operations of the department, the employee is resistant to changing his behavior), employment may be terminated.

In addition to the Performance Improvement Plan, the evaluation team may elect to pursue other disciplinary or remediation procedures.

Although 2014 performance evaluation will not be specifically tied to the level of pay increases in 2015, underperforming employees, as measured by the performance evaluation process, may be denied a cost-of-living adjustment (COLA) in 2014.

11. Ongoing Feedback

The performance evaluation is a valuable mechanism to give an employee feedback on his work performance, but it should not be the only source of communication used by a supervisor. Supervisors should provide their employees open and honest feedback on a continual basis, and be receptive to comments from the employee. It is important to address issues in the appropriate manner when they occur as opposed to waiting for a scheduled performance evaluation and presenting a laundry list of issues. If the lines of communication are truly open between a supervisor and employee, there will be no real surprises at the time of the performance evaluation.

PERFORMANCE MANAGEMENT CYCLE



Appendix III

City of Westfield, Indiana 2015 Employee Self-Assessment

Employee Name _____ Department: _____

You are scheduled for a performance evaluation interview with your supervisor (and/or another member of your department's management team) on or about _____.

In preparation for your interview, please respond to the following questions to the best of your ability. Return the completed form to your supervisor no later than _____. **Attach additional pages if you need more space to respond to any question below.**

1. From the following list, please consider the personal attributes you bring to the job. Put an "S" beside the three (3) attributes you consider your greatest strengths. Put a "W" beside the three (3) attributes you think you are weakest. A description of these attributes is attached for your reference. Do not consider the "Leadership" attribute unless you are a supervisor.

Job Knowledge	Problem Solving	Accountability
Productivity	Adaptability	Time Management
Quality of Work	Attitude	Training/Development
Teamwork	Attendance	Analytical Thinking
Communication	Compliance	Decision Making
Customer Service	Leadership	Fiscal Management
Initiative	Professionalism	Innovation

2. Do you feel that you are currently in the position that best suits your skills and talents?

3. What do you consider your major job accomplishments over the past year?

4. What would you like to achieve in your job over the next year?

5. Do you have the resources (equipment, time, training, instruction, teamwork, etc.) you need to do your job? If not, please describe the additional resources you need.

6. Do you think your job could be modified in any way to make you more efficient or effective?

7. Where do you want to be next year? 5 years from now? Other?

Employee Signature

Date

Description of Attributes

Your supervisor will be rating you on each of these attributes, selecting from the following categories:
Meets Expectations, Exceeds Expectations, Needs Improvement, Unacceptable

JOB KNOWLEDGE	You understand job requirements and seek to obtain knowledge, skills and abilities. You know when your skills are adequate for a task and when to ask for help.
PRODUCTIVITY	You make good use of time and produce results consistent with your efforts. You are able to prioritize tasks, respond to requests in a timely manner and meet deadlines.
QUALITY OF WORK	Your work is accurate, thorough and neat, and meets department and governmental standards. You set high standards for yourself and act quickly to identify and correct errors.
TEAMWORK	You cooperate and work well with others to complete projects and achieve goals. You maintain positive relationships with coworkers and respect their contributions to team efforts.
COMMUNICATION	You communicate well with others, both verbally and in writing, as needed. You are a good listener, able to ask questions and/or provide explanations to ensure understanding.
CUSTOMER SERVICE	You provide superior service to internal and external customers. You represent the City and/or your department in a courteous, positive and professional manner.
INITIATIVE	You are self-motivated to remain active without constant oversight. You can be relied upon to follow through with a plan of action in order to complete tasks and meet goals.
PROBLEM SOLVING	You recognize problems that arise in the course of your work activities and develop effective solutions. You apply logic and innovation to workplace situations.
ADAPTABILITY	You respond to shifting requirements, goals and priorities without undue stress or disruption. You can work effectively in a variety of environments and with a variety of people.
ATTITUDE	You display a willingness to do whatever needs to be done on job assignments. You take personal pride in your performance and make a positive contribution to workplace morale.
ATTENDANCE	You report to work as scheduled, with minimal tardiness and unplanned absences. You are fully attentive while at work and seek to avoid unnecessary distractions.
COMPLIANCE	You comply with City policies and procedures, and with written and oral instructions from your supervisors. You show respect for management and department decisions.
LEADERSHIP	You identify and assume all responsibilities associated with supervision. You effectively mentor and motivate subordinates to achieve maximum morale and productivity.

CITY OF WESTFIELD, INDIANA 2015 PERFORMANCE EVALUATION



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

Attach additional pages if more space is needed for any portion of this performance evaluation.

PERSONAL/WORK ATTRIBUTES

JOB KNOWLEDGE	<i>Expectations: Employee understands practical/technical job requirements and seeks to acquire and update relevant knowledge, skills and abilities. Employee knows when skills are adequate for tasks and when to ask for assistance.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
PRODUCTIVITY	<i>Expectations: Employee makes good use of time and produces results consistent with individual and/or group efforts. Employee prioritizes assignments, responds to requests in a timely manner and meets deadlines.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
QUALITY OF WORK	<i>Expectations: Employee's work is accurate, thorough and neat, and consistently meets department standards and/or government requirements. Employee sets high personal standards and acts quickly to identify and correct errors.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
TEAMWORK	<i>Expectations: Employee works cooperatively with others to complete projects and achieve goals. Employee fosters positive relationships with colleagues and demonstrates respect for their contributions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMMUNICATION	<i>Expectations: Employee communicates effectively with others, verbally and/or in writing as necessary, to complete assigned tasks. Employee listens carefully and provides explanations or asks questions when necessary to ensure understanding.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

PERSONAL/WORK ATTRIBUTES (continued)

CUSTOMER SERVICE	<i>Expectations: Employee is attentive to the needs of internal and external customers and seeks to provide superior service. Employee represents the City and/or Department in a courteous, positive and professional manner.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
INITIATIVE	<i>Expectations: Employee is self-motivated to remain active and productive without constant oversight. Employee is able to follow through with a plan of action to complete tasks or reach goals.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
PROBLEM SOLVING	<i>Expectations: Employee recognizes problems that arise in the course of performing work activities and develops effective solutions. Employee applies logic and innovation to work situations.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ADAPTABILITY	<i>Expectations: Employee is an agent for positive change, responding to shifting requirements, goals and priorities without undue stress or disruption. Employee works effectively in a variety of environments and with a variety of people.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ATTITUDE	<i>Expectations: Employee approaches people and job assignments with respect and a willingness to do whatever needs to be done. Employee takes personal pride in a job well done and makes a positive contribution to workplace morale.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

PERSONAL/WORK ATTRIBUTES (continued)

ATTENDANCE	<i>Expectations: Employee reports to work as scheduled and minimizes tardiness and unplanned time off. Employee is fully attentive when on the job, and seeks to avoid unnecessary distractions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMPLIANCE	<i>Expectations: Employee complies with City policies and procedures and with written and oral instructions provided by supervisory staff. Employee shows respect for management and department decisions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
LEADERSHIP (supervisors only)	<i>Expectations: Employee identifies with and assumes the tasks and responsibilities associated with supervision. Employee is effective at mentoring and motivating subordinates to achieve maximum morale and productivity.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

CITY GOALS

EMPLOYEE ENGAGEMENT	<i>Expectations: Employee takes an active role City activities or in assisting in the development and planning of our processes.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ENHANCED INFRASTRUCTURE	<i>Expectations: Employee actively pursues the preservation of our City infrastructure and looks for ways to improve items or processes that will assist in the long term preservation of City infrastructure.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
SAFE CITY	<i>Expectations: Employee is aware of City safety protocols and helps to promote a safe live, work and play environment.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
FISCAL RESPONSIBILITY	<i>Expectations: Employee recognizes opportunities of waste and does all within his/her power to provide solutions that stimulate and foster a culture of fiscal responsibility.</i>		
Meets Expectations	Exceeds Expectations	Needs Improvement	Unacceptable
<i>Comments (required for anything other than Meets Expectations):</i>			
EXCELLENCE IN CUSTOMER RELATIONS	<i>Expectations: Employee is aware of the need for maintaining good relations with residents, visitors, business owners and others. Employee promotes the City of Westfield.</i>		
Meets Expectations	Exceeds Expectations	Needs Improvement	Unacceptable
<i>Comments (required for anything other than Meets Expectations):</i>			

AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

List two goals for next 12 months (goals should be specific, measureable and achievable):

OTHER COMMENTS

Additional supervisor comments (optional):

Employee feedback (optional):

ACKNOWLEDGEMENTS

Supervisor Acknowledgement: I attest that I have discussed the contents of this performance evaluation with the employee, and addressed the employee's strengths, weaknesses, achievements and goals.

Next evaluation recommended: Annual ☐ Three Months for Performance Improvement Plan ☐

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

- 1) Provide input regarding my performance prior to my performance evaluation, a copy of which is attached;
- 2) Discuss the contents of this performance evaluation with an immediate supervisor and/or member of my department's management staff; and
- 3) Provide verbal and written feedback regarding the content of the performance evaluation. (Employee may attach additional written response within 10 calendar days after the evaluation interview, not to exceed 1 page in length, which will be filed with the performance evaluation form.)

Signature does not necessarily indicate agreement with the contents of the performance evaluation, but acknowledges receipt of the performance evaluation.

Employee Signature

Date

Management Acknowledgement:

I attest that I have reviewed and approved this performance evaluation and all attachments thereto.

Department Director Signature

Date

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form (COMPLETE IN PHASE II)

To be completed by employees: Please mark the answer that most closely reflects your response, and enter comments to provide more understanding:

- a. I receive frequent, on-going, timely feedback about my performance:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- b. I have the necessary tools and resources to perform my job :

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- c. I have the necessary information to perform my job accurately:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- d. I am given opportunities to grow and learn new skills:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- e. I understand how what I do on a daily basis contributes toward the goals and objectives of my department and the City/Town:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- f. Conflicts and differences of opinion are resolved respectfully in our department:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

Appendix VI

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").
2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.
3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

Employee Signature

Employee Name (Printed)

Date of Signature



CITY OF
Westfield
INDIANA

PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

2015



**PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL**

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

(This Policy Manual Established with Ordinance 95-1 Dated January 14, 1995)

(This Policy Manual updated with Resolution 96-4 Dated February 12, 1996)

(This Policy Manual updated with Resolution 97-3 Dated February 10, 1997)

(This Policy Manual updated with Resolution 98-3 Dated February 9, 1998)

(This Policy Manual updated with Resolution 99-4 Dated March 8, 1999)

(This Policy Manual updated with Resolution 99-12 Dated December 13, 1999)

(This Policy Manual updated with Resolution 00-10 Dated December 11, 2000)

(This Policy Manual updated with Resolution 07-20 Dated November 12, 2007)

(This Policy Manual updated with Resolution 07-24 Dated December 17, 2007)

(This Policy Manual updated with Resolution 09-01 Dated March 9, 2009)

(This Policy Manual updated with Resolution 09-17 Dated December 28, 2009)

(This Policy Manual updated with Resolution 10-16 Dated December 27, 2010)

(This Policy Manual updated with Resolution 11-23 Dated November 14, 2011)

(This Policy Manual updated with Resolution 12-118 Dated December 10, 2012)

(This Policy Manual updated with Resolution 13-117 Dated December 9, 2013)

(This Policy Manual updated with Resolution 14-132 Dated December 8, 2014)

(This Policy Manual updated with Resolution _____)

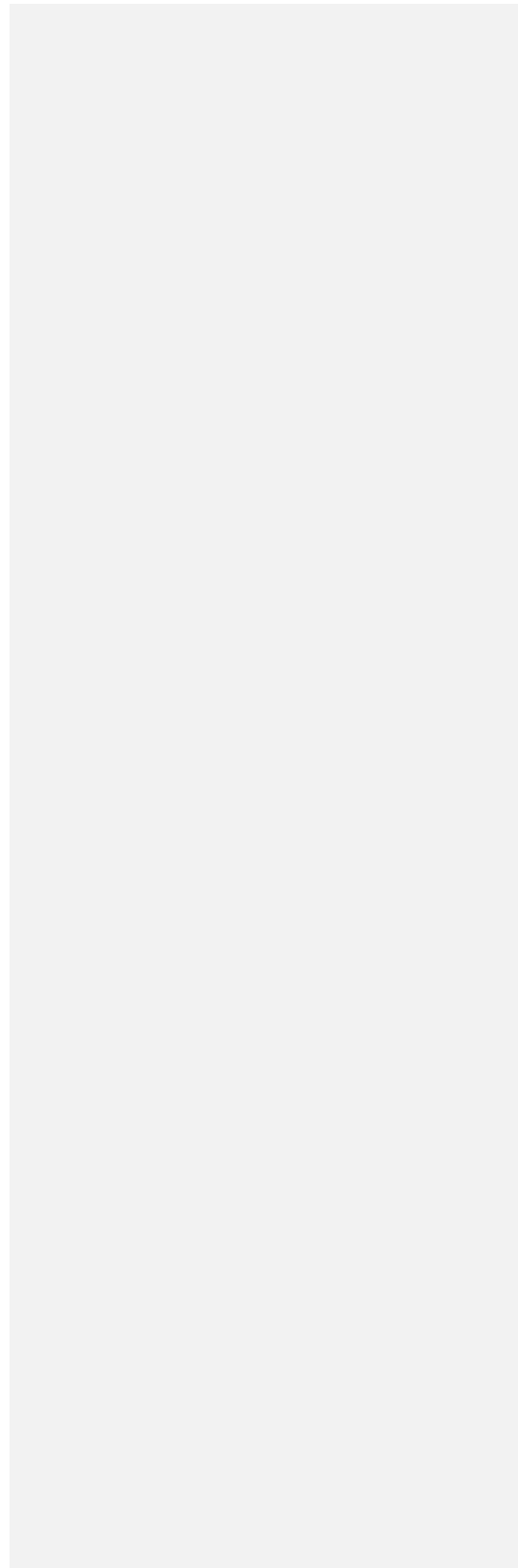


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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement

It is the mission of the City of Westfield (also referred to as “the City”) to provide community services in a professional and efficient manner to its citizens. The employees of the City will implement the wishes and desires of the community as expressed through their elected representatives, the City Council.

1.02 Personnel Philosophy

The personnel policies of the City of Westfield, including pay policies and benefit programs, reflect the City’s philosophy that the City shall be a fair and just employer. The purpose of both direct and indirect compensation programs is the recognition of the value that the City places upon its individual employees. The City employees are integral and valuable assets crucial to the completion of the vision of the City.

Seeing that the City’s personnel policies and programs are effectively carried out is one of the major responsibilities of your supervisors. The Chief Administrative Officer assists your direct supervisors in meeting this responsibility.

1.03 General Policy & Procedures Considerations

It is the policy of the City of Westfield to set forth a listing of policies and procedures in order that all City employees and applicants have reasonable assurance that all policies and procedures shall be pursued in a uniform, consistent, and equitable manner. The City Council of Westfield approves these policies and procedures. The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures within the various departments within the City. However, any instances that are superseded must be brought to the attention of the Chief Administrative Officer of the City for approval prior to implementation.

It shall be the responsibility of the Chief Administrative Officer to interpret these policies and procedures, and to ensure that they are administered in a consistent and impartial manner.

Personnel policies and procedures are subject to modification and revision to meet the changing needs of both management and the work force as new conditions arise during the continuing growth and complexity associated with the City’s future.

Additions, modifications, and deletions to this manual must be **approved** by a resolution of the City Council and issued by the Chief Administrative Officer.

This is an employment policy guideline and should not be considered a contract of employment. This manual is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. Unless otherwise agreed to in a collective bargaining agreement, a written contract, or by law, the employment of each employee is terminable at will by either the employee or the City at any time, for any reason, with or without cause or notice. Any agreement concerning an employee’s employment with the City shall not be enforceable unless it is in a



1.00 STATEMENT OF PURPOSE

formal written agreement and signed by the employee and the Chief Administrative Officer of the City or

the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.

1.04 Public Safety Departments Policy & Procedures Considerations

The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures defined for the Public Safety Departments. Fire and police professional employees working in these areas should consult with their Fire Chief or Police Chief regarding any differences in policy content or procedures. Additionally, the Chief Administrative Officer of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

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2.00 RECRUITMENT, SELECTION & HIRING

2.01 Statement of Policy

It shall be the policy of the City of Westfield to recruit and select qualified persons for the positions in the City's service. Recruitment, selection, and placement shall be conducted to ensure fair hiring practices, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, age, ~~mental or physical disability~~, genetic information, or any other protected basis, as provided by law.

Except where otherwise prohibited by contract or collective bargaining agreement, supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. This includes working on special projects and/or assignments to other work divisions as necessary.

2.02 Equal Employment Opportunity (EEO) Statement

The City of Westfield is committed to maintaining an environment free of discrimination and inappropriate conduct. The City expects its employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

1. Discrimination

The City of Westfield is an equal opportunity employer. The City believes in the dignity and the worth of every individual. The City will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, national origin, age, disability, or any other protected category, as provided by law. The City also prohibits any discrimination or demeaning language, characterization or conduct by its employees that may harass, intimidate, insult, ~~or ridicule, emphasize, or characterize~~ another person because of his/her race, color, religion, national origin, sex, age, disability, or any other protected category.

While it is impossible to list all types of such harassment, they include:

- verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
- epithets, slurs, or negative stereotyping related to any of these reasons,
- threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or
- written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

2. Sexual Harassment Policy

The City prohibits sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to

prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

- sexual advances, sexual flirtations, and requests for sexual favors,
- verbal, visual, or physical conduct of a sexual nature,
- offensive sexual remarks, innuendoes or jokes,
- unwelcome leering, whistling, or obscene gestures,
- display of sexually suggestive objects or pictures,
- sexually degrading words used to describe an individual,
- sexually suggestive or offensive dress,
- when (1) submission to such conduct is explicitly or implicitly a condition of employment, or (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct unreasonably interferes with an individual's job performance, or (4) such conduct creates an unwelcome, intimidating, hostile, abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

3. Harassment

The City is committed to providing a workplace free of inappropriate treatment of any employee because of race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work.

The City is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as vendors, suppliers or members of the public. Examples of inappropriate conduct may include, among other things:

- Slurs, stereotyping, threatening, intimidating or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry or disability.

4. Complaint Process

The City supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you should promptly report the matter to your immediate supervisor. If, however, you believe that it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it to your Department Head, a member of the Human Resources Department, the City's Chief Administrative Officer, or to the City Council President (in case the report is about the Chief Administrative Officer).

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or

harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

5. No-Retaliation Policy

It is against City policy to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a false complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, the City determines that an employee has knowingly provided false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

2.03 Americans with Disabilities Act (ADA)

The City of Westfield, pursuant to and in accordance with the Americans with Disabilities Act (ADA) specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment, (42 U.S.C. Sec. 12113, as amended from time to time.) Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the City (56 Fed. Reg. 35719, as amended from time to time).

No qualified applicant or employee shall be refused employment or discriminated against because of such person's need for a reasonable accommodation for a known physical or mental disability as required under the ADA unless such accommodation causes undue hardship, as defined by law, to the City of Westfield.

The City further stresses that any applicant may request any needed accommodation to participate in the application process, e.g. accommodation for a test, job interview or job demonstration.

During the application process, ~~the applicants may will~~ be subjected to various tests which are job-related and consistent with business necessity and not intended to discriminate against applicants. Therefore, if an applicant is in need of an accommodation to perform such tests, then this should be brought to the attention of the City.

The City of Westfield, pursuant to and in accordance with Title VI of the ADA, also provides reasonable accommodations to assist members of the public in attending any public meeting of the City. Such individuals are to contact the City of Westfield Communication Department at (317) 814-3004 or the City Clerk Office at 317-804-3026 at least one week before the meeting.

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2.04 Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee

should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

2.05 Responsibility for Recruitment

Recruitment of candidates for specific departmental openings will be the responsibility of the Department Head of that function. Responsibility for the recruitment hiring of department heads and the Chief Administrative Officer is the sole responsibility of the Mayor.

2.06 Qualification and Selection

The City of Westfield may screen applicants for a position using some or all of the following criteria except where said criteria cannot be shown to be job related.

- Prior job related work experience
- Aptitude for the job
- Knowledge, education, skills, and abilities
- Physical requirements for the job
- Work history
- Special qualifications, licenses, or certifications required for the job
- Personal and work related references

In the development of selection criteria, the Department Head and Chief Administrative Officer may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

2.07 Drug Free Workplace

The City of Westfield is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

The City of Westfield will enforce any federal or state laws ensuring that all City employees are not impaired by a controlled substance while performing their duties. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited:

- 1) At any City site or property owned by the City of Westfield;
- 2) At any assigned workplace, at any time; and
- 3) While on duty or in the performance of duties of the City of Westfield, whether they be on-site or off-site.
- 4) Violation of this prohibition will be grounds for swift and immediate action up to and/or including immediate termination.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the

public, it is the employee's responsibility to notify his or her supervisor and use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

The City may conduct drug and/or alcohol testing under any of the following circumstances:

- **PRE-EMPLOYMENT:** The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.
- **REASONABLE SUSPICION:** The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury, under circumstances that suggest possible use or influence of drugs or alcohol, will be required to have a post-accident testing. All vehicle accidents will require testing. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Testing for the presence of alcohol normally will be conducted by analysis of breath and testing for the presence of illegal drugs normally will be conducted by the analysis of urine. The City reserves the right to utilize blood testing when appropriate.

All information received by the City of Westfield through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with the law.

The following actions will be taken by the City if an employee has a confirmed positive test:

- 1) Discipline up to and including termination
- 2) Treatment
- 3) Referral to EAP (Employee Assistance Program)

Drug Testing Procedures:

Any drug test given to an employee will be in accordance with the following procedures:

- The employee will be tested immediately before, during or after a work period.
- The City shall pay costs associated with the test.
- The City will provide transportation for the employee if the test is conducted at a location other than the workplace.

- The time an employee is engaged in a testing procedure shall be considered work time for purposes of compensation and benefits.
- Any test shall be conducted with regard to privacy of the individual and in a manner reasonably calculated to prevent substitution or interference with the collection of a reliable sample.

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Any sample will be labeled in a manner that reasonably prevents the possibility of mistaken identification. Refusal to submit to a drug test will result in termination of employment.

US Department of Transportation (US DOT)

In 1988 the US Department of Transportation prescribed regulations that require employers to implement comprehensive alcohol and drug testing programs for safety sensitive employees in the road industries. In 1991, the federal government implemented new regulations extending such programs to individuals who drive trucks. As a requirement to operate certain equipment for the City of Westfield, the City requires certain employees to possess a CDL driver's license. The City of Westfield must implement the alcohol and drug testing requirements set forth by the US Department of Transportation and the State of Indiana. Failure to comply with any facets of the program will be grounds for immediate termination.

Drug Screening

To ensure a safe environment for its employees and for the public, the Westfield Town Council passed Resolution 96-1. This resolution provides compliance with the rules of the US Department of Transportation.

Drug screening will be a mandatory part of the initial physical required for employment and random drug tests for certain employees will be a part of the continued requirement for employment with the City of Westfield. Refusal to participate in this program will be grounds for immediate termination.

2.08 Employing Relatives/Romantic Relationships

The City of Westfield recognizes that relatives may desire to pursue similar careers. The City must be sensitive, however, to the potential for favoritism, or the appearance of favoritism, in employment decisions and to the necessity of maintaining professional work relationships. The City does not discourage employment of relatives nor does it actively encourage it. It is in the City's best interest to hire the most capable persons available that meet the job requirements for current openings.

Effective July 1, 2012, relatives (spouse, parent, step-parent, child, step-child, sibling, step-sibling, half-sibling, uncle, aunt, niece, nephew, daughter-in-law, son-in-law,) may not be employed in situations where one member is in a position of direct line supervision or direct line reporting to the other. An employee shall not be hired, promoted or transferred to a position that violates this policy. Employees of the City are also prohibited from engaging in romantic and/or physical relationships with direct line supervisors or subordinates. This policy applies to all full-time, part-time or temporary employees, including elected officials.

"Direct line of supervision" means an elected officer or employee who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance

evaluation. The term does not include the responsibilities of the Mayor, City Council or Clerk-Treasurer to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employees, with family relationships that would otherwise be in violation of this policy as of July 1, 2012, will be exempted from this policy unless there is a break in the employment.

Employees hired, transferred or promoted, who in later years have relatives elected that are in the direct line of supervision, will have no promotion possibilities unless the promotion is within the merit ranks for the police and fire departments.

For further information regarding this policy see IC 36-1-20.2 as adopted by the City of Westfield as Resolution No. 12-106.

2.09 Security and Background Information

As part of the application and hiring process, an applicant may be required to undergo an investigation including employment records, medical records, and/or educational records, as permitted by law. Applicants must aid the City of Westfield in obtaining any of the above information as requested. All information will be kept confidential.

Notwithstanding the above, certain investigative areas, including but not limited to reference checks, credit checks, and criminal history may be addressed prior to a conditional job offer to the applicant if the position applied for presents a showing of job-relatedness with such areas. Furthermore, periodically, employee driving records and criminal records could be investigated and checked for employment and insurability as permitted by law,

2.10 Orientation

It is the policy of The City to ensure all new employees are adequately educated on City operations and personnel policies. On his/her first day of employment, or by appointment during the first three days of employment, the new employee shall report to Human Resources to fill out all appropriate new hire forms, and review all personnel policies and procedures.

2.11 Employment Anniversary Date

The first day of employment is your **employment anniversary date**. For example, an employee that starts employment on January 3 will celebrate his or her employment anniversary date each year thereafter on January 3. For most employees this date will normally be the day the employee begins his/her training probationary status with the City, as further described in Section 2.090. This date is used to compute your eligibility for vacation and other benefits related to continuous time employed by the City. Years of employment calculation will begin January 1st the year after employment date. Example: employment date June 1, 2013, as of January 1, 2014, you will be credited with 1 year of employment for benefit purposes. In other words, the first partial year of employment is not calculated as the first year of employment.

2.12 Adjusted Date of Employment

Except as otherwise provided by law, if any employee voluntarily leaves the employment of the City and is later re-employed, a new **“adjusted” date of employment** will be calculated to include the prior employment period **if the prior work period was at least one year of**

continuous service. This adjusted date of employment will be used to determine eligible benefits that are dependent upon time of service with the City. Additional longevity will not be paid or adjusted until the first of the following year.

2.13 Employment Status

There are four categories of employment status:

Probationary Full-Time Employee - Every employee during the first 6 months or 12 months of employment is placed on training probationary status. Firefighters and police officers have a 12-month training probationary period. All other employees have a 6-month training probationary period. The training probationary period may be extended by the Department Head depending on performance during this period. Discharge and/or transfer may take place at any time during the probationary period, just as it can after the probationary period.

Full-Time Employee (those working at least 30 hours per week) - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment. An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the nearest full day). For scheduling, if the fixed holiday is the employee's regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining fixed holidays that don't fall on the employee's normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee's regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

Part-Time Employee (those working less than 30 hours per week) - Any employee who is regularly scheduled less than 30 hours per week or less than 1000 hours per year and has successfully completed his or her probationary training period of employment. Part-Time Employees have no benefits.

Temporary Employee - Any employee hired for a limited period of time, usually for a specific task or project. This employee may work as few or as many hours per week as needed. These employees may be secured through a temporary employment agency and paid directly by that agency. Temporary employees have no benefits.

2.14 Re-employment

Re-employment (hiring) of an employee who has previously resigned or has been terminated will be determined on an individual case basis depending on the employee's work record, and circumstances of his/her leaving. Any person seeking re-employment must apply and be processed as any other applicant. No preferential treatment or consideration will be given to those applying for re-employment solely on the basis of the applicant having been previously employed by the City.

Once an employee leaves the employment of the City and is subsequently re-hired, the City-provided benefits will begin as defined in this manual. Prior service and benefits relating to time of service will be "bridged" as described in **Section 2.085** of this manual. After the specific probationary period has been met a new date of employment will be calculated. Sick time eligibility will begin anew and any unused sick time (from the prior employment period) will not be



carried forward. Employees in this category should contact the Human Resources Manager for details concerning their specific situation.

2.15 Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the "original employee personnel file". Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting the Human Resources Manager during normal business hours. A Human Resources staff person will be present while an employee reviews his or her file. ~~No employee may alter or remove any document in his or her personnel file which must be viewed in the presence of the Human Resources staff person.~~

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3.00 TRAINING AND CAREER DEVELOPMENT

3.01 Responsibilities

The functions and services offered by the City of Westfield and its employees are best performed by a work force that is properly recruited, selected, and trained on a continuing basis to provide outstanding service to the citizens of our community.

The City encourages its employees to participate in courses, seminars, and programs which offer training and continuing education and are approved by the Department Head and/or Chief Administrative Officer. Your supervisors have an immediate, direct, and continuing responsibility for the development of personnel within their area.

As an employee, you share with your supervisors the responsibility for your continued growth. You build a foundation for your own growth by doing your job to the best of your ability, by improving your present skills and abilities, and by developing new skills through your own self initiatives.

3.02 Disciplinary Probation

A **disciplinary probation** employment period may be recommended lasting from 3-6 months at the discretion of the immediate supervisor. A disciplinary probation period is a time period that allows the employee to address specific deficiencies that have been identified by a supervisor that are impacting the opportunity for continued employment with the City. This personnel action can come at any time during an employee's employment with the City.

This disciplinary probation is the natural progression of progressive discipline that normally would first have utilized verbal and written warnings addressing the specific work performance that needs to be improved.

During the disciplinary probation period, management will provide written feedback to the employee regarding his/her performance at least once during each month of the probationary period. If in the judgment of the City the specific performance is not being corrected adequately, dismissal may occur immediately.

Dismissal for action not specifically being addressed with the disciplinary probation can also take place during this time in accordance with action dictating immediate dismissal as defined elsewhere in this policy manual.

3.03 Attending Seminars, Conferences, and Meetings

Occasionally employees will be asked to attend seminars, conferences, and other job-related meetings that provide continuing education that would enhance that employees' performance. On other occasions, an employee may request of his/her department the approval to attend a job-related seminar. The City requires prior approval for all attendance at any training/educational seminars, conferences, or workshops.

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop during the normal workday. If evening or weekend participation is required for training, such training may be paid as dictated by applicable law.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

3.04 Travel and Expense Reimbursement

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

Employees will use a purchasing card authorized by their supervisor if possible. If the vendor does not accept purchasing cards, the employee must pay for the expense and then complete an expense reimbursement form with 5 working days upon return for each activity. The reimbursement form must be submitted to the Depart Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Cash advances for employees that are traveling to conventions, seminars or training, are available with a 10 day notice to the Clerk-Treasurer's office. Department Head approval is required and the/any unused funds must be returned to the Clerk Treasurer's office within 5 working days of return from said activity. Receipts of expense must be produced to validate reimbursement or payment of unused advances.

Purchasing card use will be administered by the Clerk Treasurer's Office. Purchasing card policies must be followed. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process.

For further information or questions please contact the Clerk-Treasurer's office.

3.05 Seminar/Meeting/Conference Reimbursement

Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

Department heads may approve group meals for employees attending city sponsored events that benefit and improve the quality of service of those employees.

Conferences, Seminars, or Meetings Attended Beyond 50 miles of Westfield

For the training/educational event beyond 50 miles (one way) from Westfield, approval may be given for overnight stays. During these situations meal allowances will only be allowed for those meals that are not a part of the conference or training. If overnight status is authorized, meals will be reimbursed up to \$50 per day in state, \$60 out of state, inclusive of tip, with accompanying "itemized" receipts.

Mileage reimbursement for use of personal vehicles used to attend conferences or training sessions will be at the rate allowed for tax purposes by the Federal Government.

Exceptions to any of these reimbursement or travel rules shall be approved by the Department Head **and** Chief Administrative Officer depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

3.06 University & Technical Schools Educational Programs

The Department Head may consider for approval, on a case-by-case basis, requests for tuition assistance for specific university or technical school classes and preparatory courses that are directly work related. The City will typically only pay an amount up to the amount established by law above which such is considered taxable wages. The employee will use a Purchase Card (if vender accepts) to pay for course(s). Upon completion of the course the employee must provide their supervisor and the Clerk's office with proof of earning a minimum grade of C. The employee will be responsible for the costs if the minimum grade is not earned or the employee withdraws from the class.

3.07 Performance Appraisals

It is the philosophy of the City that your job performance should be discussed with you at regular intervals to provide feedback to continually aid in work improvement. The City's performance appraisal process will review the work contribution of all regular status employees at least once each year.

Probationary employees will receive an appraisal after the completion of their prescribed probationary period. At that review the supervisor may release you from probation, continue the probationary status for a specified time, or terminate the employment relationship.

These appraisal discussions are centered on you, the quality of your work, and your working relationships. Such discussions enable you and your supervisor to talk about how you are progressing toward your personal, departmental, and City goals and assess your performance against your approved job description. Performance Appraisals are confidential discussions between the employee and his/her supervisor.

Formal written reviews normally will be accomplished annually with mid-year follow-up discussions as necessary to ensure that improvement plans are being accomplished as mutually planned by employees and their supervisors.

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4.00 PERSONAL BENEFITS

4.01 Eligibility

Eligibility for employee benefits is depicted on the following table depending upon the employment status.

<u>Benefit Program</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary</u>
Matching FICA and Medicare	Yes	Yes	Yes
Health, Dental, Vision			
Accident and Life Ins.	Yes	No	No
125 Plan	Yes	No	No
Regular Vacation	Yes **	No	No
Personal Hours	Yes **	No	No
Fixed Holiday	Yes **	No	No
Floating Holidays	Yes **	No	No
Illness in the Family	Yes **	No	No
Sick Leave	Yes **	No	No
Longevity	Yes	No	No
Employee Assistance (EAP)	Yes	No	No
<u>Retirement Programs</u>			
PERF	Yes	No	No
457 Plan	Yes	Yes*	No
401(a) Plan	Yes	No	No

* Part-time employees may participate in the 457 Plan but do not receive matching funds

** Based on Actual Hours Worked.

4.02 Health, Dental, Vision, Accident, and Life Insurance

The City Council of the City of Westfield shall establish annually the policy and contribution level for payment of the City's share of the cost of employee health, dental, vision, and life insurance. This insurance is offered to all full-time employees defined as any employee who is regularly scheduled 30 or more hours a week and has successfully completed the mandated required period of employment. City Council members are offered the same medical, dental and vision insurance but are required to pay both the employee and employer total costs of the coverage and may only elect these benefits during their term as Council members.

Additional coverage for dependents, spouse, and the entire family for health, dental, and vision coverage is available at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's Human Resources Manager. The City Council shall establish annually the amount, or percentage the City will contribute toward this additional coverage for family members.

The Employee Assistance Program is available at no cost to full-time employees and family members residing within the employee's household. Coverage is limited to six sessions per covered issue. Employees should consult with the Human Resources Manager for additional information.

Medical, dental, and vision insurance is available to retired employees (and if elected, their participating spouse and/or dependents) of the City only under the following conditions:

- The retiree pays 100% of the premium.
- Civilian employee retirees must have a combination of years of service with the City and age that equals at least 70 years.

Examples: (50 years of age + 20 years of service, 60 years of age + 10 years of service, 55 years of age + 15 years of service, etc.)

- Employees must have a combination of years of service as described above or be disabled to be eligible for PERF disability if the employee has not reached age 65.
- Civilian employees must have completed a minimum of five (5) continuous years of coverage under the City's medical, dental or vision insurance plan immediately prior to retiring.

4.03 Effective Date of Insurance Coverage

Various benefit programs have different effective dates for new employees. Please contact the City's Human Resources Manager to learn of the specifics of each benefit coverage.

4.04 Insurance Portability (COBRA)

Upon termination of employment from the City of Westfield and other specified "qualifying events", employees and their participating spouse and/or dependents may be eligible to continue their group health (health is defined by medical or dental or vision) coverage for a specified period of time at a premium rate somewhat higher than the group rate the City currently receives. This program is called COBRA. If COBRA is elected, former participants pay premiums directly to the COBRA administrator. Former participants need to complete an election form to secure this extended insurance coverage. The City's Human Resources Manager has this information, and you will receive written notice of your COBRA rights and election options if you experience a loss of health insurance coverage due to a COBRA qualifying event.

4.05 Health Insurance Portability and Accountability (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has four major administrative requirements for private and government sponsored health plans: portability, nondiscrimination, fraud and abuse, and administration simplification.

The City of Westfield protects the privacy and confidentiality of protected health information (PHI) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City's group health plan and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Any questions or issues regarding PHI should be presented to the Human Resources Manager for resolution. Additionally, the Fire Department has designated an employee in charge of records related to ambulance services.

Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deduction, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures.

- Disclosures that do not qualify as PHI – protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosure to worker's compensation providers and those authorized by the worker's compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving worker's compensation and/or medical information received to verify ADA or FMLA status.

4.06 Elective Additional Insurance

Additional insurance coverage is available from AFLAC through payroll deductions for those employees choosing to supplement their medical coverage for themselves or their families. Please see the City's Human Resources Manager who will arrange for an appointment with the AFLAC agent. AFLAC is the only additional elective insurance that is available through payroll deduction.

4.07 125 Plan

The City participates in a Section 125 Plan that allows for pre-tax deductions for medical insurance premiums that provide your family with medical coverage. Elective additional insurance can also be provided through pre-tax deduction by participating in this plan. There is no cost to the employee but annual election of this plan needs to be made. Annual employee discussions in November/December will provide you with this opportunity. The City's Human Resources Manager can explain the 125 Plan requirements and can activate your participation.

4.08 Vacation Overview

Because the City recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, the City grants annual paid vacation days to full-time regular employees as follows:

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment**

beginning January 1st. This eligibility occurs after the completion of the first 90 days of employment.

Hire Date	8-Hour Personnel Vacation Eligibility (in Hours)	12- Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
January 1 - August 15	80	80	5
August 16 – September 15	64	64	4
September 16 – October 15	48	48	3
October 16 - November 15	32	32	2
November 16 – December 15	16	16	1
December 16 – December 31	8	8	0

For an example: John Doe is hired May 10th and is an 8-hour per day- employee. He will accrue vacation in his first **partial** year of employment to be taken after January 1st of the following year. He would be eligible for 10 vacation days to be taken between January 1st and December 31st of his first full year of employment.

Following the initial partial and first full calendar years (see 2.11 for further explanation) of employment, full-time regular employees shall be eligible for the following number of annual vacation days, during each of the following calendar years of employment:

Calendar Year of Employment*	8-Hour Personnel Vacation Eligibility (in Hours)	12-Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
2nd through 3 rd	80	80	6
4 th through 7 th	120	120	9
8 th through 14 th	160	160	12
15 th through 21 st	200	200	15
22 nd and beyond	240	240	18

* Excludes the initial partial calendar year of employment and the first full calendar year. The City reserves the right, in its sole discretion, to credit new employees with years of employment for the purpose of calculating the number of days of vacation to which they are entitled.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. Unused vacation days at the end of the calendar year in which they are available for use may not be carried over into the next calendar year, and no payments will be made in lieu of taking vacation.



Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the City will pay out any earned and unused vacation time.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements. **Professional Police personnel may take vacation hours in one-hour increments.**

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time regular employees with the following hire dates shall be eligible to earn the following number of vacation days to be used during their first full calendar year of employment. This eligibility occurs after the completion of the first 90 days of employment.

Hire Date	Days Vacation
January 1 - August 15	10
August 16 – September 15	8
September 16 – October 15	6
October 16 - November 15	4
November 16 – December 15	2
December 16 – December 31	1

Following the initial partial and the first full calendar years of employment, full-time regular employees shall be eligible to earn the following number of annual vacation days during each of the following calendar years of employment:

Calendar Years of Employment*	Days Vacation
2 nd through 3 rd	10
4 th through 7 th	15
8 th through 14 th	20
15 th through 21 st	25
22 nd and beyond	30

* Excludes the initial partial calendar and first full calendar year of employment. The City reserves the right, in its sole discretion, to credit new employees with years of relevant employment for the purpose of calculating the number of days of vacation to which they are entitled.

All vacation, including stipend and carryover days, may be taken in ½ or full day increments.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at

the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days. Any other remaining earned and unused vacation days at the end of a calendar year will be lost and not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the employee shall be entitled to vacation pay for any vacation time which is earned but unused at the time of termination. Payment for such vacation time shall be made by the City on or by the employee's next regular payday following termination.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements.

4.09 Personal Hours Overview

Each **full-time regular employee** shall be eligible for paid time off for personal hours as indicated in the following charts. Personal hours are intended to cover time off from work to allow the employee to resolve personal or family legal, medical, or other **personal** situations or problems that cannot be accomplished during the normal days off.

These hours need to be pre-approved by your supervisor after describing your personal situational need. It is expected that these eligible hours will be taken in full-hour increments. You must receive your supervisor's approval, and approval will depend upon the needs of the City and availability of other personnel to perform the necessary work of your Department. There is no carryover of personal hours from year to year.

Unused Personal Hours are not paid upon termination of employment, or at the end of any calendar year.

4.10 Personal Hours Administrative and Public Works Personnel General Guidelines

Annual Personal Hours Eligibility (Employees are eligible for 3 equivalent days of personal hours)

7 ½ Hour Day Employees	23 Hours per year
8 Hour Day Employees	24 Hours per year

New employees hired before July 1st of each year **will be** eligible for ½ of the annual numbers depicted above to be used during the remainder of that calendar year. This eligibility occurs **after** the completion of the first 90 days of employment.

New employees hired July 1st or after of each year **will not** be eligible for any personal hours for the remainder of that calendar year.

The Personal Hours benefit becomes available for each eligible employee effective January 1st of each New Year, subject to completion of the first 90 days of employment.

4.11 Personal Hours Professional Police and Fire Personnel First Year & Every Year Thereafter Hours Eligible

Personal Hours eligibility During First Year of Employment after 90 days

Month Of Employment	Police & Fire (8 & 12 Hour Personnel) Hours Eligibility	Fire (24 Hour Personnel) Hours Eligibility
Jan – Apr	24	24
May – Jun	16	18
Jul – Aug	8	12
After Sep 1	None	None

After the first year of employment the Professional Police Officer is eligible for forty (40) personal hours beginning January 1st of each calendar year. After the first year of employment the 24 hour fire personnel are eligible for 24 hours of personal hours beginning January 1st of each calendar year.

4.12 Fixed & Floating Holidays

A fixed holiday schedule will be approved by the City Council each year and communicated to the employees during December. These fixed holidays will be observed and paid for all full-time and probationary employees as further defined below:

2015 2016 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Thursday <u>Friday</u>	January 1, 2015 <u>2016</u>
Martin Luther King Jr. Day	Monday	January 19 <u>18, 2015</u> <u>2016</u>
Presidents' Day	Monday	February 16 <u>15, 2015</u> <u>2016</u>
Memorial Day	Monday	May 25 <u>30, 2015</u> <u>2016</u>
Independence Day Observed	Friday <u>Monday</u>	July 31, 2015 <u>2016</u>
Labor Day	Monday	September 7 <u>5, 2015</u> <u>2016</u>
Thanksgiving Day	Thursday	November 26 <u>24,</u> <u>2015</u> <u>2016</u>
Day after Thanksgiving	Friday	November 27 <u>25,</u> <u>2015</u> <u>2016</u>

Christmas Eve Holiday	Thursday Friday	December 24, 2015 2016
Christmas Holiday	Friday Monday	December 25, 2015 2016
New Year's Eve	Thursday Friday	December 31, 2015 2016

Two Floating Holidays

*Civilian Employees hired on or before June 30, will be eligible for one-half (1/2) the Floating Holidays in the year they are hired. ~~Civilian employees~~An employee hired July 1, or later will not be eligible for any Floating Holidays in the year hired.

To be eligible to receive holiday pay, an employee must work the last scheduled workday before and the next scheduled work day after the holiday unless the Department Head has approved an absence as is provided in the benefits programs provided by the City, or as otherwise provided by law. In the case of family illness a doctor's excuse will be required since these events would be unscheduled.

- Fixed and Floating Holidays during Training Probation**
Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.
- Fixed and Floating Holidays during Disciplinary Probation**
Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.
- Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.
- Professional Police Officer Fixed and Floating Holidays.**
Because of different shift requirements, professional police personnel (road patrol officers) will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Office personnel (professional and civilian employees) working Monday through Friday, including the detective division, will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

Probationary Professional Police officers attending the Indiana Law Enforcement Academy Basic course or those temporarily assigned to an office assignment will observe the fixed holiday schedule approved by the City Council. If the Indiana Law Enforcement Academy basic course is in session during a fixed holiday, the probationary officer will bank fixed holiday hours. Any banked fixed holiday hours will

be taken as floating holidays. These hours may be used at the employee's choosing and may be used in one-hour increments.

Professional Police officers assigned to a temporary or light-duty office assignment will observe the fixed holiday schedule approved by the City Council. At the conclusion of this temporary or light-duty assignment, non-office Professional Police officers will revert back to the floating holiday policy. Under no circumstances will an employee be permitted to take more holiday hours than approved by the City Council.

5. **Professional Fire Personnel Fixed and Floating Holidays.**

Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

**Professional Fire Personnel Floating Holiday
During First Year of Employment after 90 days**

<u>Month</u>	<u>(24 Hour Personnel)</u>
Jan. – Mar.	3
Apr. – Jun.	2
July – Sept.	1
After Oct. 1	0

6. If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.
7. Floating Holidays are not paid upon termination from employment.

4.13 Floating Holidays

If floating holidays have been granted by the Westfield City Council the following rules apply.

- The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.
- Floating holidays are not eligible to be carried forward to the next year, and no pay will be provided for unused floating holiday at the end of a calendar year or upon termination of employment, for any reason.
- Floating holidays must be taken in no less than ½ day increments. This does not apply to Professional Police Personnel.
- Disciplinary probationary employees are eligible to schedule floating holidays.
- Training probationary employees are eligible to schedule floating holidays after the Training Probationary Period. Professional Police and Fire employees are eligible during their Training Probationary Period after 90 days of employment.
- New civilian employees hired before July 1st of each year will be eligible for ½ of the annual number of floating holidays to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.



- New civilian employees hired July 1st or after of each year will not be eligible for any floating holidays during the remainder of that calendar year.

4.14 Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Bereavement Leave, Family Illness Leave or Industrial Injury Leave during the calendar year. If an employee takes Compensation Time or Flex Time in place of Sick Leave, such employee remains eligible for perfect Attendance. This is not a paid benefit at the time of termination of employment, nor can it be carried over from year to year.

4.15 Employee Assistance Program

City of Westfield has a confidential voluntary Employee Assistance Program (EAP) available to employees and anyone living within their household. It is the responsibility of the employee to seek assistance from EAP when needed. Six (6) sessions per issue will be provided free of charge. Please contact Human Resources for any further information regarding this program.

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5.00 COMPENSATION AND PAYROLL



5.00 COMPENSATION AND PAYROLL

5.01 Compensation Programs

It is the desire of the City of Westfield that its salary and benefit programs will attract and retain people well qualified to achieve high standards of performance in their work. We encourage new employees to build their careers with the City. In keeping with this desire, compensation and benefit programs are reviewed annually and work performance is reviewed to encourage continued growth in your personal contributions toward the goal of providing service to the citizens of our community.

Every job with the City is reviewed and given a salary range for a starting salary. Salary ranges are reviewed annually with other similar positions within other communities throughout the State of Indiana and changes are made when appropriate. This is accomplished annually with the City Council approving a salary ordinance. Salary increases are approved by the City Council and generally are administered annually in January of each year.

In addition to the compensation and benefits programs, the City of Westfield pays longevity pay pursuant to the current year's salary ordinance. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Employees become eligible for longevity pay after the first full calendar year of employment. Based upon years of service, years 1-10 is \$200 per year and years 11-25 is \$250 per year. ~~The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer.~~ For example, an employee hired on February 1, 2010, first becomes eligible for longevity pay on January 1, 2012. Similarly, an employee hired December 15, 2010, also first becomes eligible for longevity pay on January 1, 2012. The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer.

5.02 Pay Periods & Notice of Deposit Delivery

Pay periods will be for a period of two weeks. The Clerk-Treasurer's office issues an annual schedule of pay dates.

Any error in your pay should be reported immediately to the Clerk-Treasurer so it can be corrected. Any request for payroll adjustment must be submitted in writing to the Clerk-Treasurer. Should an employee wish to designate a family member or other person to have access to their payroll information, such designation must be in writing to the Clerk-Treasurer.

5.03 Attendance Cards / Forms / Time Keeping System

You are responsible for reporting your own time and it should be submitted to your supervisor at the end of the two-week period. The supervisor will approve and forward to the Clerk-Treasurer's office for processing.

Employees are covered by the Fair Labor Standards Act, and are responsible for submitting ~~completing~~ hours worked each pay period into the payroll system of the City's choosing. Your pay is computed from this information.

To ensure maximum accuracy this should be completed daily. Your approval in the system and the approval of your supervisor certify the accuracy of all time information.

5.04 Fair Labor Standards Act

The Fair Labor Standards Act is a federal law that, in part, establishes minimum wage and overtime pay requirements for certain categories of work. Individuals who are not exempted from these requirements are referred to as “non-exempt” employees. Employees who are exempted from (not covered by) these requirements are classified as “exempt” employees. Your status is explained at the time of your employment.

5.05 Overtime Pay / Compensatory Time

It shall be the policy of the City Council to comply with all state and federal laws and regulations regarding compensation of minimum wage and overtime for all employees covered by the provisions of the Fair Labor Standards Act effective April 1986 and as amended.

For some employees, time worked in excess of the regular shift may be compensated with compensatory time off. Compensatory time off rather than paid overtime may be granted on a case-by-case basis at the discretion of an employee's immediate supervisor. It is recognized that the individual Department Heads must work within the specific workplace needs of their departments, and must have the ultimate decision making responsibility in offering the compensatory time option.

General Guidelines

1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.
2. Time worked required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest quarterone-half hour of service performed.
3. All overtime and compensatory time must be pre-authorized by the applicable Department Head. Employees who work unauthorized time without approval may be subject to disciplinary action.
4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

Hourly employees regularly scheduled to work 40 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday.

Overtime pay calculation is based upon your ~~regular average~~ hourly rate times 1.5.

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

Hourly employees regularly scheduled to work 37.5 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday. This would mean that the first 2.5 hours worked beyond the standard 37.5 hour work week would be at straight time for these employees.

Overtime pay calculation is based upon your ~~regular average~~ hourly rate for the workweek times 1.5

Public Safety Personnel (Police and Fire)

For public safety personnel (fire and police), please discuss the rules associated with overtime with your department head.

For 24-hour fire personnel, overtime is paid during the 28-day pay period when work exceeds 212 hours.

For professional police, overtime is paid during the 14-day pay period when work exceeds 85½ hours.

5.06 Non-Exempt Employees: Compensatory Time Off

(A) Definitions

- (1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.
- (2) Professional Police Employee shall refer to professional police personnel.
- (3) Professional Fire Employee shall refer to professional fire personnel.

(B) Non-Exempt Civilian Employees: Standard Workweek and Overtime

- (1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.
- (2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.

- (3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or the department head's designee. Failure to accurately report hours worked shall result in employee discipline.
- (4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.
- (5) If Non-Exempt Civilian Employees are required to perform work for more than 40 hours in a workweek, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (C) for any hour (or portion of an hour) worked in excess of 40.

(C) **Non-Exempt Civilian Employees: Compensatory Time Off**

- (1) As used within this subsection (C), "department head" shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head's designee.
- (2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee's performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.
- (4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee's compensatory time off balance is reduced below 40 hours.
- (5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time

off within a reasonable period of time after the employee has made such a request, subject to the department head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(D) **Non-Exempt Professional Police Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.
- (2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief's designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- (4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

(E) **Non-Exempt Professional Police Employees: Compensatory Time Off**

- (1) As used within this subsection (E), "Police Chief" shall refer to the Police Chief for the City or the Police Chief's designee.
- (2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall

exist prior to the Non-Exempt Professional Police Employee's performance of the overtime work.

- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.
- (4) When a Non-Exempt Professional Police Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Police Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 85½ in a work period until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Professional Police Employees must submit requests to use earned compensatory time off to the Police Chief or his/her designee. The Police Chief or designee shall allow Non-Exempt Professional Police Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Police Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Police Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(F) **Non-Exempt Professional Fire Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Fire Employees is 28 days.
 - Any hours worked in excess of 212 hours per work period must have the prior approval of the Fire Chief, or the Fire Chief's designee. Any hours worked by a Non-Exempt Professional Fire Employee in excess of 212 must fall within the department's budgetary limitations, except in the case of an emergency.

- Non-Exempt Professional Fire Employees are required to report all hours worked on a personal time sheet that is signed by the Fire Chief or the Fire Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- If Non-Exempt Professional Fire Employees are required to perform work for more than 212 hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (G) for any hour (or portion of an hour) worked in excess of 212.

(G) **Non-Exempt Professional Fire Employees: Compensatory Time Off**

- (1) As used within this subsection (G), "Fire Chief" shall refer to the Fire Chief for the City or the Fire Chief's designee.
- (2) When a Non-Exempt Professional Fire Employee works more than 212 hours in a given work period, the Fire Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Fire Chief must have an understanding with the Non-Exempt Professional Fire Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Fire Employee's performance of the overtime work.
- (3) When compensatory time off is substituted for overtime pay, the Non-Exempt Professional Fire Employee shall be entitled to earn compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 212 in a work period.
- (4) When a Non-Exempt Professional Fire Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Fire Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee must be paid overtime for any hours worked in excess of 212 in a work period.
- (6) Non-Exempt Professional Fire Employees must submit requests to use earned compensatory time off to the Fire Chief. The Fire Chief shall allow Non-Exempt Fire Department Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Fire Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Professional Fire Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

5.07 Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

- (1) Exempt Employees are required to work the numbers of hours necessary to complete their assigned tasks in any given workweek.
- (2) Exempt Employees are not entitled to overtime pay.
- (3) Exempt Employees, however, shall be entitled to earn "Flex Time Off" as set forth in subsection (B).

(B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), "department head" shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, "department head" shall mean the President of the City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) When flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek. An Exempt Employee must account for 8 hours per day and working more or less should be accounted for by earning or taking flex time or other benefit days.
- (4) When an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 24 hours. Once an Exempt Employee has accrued a balance of 24 hours of flex time off, the employee shall not accrue any additional flex time off until the Exempt Employee's flex time off balance is reduced below 24 hours.
- (5) Exempt Employees must submit requests to use accrued flex time off to their department heads. The department heads shall allow Exempt Employees to use accrued flex time off within a reasonable period of time after the employee has made such a request, subject to the department

head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (6) Under no circumstances shall an Exempt Employee be permitted to take flex time off until the employee has earned flex time off. .
- (7) Accrued flex time off hours will be carried forward from calendar year to calendar year.
- (8) No payments shall be made for accrued flex time off, and no payment shall be made in lieu of taking accrued flex time off. Under no circumstances will accrued but unused flex time off be paid out upon separation from employment.

5.08 Emergency Call-In Pay

Regular employees who are paid on an hourly basis (non-exempt) may qualify for emergency call-in pay under certain circumstances. If you are notified away from work that "emergency" call-in work is necessary, you will receive overtime pay for whatever amount of work time is involved with a minimum of three hours at the overtime rate, even though the job may be completed in less time. For such an emergency call-in, time spent in travel to and/or from work will be considered time worked.

For the Police and Fire Department, off-duty manpower called in for emergencies will also be paid overtime for whatever amount of work-time is involved, including travel time, with a minimum of 3 hours paid at the overtime rate, even though such work may be completed in less time.

Non-exempt professional police employees required to attend a work-related court hearing outside of their scheduled weekly work hours will be paid overtime for whatever amount of work time is involved, with a minimum of three hours paid at the overtime rate, even though such work may be completed in less time.

For the Public Works Department, this policy is superseded by the On-Call Policy implemented within the department.

5.09 Worker's Compensation Insurance

If an employee is injured on the job as a result of an accident or if an employee develops an occupational disease, the City provides, through worker's compensation insurance, payment of weekly income in accordance with worker's compensation and occupational disease laws.

The employee has the responsibility of reporting any accident or injury, which occurs while working, to their immediate supervisor. Failure to report an injury while on duty, that day, or at the end of that shift may result in a denial of benefits and/or disciplinary action.

Management will work with the City's Human Resources Manager to complete the required documents to comply with the law and meet submission deadlines.

It is critical that worker's compensation reports be completed on time.

5.10 Payroll Deductions

Several deductions are made from your pay including federal income tax, state income tax, social security tax, Medicare tax, and county income tax. An employee, by written request to the Human Resources Manager, may have a portion of their wages or salary withheld for additional approved purposes, such as:

- Purchase of group health, dental and vision for family members
- Purchase of supplemental insurance coverage
- One America deferred tax investment program
- Fire Personnel PERF retirement plan
- Union Dues

Social Security Tax - Medicare Tax

You pay for one-half of your social security and Medicare tax commonly known as FICA. The City of Westfield pays the other half for you. The social security tax and Medicare tax you pay is withheld from your paycheck. This tax is a percentage of salary (up to a certain annual maximum earnings figure; and the percentage applied to your salary is also subject to change). There are four kinds of government benefits covered by this tax; disability benefits, retirement benefits, Medicare, and survivor benefits.

5.11 Garnishments

We expect that each employee will be responsible for his or her own financial obligations; however, there are times the City will be required by law to withhold funds from your paycheck because of a court order. By law we reserve the right to charge the maximum administrative fee to the employee for each transaction.

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6.00 UNEMPLOYMENT COMPENSATION

6.01 Eligibility and Description

Eligible City employees are covered by the unemployment compensation program administered by the Indiana Department of Workforce Development (IDWD). Generally this compensation is available to those who are terminated from City employment through no fault of their own (layoffs or manpower cut-backs) and are actively seeking employment elsewhere. Eligibility is determined by the IDWD on a case-by-case basis. An application must be made by the worker before benefits can be considered by the IDWD.

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7.00 LEAVES OF ABSENCE

7.01 Medical Leave (Sick Leave)

Sick leave (provided after completion of 90 days of employment) is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. Sick leave may also be used for absences related to professional medical diagnosis and treatment but does not include routine appointments. However, sick leave shall not be considered a benefit of employment with the City and upon separation from employment for any reason, voluntary or involuntary; the City shall not pay such employee for any unused and/or accumulated sick leave. Pay for sick time will be based upon your normally scheduled workday (7 ½, 8, 12, or 24 hours) and can be taken in half-hour increments.

Employees (other than firefighters) will be permitted to substitute available paid time (e.g. vacation, compensatory time, personal time, or floating holidays) for sick days.

Employees on Full-Time Probationary Training Employment Status

Paid absence because of injury or illness (not related to work) during the first 90 days of all probationary training employment periods is not covered and time off from work would be **without** pay.

Sick Pay During Probation

Department	Probation Months	Eligibility for Sick Hours During First 90 Days of Employment	After 90 Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin.	6	0	
Police	12	0	
Utility/Admin.	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

Regular Full-Time Employees

If a regular full-time employee is absent because of illness or injury, he or she will, with Department Head approval, receive full pay as follows.

Beginning each January 1, all regular full-time employees will be eligible to receive ninety-six (96) paid Sick Hours (or pro-rated hours based on hours worked if any employee works 30 to 37 hours) to be used during the calendar year.

7.00 LEAVES OF ABSENCE

Carry Over Sick Hours

Unused Sick Hours for 7-1/2, 8 and 12-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar

year. 8 and 7-1/2-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

Unused Sick Hours for 24-hour shift fire personnel as of December 31 of each year may be accumulated to a maximum of 480 hours and carried forward to be used in the next calendar year. 24-hour shift fire personnel accumulate no more than 480 Sick Hours in one year including the New Year's sick pay eligibility.

Other Sick Leave Administrative Issues

Unless another time period is permitted by law, if illness or injury prevents an employee from reporting for work, he/she must contact his/her immediate supervisor of their absence prior to time he/she is to begin the workday.

When on sick leave, employees must be at home, at a medical facility, or be able to explain their whereabouts when requested. Failure to provide formal documentation as to one of the three requirements will result in severe disciplinary action that may include termination. No employee on sick leave will be permitted to perform any off-duty employment.

A minor illness or injury to an employee may cause a temporary sick leave of up to three (3) days to be granted by the supervisor. No certified medical form is required, but the City of Westfield reserves the right to obtain such a document at any time. Employees off due to illness four (4) days or longer will require medical documentation supporting the need for the absence. 24 Hour Firefighter employees off due to illness for two (2) consecutive assigned workdays will require medical documentation to support the need for the absences. In addition, the City of Westfield may request further medical review of the employee by a City-designated physician *at the City's expense*. All illnesses or injuries requiring medical documentation will require a fitness evaluation and medical documentation release for duty prior to coming back to work. In order to be paid for sick leave, an employee must be sick as defined above (any physical injury or illness, psychological condition or disability that incapacitates the employee to a degree that performance of the employee's job assignment is impaired). Therefore, in some circumstances a physician's opinion may be required in order to draw a sick leave benefit.

Absenteeism and Abuse of sick leave

The following shall be grounds for discipline up to and including termination:

- a. Use of sick leave for reasons other than illness or injury, except as expressly permitted in this manual.
- b. Pattern of sick leave abuse. This includes recurring use of sick hours on Fridays or Monday, before or after holidays, or before or after scheduled time off such as vacations, birthdays, personal days, or compensatory days off. This also includes repeated use of sick leave hours at times which the employee reasonably should know to be important to the department

because of workload, deadlines, or other causes rendering absences particularly troublesome to the department. Any combination of the above may constitute a pattern of abuse of sick leave and will be dealt with severely through normal disciplinary measures provided for in this manual.

Sick Hour Bank

In an effort to create an opportunity for a benefit to those employees who may have a major medical issue, the City of Westfield has created a Sick Hour Bank. The Sick Hour Bank shall be administered as follows:

Eligibility:

To be eligible to enroll in the Sick Hour Bank the employee first must have available the maximum allowable number of hours that may be accumulated pursuant to Section 7.010 "Carry over Sick Hours" of this policy and procedure manual.

Enrollment:

1. Employees may elect to participate in the Sick Hour Bank by completing an Enrollment Form and contributing the required number of accumulated Sick Hours to the Sick Hour Bank during the City's Sick Hour Bank open enrollment period.
2. The open Enrollment Period shall begin on December 1st and close on December 31st.
3. To enroll in the Sick Hour Bank the employee must donate ninety-six (96) of his or her accumulated Sick Hours to the bank.
4. Any employee who fails to complete the Enrollment Form by December 31st and/or contribute the required number of accumulated sick hours during the open enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Continued Participation in the Sick Bank:

1. To remain actively enrolled in the Sick Hour Bank, the employee must donate forty-eight (48) Sick Hours during the enrollment period each subsequent year to remain qualified to submit claims against the Sick Hour Bank the following calendar year.
2. Any employee who fails contribute the required number of accumulated Sick Hours during the Open Enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Administration:

1. An employee must be a member of the Sick Hour Bank for at least sixty (60) days prior to applying for benefits from the Sick Hour Bank.
2. The maximum benefit that any individual employee may claim against the Sick Hour Bank in a given calendar year is *the lesser of* one thousand four hundred and forty

(1,440) hours or the balance of Sick Hours contributed by all City employees that remain in the Sick Hour Bank.

3. Any employee petitioning to utilize the Sick Hour Bank must have utilized all of his or her paid time off benefits (Sick Hours, Personal Hours, Vacation Days, etc.) before being able to utilize the Sick Hour Bank.
4. Any employee who desires to make a claim against the Sick Hour Bank must submit his or her request on the City's Sick Hour Bank Request Form accompanied by appropriate documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.
5. Claims against the Sick Hour Bank may only be made for the employee's own major medical issue. The Sick Hour Bank does not cover extended leave to care for a family member with a major medical issue.
6. An employee may not make a claim against the Sick Hour Bank during any time period during which he or she is receiving Worker's Compensation wage replacement benefits.
7. All claims against the Sick Hour Bank must be approved by the Chief Administrative Officer and/or City Council.
8. Any employee who makes an approved claim against the Sick Hour Bank in a given calendar year will be relieved of the forty-eight (48) sick hour donation requirement for that year.
9. Any Sick Hours donated to the Sick Bank are non-redeemable except for a qualified claim. Hours contributed to the Sick Hour Bank will not be paid out upon termination.

7.02 National Guard and Reserve Duty Leave

The City of Westfield recognizes the importance of military service to our country and our state. The City will fully comply with all provisions set forth in federal and state law governing military leave. Pursuant to these laws, regular full-time and part-time employees are eligible for unpaid military leave. Such leave and the re-employment rights of an employee upon return from such leave shall be determined in accordance with applicable federal and state law and regulations.

Your supervisor may request a copy of any orders to substantiate a requested leave. Such leave shall not be charged against the employee's sick or vacation allowance. (IC 10-2-4-3)

In addition to the unpaid leave provided above, any employee of the City who serves in any reserve or active branch of the military or National Guard shall be granted 120 hours of paid military leave in any calendar year. For these 120 hours, the City will compensate the employee for the difference between his or her salary and/or hourly wages paid by the City and the salary paid by the military, if any. This means that if military pay is less than civilian pay, the City will make up the difference for 120 hours of the employee's military leave. If your military pay is in excess of your civilian pay, no payment from the City will be made. In no case will any employee receive full pay from both the military and the City for the same work period.

Pay beyond 120 hours of active duty each calendar year will not be compensated by the City. Unused leave will not carry over into the following year. Nothing contained in this Section 7.020 shall be implemented in violation of the Fair Labor Standards Act or other applicable law. Where a conflict exists, applicable law shall apply instead of this policy.

7.03 Family Military Leave

In compliance with the Indiana Military Family Leave Act (Indiana Code 22-2-13), the City will allow employees 10 days of unpaid leave when a family member is called to active duty in the United States Armed Forces, the Indiana Army National Guard, or the Indiana Air National Guard. The family member must be scheduled for at least 89 days of active military duty in order for the employee to qualify for family military leave. With the City's prior approval, an employee may use his/her earned, unused paid time off, including vacation or personal time, floating holidays, comp time, and flex time, for all or a portion of his/her family military leave. If you believe that you may qualify for family military leave or have questions about taking a family military leave, please contact the Human Resources Manager.

7.04 Bereavement Leave

A paid bereavement leave is authorized per death in the family as specifically described below:

This benefit applies to the death of an employee's spouse, child, step-child, mother, father, step-father, step-mother, step-brother, step-sister, step-grandchild (only when any step-relationship is within current marriage), mother-in-law, father-in-law, grandparents (employee's and spouse's), grandchildren, brother, sister, sister-in-law, brother-in-law, half-brother, half-sister.

Those employees assigned to 7.5 or 8-hour shifts may be granted three (3) days of Bereavement Leave. Those assigned to 12-hour shifts may be granted two (2) days of Bereavement Leave. Those assigned to 24-hour shifts may be granted one (1) day of Bereavement Leave (i.e., one 24-hour period). This benefit is for full-time employees only.

In special circumstances, usually because of travel distances, an extension of absence with pay may be granted on a case-by-case basis and approved by the Department Head **and** Chief Administrative Officer.

Any other absence in connection with funerals of other relatives or friends may be excused **without pay** if personal hours are not available. This decision to allow this absence is at the discretion of the Department Heads.

For purposes of this provision a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off.

7.05 Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.070) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay may be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; 2 days for 12-hour shift

personnel; and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time employees only.

7.06 Civic Leave (Jury Duty, Witness Duty)

Any employee who is summoned to serve on a petit or grand jury or to appear as a witness for the Federal, State or City Government shall immediately inform his or her Department Head or immediate supervisor. This employee shall be excused from work for the days on which he/she serves.

An employee's pay during this service period may be reduced by the amount received from the Court. The employee will present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. Payment by the court to the employee for traveling expenses may be retained by the employee.

If an employee is released from jury duty by the court any time prior to noon, he/she shall report to work as soon as possible but at least within (2) hours of being released by the court.

Part-time employees will not receive compensation for their time away from work for civic leave but will be given excused time off.

7.07 Other Leaves

Full-time employees may also receive leaves of absence for other purposes subject to the approval of the Chief Administrative Officer and City Council. These leaves may be paid or unpaid and will be considered on a case-by-case basis.

7.08 Maternity Leave

An employee who is unable to work because of pregnancy, child delivery, or other pregnancy-related causes, shall be treated for purposes of medical leave, vacation leave, leaves of absence, and other benefits, as any other employee with a medical condition. No maternity leave shall be for a period longer than 90 calendar days including the use of earned sick leave and vacation time available.

The City of Westfield will make every reasonable effort to provide employees who are nursing mothers a private place to express breast milk, as well as an appropriate place to store the expressed milk and shall:

1. Provide reasonable paid break time to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee.
2. Make reasonable efforts to provide a private space, other than a toilet stall, in close proximity to the work area, for nursing mothers to express milk; and;

3. Make reasonable efforts to provide a refrigerator or other cold storage space for expressed breast milk or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

It is the responsibility of the employee to request from Human Resources or her direct supervision a workplace accommodation.

7.09 Family and Medical Leave Act of 1993

The City of Westfield complies with all applicable federal and state laws, including the Family and Medical Leave Act (FMLA) of 1993, as amended. Under the FMLA, eligible employees are entitled to certain rights and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

An eligible employee under FMLA is an employee who has been employed by the City of Westfield for at least 12 months and who has worked at least 1,250 hours within the last 12 months. All public sector employees who meet the above requirements are deemed an eligible employee.

An eligible employee may take FMLA leave for up to 12 weeks per leave year, calculated on a rolling 12 month period measured backward from the date any leave is used, for any of the following four reasons:

- 1) To care for a newborn child or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement. Also includes "in Loco Parentis", an individual who has day-to-day responsibility to care for and financially support a child who is under eighteen (18) years of age or who is older than eighteen (18) years of age and incapable of self-care because of a physical or mental disability;
- 2) To care for the employee's spouse ~~(defined in accordance with applicable State law, as amended from time to time)~~, child, or parent who has a serious health condition;
- 3) Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions; or
- 4) Due to any non-medical 'qualifying exigency' arising out of the active duty status (or notice of an impending call or order to activity duty) of your spouse, son, daughter or parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

If you are the spouse, son, daughter, parent, or next of kin of a "covered service member", then you may be entitled to take up to 26 workweeks of service member family leave in a 12-month period to care for the service member. This 26-workweek leave entitlement shall be reduced by any leave taken during the 12-month period for one of the reasons enumerated above. For example, if you took 8 weeks of leave due to your own serious health condition, you would be entitled to up to 18 weeks of service member family leave.

The term “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term also includes veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred during the five years preceding the date of treatment.

The term “serious injury or illness” means “an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.”

Spouses employed by the City are jointly entitled to a combined total of up to 26 workweeks of service member family leave.

A serious health condition is defined as any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization) or continuing treatment by a health-care provider. Continuing treatment is defined as:

- (a) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition with the requisite instances of subsequent treatment;
- (b) any period of incapacity due to pregnancy or for prenatal care;
- (c) any period of incapacity due to a chronic serious health condition;
- (d) any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- (e) any period of absence to receive multiple treatments for certain conditions (e.g. chemotherapy, dialysis); or
- (f) other qualifying absences attributable to incapacity. Common colds, flu, earaches, etc. are not considered serious health conditions.

Routine physical, eye or dental examinations are not considered within the scope of continuing treatment and voluntary cosmetic treatments are not generally considered serious health conditions unless inpatient care is required.

An eligible employee generally must give the Department Head at least 30 days notice of his or her intent to take leave under FMLA. If the employee is unable to give such notice, then the employee must notify the Department Head as quickly as possible. The Department Head will forward the notification immediately to Human Resources for processing and filing. If a notification cannot be obtained from the employee, the Department Head must give notice to Human Resources that an employee is off and Human Resources will determine if the leave applies. When requesting qualifying exigency medical leave or service member family leave, you must provide the City with as much notice as is reasonable and practicable.

In cases of leave to be taken to care for a seriously ill family member or due to an employee's own serious health condition, the employee must provide the Department Head with certification signed by the health care provider including the following information:

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) Medical facts supporting the need for leave;
- 4) If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the job as well as the nature of any other work restrictions, and the likely duration of such inability ;
- 5) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- 6) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

A certification form will be provided to the employee by the City. An eligible employee on FMLA leave must submit to the Department Head and to the Chief Administrative Officer's office a medical release indicating that the employee is able to return to work and perform the duties identified in the employee's job description. Without such a release the City of Westfield cannot restore the employee to an active status.

The City of Westfield requires that the employees take any available paid leave (e.g. vacation, sick, personal) for which they are eligible while on FMLA leave. Employees shall only be eligible to use their accumulated sick leave while on FMLA leave if the FMLA leave is taken for the employee's own serious health condition. Otherwise, leave is without pay.

The FMLA provides up to either 12 or 26 weeks of job protected leave. Upon return, the employee will be restored to the position he or she held prior to taking FMLA leave or to an equivalent position with respect to pay, position and responsibility.

During FMLA leave the City of Westfield is required to maintain the group health benefits for the employee while on leave. Any employee cost for such insurance is still the responsibility of the employee while on leave. The employee is expected to make arrangements with the Department Head and with the Clerk-Treasurer's office for payment of the employee's obligation.

7.10 Vacation Leave (Unpaid)

All regular full-time employees may request an additional ten (10) days of vacation each calendar year **without pay** (12-hour personnel may request 7 days and 24 hour employees may request 6 days) after eligible leave is used. Eligible leave is defined as earned vacation both carried over from the prior year plus the current year's vacation plus floating holiday and personal time. It is not a requirement to take this unpaid vacation leave in weekly increments.

The Department Heads of each department **have the sole authority** to grant this additional vacation **without pay** based upon work schedules and requirements in their areas. These days are **not** eligible to be carried forward to the next year if not used and are **not guaranteed** to be granted when requested.



Additional leave time may be granted to the extent required by the Americans with Disabilities Act and/or other applicable law.

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8.00 RETIREMENT

8.01 Summary

All regular full-time employees, including the Clerk-Treasurer and the Mayor, of the City of Westfield, are allowed to participate in a retirement program, funded at least in part by contributions from the City. Eligibility begins on the first day of employment with the City. Part-time employees are only allowed to participate in the 457 Retirement Plan described in 8.015 below and the City will not make any contributions to that plan.

8.02 Public Employees Retirement Fund (PERF)

~~Most All regular~~ full-time employees (other than certain firefighters and police officers described in Section 8.020.2), the Clerk-Treasurer, and the Mayor of the City of Westfield are required to join the Public Employees Retirement Fund (PERF) maintained by the State of Indiana. This plan is designed as an employer **and** employee contributory plan. The City of Westfield currently contributes the employee **and** employer portion to this retirement plan for all eligible employees. Eligible employees are enrolled as of the first day of their employment with the City. Civilian PERF is based on gross wages and calculated at 14.2% total.

Paramedics are considered civilian employees when it pertains to PERF. The City contributes 14.2% of the paramedic's base pay into the Civilian PERF account and an additional 13% of their base pay into the 457 account. Paramedics do not have to contribute to the 457.

PERF pays benefits to employees upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the employee's death.

In many municipalities, the employee shares in this retirement cost; however, the City of Westfield has included the employee portion of this cost as an additional benefit to the eligible employees employed by the City. Therefore, there is no payroll deduction for this state retirement program. Employee contributions (made for the eligible employee by the City) are eligible to be refunded to the employee by PERF upon termination of employment if the employee so chooses and applies to PERF for a refund of these funds.

Full particulars regarding PERF are contained in a PERF Member Handbook available online at www.in.gov/inprs/perfmbrforms.htm. Additional questions should be directed to the Clerk Treasurer's office.

8.03 Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

The program is entirely voluntary and public employees (full and part-time) may contribute a portion of their salary **before federal taxes**, if they desire, to a retirement account. The purpose of this tax-deferred program is to help you build your own additional financial security through payroll deductions being contributed to an investment program.

The City's Human Resources Manager can explain the plan requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office. Contact our representative from One America to make an appointment with you to explain this program in more detail.

8.04 City of Westfield Matching Investment Plan (a 401(a) Plan)

This matching program is intended to supplement retirement investment initiatives by all full-time employees. Part-time employees are not eligible for this matching program. The purpose of this matching program is to strongly encourage personal financial saving to secure employees' future retirement.

The City matches \$0.667 in a 401(a) account for each \$1.00 invested in the 457 Retirement Plan up to 6% of the employee's annual **base** salary. The City's up to 4% matching portion is invested in a 401(a) account and is subject to the vesting schedule below based on your years of service with the City. The City's Human Resources Manager is available to explain other eligibility requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office.

401(a) Account Vesting Schedule:

Year 1 Vesting	0%
Year 2 Vesting	0%
Year 3 Vesting	20%
Year 4 Vesting	40%
Year 5 Vesting	60%
Year 6 Vesting	80%
Year 7 Vesting	100%

See **example** below of how this program works. This example uses an employee with an annual **base** salary of \$25,000 and a 457 Retirement Plan Contribution of 6%.

Annual Base Salary	<u>457 Retirement Plan</u> <u>6% of Annual Base Salary</u>	<u>401(a) Retirement Plan</u> <u>City Match</u> <u>(\$.667 for each \$1.00</u> <u>invested in your 457</u> <u>Retirement Plan)</u>
\$25,000	\$1,500	\$1,000

If you invest \$1,500 into the 457 Retirement Plan, the City will match that contribution at the rate of \$.667 for each \$1.00 or \$1,000. If you contribute less than 6% into the 457 Retirement Plan, the City will match \$.667 for each \$1.00 you contribute. For example, if your contribution is \$800 then the City will contribute \$533 into your account under the 401(a) Retirement Plan.

8.05 City Contribution to 457 Plan for Certain Police Officers

This policy applies to all police officers who elected to remain in the Civilian PERF Fund ~~did not elect to enroll in the 1977 Police and Firefighters Fund as described below in Section 8.020-2~~ when they were allowed a choice on January 1, 2008. To supplement retirement for this

category of police officers who are not participating in the 1977 Police and Firefighters Fund, the City contributes 13% of the police officer's base pay into the 457 plan described above and 14.2% of the police officer's **gross** pay into the civilian PERF, subject to maximums imposed by federal law. Therefore, there is no payroll deduction for those officers participating in this retirement program. This contribution is made in July and January of each year. For additional information with respect to this program, contact the Clerk Treasurer's office.

8.06 1977 Police and Firefighters Fund

The 1977 Police and Firefighters Fund ('77 Fund) maintained by the State of Indiana is available to all professional firefighters of the City's Fire Department and to all professional police officers hired on or after January 1, 2008 who are 36 years of age or less on their dates of employment. The '77 Fund was also made available to those professional police officers who enrolled in the Fund effective as of January 1, 2008. Eligible employees are enrolled as of the first day of their employment with the City.

The '77 Fund is designed as an employer **and** employee contributory plan. Each of the eligible participants has a payroll deduction of 6% of a 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay placed into the '77 Fund. The City of Westfield contributes an additional 19.7% of the 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay into the '77 Fund.

The '77 Fund pays benefits to police officers and firefighters upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the police officer's or firefighter's death.

In order to receive retirement benefits, members of the '77 Fund must have completed at least 20 years of creditable service and attained age 52 for an unreduced benefit or age 50 for a reduced early retirement benefit. If a member of the '77 Fund ends employment for any reason other than your death or disability before completing 20 years of creditable service, the member's employee contributions are eligible to be refunded to the member.

Additional information regarding the '77 Fund is available contained in the Police and Firefighters Member Handbook provided on-line at www.in.gov/inprs/policeandfirefighters.htm. Additional questions should be directed to the Clerk Treasurer's office.

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9.00 PERSONAL HEALTH AND WELFARE

9.01 On-The-Job Injury

Non-public safety employees who suffer an on-the-job injury will receive their normal rate of pay for up to five (5) days of their normally scheduled work period provided a physician certifies that the employee is unable to work. Public safety employees who suffer an on-the-job injury, and who are certified by a physician as being unable to work, will receive their normal rate of pay for up to three months (unless otherwise extended at the discretion of the City) until they begin receiving their disability payments from PERF. However, no employee may receive both their normal rate of pay and workers compensation or PERF disability benefits for the same time period. Therefore, if the employee is paid his/her normal rate of pay and subsequently receives workers comp or PERF benefits for the same time period, he/she must reimburse the City the amount the City paid. If Worker's Compensation pays the employee for these first days off, the employee will reimburse the City. This period shall not be charged against the employee's medical leave account. Employees who are injured or become ill on the job should report the injury or illness immediately to their supervisors.

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.
2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.
3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's Human Resources Manager for processing.

9.02 On-The-Job Safety

The City of Westfield's employees over the years have given the City an enviable safety record. By following safety rules and instructions that have been developed based on working experience, you will help to continue to make our City a safe place to work. Your supervisor will give you any specific safety instructions based upon your specific work assignments. A serious violation of the safety rules or instructions given to you by your supervisor may result in disciplinary action, including dismissal.

The responsibility for this important part of your working life - your own safety and the safety of others - is shared by your supervisor and by you. In the last analysis, it is individual action that results in a safe or an unsafe environment.

All employees must report to their supervisor any working conditions that they believe to be potentially unsafe or harmful. Failure of the supervisor to address the situation or to convey the matter to the Chief Administrative Officer could result in disciplinary action, including dismissal, of the supervisor.

9.00 PERSONAL HEALTH AND WELFARE

9.03 Smoking

All City owned or operated facilities, including but not limited to, buildings and surrounding grounds, vehicles owned, leased or operated by the City of Westfield, parks, trails, parking lots as well as any City sponsored event wherever located within the City limits, shall be subject to the

provision of Ordinance No. 09-09; Prohibiting Smoking in Public Places. The purpose of this Ordinance is to protect the public health and welfare by prohibiting smoking in public places and places of employment and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

Smoking shall be prohibited in all public places within the City of Westfield, including any outdoor area within reasonable distance of a regulated area so as to insure tobacco smoke does not enter into designated smoke free areas. In no event shall a distance less than twenty (20) feet be deemed reasonable.

For further information, please see Ordinance No. 09-09 of the City of Westfield, Indiana and amendments as applicable.

9.04 Security

In an effort to provide an environment that is safe and secure for the employees of the City, as well as residents, a security system has been installed at all City building locations. This system will require the use of a City issued security number to enter during certain periods of the day and in certain areas. Other security codes will be assigned as appropriate. Please see your Department Head or designated representative to receive your individual code. External doors will be unlocked to exit the building in the event of an emergency during business hours.

Human Resources will be responsible for issuing identification cards for new employees with the exception of the police and fire departments. Department Heads, or their designee, must notify Human Resources of any new hires, terminations or missing identification cards. If an employee loses his/her identification card, a new card will be issued at the employee's expense. Employees will not be responsible for the cost of replacing damaged or defective cards due to normal wear and tear.

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10.00 OPEN DOOR POLICY

10.01 Philosophy and Process

Satisfactory working relationships depend on communication and understanding among people. Good relationships are easier to achieve when people feel that their problems and opinions can be discussed in a direct, open manner.

An open atmosphere is desirable in all areas of the City. If you have a problem or situation concerning any aspect of your employment, you are encouraged to discuss the problem or situation clearly and openly with your supervisor. It is important to understand the value of working through the "chain of command" in working your issues through upper level supervisors. In most cases, such discussion will lead to a prompt resolution of the problem or situation.

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11.00 DISCIPLINE AND DISCHARGE

11.01 Philosophy

Since circumstances vary in each case involving possible disciplinary action, each situation is handled on an individual basis. Management will work with the employee in attempting to correct the situation. The Chief Administrative Officer may be brought into the dialogue to work with Department Heads to ensure consistent application of disciplinary measures and to, where appropriate, ensure that progressive discipline was followed.

The nature of the disciplinary action taken will depend on the nature of the problem and the circumstances involved and will be consistent across all departmental lines.

11.02 Grounds for Disciplinary Action

Employees who engage in one or any combination of the following infractions may be subject to disciplinary action by their supervisor.

1. Poor job performance
2. Disobedience of orders
3. Conduct that disregards the public good
4. Repeated tardiness and/or unexcused absence
5. Inappropriate dress
6. Failure to abide by policy of working unauthorized overtime
7. Violation of Westfield Policy(ies)

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

11.03 Tardiness / Unexcused Absence

Tardiness for non-supervisory personnel is defined as late arrivals past the stated starting time for the work day and unexcused absence for all personnel shall be defined as failure to personally notify authorized management when said employee is unable to report for work. Two (2) late arrivals or two (2) unexcused absences in a 90-day period shall result in a written notice from the Department Head that will be placed in the personnel record. Two (2) written notices in any six (6)-month period may result in termination of employment.

An employee who fails to show up for work for three (3) days in a row and does not call in to report will be considered to have voluntarily resigned their position.

11.04 Extent of Authority

A Supervisor, Department Head, and/or Chief Administrative Officer may discipline an employee who commits any of the above infractions and may impose any one or more of the following disciplinary actions, depending on the circumstances

1. Verbal Warning
2. Written Reprimands
3. Suspension from work with or without pay
4. Discharge

All disciplinary actions involving suspension, demotions or terminations must be reviewed and approved to ensure compliance with relevant policies, procedures and laws. All personnel actions must be documented in the official employee personnel file located in the Human Resources office.

11.05 Progressive Discipline

Misconduct or unsatisfactory performance by an employee will typically be handled through a progressive disciplinary system. A progressive system of discipline is designed to allow both the City of Westfield and its employees to address unacceptable work performance or misbehavior through communication and consistent action.

1. Verbal warnings are typically the first layer of discipline issued, but may not be the only means of discipline applied, depending upon the severity of the situation as determined by the Supervisor, Department Head, and/or Chief Administrative Officer. Verbal warning will be in writing and forwarded to the Human Resources office to be filed in the official employee personnel file.

2. Should the offense continue past the occasion upon which the verbal warning was given, the result will then be a written reprimand. Written reprimands will be placed in the employee's official personnel file in the Human Resources office.

3. An additional offense, including but not limited to a repetition of the first offense or incident, within twelve (12) months of the first offense or incident, will result in a written warning and may result in a one (1) to three (3) day suspension with or without pay or a new defined disciplinary probationary period may be established.

4. A third offense or incident, including but not limited to the repetition of previous offense or incidents, within twelve (12) months of the second offense or incident, will result in immediate discharge.

5. If the twelve month disciplinary period lapses without the employee moving to the third offense or incident, the employee is deemed to have complied with the progressive discipline for that twelve month period and the progressive discipline starts over with a verbal warning upon the next offense or incident. Any restrictions or conditions put upon the employee by the supervisor during the twelve month disciplinary period should be revisited by the supervisor at the end of the twelve months. Only in egregious circumstances should the conditions be continued beyond the twelve month disciplinary period. The City reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline, including immediate termination, for any given occurrence. The severity of discipline will depend upon the severity of the occurrence, as well as the employee's work history.

11.06 Offenses That May Result in Immediate Discharge

The offenses listed below are examples of conduct for which the employee **may** be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician
2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job
3. Fighting while on the job
4. Threatening employees or other citizens while on the job
5. Theft while on the job
6. Theft from the City of Westfield, which shall include unauthorized use of City property or equipment
7. Intentional or grossly negligent destruction or damaging of City property
8. Representing oneself as a City of Westfield employee in order to aid in committing or attempting to commit a felony or misdemeanor
9. Flagrant insubordination regarding supervisor's directions
10. Possession of dangerous weapons in the workplace or in any City vehicle, except when an employee is specifically authorized to by the City.
11. Immoral or indecent conduct or use of abusive language while on the job
12. Falsification of City records or any records kept by the City of Westfield
13. Any attempt to commit fraud through insurance, payroll, or other administrative documents

14. Conviction of a felony, domestic violence or child abuse
15. Unauthorized disclosure of any confidential City information
16. Refusal of drug testing without good reason

17. Violation of the City's Workplace Violence Policy,

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~~17-18.~~ Violation of the City's discrimination or harassment policies

~~18-19.~~ Engaging in or permitting unethical or illegal conduct

~~19-20.~~ Failure to maintain a valid Indiana Driver's license-

In addition, the Police Department and Fire Department periodically issue General Orders for their respective departments. As General Orders relate to public safety and employee conduct, they may also be grounds for disciplinary action, even though they may not be included in the above list. Not all General Orders are related to conduct but may also be grounds for disciplinary action or termination.

11.07 Workplace Violence Policy

The City of Westfield is concerned about increased violence in society, which has also filtered into many workplaces throughout the United States. As a result, the City has developed the following policy to prevent incidents of violence from occurring at the City.

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.

2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.

3. Employees, former employees, and visitors (excluding Professional Police Officers) are strictly prohibited from bringing firearms or other weapons into the workplace or in any City vehicle ~~unless specified by the City, except otherwise provided by applicable law.~~

4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts



of violence, aggressive behavior, offensive acts, and threatening of offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

If you are a victim of threats or acts of workplace violence, witness or hear of threats or acts of workplace violence or if you believe such violence could soon occur, notify your supervisor, Department Head, Human Resources Manager or Deputy Mayor immediately. Making a report in good faith will not reflect negatively on any employee with respect to the terms and conditions of their employment. **In an emergency, employees should dial 9-1-1 immediately.**

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12.00 OTHER RULES AND REGULATIONS

12.01 Purpose

The purpose of these stated rules and regulations is to help to maintain a high level of conduct on the part of the employees of the City of Westfield. In no way do these directives try to dictate personal manners or lifestyles, but they do seek to promote the effective skills and services that characterize the City's employees. The rules and regulations are to be used as guidelines and should not be seen as applying only to the general ideas listed here; City employees should also incorporate their own view of positive work habits.

12.02 Performance on the Job

Every City employee shall devote his or her full-time and attention to the task at hand while on the job. Supervisors must be able to oversee subordinates at all times and take immediate action if indifferent or improper behavior is seen.

12.03 Conduct in the Work Place

All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with City associates as well as with other people who may have business to transact with our City. In particular, all employees must be sensitive to the concerns and values of others.

12.04 Contracting Conflicts of Interest

The City may enter into a contract or renew a contract for the procurement of goods ~~or~~and services or a contract for public works with an individual who is a relative (spouse, parent, step-parent, child, step-child, sibling, half-sibling, step-sibling, aunt, uncle, niece, nephew, daughter-in-law or son-in-law) of an elected official (Mayor, member of the City-Council or Clerk-Treasurer); or a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements below are satisfied and the elected official does not violate IC 35-44-1-3.

The City may enter into a contract or renew a contract with an individual or business entity described above if:

- (1) the elected official files with the City a full disclosure, which must:
 - a. be in writing;
 - b. describe the contract or purchase to be made by the City;
 - c. describe the relationship that the elected official has to the individual or business entity that contracts or purchases;
 - d. be affirmed under penalty of perjury;
 - e. be submitted to the City Council and be accepted by the City Council in a public meeting prior to final action on the contract or purchase; and
 - f. be filed, not later than 15 days after final action on the contract or purchase, with:
 - i. State Board of Accounts; and
 - ii. The Clerk of the Hamilton County Circuit Court
 - g. makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or

(2) the City satisfies any other requirements under IC 5-22 or IC 36-1-12.

An elected official must also comply with the disclosure provisions of IC 35-44-1-3, if applicable.

These provisions do not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

12.05 Theft

Employees shall not take articles of any kind, regardless of value, from any work site, emergency scene, or property that is public or private with the intent of depriving the legal owner. Violation of this regulation will result in immediate discipline.

12.06 Bribery

Employees shall reject any attempt by an individual, group, or organization to bribe or compensate for services rendered while on the job. Any such attempts must be reported to the Chief Administrative Officer and City Council.

12.07 Notice of Absence or Delay

Employees who realize that they will be unavoidably late or absent from work must notify their immediate supervisor at the earliest possible time, and as otherwise provided in this handbook. Persistent lateness or absenteeism will not be tolerated.

12.08 Uniforms

Employees required to wear uniforms shall keep, maintain, and wear the uniform as specified by their supervisor. After voluntary or involuntary separation from the employment of the City, the employee must return all uniforms.

12.09 Dress Code

As in any business or job, you are expected to report to work in a clean and neat manner at all times. We request that you dress appropriately for the job you are performing with safety in mind.

Uniformed employees will be expected to care for the uniforms and comply with procedures for uniform pick-up and cleaning.

Non-uniformed employees are expected to wear casual business attire that is suitable to represent the City in interactions with City residents, other employees and all visitors that seek our services. The City's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace yet still project a professional image. Business casual attire does not include the following and is not allowed: revealing shirts (tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, or tops with bare shoulders), short skirts (a skirt or a split in a skirt more than 2" above the top of the knee, including mini-skirts, "skorts", or skirts that ride halfway up the thigh), sun dresses, beach dresses or spaghetti-strap dresses, shorts, jeans, and flip flops. Because not all casual clothing is suitable

for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that reveals too much cleavage, back, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Any need for clarification should be directed to Human Resources.

Certain days may be declared dress down days. On these days, jeans and other more casual clothing are allowed but must still fall within the above guidelines regarding length, a revealing nature and type.

The above dress code is the minimum standard that should be followed. Department Heads may exercise their right to elevate a dress code specific to their department.

12.10 Commitment to Quality

Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions. Indifference, insubordination, and improper conduct will not be tolerated.

12.11 Political Involvement

An employee may not perform any election or political campaign related function during the assigned work hours. An employee also may not perform election or political campaign related functions or acts if the said employee is wearing his/her uniform of the City of Westfield. This does not pertain to the act of voting.

12.12 Personnel Information Changes

Employees, who change their address, telephone number, marital or dependent status must report the new information to their supervisor and the City's Human Resources Manager within five (5) calendar days of the change. It is important to provide this new information because it may affect your pay and receipt of other City communications.

Changes in your W-4 federal personal exemption form should be made on forms available in the City's Human Resources Manager's office. If your personal family situation changes you may want to change this form.

Changes in your selection of medical coverage, dental coverage, and beneficiaries for life insurance purposes should be communicated directly to the City's Human Resources Manager.

12.13 Records Disclosure Policy

It shall be the responsibility of the Human Resources area to maintain and store the official employment records of current and former employees of the City of Westfield. Human Resources may disclose for verification of employment the following information that is subject to public disclosure either by a written request, in person, or via telephone:

1. Hire date of employee and/or termination date
2. Position title
3. Department for which he/she is or was employed

4. Length of employment

All requests for salary information must be presented in writing to the Clerk-Treasurer's office for completion.

Questions concerning the nature of certain records as to whether or not those records are to be classified as public information shall be reviewed on a per request basis. The final decision will be made at the discretion of the City and legal counsel.

12.14 Conflict of Interest

An employee who knowingly or intentionally has a monetary interest in or derives a profit from a contract or purchase connected with an action by the City has a conflict of interest subject to disclosure. An employee has a monetary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the employee or a dependent of the employee.

If an employee has a conflict of interest he/she shall immediately disclose his or her conflict of interest on the prescribed form in the Clerk-Treasurer's office.

12.15 Business / Work Hours

The City Hall office hours are 8:00am to 4:30pm Monday through Friday. Employees in departments working outside of the City Hall (City Services, fire, and police) will have different work shifts and schedules that are determined by the department head of those departments.

12.16 Lunch Time

All employees receive a 1-hour lunch break. This **lunch period is unpaid** and will be scheduled by your immediate supervisor or determined within your work group based upon work activity. Employees are not authorized to perform any work during their lunch breaks unless they have received prior authorization from their supervisors. Police and fire personnel should specifically check with their department head to verify lunch arrangements that may be unique to their work groups.

12.17 Resignation

If an employee should decide to leave the City's employment it is desirable that as much advance notice as possible be given to the City. At least a 2 week notice is required for a termination in good standing. Even though the 2 week notice is suggested, the City may request the employee terminate immediately for internal reasons. Resignations should be documented in writing by the employee and forwarded to Human Resources to be filed in the official employee file.

An employee, who resigns must return all City property, including uniforms, keys, and any other items or materials that are the property of the City and have been entrusted to the employee during their employment. Exit interviews will be required and must be scheduled with the City's Human Resources Manager prior to the employee's last day of service to ensure that insurance enrollment and other important changes due to the employee's separation are made in a timely manner.

12.18 Gambling

Gambling on City property is prohibited and shall result in investigation by management and the Chief Administrative Officer and may, depending on the seriousness of the offense, result in immediate dismissal.

12.19 Ethics

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief Administrative Officer. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment, and/or criminal prosecution.

The City requires that all employees adhere to the following principles and standards:

1. Give first consideration to the objectives and policies of the City
2. Strive to obtain the maximum value for each dollar of expenditure
3. Grant all competitive suppliers equal consideration insofar as state and federal statute
4. Demand honesty in sales representation whether verbal or written
5. Give prompt and courteous reception to all who have legitimate business with the City including suppliers and customers
6. Foster fair, ethical and legal practices

12.20 Technology Resources Policy

12.20.1 Summary

The City provides computing resources to its employees and affiliates. Computing resources are defined as any and all technological resources and services procured or maintained through City funds or City paid employees: work stations, desktops, laptops, file servers, hardware, software, televisions, cellular phones, internal and external communication networks (e.g. internet, bulletin boards, commercial online services, and electronic mail systems) which are accessed directly or indirectly using City-owned and operated resources.

12.20.2 Purpose and Scope

This policy sets forth the City's policy regarding the use, access, and disclosure of computing resources. This policy applies to all employees, contractors, consultants, temporaries, and affiliates.

Computing Resources are a privilege, not a right. Therefore, any and all City provided computing resource-related rights may be revoked for violations of unacceptable behavior including, but not limited to:

- unsolicited and unauthorized mass electronic mail (a.k.a. spam)
- offensive language
- obscene materials
- harassment or discrimination
- direct or indirect threats
- pornographic or gaming materials
- use of unauthorized device(s)
- infringement on others' privacy
- unauthorized access to other's electronic mail or other network resources
- interference with others' work
- copyright infringement
- any illegal activity; or
- other unauthorized use of electronic mail or network resources provided by the City

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Please refer to the Policies and Procedures Manual sections 11.040 and 11.050 for disciplinary actions when this policy is violated.

12.20.3 Statement of Policy

A. Privacy, Confidentiality and Public Records Considerations

The City will make reasonable efforts to maintain the integrity and effective operation of its computing resources, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. The City can assure neither the privacy nor confidentiality of messages that may be created, transmitted, received, or stored.

In addition, Indiana law provides that communications of City personnel that are sent or received may be considered public records and are subject to public inspection. See Indiana Code 5-14-3-2.

Official City Issued E-mail Address

1. To ensure that all correspondence is delivered, all City employees will be assigned an official e-mail address. It is of the expectation that this address, and no other electronic mail address, will be used for all official City electronic mail correspondence. Any employee not utilizing their provided electronic mail address may not receive some or all communication.
2. Users should utilize proper e-mail etiquette including signing e-mail messages with the appropriate identification information, avoiding the use of ALL CAPS (often referred to as e-mail 'shouting'), and refraining from confrontational e-mail messages. Employees are prohibited from sending messages with inappropriate content, such as discriminatory, harassing or otherwise offensive materials. Employees are prohibited from sending e-mail correspondence destined to ALL EMPLOYEES unless previously approved by the Departments' direct Supervisor or Director.

B. Permissible Uses

1. Authorized Users

- a. Users and other persons who have received special permissions under the appropriate City authority (Mayor, Deputy Mayor, Director, and/or Informatics) are authorized users of the City's computing resources.

2. Purpose of Use

- a. The use of any City resources must be related to the identification of one's job responsibilities. Incidental and occasional personal use may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use for personal purposes is subject to the provisions of this policy.

C. Prohibited Uses

1. Prohibited Purposes

- a. Personal use that creates a cost for the City.
- b. Personal monetary gain or for commercial purposes that are not directly related to one's job responsibilities.
- c. Using the work of others in violation of copyright laws
- d. Capturing and viewing other's electronic records except as required in order for authorized employees to diagnose and correct technical issues or abide by legal records requests
- e. Harassment or intimidation of others in any manner including:
 - i. Creation or distribution of any offensive or disruptive messages, offensive comments about race, gender, ~~hair~~-color, age, sexual orientation, pornography, religious or political beliefs and/or practices, national origin or disability
- f. Violation of Federal, State, or local laws, and regulations
- g. "Spoofing," i.e., constructing an electronic message so it appears to be from someone else without prior proper authorization
- h. Use of an encryption device to restrict or inhibit access
- i. Attempting unauthorized access to City computing resources without prior proper authorization including: breaching of any security measures, intercepting electronic transmissions and transferring or storing electronic transmissions outside of approved methods of transfer and storage.

Any employee that receives prohibited messages has the responsibility to contact their department head and should not attempt to resolve the issue on their own, or forward any of the contents.

D. City Employee's Access and Disclosure

1. Users must keep their personal username(s) and password(s) confidential.
2. General Provisions
 - a. The City reserves the right to access and disclose the contents of all users' electronic records without consent if there is a legitimate business need. All communications sent or received utilizing any City owned resources may be made available for review.
 - b. Electronic records are subject to the provisions of Federal Statute *I.C. § 5-14-3*
3. Monitoring of Computing Resources
 - a. The City may exercise the right to monitor any and all computing resources to the extent permitted by law, without notice to or further consent by employees.
4. Inspection and Disclosure

The City will inspect and disclose the contents of computing resources when action is necessary in the follow conditions:

- i. in the course of an investigation conducted by City officials; or
- ii. to protect health and safety; or
- iii. to prevent the interference of any of the City's missions, objectives, or goals; or
- iv. to acquire information for the completion of one's responsibilities (only in the condition where he or she has the authority to authorize such action) and that is not more readily available by some other means

Electronic records must be available for inspection and copying by the public agency unless an exception to disclosure, based on the content of the message, applies.

Exemptions to disclosure are set forth in I.C. § 5-14-3-4 Sections 4(a) and 4(b).

5. Special Procedures to Approve Access to, Disclosure of, or Use of Computing Resources
 - a. Any individual seeking to obtain, use, or disclose information who does not have prior consent of the user and/or who does not directly supervise the user, must first obtain written permission from the user's department director. Only after the appropriate written permissions will Informatics grant access to the appropriate folders and/or files associated with the request.

E. Retention and Archiving of Electronic Mail

Electronic mail messages using City-owned equipment or software ~~may be~~ are public record and ~~are~~ subject to inspection and discovery. All electronic mail will be destroyed on or after its first (1st) anniversary unless stored within the Informatics' provided folder within each user's Outlook application, or as otherwise required by law.

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records – County Records Management*. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to know their respective records retention laws set forth by the CTGRS and abide by such policies.

All archiving activities or saving of e-mail messages outside of Outlook, Outlook Web Access, or a City provided e-mail enabled telephone device may be destroyed upon recognition.

The City reserves the right to place an official litigation hold or otherwise maintain electronic mail records beyond the 1st anniversary if such records are officially or perceived to be associated with an active investigation. Such requests for records may only originate from City Administration or from any official legal entity as defined by Federal, State, or local statute.

F. Disciplinary Action

Disciplinary action will be taken against individuals found to have engaged in prohibited use of the City's electronic mail or other network. The City reserves the right to skip sections of disciplinary action pending the severity of the offensive usage up to and including a direct referral to City judicial authorities or law enforcement officers.

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CITY OF WESTFIELD, INDIANA PERFORMANCE MANAGEMENT GUIDELINES FOR FULL-TIME CIVILIAN EMPLOYEES

INTRODUCTION

1. Purpose and Scope

The Performance Management Guidelines set forth the policies and procedures necessary to establish and administer the City of Westfield performance management process for full-time civilian employees. This document *does not* apply to sworn police officers or firefighters, or to part-time, seasonal and temporary employees.

2. Goals

The City's ability to provide quality services to residents and visitors is closely tied to the performance of its employees. To measure and manage performance in order to assist in achieving optimal outcomes, the City is implementing a written performance management system in 2015.

The goals of performance management under this system are to:

- Create an ongoing dialogue between supervisors and employees regarding the City's expectations and the employee's progress in meeting those expectations;
- Document performance based on assigned job duties and established performance goals;
- Create a consistent and permanent record of an employee's performance;
- Identify opportunities for continuing training and education to enhance the skills required by the employee's position, or necessary for advancement;
- Establish measurable performance goals for the upcoming year;
- Identify obstacles that prevent the employee from performing at optimum levels;
- Develop plans to improve performance that does not meet expectations;
- Enable management to make informed decisions regarding an employee's job assignments and/or continued employment with the City; and
- Establish eligibility for annual salary increases.

3. Roles and Responsibilities

The Human Resources Manager will oversee the performance management process, develop or amend policies and procedures as needed, ensure supervisors are properly trained to evaluate employees and establish annual deadlines.

The Department of Human Resources will collect and maintain all performance evaluations and analyze data on a supervisory, department and City-wide level.

Department Directors will ensure performance evaluation are completed in a timely manner for their departments. All performance evaluations must be reviewed and signed by the Department Director before being submitted to Human Resources.

Supervisors with direct and/or indirect oversight will evaluate subordinate employees. **This is the most critical element of the process.** In order to protect the integrity of the entire process, supervisors are required to be trained in the performance management process. Their work will be reviewed by the Department Director and by the Director of Human Resources.

Employees will be required to complete a self-assessment form and to engage with their supervisor during the performance evaluation interview. Employees are not asked or expected to evaluate their supervisors, although relevant comments made in the course of the performance management process may be used in their supervisor's own performance evaluation.

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases. Every employee hired before July 1, 2014, will participate in

the 2015 performance management process. The 2015 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2015, and no later than October 17, 2015, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- b) Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- c) Supervisor completes written performance evaluation form, excluding achievements and goals.
- d) Supervisor(s) meets individually with employee to review employee's self-assessment and to discuss supervisor's performance evaluation, no later than October 24, 2015. Achievements and goals are discussed and added at this meeting. Employee signs completed form and receives copy.
- e) Performance evaluation form is submitted to Department Director for review and signature. Original signed form and employee self-assessment are sent to Human Resources no later than October 31, 2015. Department keeps a copy.
- f) Employee has ten (10) calendar days following the performance evaluation interview to append no more than one (1) page of written comments to the evaluation, with original to Human Resources and copy to Department Director.
- g) Second evaluation interview and Performance Improvement Plan, when required, are completed and submitted to Department Director for review and signature no later than November 29, 2015. Original is retained by department with a copy to employee and Human Resources.
- h) Three-month re-evaluation based on Performance Improvement Plan is completed and submitted to Department Director for review and signature no later than February 28, 2016. Original signed form is sent to Human Resources no later than March 7, 2016. Department and employee each get a copy.

5. Employee Self-Assessment

Employees are expected to honestly assess their strengths and weaknesses and to develop work-related goals for the following year. Employees may also identify desired training and/or career development to help enhance skills for their positions or to prepare them for advancement. Training opportunities are provided at the sole discretion of the department.

6. Supervisor's Performance Evaluation

The performance evaluation consists of the following sections:

- Personal/Work Attributes
- Areas for Development
- Achievements and Goals (to be completed jointly by supervisor and employee)
- Other Comments (supervisor and/or employee)
- Acknowledgements (supervisor, employee and director)

Supervisors will evaluate their subordinate employees' work performance for the entire 12-month period preceding the interview. Since the initial performance evaluation will take place in 2015, supervisors may go back further than 12 months to establish a pattern of behavior.

The performance evaluation will be based on a standard set of expectations. Although job responsibilities vary from position to position, success in any position depends on a common set of attributes which includes adhering to the City's Goals of Employee Engagement, Enhanced Infrastructure, Safe City, Fiscal Responsibility and Excellence in Customer Relations.

7. Performance Ratings

The evaluation structure for personal/work attributes utilizes a 4-tier rating system:

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

"Meets Expectations" is a ~~an entirely~~ positive rating. This indicates the employee is meeting all job requirements in the area being evaluated, performs consistently and dependably in this regard, and achieves fully satisfactory results. It is expected that most employees will be given this rating level.

To receive an "Exceeds Expectations" rating, the employee must significantly and consistently perform at levels above expectations. An employee in this category will regularly exceed job requirements in the area being evaluated—not just once in a while—and achieve correspondingly superior results. This rating will be given sparingly.

For underperforming employees, two ratings are available. "Needs Improvement" is for the employee whose performance is somewhat deficient in the area being evaluated. This employee needs to make some improvements to meet minimum job requirements. An employee who receives three (3) or more "Needs Improvement" ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

The "Unacceptable" rating will be used for an employee whose performance is unsatisfactory in the area being evaluated, and from whom substantial and immediate improvement is necessary. An employee receiving one (1) or more "Unacceptable" ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

Every rating on the performance evaluation except "Meets Expectations" must be supported with a concise but descriptive narrative. Performance ratings should be based primarily on the supervisor's direct observation or knowledge of the employee's work, although they may also

incorporate verifiable comments from other members of the evaluation team, coworkers or customers when available and/or appropriate.

8. Evaluation Interview

Upon completion of the written performance evaluation (and any management approvals required by the department), the supervisor will meet with the employee to review and discuss the employee's self-assessment and the supervisor's written performance evaluation. This meeting serves as an opportunity for a candid discussion between the supervisor and the employee, with a focus on how the employee can achieve maximum productivity.

Two (2) copies of the written performance evaluation should be brought to the evaluation meeting: one to be forwarded to Human Resources for the employee's personnel file and one to be given to the employee for his personal records. Both copies should be signed by the employee and the supervisor performing the evaluation. The City's copy should also be signed by the Department Director before being sent to Human Resources.

9. Employee Comments and Acknowledgement

The employee will initial the bottom of each page of the performance evaluation to indicate the supervisor has discussed it with him. The employee will also be given the opportunity to respond in writing to his performance evaluation. Brief comments may be added at the time of the performance evaluation interview. Additional feedback, not to exceed one (1) typewritten or handwritten page, may be submitted within ten (10) days after the interview. These comments will be filed with the original performance evaluation form. After 10 days, no further comments will be accepted.

The employee will be expected to sign the performance evaluation, whether or not he agrees with the supervisor's evaluation. The employee's signature is merely an acknowledgement that the employee had an opportunity to provide input prior to the performance evaluation interview, discuss the performance evaluation with his supervisor and provide verbal and written feedback regarding the content of the performance evaluation. An employee's refusal to sign the performance evaluation form may ~~will~~ lead to disciplinary action.

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

Any employee who receives one or more "Unacceptable" ratings or three or more "Needs Improvement" ratings must meet again with his supervisor to develop a Performance Improvement Plan. The Performance Improvement Plan will outline the performance deficiencies, expectations and steps required for improvement.

Another performance evaluation meeting will be scheduled three (3) months out. If the employee has not made adequate progress, further action will be determined on a case-by-case basis. At minimum, the employee will be scheduled for another 3-month evaluation. For the most serious shortcomings (e.g., the employee has shown little or no improvement, the shortcomings are seriously disruptive to the operations of the department, the employee is resistant to changing his behavior), employment may be terminated.

In addition to the Performance Improvement Plan, the evaluation team may elect to pursue other disciplinary or remediation procedures.

Although ~~2014~~ performance evaluations will not be specifically tied to the level of pay increases ~~in 2015~~, underperforming employees, as measured by the performance evaluation process, may be denied a cost-of-living adjustment (COLA) ~~in 2014~~.

11. Ongoing Feedback

The performance evaluation is a valuable mechanism to give an employee feedback on his work performance, but it should not be the only source of communication used by a supervisor. Supervisors should provide their employees open and honest feedback on a continual basis, and be receptive to comments from the employee. It is important to address issues in the appropriate manner when they occur as opposed to waiting for a scheduled performance evaluation and presenting a laundry list of issues. If the lines of communication are truly open between a supervisor and employee, there will be no real surprises at the time of the performance evaluation.

Appendix III



Appendix III

City of Westfield, Indiana 2015 Employee Self-Assessment

Employee Name _____ Department: _____

You are scheduled for a performance evaluation interview with your supervisor (and/or another member of your department's management team) on or about _____.

In preparation for your interview, please respond to the following questions to the best of your ability. Return the completed form to your supervisor no later than _____. **Attach additional pages if you need more space to respond to any question below.**

1. From the following list, please consider the personal attributes you bring to the job. Put an "S" beside the three (3) attributes you consider your greatest strengths. Put a "W" beside the three (3) attributes you think you are weakest. A description of these attributes is attached for your reference. Do not consider the "Leadership" attribute unless you are a supervisor.

Job Knowledge	Problem Solving	Accountability
Productivity	Adaptability	Time Management
Quality of Work	Attitude	Training/Development
Teamwork	Attendance	Analytical Thinking
Communication	Compliance	Decision Making
Customer Service	Leadership	Fiscal Management
Initiative	Professionalism	Innovation

2. Do you feel that you are currently in the position that best suits your skills and talents?
3. What do you consider your major job accomplishments over the past year?
4. What would you like to achieve in your job over the next year?
5. Do you have the resources (equipment, time, training, instruction, teamwork, etc.) you need to do your job? If not, please describe the additional resources you need.
6. Do you think your job could be modified in any way to make you more efficient or effective?
7. Where do you want to be next year? 5 years from now? Other?

Employee Signature

Date

Description of Attributes

Your supervisor will be rating you on each of these attributes, selecting from the following categories:
Meets Expectations, Exceeds Expectations, Needs Improvement, Unacceptable

JOB KNOWLEDGE	You understand job requirements and seek to obtain knowledge, skills and abilities. You know when your skills are adequate for a task and when to ask for help.
PRODUCTIVITY	You make good use of time and produce results consistent with your efforts. You are able to prioritize tasks, respond to requests in a timely manner and meet deadlines.
QUALITY OF WORK	Your work is accurate, thorough and neat, and meets department and governmental standards. You set high standards for yourself and act quickly to identify and correct errors.
TEAMWORK	You cooperate and work well with others to complete projects and achieve goals. You maintain positive relationships with coworkers and respect their contributions to team efforts.
COMMUNICATION	You communicate well with others, both verbally and in writing, as needed. You are a good listener, able to ask questions and/or provide explanations to ensure understanding.
CUSTOMER SERVICE	You provide superior service to internal and external customers. You represent the City and/or your department in a courteous, positive and professional manner.
INITIATIVE	You are self-motivated to remain active without constant oversight. You can be relied upon to follow through with a plan of action in order to complete tasks and meet goals.
PROBLEM SOLVING	You recognize problems that arise in the course of your work activities and develop effective solutions. You apply logic and innovation to workplace situations.
ADAPTABILITY	You respond to shifting requirements, goals and priorities without undue stress or disruption. You can work effectively in a variety of environments and with a variety of people.
ATTITUDE	You display a willingness to do whatever needs to be done on job assignments. You take personal pride in your performance and make a positive contribution to workplace morale.
ATTENDANCE	You report to work as scheduled, with minimal tardiness and unplanned absences. You are fully attentive while at work and seek to avoid unnecessary distractions.
COMPLIANCE	You comply with City policies and procedures, and with written and oral instructions from your supervisors. You show respect for management and department decisions.
LEADERSHIP	You identify and assume all responsibilities associated with supervision. You effectively mentor and motivate subordinates to achieve maximum morale and productivity.

Appendix IV

**CITY OF WESTFIELD, INDIANA 2015
PERFORMANCE EVALUATION**



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

Attach additional pages if more space is needed for any portion of this performance evaluation.

PERSONAL/WORK ATTRIBUTES

JOB KNOWLEDGE	<i>Expectations: Employee understands practical/technical job requirements and seeks to acquire and update relevant knowledge, skills and abilities. Employee knows when skills are adequate for tasks and when to ask for assistance.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
PRODUCTIVITY	<i>Expectations: Employee makes good use of time and produces results consistent with individual and/or group efforts. Employee prioritizes assignments, responds to requests in a timely manner and meets deadlines.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
QUALITY OF WORK	<i>Expectations: Employee's work is accurate, thorough and neat, and consistently meets department standards and/or government requirements. Employee sets high personal standards and acts quickly to identify and correct errors.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
TEAMWORK	<i>Expectations: Employee works cooperatively with others to complete projects and achieve goals. Employee fosters positive relationships with colleagues and demonstrates respect for their contributions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
COMMUNICATION	<i>Expectations: Employee communicates effectively with others, verbally and/or in writing as necessary, to complete assigned tasks. Employee listens carefully and provides explanations or asks questions when necessary to ensure understanding.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

PERSONAL/WORK ATTRIBUTES (continued)

CUSTOMER SERVICE	<i>Expectations: Employee is attentive to the needs of internal and external customers and seeks to provide superior service. Employee represents the City and/or Department in a courteous, positive and professional manner.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
INITIATIVE	<i>Expectations: Employee is self-motivated to remain active and productive without constant oversight. Employee is able to follow through with a plan of action to complete tasks or reach goals.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
PROBLEM SOLVING	<i>Expectations: Employee recognizes problems that arise in the course of performing work activities and develops effective solutions. Employee applies logic and innovation to work situations.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ADAPTABILITY	<i>Expectations: Employee is an agent for positive change, responding to shifting requirements, goals and priorities without undue stress or disruption. Employee works effectively in a variety of environments and with a variety of people.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ATTITUDE	<i>Expectations: Employee approaches people and job assignments with respect and a willingness to do whatever needs to be done. Employee takes personal pride in a job well done and makes a positive contribution to workplace morale.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

PERSONAL/WORK ATTRIBUTES (continued)

ATTENDANCE	<i>Expectations: Employee reports to work as scheduled and minimizes tardiness and unplanned time off. Employee is fully attentive when on the job, and seeks to avoid unnecessary distractions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMPLIANCE	<i>Expectations: Employee complies with City policies and procedures and with written and oral instructions provided by supervisory staff. Employee shows respect for management and department decisions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
LEADERSHIP (supervisors only)	<i>Expectations: Employee identifies with and assumes the tasks and responsibilities associated with supervision. Employee is effective at mentoring and motivating subordinates to achieve maximum morale and productivity.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

CITY GOALS

EMPLOYEE ENGAGEMENT	<i>Expectations: Employee takes an active role City activities or in assisting in the development and planning of our processes.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ENHANCED INFRASTRUCTURE	<i>Expectations: Employee actively pursues the preservation of our City infrastructure and looks for ways to improve items or processes that will assist in the long term preservation of City infrastructure.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
SAFE CITY	<i>Expectations: Employee is aware of City safety protocols and helps to promote a safe live, work and play environment.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
FISCAL RESPONSIBILITY	<i>Expectations: Employee recognizes opportunities of waste and does all within his/her power to provide solutions that stimulate and foster a culture of fiscal responsibility.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
EXCELLENCE IN CUSTOMER RELATIONS	<i>Expectations: Employee is aware of the need for maintaining good relations with residents, visitors, business owners and others. Employee promotes the City of Westfield.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			



AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

List two goals for next 12 months (goals should be specific, measureable and achievable):

OTHER COMMENTS

<i>Additional supervisor comments (optional):</i>
<i>Employee feedback (optional):</i>

ACKNOWLEDGEMENTS

Supervisor Acknowledgement: I attest that I have discussed the contents of this performance evaluation with the employee, and addressed the employee's strengths, weaknesses, achievements and goals.

Next evaluation recommended: Annual ☐ Three Months for Performance Improvement Plan ☐

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

- 1) Provide input regarding my performance prior to my performance evaluation, a copy of which is attached;
- 2) Discuss the contents of this performance evaluation with an immediate supervisor and/or member of my department's management staff; and
- 3) Provide verbal and written feedback regarding the content of the performance evaluation. (Employee may attach additional written response within 10 calendar days after the evaluation interview, not to exceed 1 page in length, which will be filed with the performance evaluation form.)

Signature does not necessarily indicate agreement with the contents of the performance evaluation, but acknowledges receipt of the performance evaluation.

Employee Signature

Date

Management Acknowledgement:

I attest that I have reviewed and approved this performance evaluation and all attachments thereto.

Department Director Signature

Date

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form (COMPLETE IN PHASE II)

To be completed by employees: Please mark the answer that most closely reflects your response, and enter comments to provide more understanding:

- a. I receive frequent, on-going, timely feedback about my performance:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- b. I have the necessary tools and resources to perform my job :

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- c. I have the necessary information to perform my job accurately:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- d. I am given opportunities to grow and learn new skills:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- e. I understand how what I do on a daily basis contributes toward the goals and objectives of my department and the City/Town:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- f. Conflicts and differences of opinion are resolved respectfully in our department:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

Appendix VI

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").
2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.
3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

Employee Signature

Employee Name (Printed)

Date of Signature

ORDINANCE NUMBER 16-04

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE AND THE KEENELAND PARK PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE

This is an Ordinance (this "Ordinance") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended;

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Council enacted Ordinance No. 12-45, the Keeneland Park Planned Unit Development District (the "Keeneland Park PUD Ordinance"), on December 10, 2012;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1603-PUD-02**), requesting an amendment to the Keeneland Park PUD Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1603-PUD-02** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a _____ recommendation (#-#) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Keeneland Park PUD Ordinance and the Unified Development Ordinance are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 This Ordinance shall amend the Keeneland Park PUD Ordinance, as applicable to the Real Estate. Development of the Real Estate shall be governed by the Keeneland PUD Ordinance, as amended by this Ordinance and its exhibits.
- 1.2 All other provisions of the Keeneland PUD Ordinance shall remain in effect with the adoption of this Ordinance.
- 1.3 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of the Keeneland PUD Ordinance, as amended.

Section 2. Architectural Standards.

- 2.1 Section A(1) of Exhibit F: Architectural Standards of the Keeneland Park PUD Ordinance is hereby supplemented to add “Farmhouse” as a permitted Distinct Architectural Theme.
- 2.2 Exhibit G: Architectural Themes of the Keeneland Park PUD Ordinance is hereby supplemented with the attached **Exhibit B: Farmhouse Architectural Theme** to illustrate the architectural elements and sample color elevation of the Farmhouse architectural theme.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.]

ALL OF WHICH IS ORDAINED/RESOLVED THIS ## DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 16-04** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 16-04**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 16-04**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

This document prepared by:

SCHEDULE OF EXHIBITS

- | | |
|-----------|---------------------------------|
| Exhibit A | Real Estate (Legal Description) |
| Exhibit B | Farmhouse Architectural Theme |

EXHIBIT A
REAL ESTATE

LOTS 122-147 IN KEENELAND PARK SUBDIVISION, SECTION 6, AS RECORDED AS INSTRUMENT NO. 2015033682, ON JULY 7, 2015, IN THE OFFICE OF RECORDER OF HAMILTON COUNTY, INDIANA.

AND:

LOTS 148-182 IN KEENELAND PARK SUBDIVISION, SECTION 7, AS RECORDED AS INSTRUMENT NO. 2015066143, ON DECEMBER 28, 2015, IN THE OFFICE OF THE RECORDER OF HAMILTON COUNTY, INDIANA.

AND:

Section 5

PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 3, TOWNSHIP 18 NORTH, RANGE 3 EAST OF THE SECOND PRINCIPAL MERIDIAN, WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE ON THE WEST LINE OF SAID SOUTHEAST QUARTER NORTH 00 DEGREES 10 MINUTES 32 SECONDS EAST 629.35 FEET TO A 5/8" REBAR WITH PLASTIC YELLOW STAMPED "WEIHE ENGR 012" (REBAR) ON THE PERIMETER OF KEENELAND PARK, SECTION V PER the PLAT THEREOF, RECORDED AS INSTRUMENT NUMBER _____ IN THE OFFICE OF THE RECORDER OF HAMILTON COUNTY, INDIANA, SAID POINT BEING THE POINT OF BEGINNING; THENCE ON THE PERIMETER OF SAID KEENELAND PARK SECTION V THE FOLLOWING SEVEN (7) CALLS: 1) SOUTH NORTH 89 DEGREES 49 MINUTES 28 SECONDS EAST 170.36 FEET TO A REBAR; 2) SOUTH 00 DEGREES 10 MINUTES 32 SECONDS WEST 25.36 FEET TO A REBAR; 3) SOUTH 89 DEGREES 49 MINUTES 28 SECONDS EAST 120.00 FEET TO A REBAR; 4) NORTH 00 DEGREES 10 MINUTES 32 SECONDS EAST 264.00 FEET TO A REBAR; 5) NORTH 08 DEGREES 36 MINUTES 20 SECONDS EAST 34.42 FEET TO A REBAR; 6) NORTH 77 DEGREES 58 MINUTES 13 SECONDS WEST 24.86 FEET TO A REBAR; 7) NORTH 89 DEGREES 39 MINUTES 42 SECONDS EAST 198.00 FEET TO A REBAR ON THE PERIMETER OF KEENELAND PARK, SECTION III PER PLAT THEREOF RECORDED AS INSTRUMENT NUMBER 2014028465 IN SAID RECORDER'S OFFICE; THENCE ON THE PERIMETER OF SAID KEENELAND PARK, SECTION III THE FOLLOWING FIVE (5) CALLS: 1) NORTH 89 DEGREES 39 MINUTES 42 SECONDS EAST 199.07 FEET TO A REBAR; 2) NORTH 00 DEGREES 20 MINUTES 18 SECONDS WEST 170.00 FEET TO A REBAR; 3) SOUTH 89 DEGREES 39 MINUTES 42 SECONDS WEST 3.55 FEET TO A REBAR; 4) NORTH 00 DEGREES 20 MINUTES 18 SECONDS WEST 124.81 FEET TO A REBAR; 5) SOUTH NORTH 89 DEGREES 39 MINUTES 42 SECONDS WEST 710.59 FEET TO A REBAR ON THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE ON SAID WEST LINE SOUTH 00 DEGREES 10 MINUTES 32 SECONDS WEST 569.63 FEET TO THE POINT OF BEGINNING; CONTAINING 6.74 ACRES, MORE OR LESS.

Exhibit B

(Architectural Theme)

Farmhouse

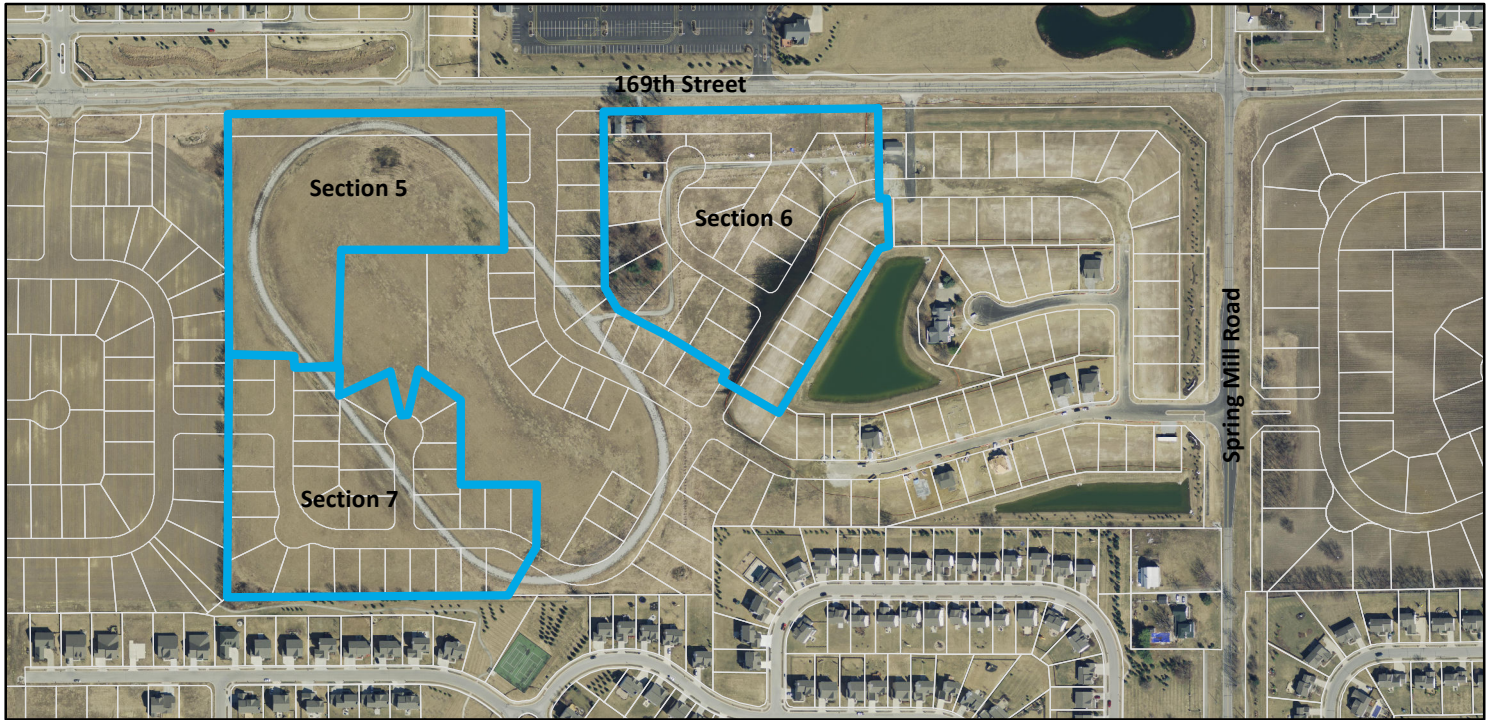


Farmhouse

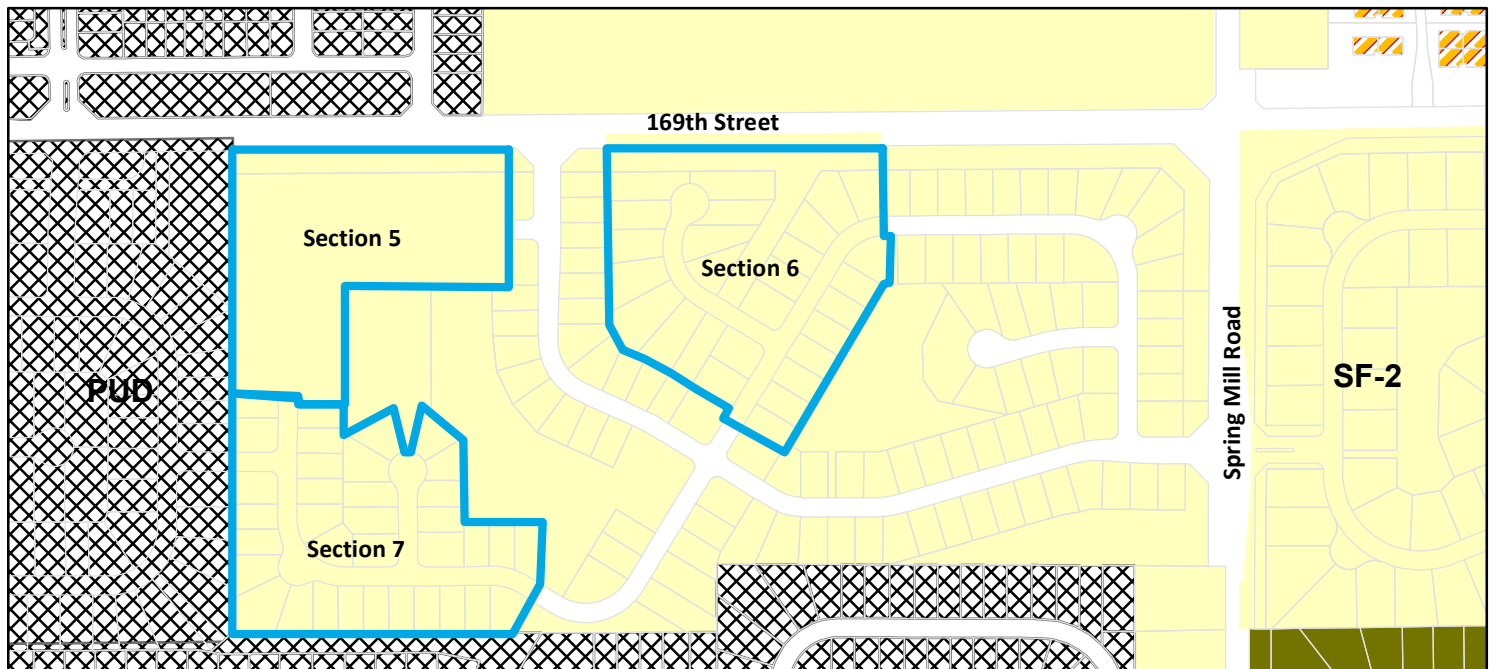
- **Brick Veneer**
- **Mixture of board and batten and/or horizontal siding**
- **Gable roof systems**
- **Paneled shutters**
- **Simple square columns & brackets**
- **8-panel architectural garage door**
- **Style specific decorative front door**
- **Style specific window grids**

Aerial Location Map

Site



Zoning Map



Parcel

Zoning



PUD (Planned Unit Development)



SF-2 (Single Family - 2)



SF-A (Single Family - Attached)



SF-3 Cluster

Exhibit B

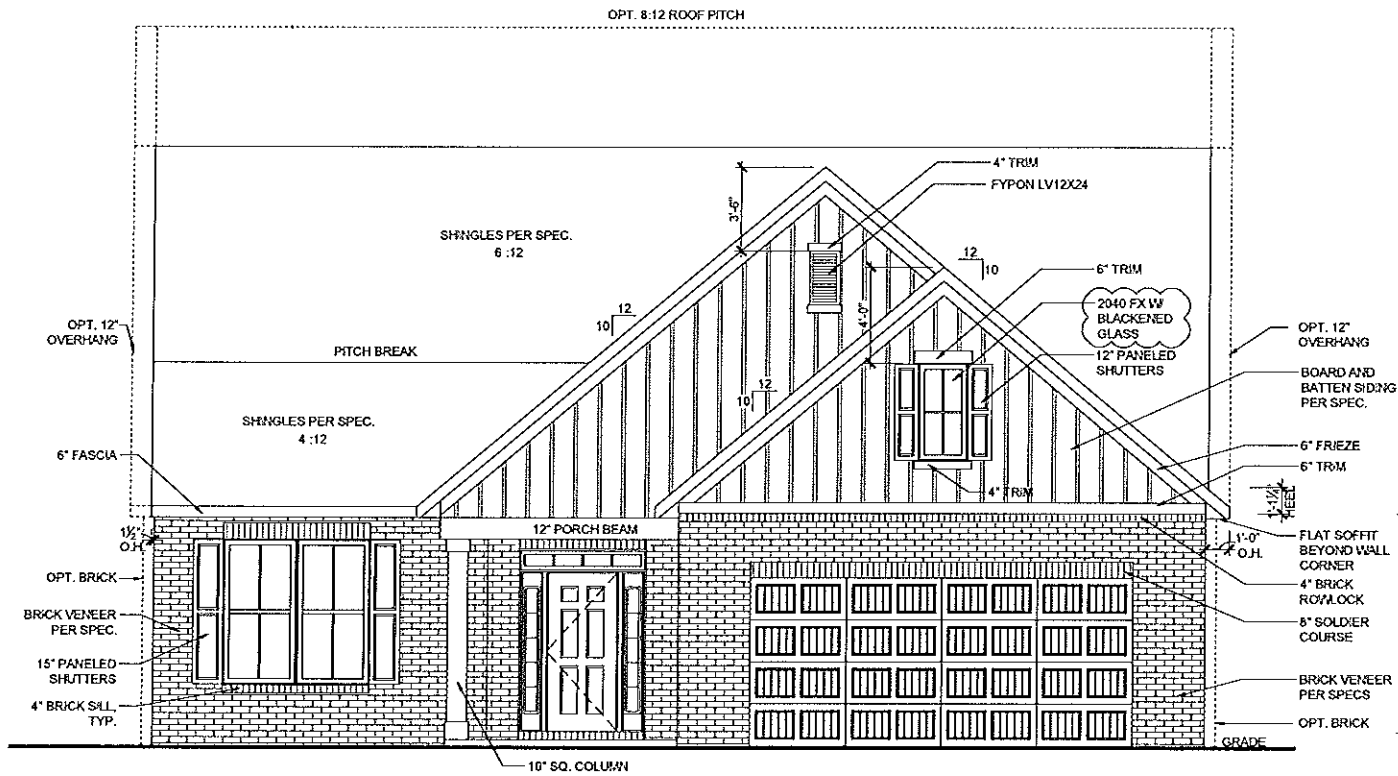
(Architectural Theme)

Farmhouse

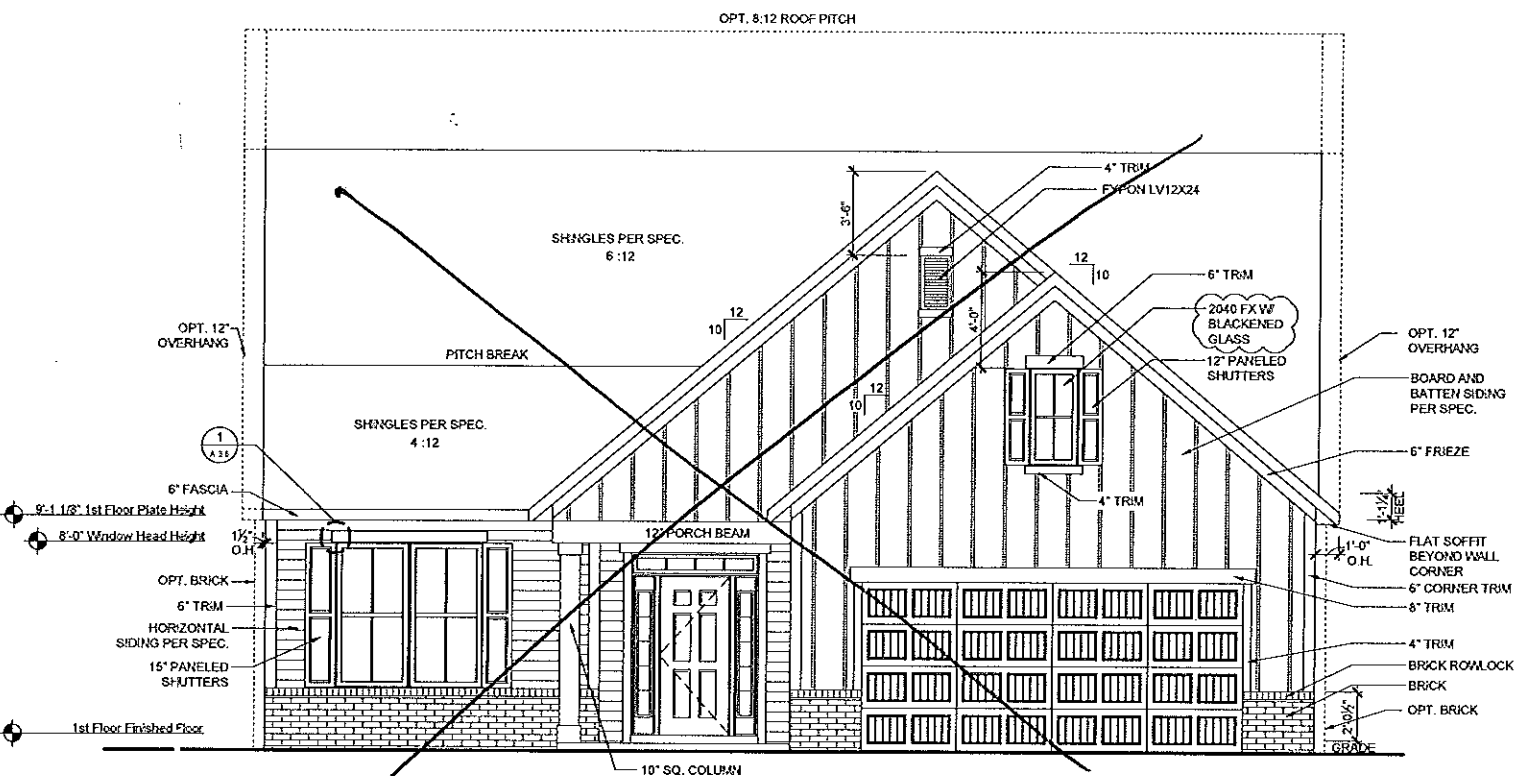


Farmhouse

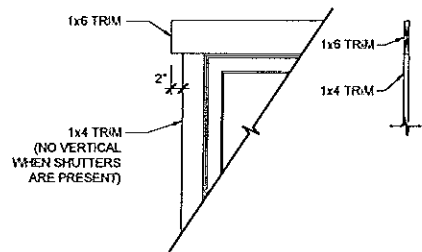
- **Brick Veneer**
- **Mixture of board and batten and/or horizontal siding**
- **Gable roof systems**
- **Paneled shutters**
- **Simple square columns & brackets**
- **8-panel architectural garage door**
- **Style specific decorative front door**
- **Style specific window grids**



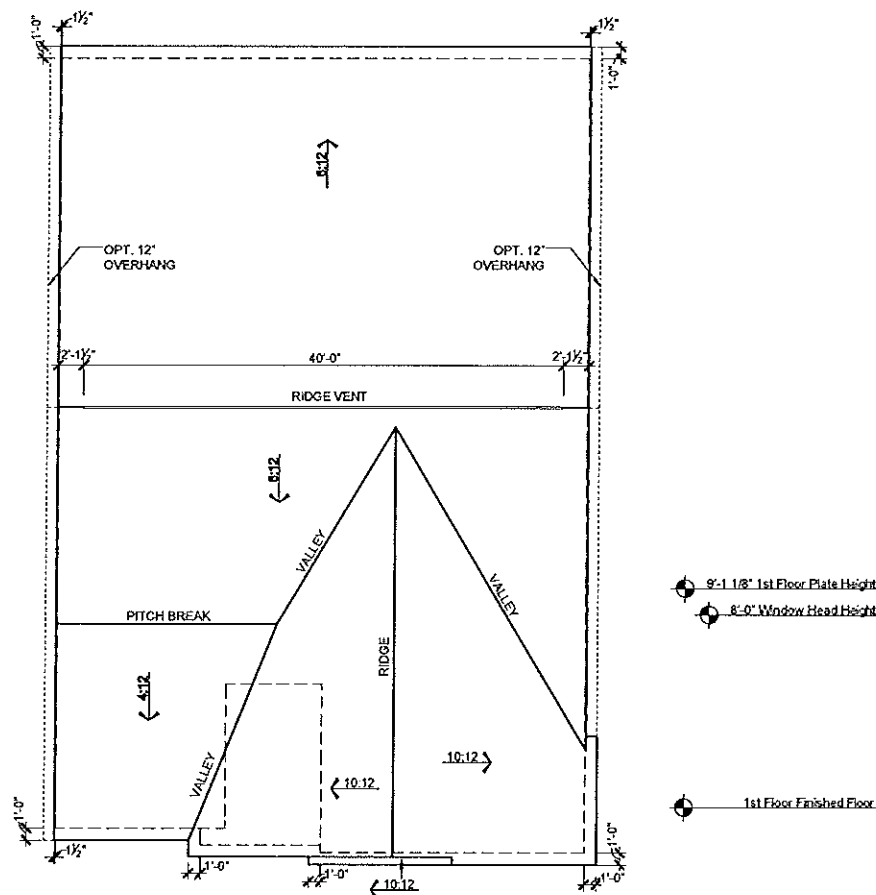
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 SCALE: 1/4"=1'-0" (24"x36" SHEET SIZE)



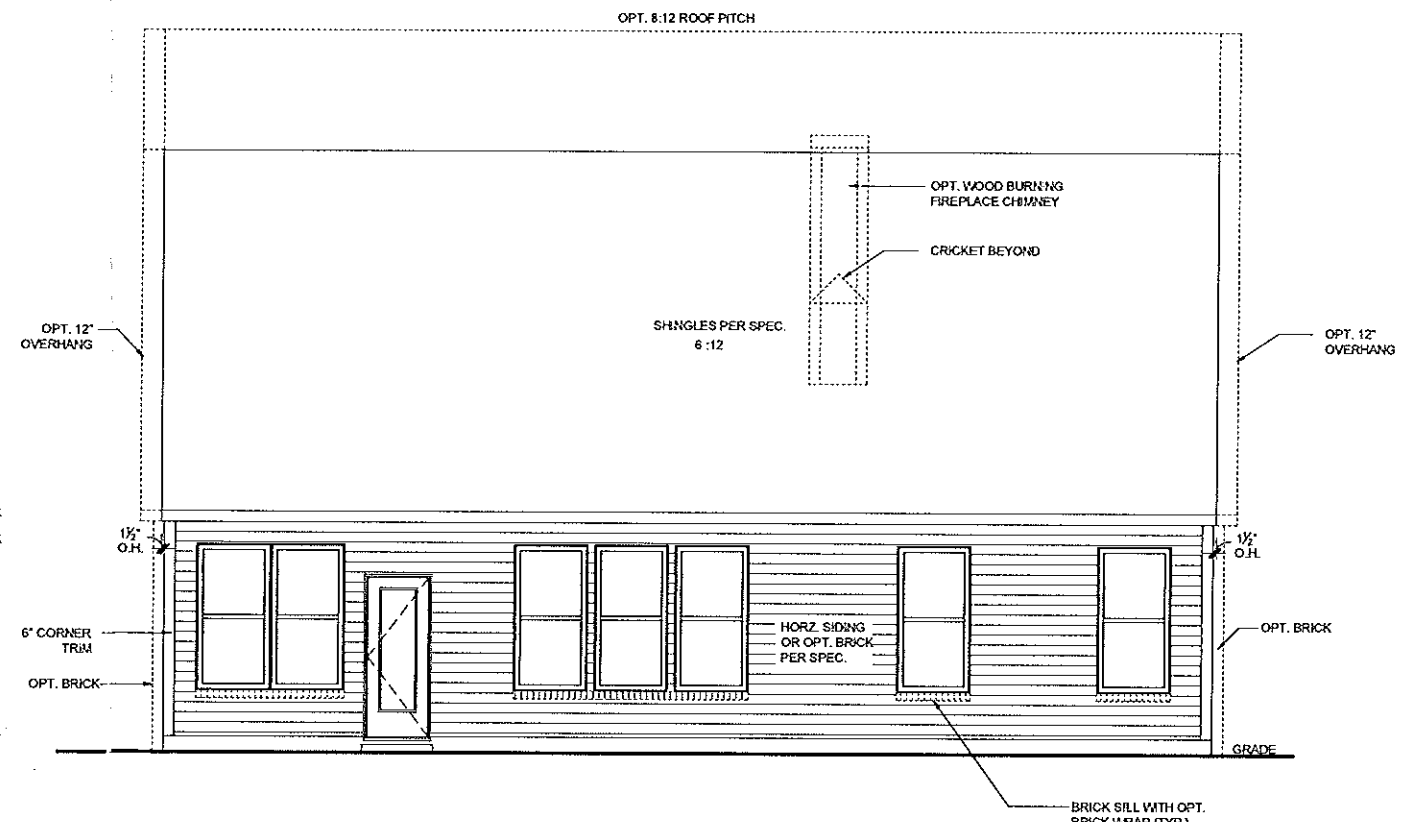
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FARMHOUSE WINDOW TRIM DETAIL
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ROOF PLAN - FHJ
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 SCALE: 1/8"=1'-0" (24"x36" SHEET SIZE)



REAR ELEVATION - FHJ
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REV.	DATE
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v3.2	01/30/14
v3.3	08/29/14
v4.0	01/20/15

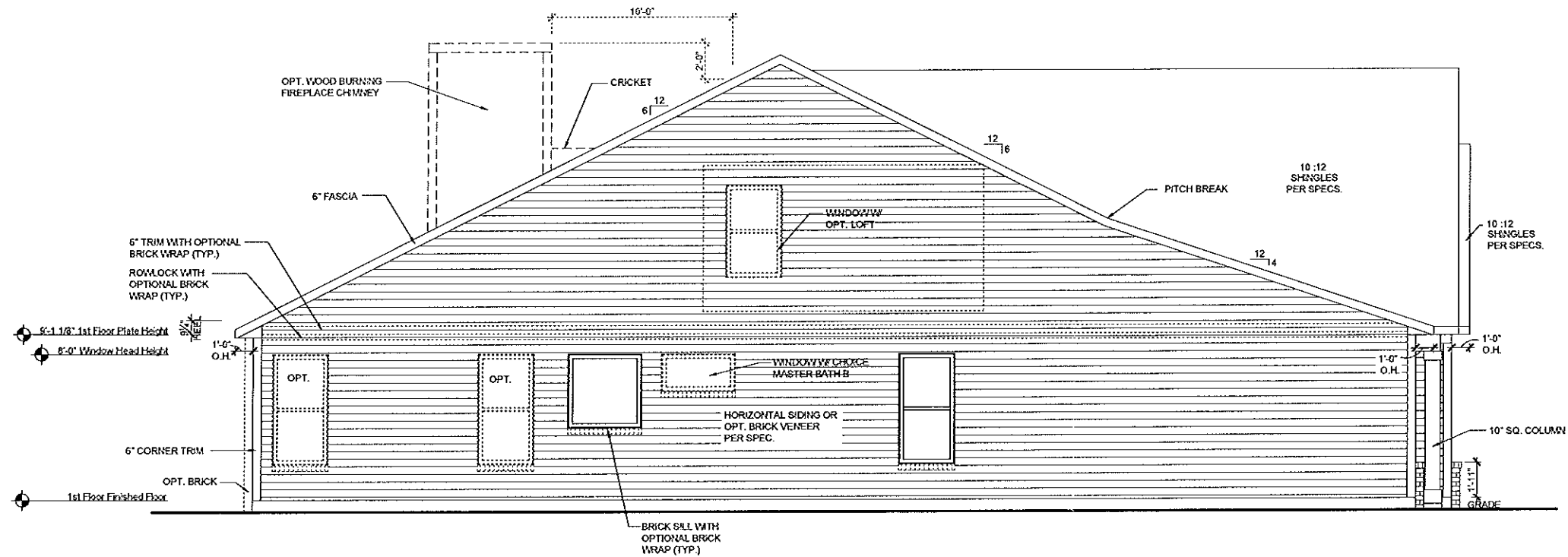
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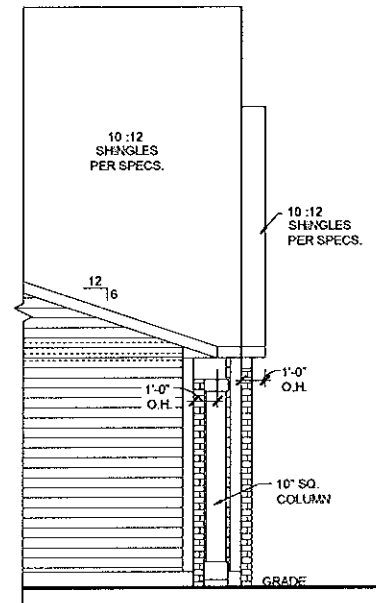


IND V045 v4.0
Elevation Plans
Front Elevation FHJ

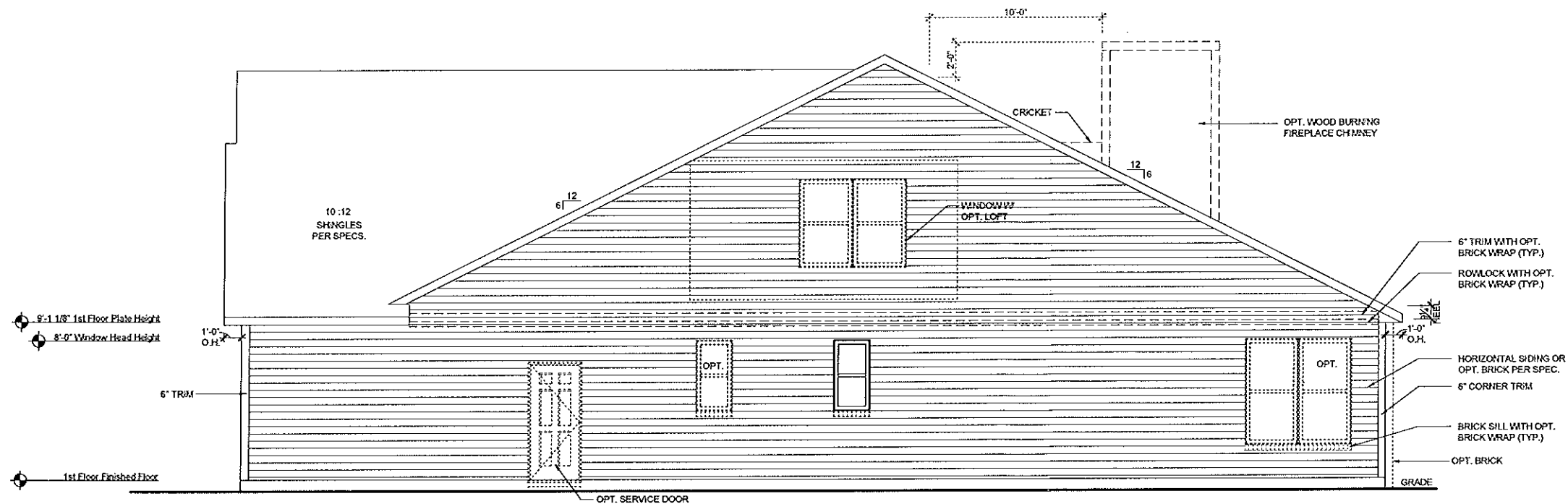
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 checked by: ---
 date: ---
 sheet number:
A-3.10



LEFT ELEVATION - FHJ
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**LEFT ELEVATION
 OPT. FRONT MASONRY - FHJ**
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RIGHT ELEVATION - FHJ
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3.1	09/06/13
v3.2	01/30/14
v3.3	08/29/14
v4.0	01/20/15

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IND V045 v4.0
Elevation Plans
Side Elevations FHJ

drawn by: ---
 checked by: ---
 date: ---
 sheet number:
A-3.11



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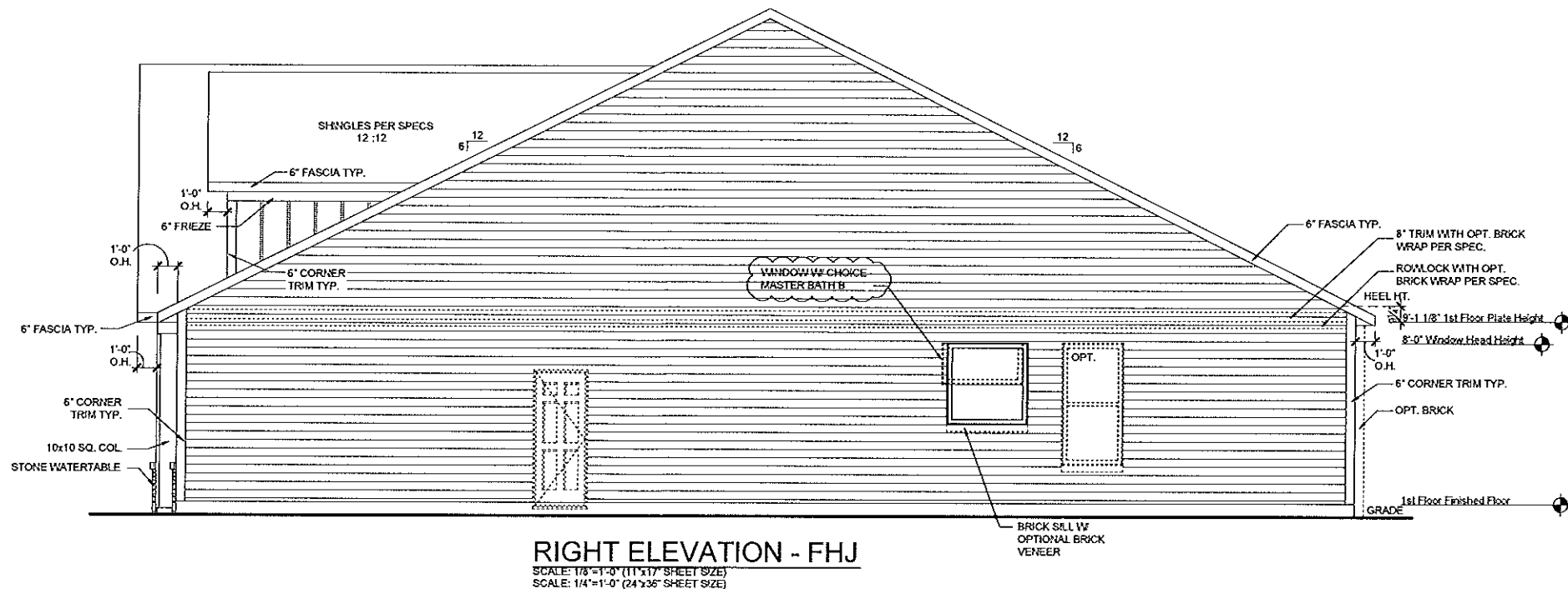
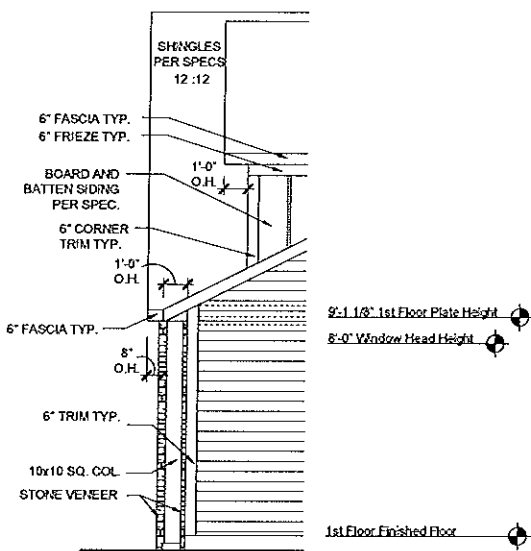
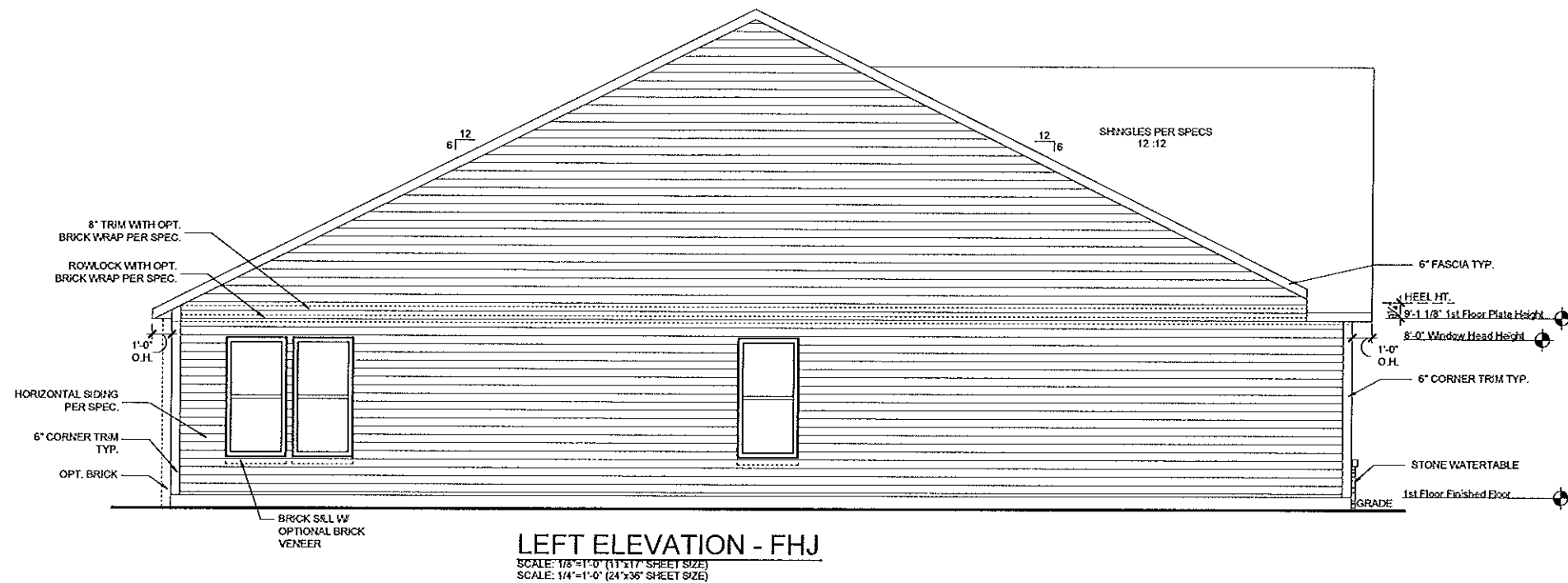


Beazer
Homes

IND V043	v1.3
Elevation Plans	
Front Elevation FHJ	

drawn by:	PIN
checked by:	ETM
date:	06-28-
sheet number:	

A-3.2



REV.	DATE
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1.1	09-06-13
v1.2	02-04-14
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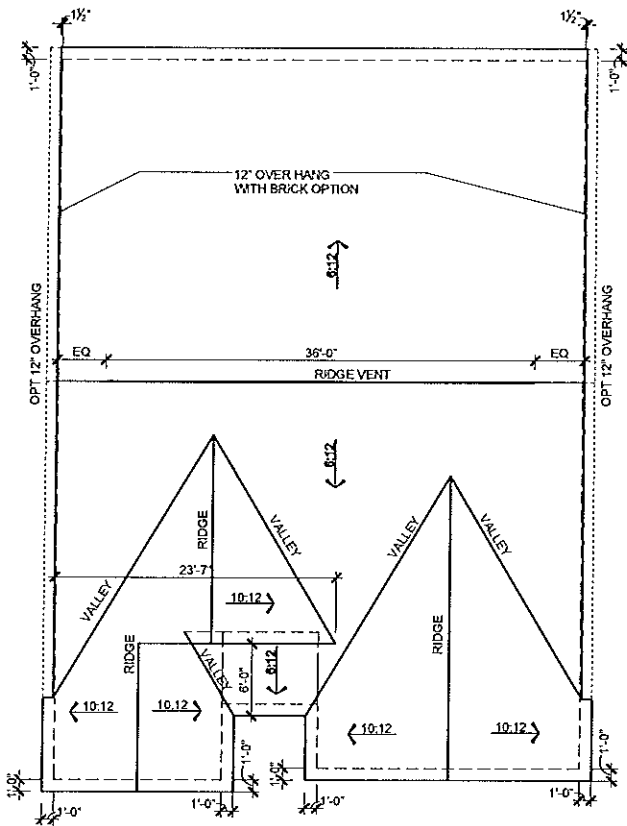
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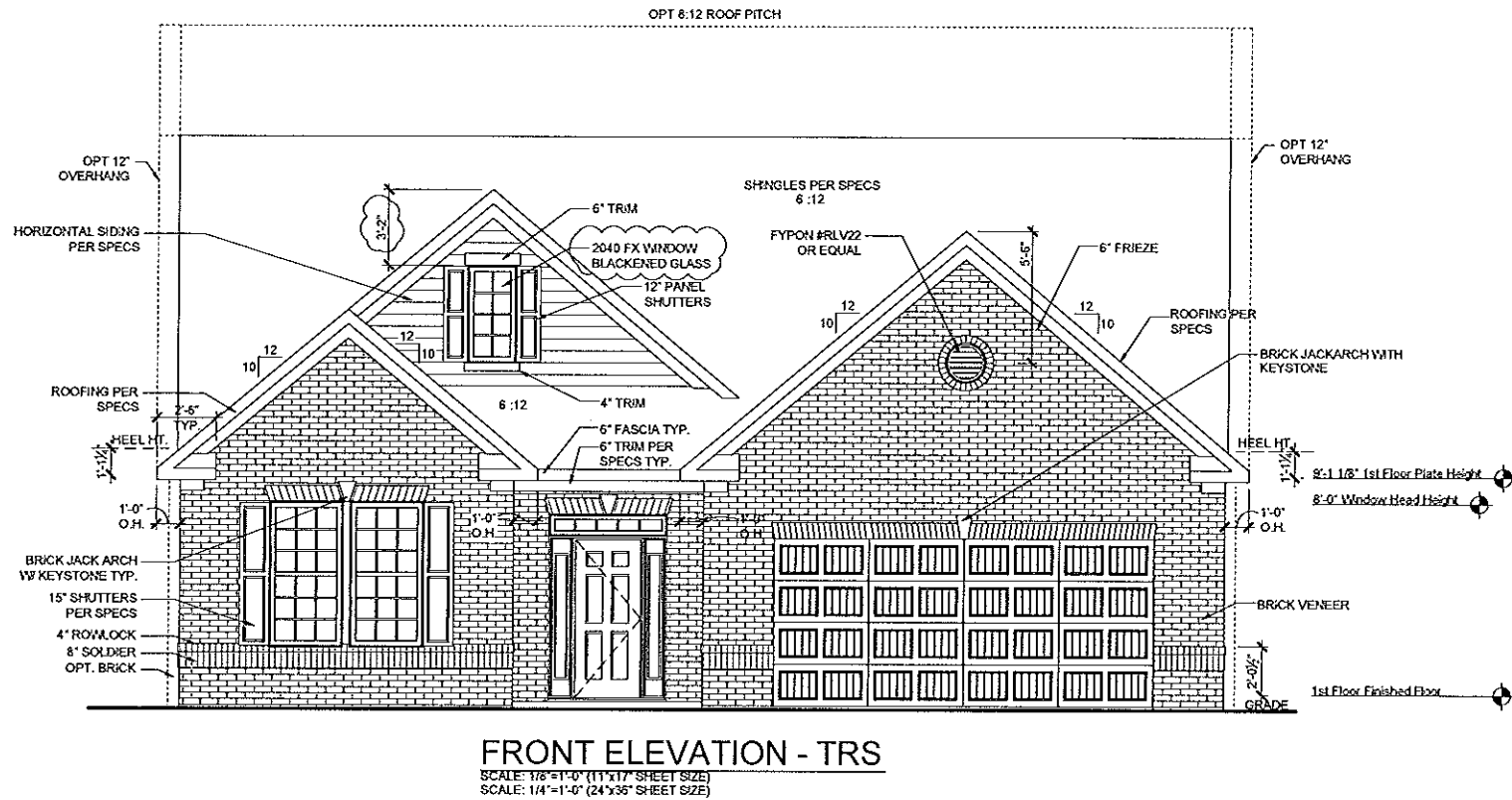


IND V043v1.3
Elevation Plans
Side Elevations FHJ

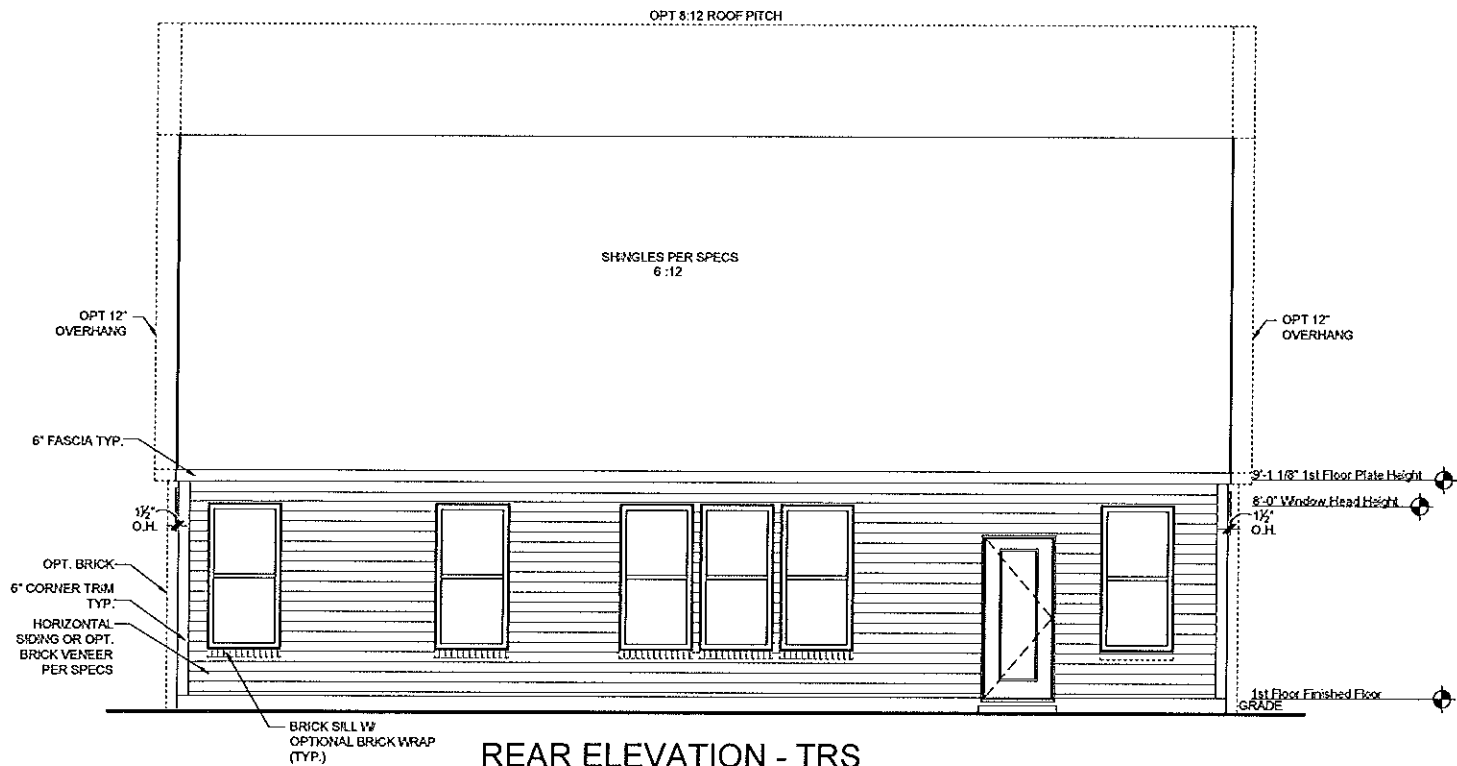
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ROOF PLAN - TRS
 SCALE: 1/16"=1'-0" (11'x17' SHEET SIZE)
 SCALE: 1/8"=1'-0" (24'x36" SHEET SIZE)



FRONT ELEVATION - TRS
 SCALE: 1/8"=1'-0" (11'x17' SHEET SIZE)
 SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



REAR ELEVATION - TRS
 SCALE: 1/8"=1'-0" (11'x17' SHEET SIZE)
 SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)

REV.	DATE
1.0	06-28-13
1.1	09-06-13
v1.2	02-04-14
v1.3	10-29-14

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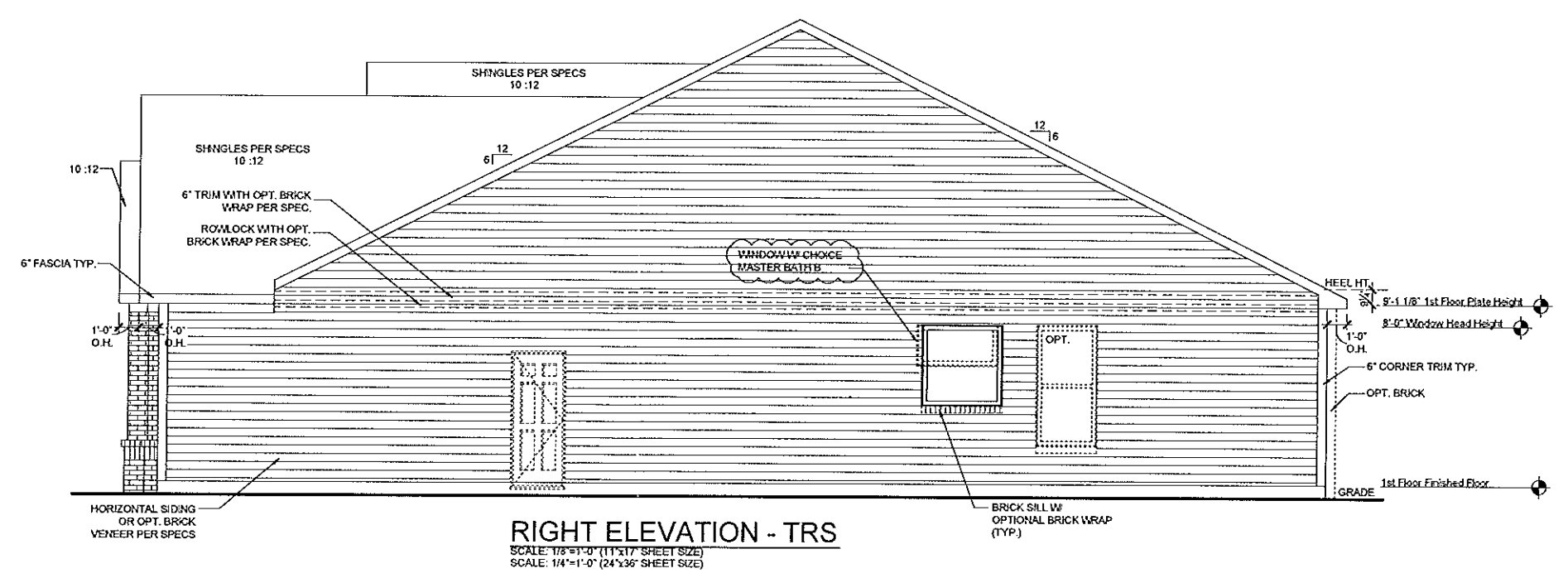
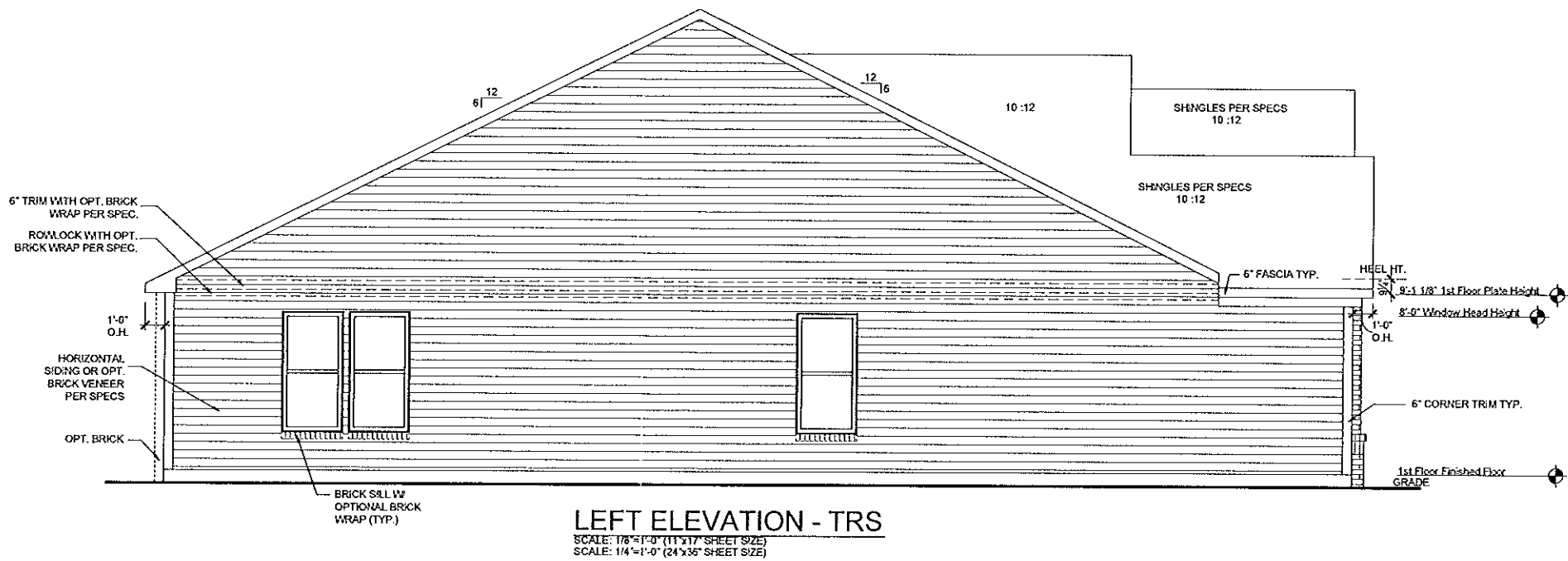
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Beazer Homes

IND V043 v1.3
Elevation Plans
Front Elevation TRS

drawn by: PIN
 checked by: ETM
 date: 06-28-13
 sheet number:

A-3.8



REV.	DATE
1.0	06-28-13
1.1	09-06-13
v1.2	02-04-14
v1.3	10-29-14

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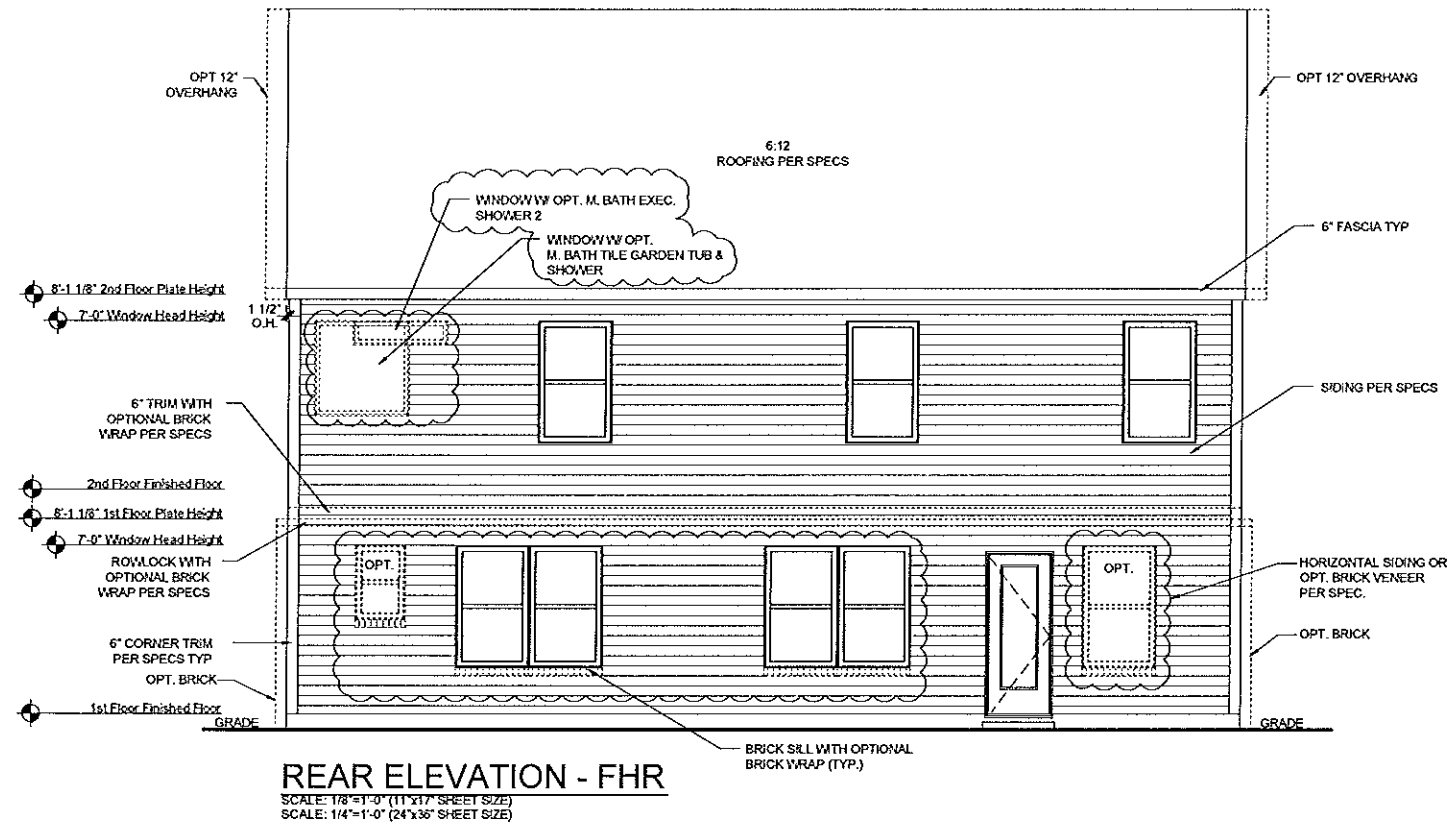
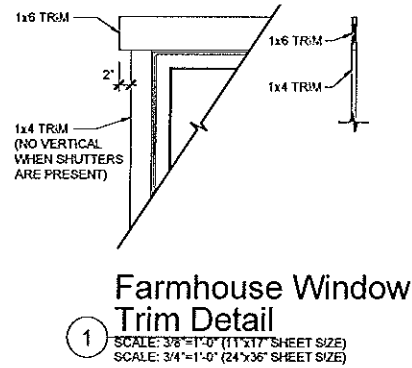
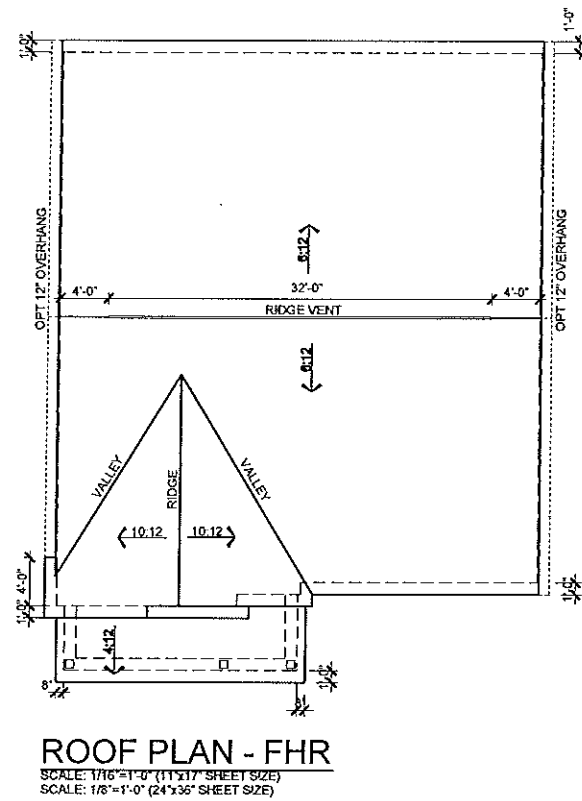
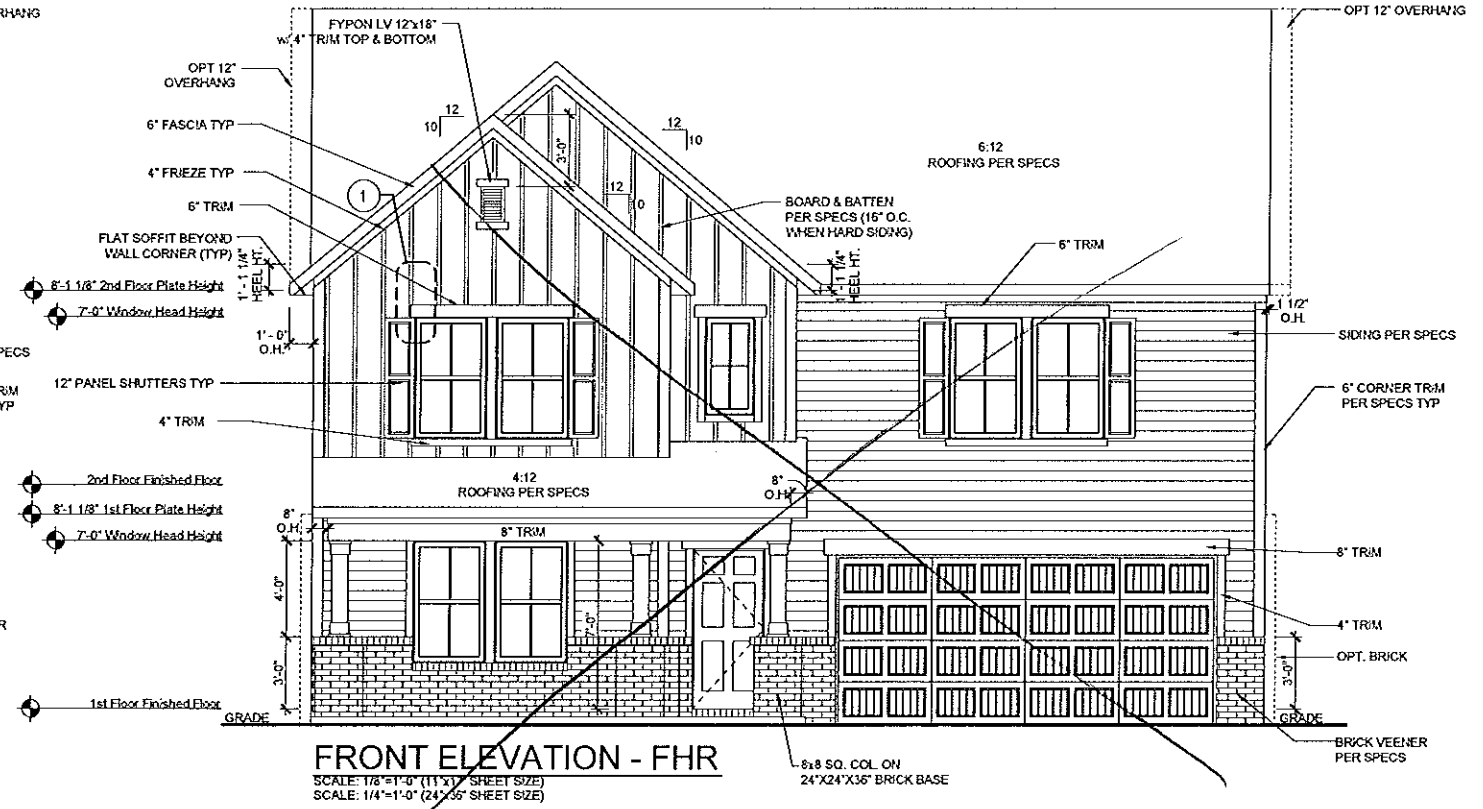
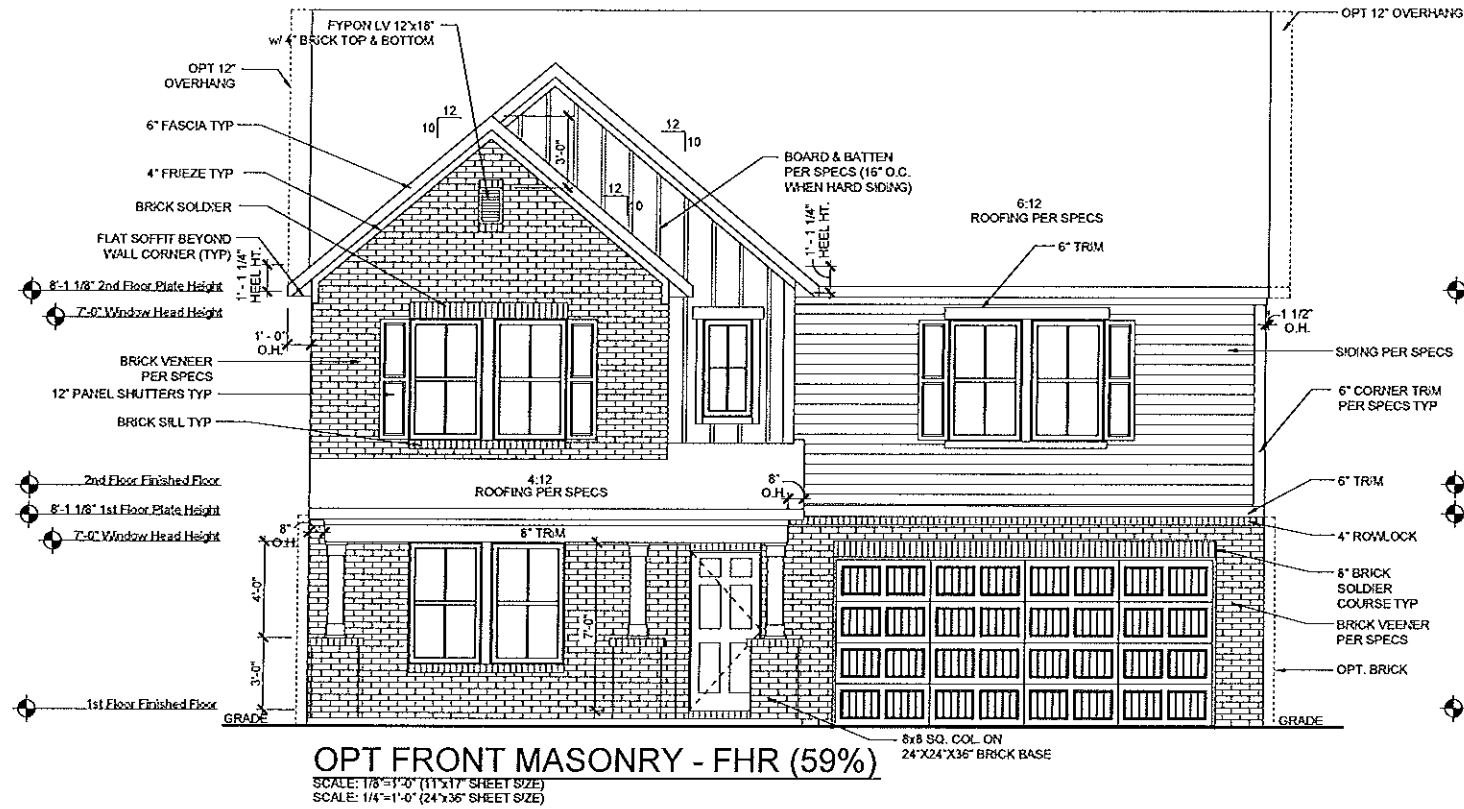
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IND V043 v1.3
Elevation Plans
Side Elevations TRS

drawn by: PIN
checked by: ETM
date: 06-28-13
sheet number:
A-3.9

Plot Date: 7/27/2015 4:10:18 PM: By: Leif Toogan



REV.	DATE
3.3	08-09-13
v4.0	02-01-14
v4.1	04-04-14
v4.2	08-14-14
v4.3	07-28-15

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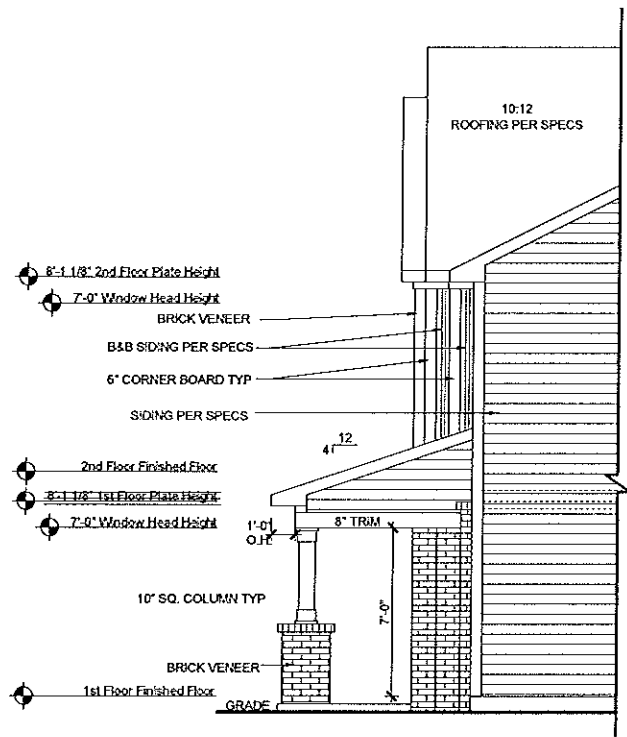
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BEAZER HOMES

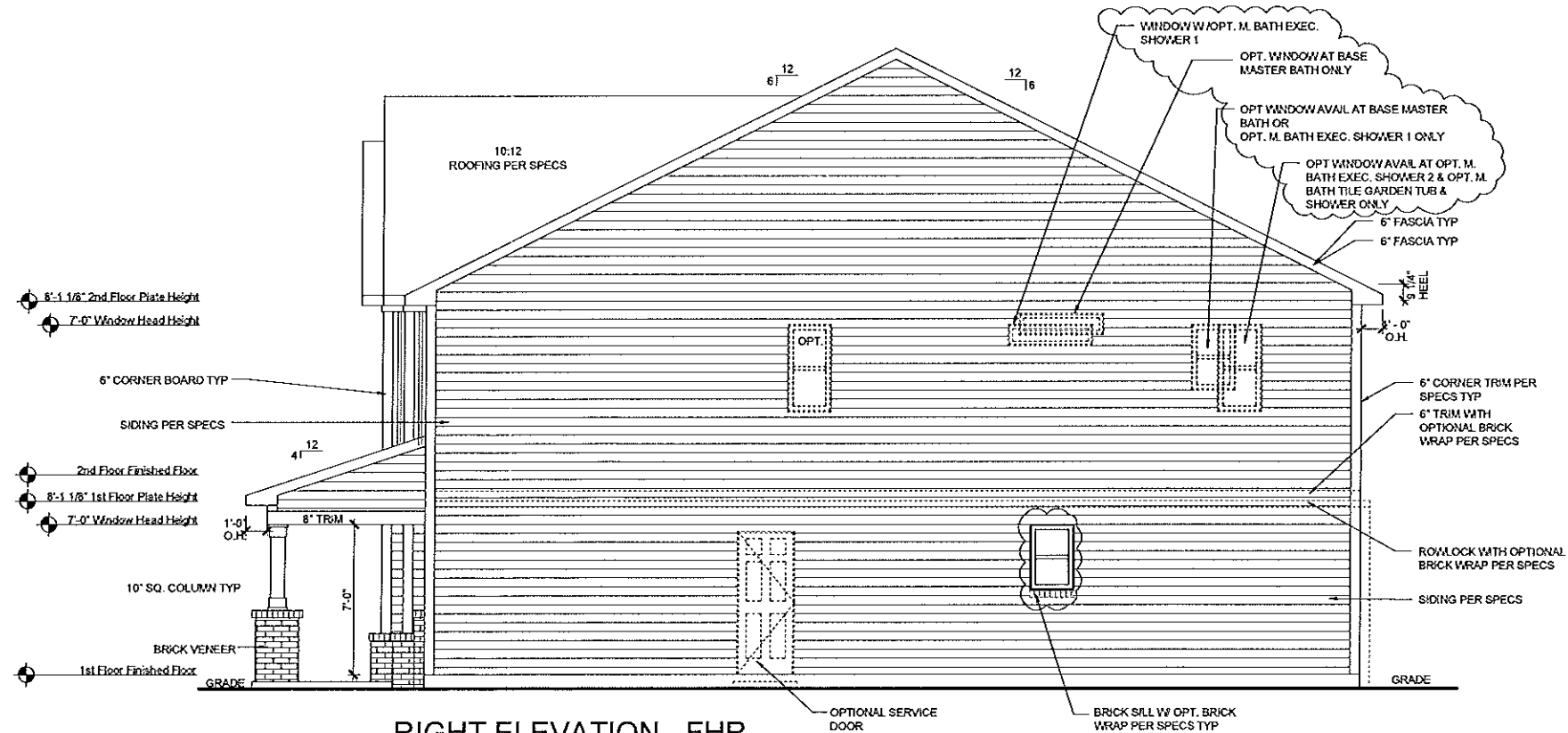
IND E345 v4.3
Elevation Plans
Front Elevation FHR

drawn by: DA
checked by: EM
date: 2-1-14
sheet number:
A-3.4

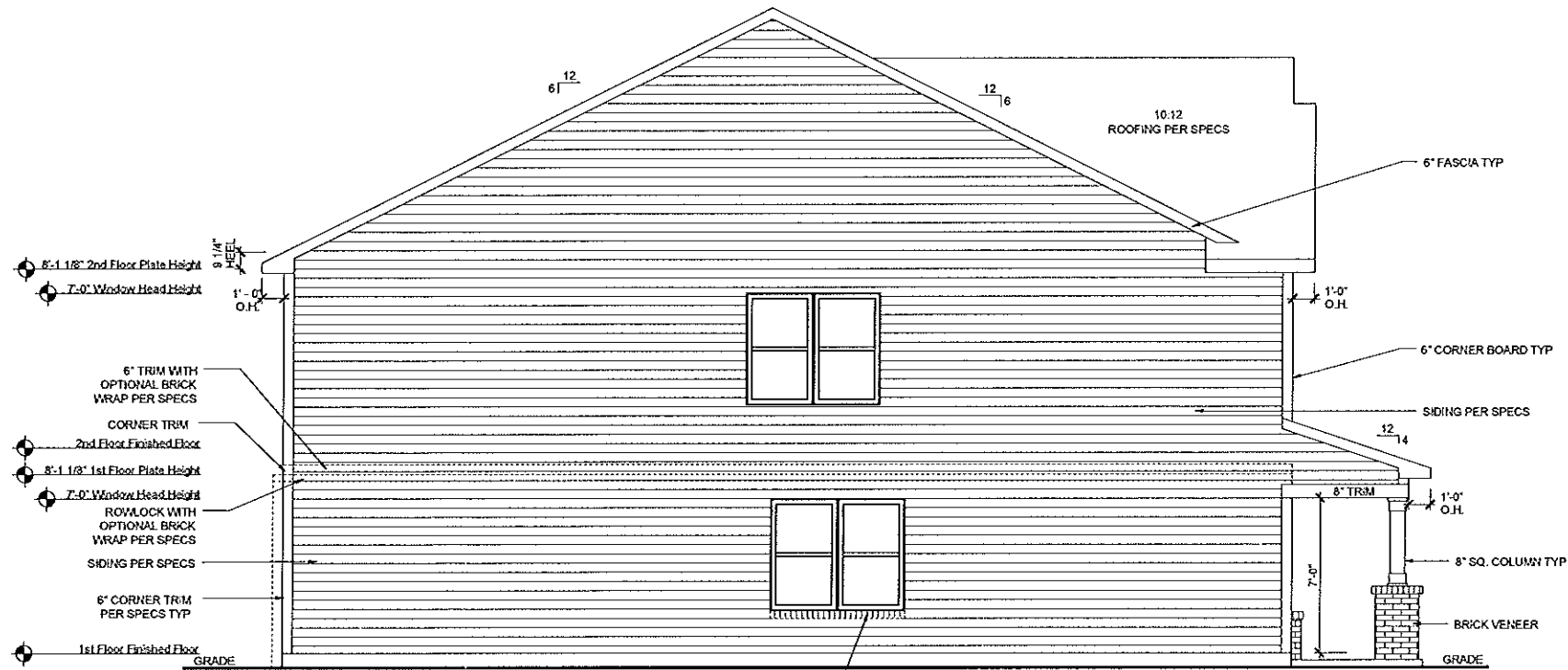
Plot Date: 7/27/2015 4:12:01 PM: By: Laili Teegen



RIGHT ELEVATION
OPT FRONT MASONRY - FHR (59%)
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



RIGHT ELEVATION - FHR
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



LEFT ELEVATION - FHR
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)

REV.	DATE
3.3	08-09-13
v4.0	02-01-14
v4.1	04-04-14
v4.2	08-14-14
v4.3	07-28-15

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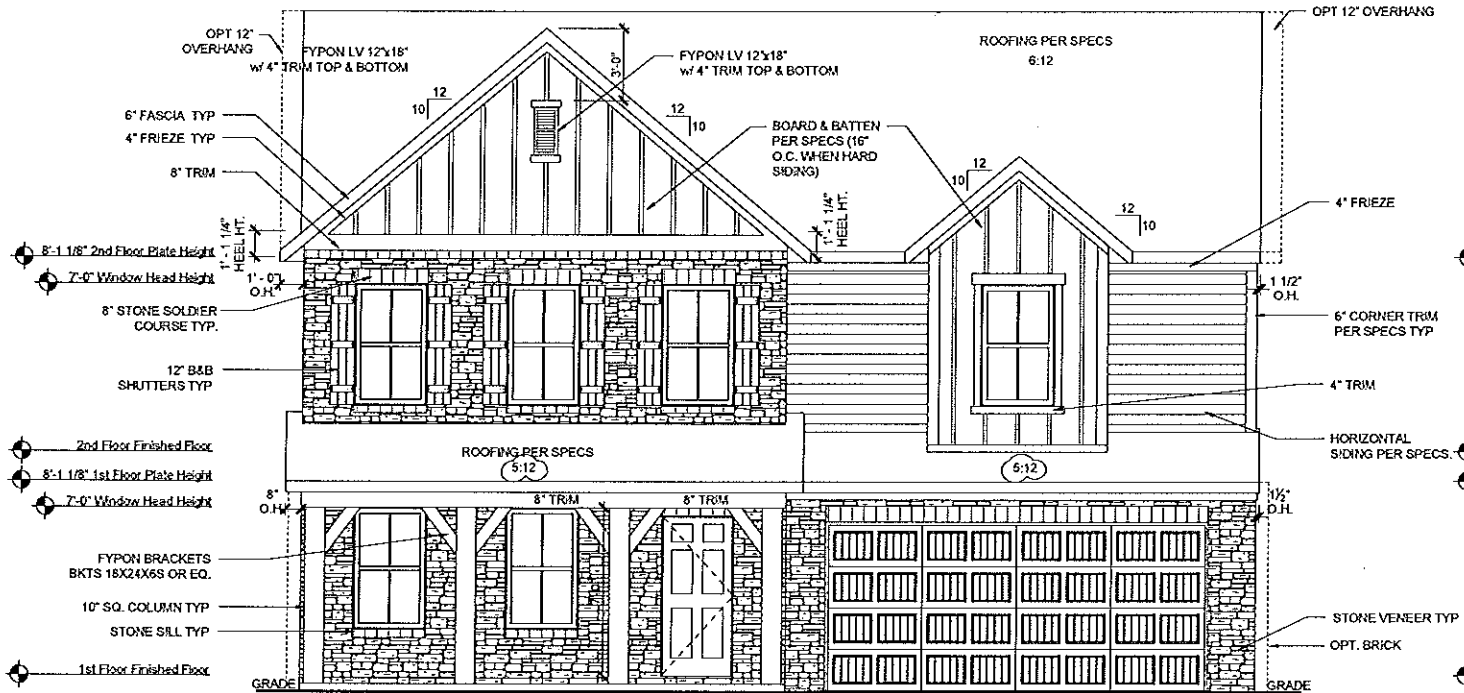
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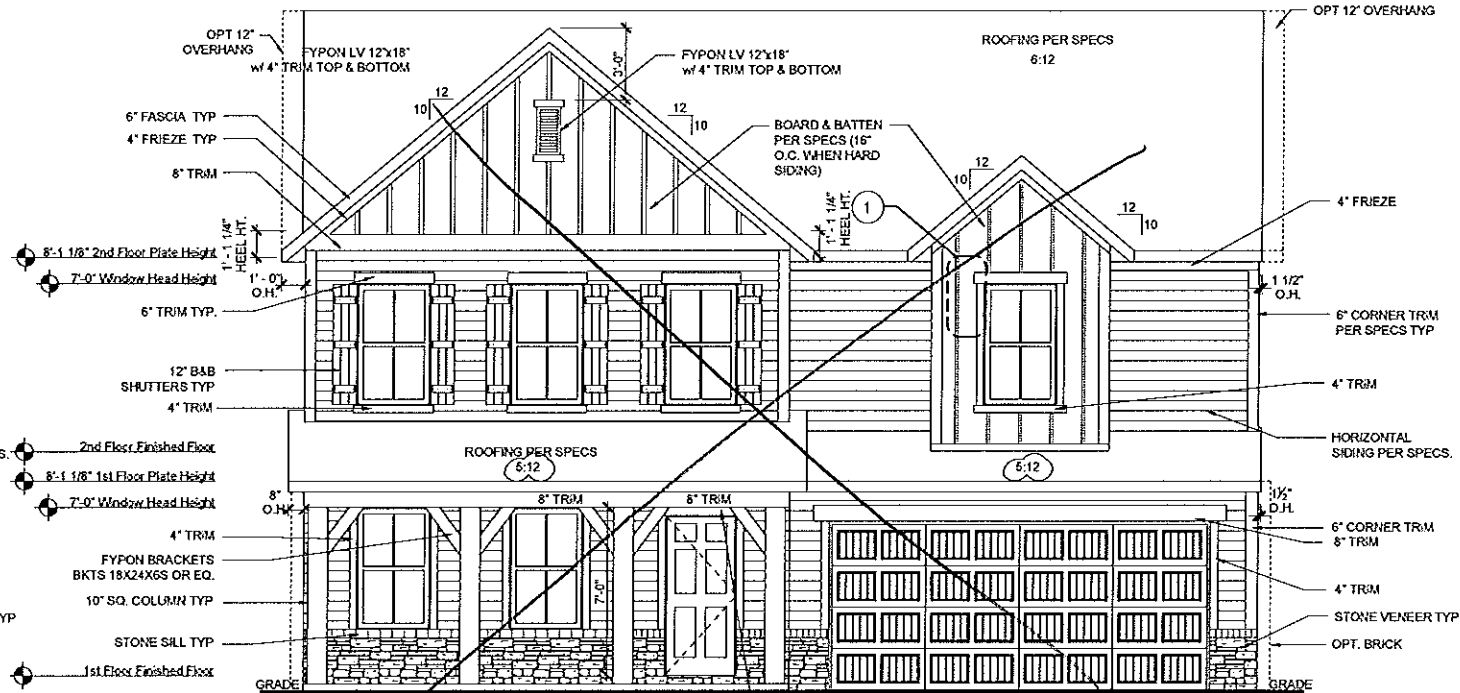
IND E345 V4.3
Elevation Plans
Side Elevations FHR

drawn by: DA
checked by: EM
date: 2-1-14
sheet number:
A-3.5

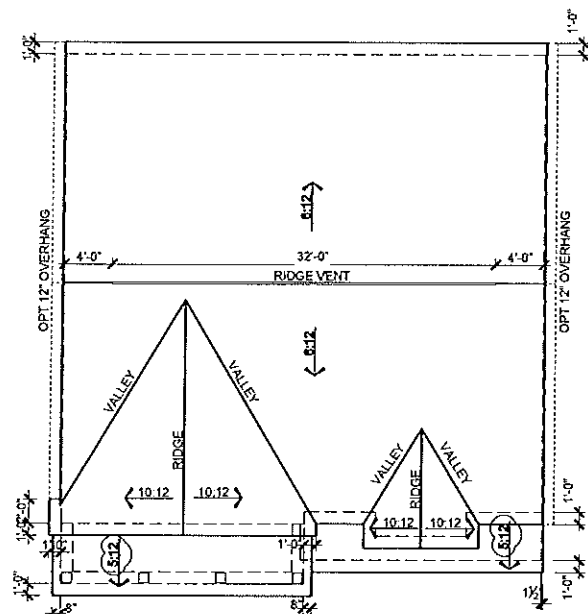
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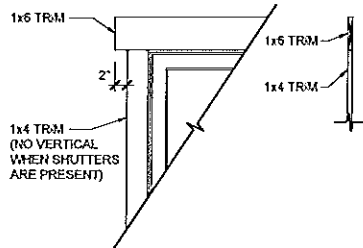
OPT FRONT MASONRY - FHR (53%)
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



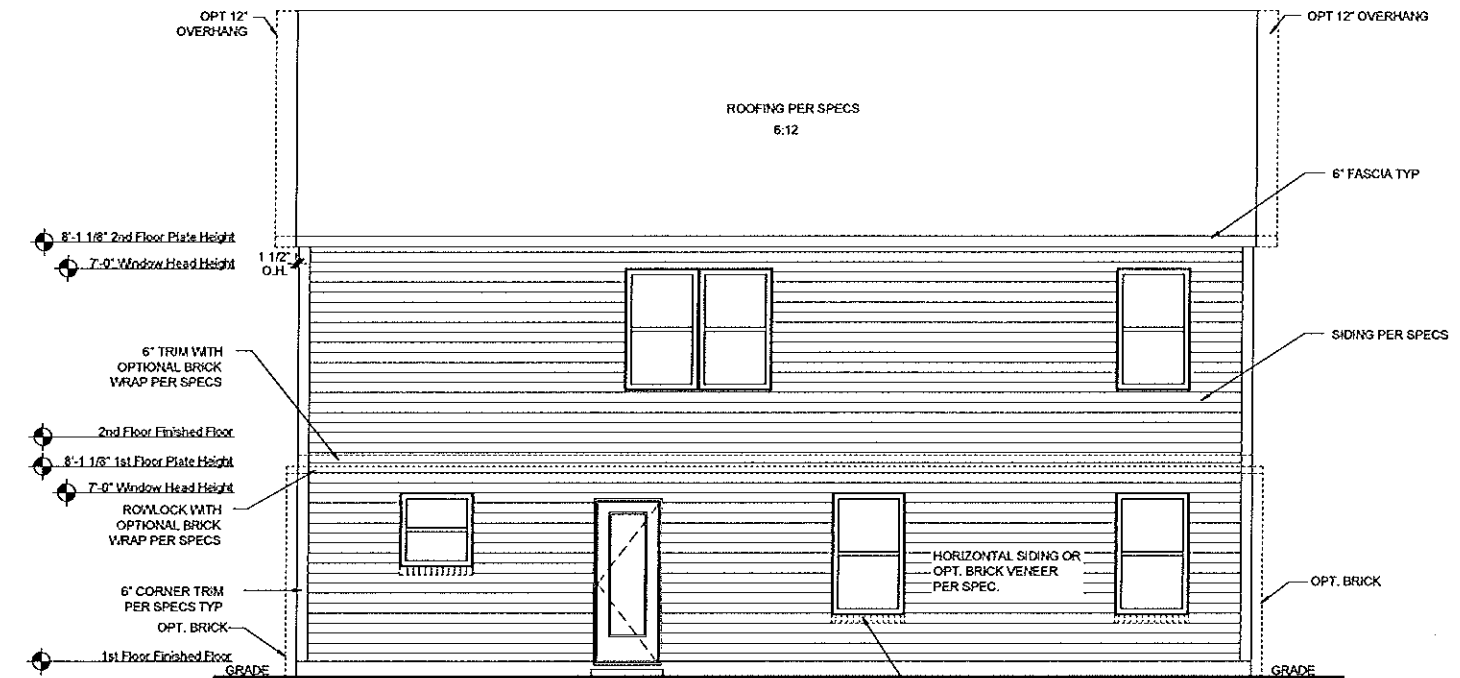
FRONT ELEVATION - FHR
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



ROOF PLAN - FHR
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



Farmhouse Window Trim Detail
SCALE: 3/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 3/4"=1'-0" (24'x36" SHEET SIZE)



REAR ELEVATION - FHR
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)

REV.	DATE
3.2	12-18-12
3.3	08-12-13
v4.0	02-01-14
v4.1	04-04-14
v4.2	07-28-15

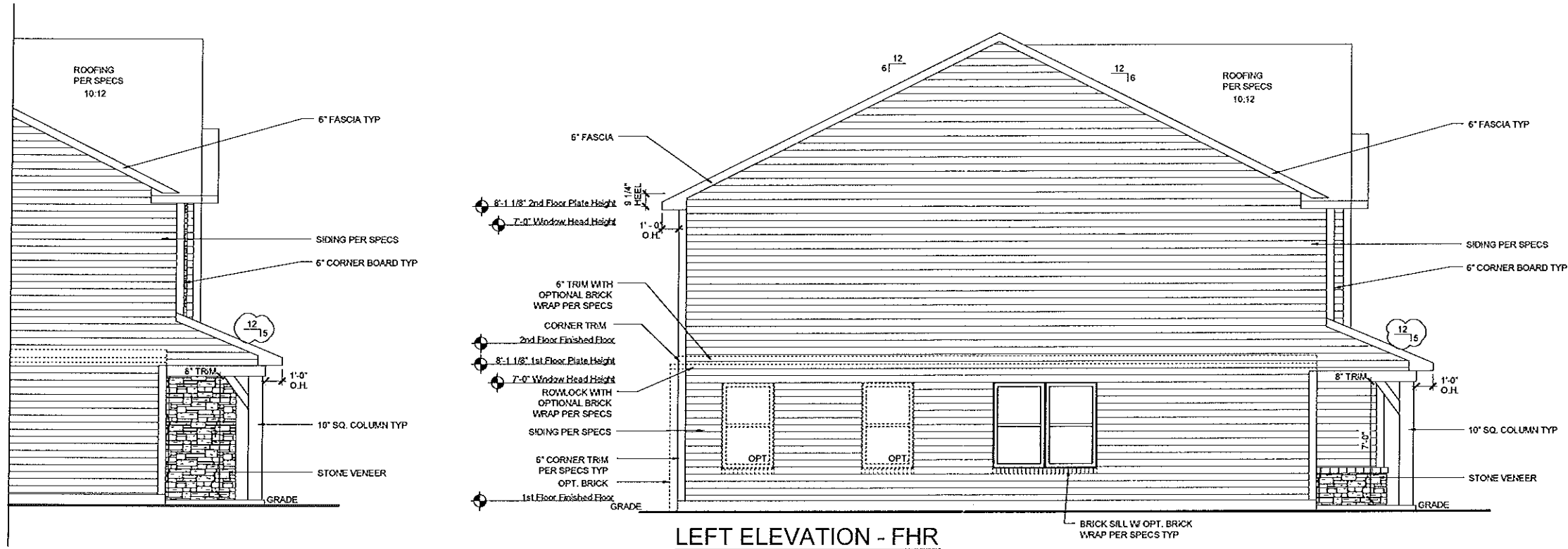
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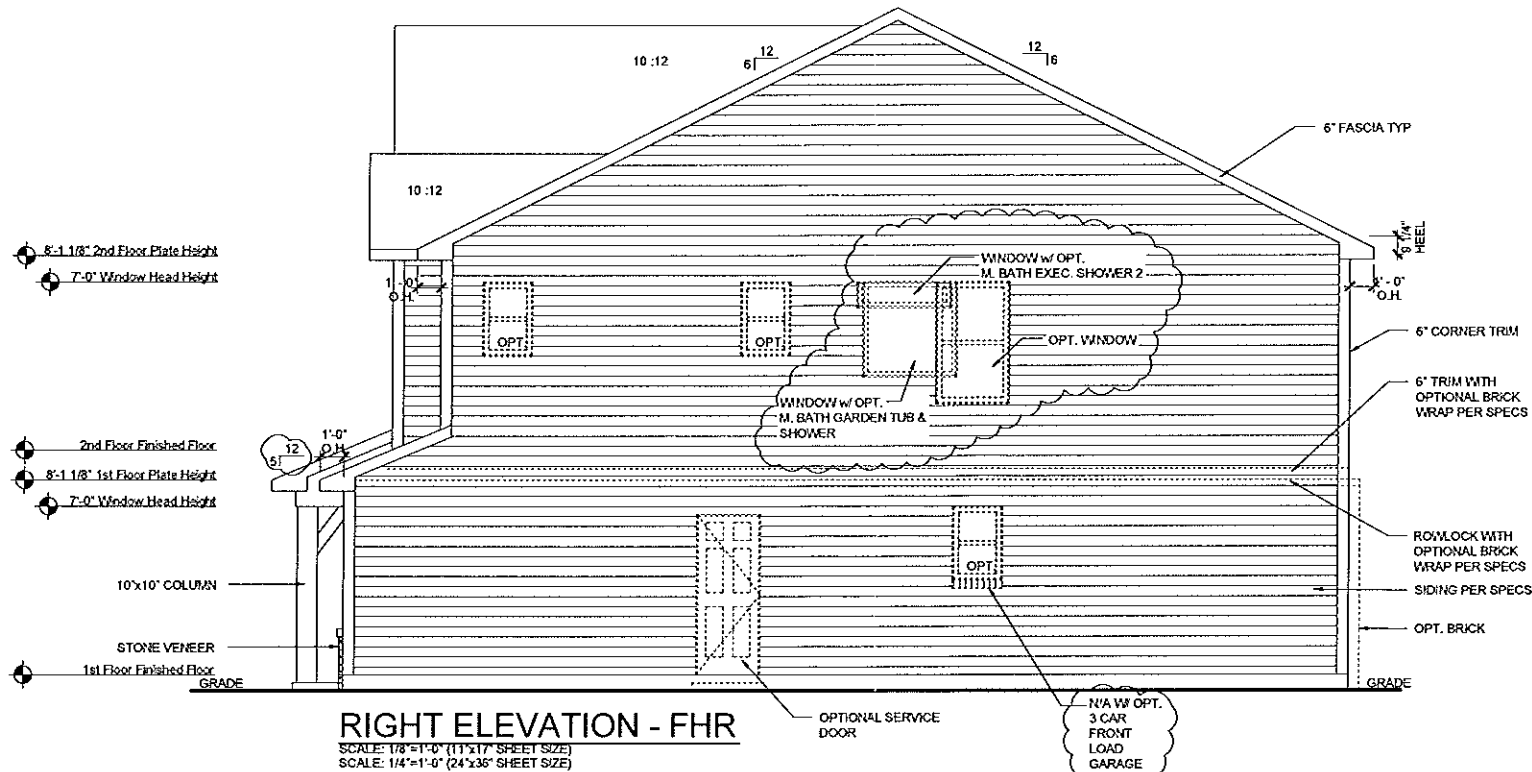
BEAZER
HOMES

IND E343 v4.2
Elevation Plans
Front Elevation FHR

drawn by: ---
checked by: ---
date: ---
sheet number:
A-3.4



LEFT ELEVATION
OPT FRONT MASONRY - FHR (53%)
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)



RIGHT ELEVATION - FHR
SCALE: 1/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24'x36" SHEET SIZE)

REV.	DATE
3.2	12-18-12
3.3	08-12-13
v4.0	02-01-14
v4.1	04-04-14
v4.2	07-28-15

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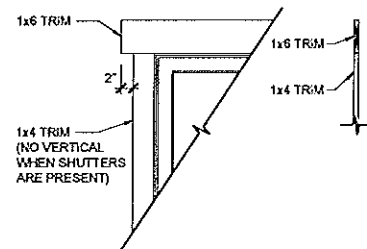
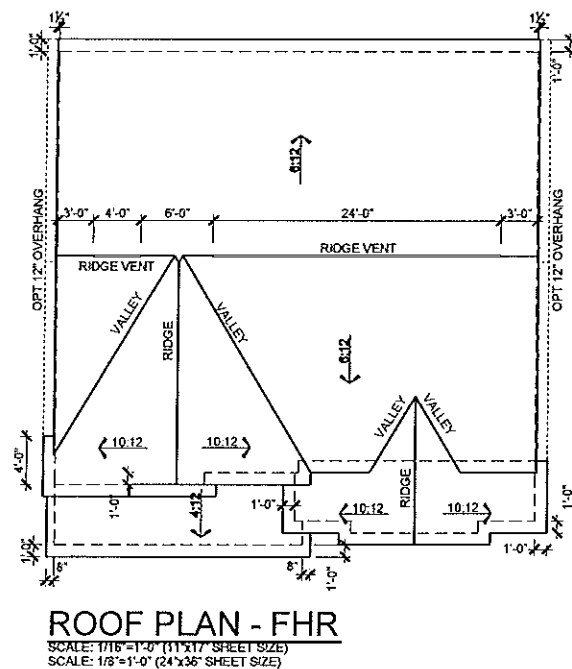
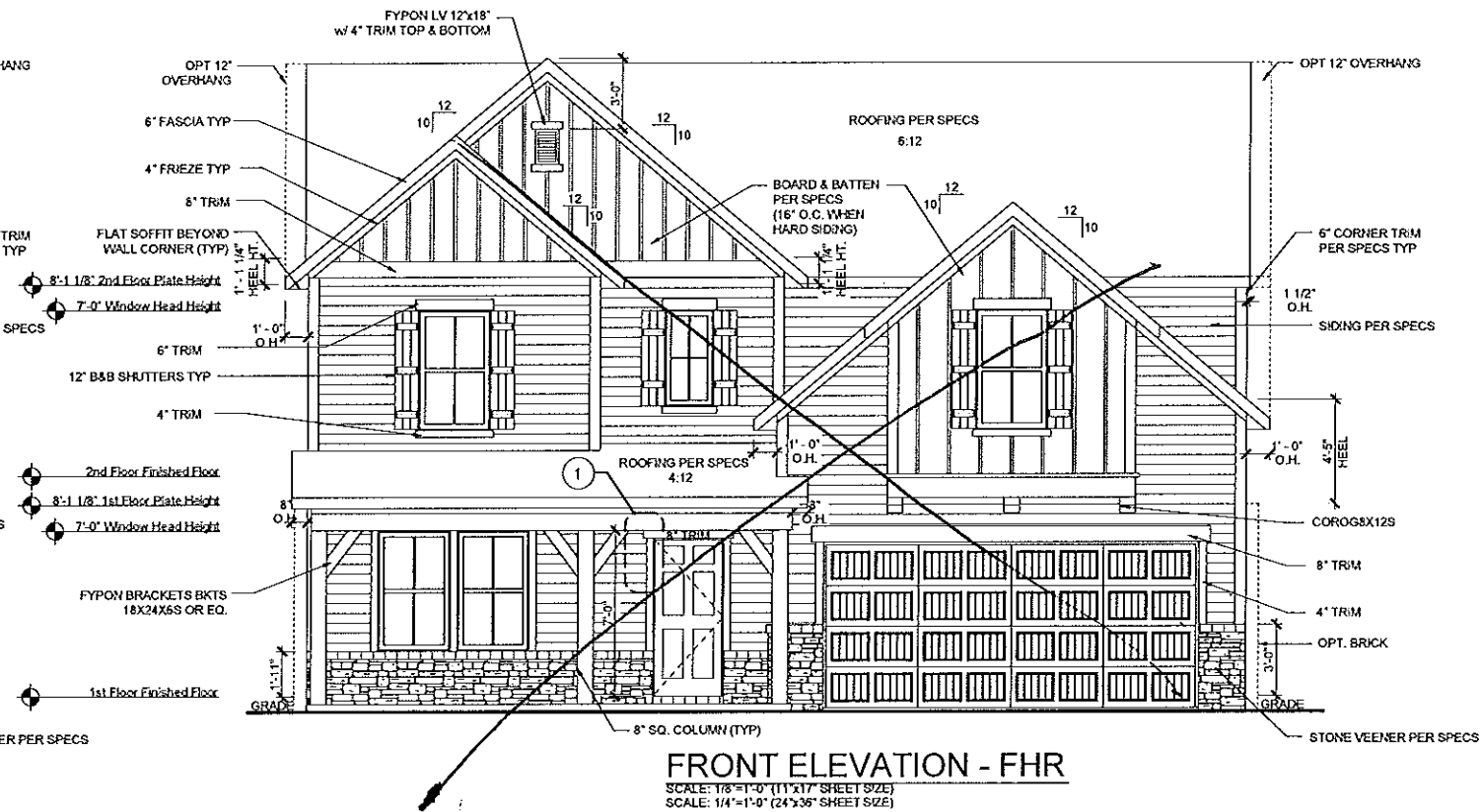
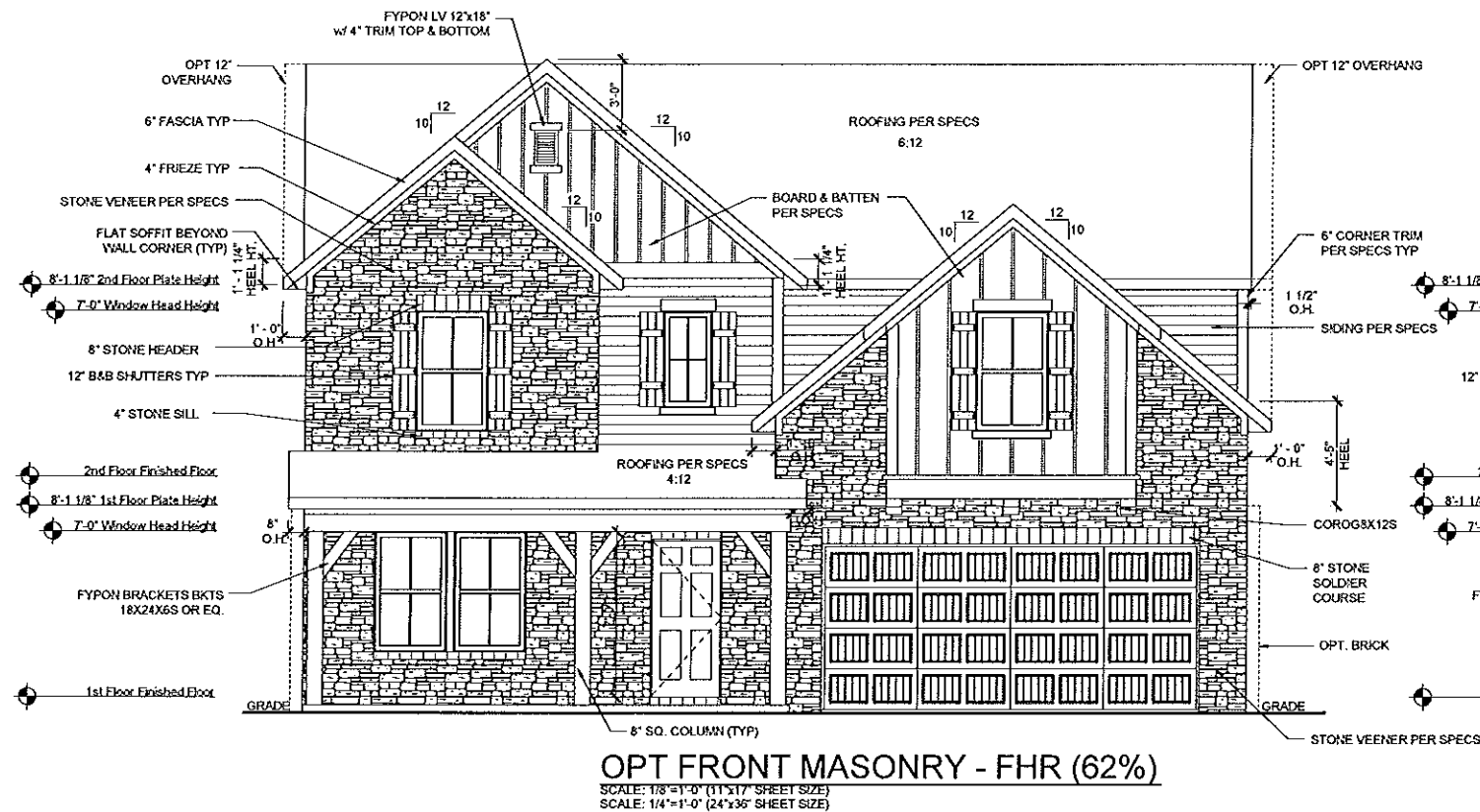
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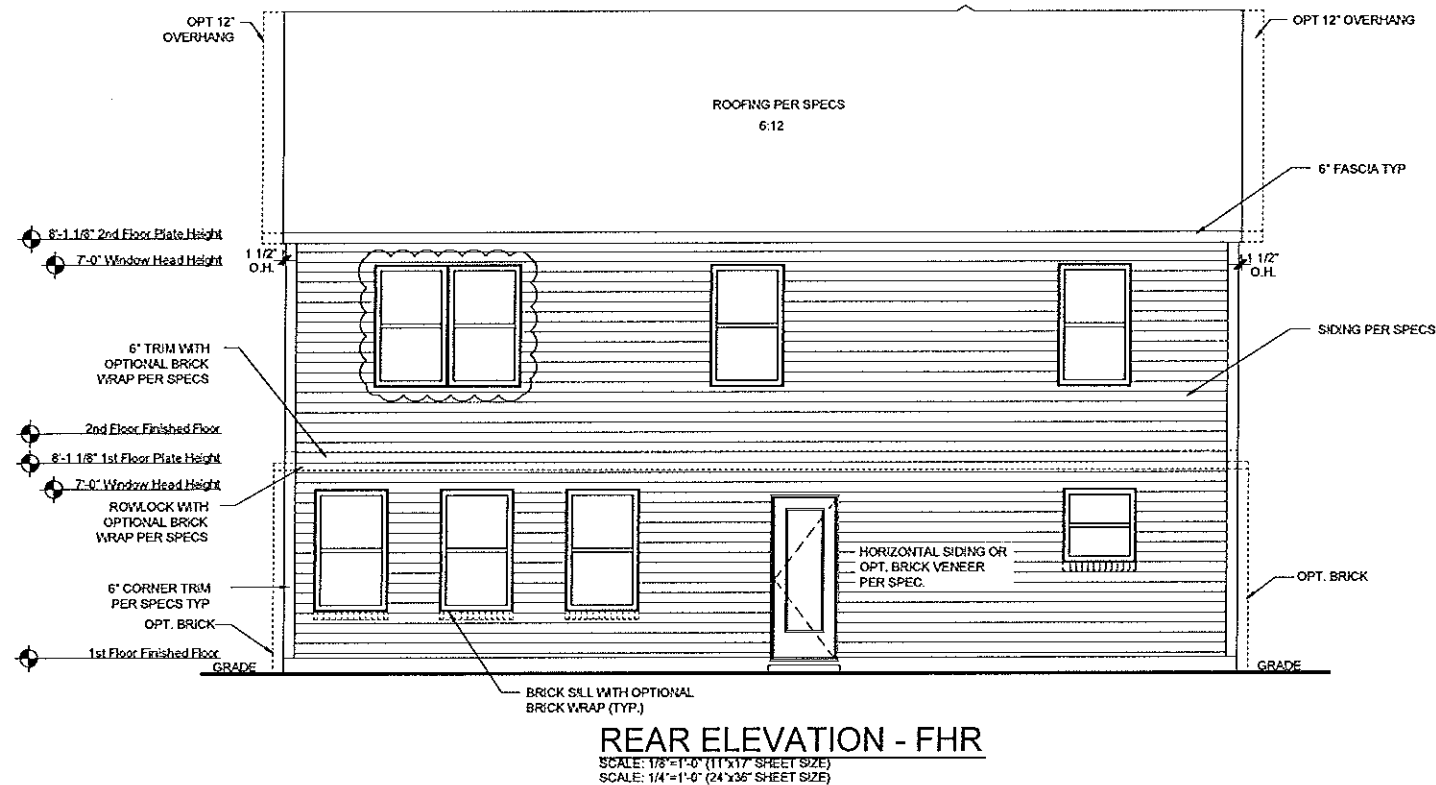
IND E343 v4.2
Elevation Plans
Side Elevations FHR

drawn by: ---
checked by: ---
date: ---
sheet number:
A-3.5

Plot Date: 7/28/2015 9:45:16 AM; By: Laif Teegen



Farmhouse Window Trim Detail
SCALE: 3/8"=1'-0" (11'x17" SHEET SIZE)
SCALE: 3/4"=1'-0" (24'x36" SHEET SIZE)



REV.	DATE
3.4	07-11-13
3.5	08-09-13
v4.0	02-01-14
v4.1	04-04-14
v4.2	07-28-15

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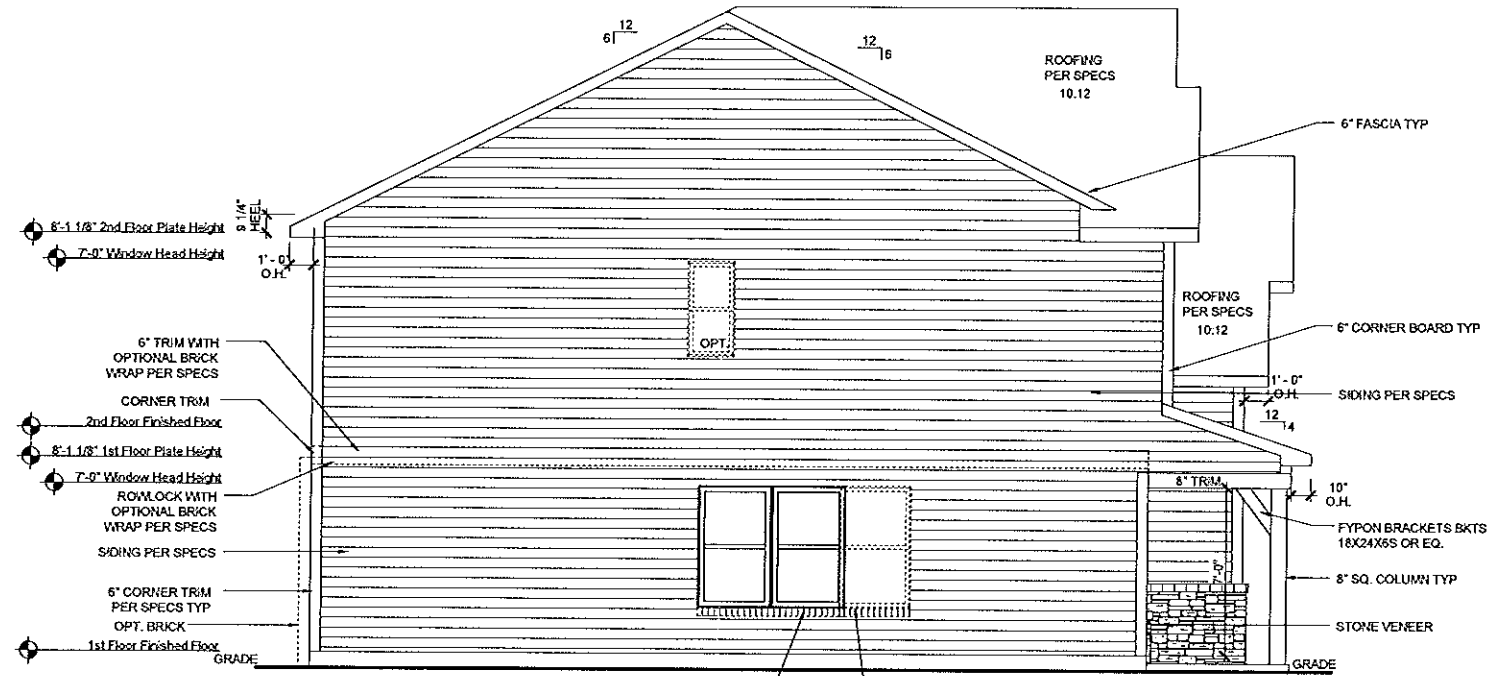
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IND E342 v4.2
Elevation Plans
Front Elevation FHR

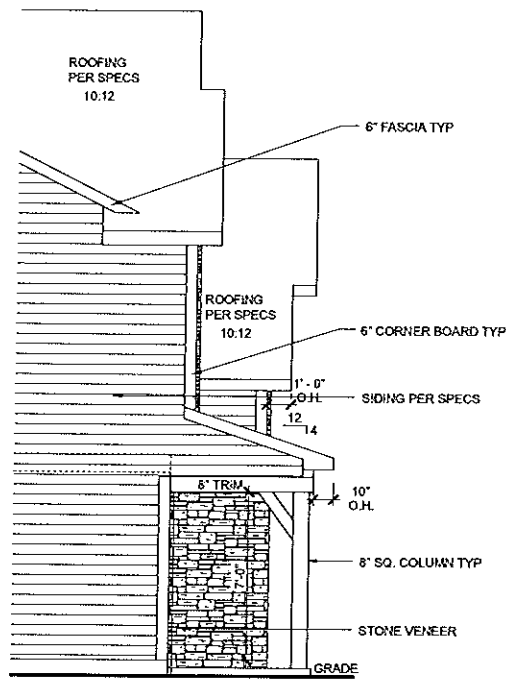
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date: 2-1-14
sheet number:
A-3.4

Plot Date: 7/28/2015 9:48:29 AM, By: Laili Tegen



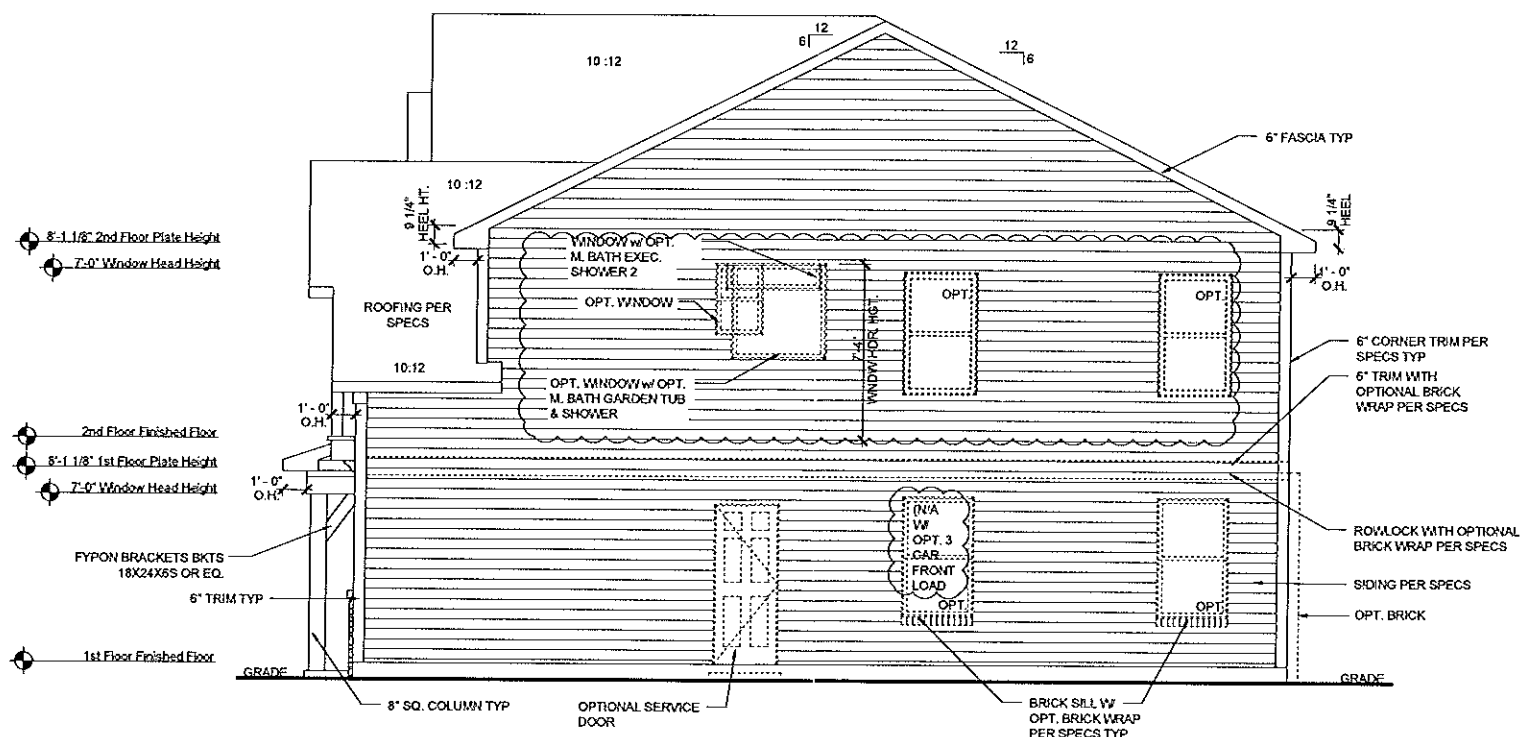
LEFT ELEVATION - FHR

SCALE: 1/8"=1'-0" (11"x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24"x36" SHEET SIZE)



LEFT ELEVATION
OPT. FRONT MASONRY - FHR (62%)

SCALE: 1/8"=1'-0" (11"x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24"x36" SHEET SIZE)



RIGHT ELEVATION - FHR

SCALE: 1/8"=1'-0" (11"x17" SHEET SIZE)
SCALE: 1/4"=1'-0" (24"x36" SHEET SIZE)

REV.	DATE
3.4	07-11-13
3.5	08-09-13
v4.0	02-01-14
v4.1	04-04-14
v4.2	07-28-15

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IND E342 V4.2
Elevation Plans
Side Elevations FHR

drawn by: DA

checked by: EM

date: 2-1-14

sheet number:

A-3.5



Ordinance Number:	16-04
Petition Number:	1603-PUD-02
Petitioner:	Beazer Homes Indiana LLP
Request:	A text amendment to modify the architectural theme standards for the Keeneland Park Planned Unit Development (PUD).
Current Zoning:	Keeneland Park PUD District
Current Land Use:	Residential
Exhibits:	1. Ordinance 16-04 2. Staff Report 3. Location Map 4. Elevations 5. APC Certification
Staff Reviewer:	Amanda Rubadue, Associate Planner

Petition History

This petition was introduced at the February 8, 2016, City Council Meeting. The petition received a public hearing at the March 7, 2016, Advisory Plan Commission (the "APC") meeting. The APC forwarded this petition with a favorable recommendation at its March 7, 2016, meeting. The petition is eligible for adoption consideration at the March 14, 2016 Council meeting.

Project Overview

Project Location: The Petitioner is requesting an amendment to the Keeneland Park Planned Unit Development (PUD) District Ordinance No. 12-45 (the "PUD Ordinance") for the 28+/- acres located on the southwest corner of 169th Street and Spring Mill Road (see **Exhibit 3**).

Project Description: The proposal is to modify the architectural standards by adding "Farmhouse" as a seventh option to the Distinct Architectural Themes, within Sections 5, 6 and 7 of the Keeneland Park PUD (the "Proposal"). A full summary of the proposal can be found in Section 2 of the proposed PUD amendment (see **Exhibit 1**).

**Procedural**

Public Hearing: Amendments to a Planned Unit Development (PUD) District are required to be considered at a public hearing by the APC. The public hearing for this petition was held at the March 7, 2016, APC meeting. Notice of the public hearing was provided in accordance with Indiana Law and the APC's Rules of Procedure.

Statutory Considerations: The Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zoning map changes that reasonable regard shall be paid to:

- 1) The Comprehensive Plan
- 2) Current conditions and the character of current structures and uses
- 3) The most desirable use for which the land is adapted
- 4) The conservation of property values throughout the jurisdiction
- 5) Responsible growth and development

Recommendations / Actions**APC Recommendation**

At its March 7, 2015, meeting, the APC forwarded a favorable recommendation of this petition to the Council (vote of: 9 in favor, 0 opposed) (see **Exhibit 5 – APC Certification**).

City Council

Introduction: February 8, 2016
Eligible for Adoption: March 14, 2016
Submitted by: Amanda Rubadue, Associate Planner
Economic and Community Development Department
arubadue@westfield.in.gov, 317.432.6663

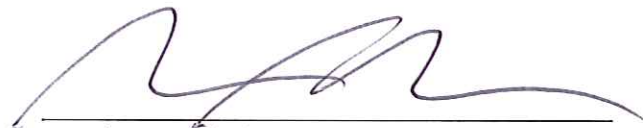
**WESTFIELD-WASHINGTON TOWNSHIP ADVISORY
PLAN COMMISSION CERTIFICATION**

The Westfield-Washington Township Advisory Plan Commission held a public hearing on Monday, March 7, 2015, to consider an amendment to the Keeneland Park Planned Unit Development District and Westfield-Washington Township Unified Development Ordinance. Notice of the public hearing was advertised and noticed in accordance with Indiana law and the Advisory Plan Commission's Rules of Procedure. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The petition is as follows:

Docket No.	1603-PUD-02
Ordinance No.	16-04
Petitioner	Beazer Homes Indiana, LLP
Description	Beazer Homes Indiana, LLP requests a text amendment to modify the architectural theme standards applicable to Sections 5, 6 and 7 of the Keeneland Park Planned Unit Development (PUD) District.

On March 7, 2015, a motion was made and passed to send a favorable recommendation to the City Council regarding this petition (Vote: 9 in favor, 0 opposed).

The above-mentioned proposal and the Advisory Plan Commission's recommendation thereof are hereby certified.



Matthew S. Skelton, Secretary

March 8, 2016

Date

NARRATIVE STATEMENT

Indianapolis Hebrew Congregation, Inc. ("IHC") is the owner of a parcel of real estate that is currently zoned SF2 and the real estate consists of approximately 30.91 +/- acres, and is generally located north of and adjacent to 161st Street and west of and adjacent to US 31 in Westfield, Indiana.

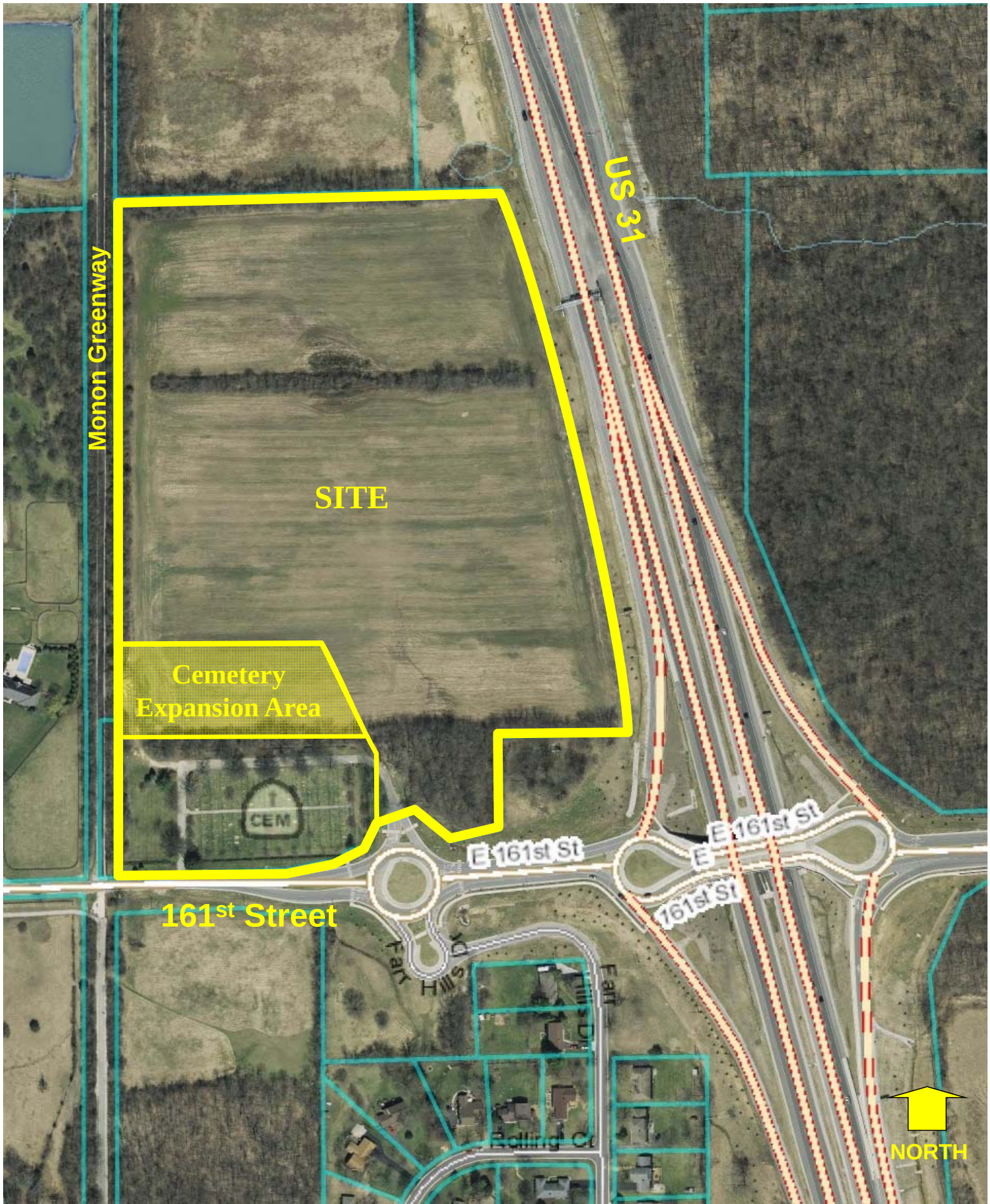
IHC has also filed a rezone request to rezone the entire IHC real estate to the "IHC Planned Unit Development Ordinance". The purpose of the IHC PUD is to provide detailed development standards for the existing cemetery and proposed expansion area of the cemetery. The remainder of the IHC property that does not consist of the existing cemetery or the proposed expansion of the cemetery area shall retain its current SF 2 zoning classification.

Associated with the rezone request, IHC is also seeking Staff approval of a Development Plan as it relates to the expansion of the cemetery that currently exists of the portion of the real estate that is adjacent to 161st Street. If the cemetery expansion is approved, the overall cemetery portion of the property will consist of approximately 6.427 acres and would serve the needs of the Congregation for the next 75 to 100 years.

Below is an aerial photograph that shows the overall boundary of the entire IHC real estate, the area where the current cemetery exists and the area of the proposed cemetery expansion.



Indianapolis Hebrew Congregation
Site Location Map



Indianapolis Hebrew Congregation
Site Location Map



Indianapolis Hebrew Congregation
Site Location Map



RECAP:	
EXISTING:	1440
PHASE 1: 980 NET	
PHASE 2: 1720 NET	
TOTAL:	4140
EXISTING AVAILABLE = 600 (APPROX.)	
TOTAL AVAILABLE	= 3300
ABSORPTION / YR.	= 33
YEARS	= 100YRS.

And the earth returns to the land as it was,
and the spirit returns to God, who gave it

Ecclesiastes 12:7



Earth you are, and to
earth you will return

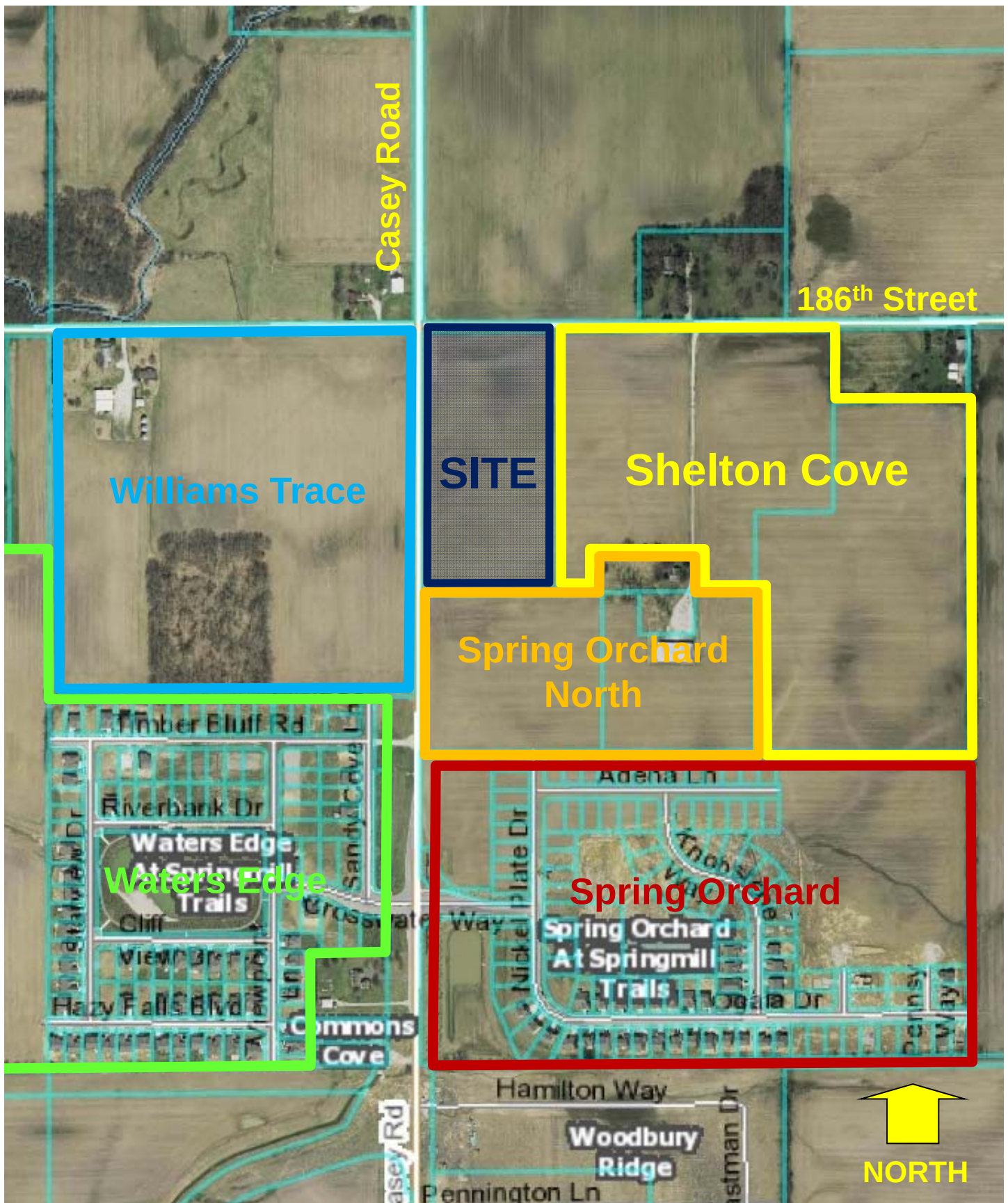
Genesis 3:19

CEMETERY RENOVATION **INDIANAPOLIS HEBREW CONGREGATION** **EAST 161ST STREET WESTFIELD INDIANA**

N
CEMETERY PLAN - PHASE 1
 16' 32' 64' 96'
 ORIGINAL SCALE PRINTED @ 24X36 IS 1/32" = 1'-0"

DAVID RAUSCH STUDIO
 Architecture & Interiors

18 FEBRUARY 2016 PRELIMINARY



**Northview Christian Church
Adjacent Development Map / Aerial Photograph**



Springmill Trails

PLANNED UNIT DEVELOPMENT

ORIGINAL ORDINANCE

Ordinance No.: 11-19

Adoption Date: September 12, 2011

Instrument No.: 2011046866



ORDINANCE 11-19

**AN ORDINANCE OF THE CITY OF WESTFIELD
TO AMEND THE ZONING MAP**

This PUD Ordinance (the "Springmill Trails PUD") amends the Zoning Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Zoning Ordinance"), enacted by the City of Westfield under authority of Chapter 174 of the Acts of the Indiana General Assembly 1947, as amended with respect to the Real Estate (defined below).

WHEREAS, the City of Westfield, Indiana and the Township of Washington, both of Hamilton County, Indiana are subject to the Westfield-Washington Township Zoning Ordinance; and,

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (Docket 1101-PUD-02), filed with the commission, requesting amendment to the Zoning map; and,

WHEREAS, this Springmill Trails PUD changes the zoning of and governs the Real Estate legally described in what is attached hereto and incorporated herein by reference as Exhibit A (the "Real Estate") to the applicable terms and conditions of this Springmill Trails PUD; and,

WHEREAS, the property now zoned by the Eagletown PUD not included in the Real Estate remains governed by the applicable terms and conditions of the Eagletown PUD, Ordinance 07-07; and,

WHEREAS, the Commission did take action on August 15, 2011 to forward the said Docket 1101-PUD-02 to the Westfield City Council with a favorable recommendation by a vote of 7 in favor and 1 opposed, in accordance with Ind. Code 36-7-4-608, as required by Ind. Code 36-7-4-1505; and,

WHEREAS, the Secretary of the Commission certified the action of the Commission to the City Council on August 16, 2011; and,

WHEREAS, the Westfield City Council is subject to the provisions of Indiana Code § 36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request.

**NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD CITY COUNCIL THAT
ORDINANCE ZONING MAP AND TITLE 16 OF THE WESTFIELD CODE OF ORDINANCES
BE AMENDED AS FOLLOWS:**

SECTION 1. Development of the Real Estate shall be governed by the provisions of the Zoning Ordinance unless specifically modified by the terms of this Springmill Trails

PUD Ordinance. When the standards of this Springmill Trails PUD Ordinance are found to be in conflict with other standards in the Zoning Ordinance, the Springmill Trails PUD Ordinance shall prevail. The uses and standards established in what is attached hereto and incorporated herein by reference as (i) Articles 1 thru 9 and (ii) Exhibits A thru E are applicable to the real estate described in what is attached hereto and incorporated herein by reference as Exhibit "A".

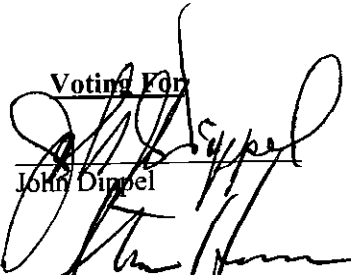
SECTION 2. This ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana. All ordinances or parts thereof that are in conflict herewith are hereby inapplicable to the Real Estate. To the extent that this ordinance conflicts with the terms of any previously-adopted ordinance or part thereof, the terms of the ordinance shall prevail.

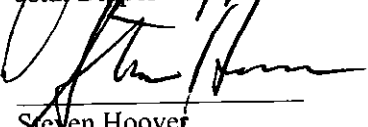
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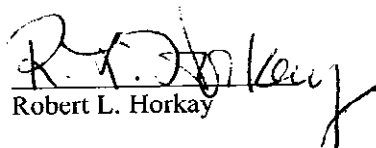
ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS 12 DAY OF Sept, 2011.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

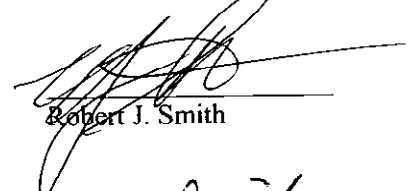
Voting For


John Dippel

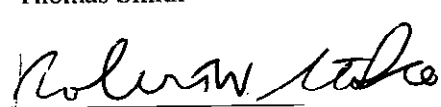

Steven Hoover


Robert L. Horkay


Kenneth Kingshill


Robert J. Smith


Thomas Smith


Robert W. Stokes

Voting Against

John Dippel

Steven Hoover

Robert L. Horkay

Kenneth Kingshill

Robert J. Smith

Thomas Smith

Robert W. Stokes

Abstain

John Dippel

Steven Hoover

Robert L. Horkay

Kenneth Kingshill

Robert J. Smith

Thomas Smith

Robert W. Stokes

ATTEST:


Cindy J. Gossard, Clerk-Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jon C. Dobosiewicz

Prepared by: James E. Shinaver and Jon C. Dobosiewicz, Nelson and Frankenberger, PC
3150 East 98th Street, Suite 170, Indianapolis, IN 46280, (317) 844-0106.

I hereby certify that ORDINANCE 11-19 was delivered to the Mayor of Westfield on the 13 day
of Sept, 2011, at 9:30 a m.

Cindy J. Gossard
Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 11-19

This 13 day of Sept., 2011.

J. Andrew Cook
J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 11-19

this ____ day of _____, 2011.

J. Andrew Cook, Mayor

"I affirm, under the penalties of perjury,
that I have taken reasonable care to redact
each Social Security Number in this
document, unless required by law"

James C. Smith
Signed

SPRINGMILL TRAILS PUD TABLE OF CONTENTS

- Article 1. Definitions
- Article 2. Residential Districts
- Article 3. Commercial District
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SPRINGMILL TRAILS PUD TABLE OF EXHIBITS

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ARTICLE 1. DEFINITIONS.

1. "Alley" shall mean and refer to any private drive, with the exception of private streets, open for the purpose of affording a secondary means of vehicular access to abutting property which otherwise abuts upon a street and which is not intended for traffic other than public services and circulation to and from said property.
2. "Church" shall mean and refer to a building and property used for public worship. A Church may include a daycare and meeting space facilities open to the general public at the election of the owner.
3. "Commercial District" shall mean and refer to what is identified on the Zoning District Map as Commercial.
4. "Community Garden" shall mean and refer to a designated area within a subdivision common area set aside for use by residents for the growing of plants including fruits, vegetables and flowers. These areas may be segmented off for use by individual owners of lots within the subdivision.
5. "Concession / Mobility Rental Stand" shall mean and refer to a business use engaged in the sale of refreshments and rental of equipment such as bicycles to serve the needs of pedestrians visiting a sports complex or the Little Eagle Creek Trail.
6. "Construction Phasing Schedule" shall mean and refer to the Construction Phasing Schedule attached hereto and incorporated herein by reference as Exhibit D.
7. "Corner Break" shall mean and refer to the exterior corner along the elevation of a home. The exterior corners of a covered porch, the outermost corners of the residence, and a projection with a height of no less than six feet and projection of no less than 2 feet shall count as a corner break.
8. "Development Amenities" shall mean and refer to neighborhood features that provide comfort, convenience, pleasure, and increased quality of life within developments. Development amenities may include, but are not limited to clubhouses, gyms, swimming pools, tennis courts, basketball courts, ball-fields (soccer, football, etc.), walking/jogging/biking trails, picnic/barbecue group areas, playgrounds, volleyball courts, and racquetball courts.
9. "District" shall mean and refer to any of the five (5) Districts within the Springmill Trails PUD.
10. "Dwelling, Single Family Attached" shall mean and refer to two through seven unit attached dwellings including but not limited to Quadplex Dwellings, Triplex Dwellings, Duplex Dwellings, and Townhouse Dwellings.
11. "Dwelling, Single Family Detached" shall mean and refer to a dwelling unit which does not

share a common wall with any other dwelling and is surrounded on all sides by open space located on the same lot.

12. "Elevation" shall mean and refer to the front, side or rear of a dwelling.
13. "Fishing Pond" shall mean and refer to a storm water management pond that is stocked with fish for the purpose of providing recreational fishing opportunities for the residents of a District(s).
14. "Franchise Architecture" shall mean and refer to building design that is trademarked or identified with a particular chain or corporation and is generic in nature.
15. "Illustrative Site Development Plan" shall mean and refer to the Illustrative Site Development Plan attached hereto and incorporated herein by reference as Exhibit C.
16. "Market Center District" shall mean and refer to what is identified on the Zoning District Map as the Market Center.
17. "Mixed Use District" shall mean and refer to what is identified on the Zoning District Map as Mixed Use.
18. "Natural Materials" Brick, wood, limestone, fiber cement siding, or natural stone.
19. "Overhang" The portion of the roof structure that extends beyond the exterior walls of a home offering it protection from the elements.
20. "Owner" shall mean and refer to any owner of any part of the Real Estate.
21. "Parcel" shall mean and refer to a land area with properly recorded legal description.
22. "Parcel Coverage" shall mean and refer to the total ground area, within any particular parcel, covered by the primary structures plus garages and carports and other accessory structures, which are greater than thirty-six inches above grade level, excluding fences and walls not attached in any way to the roof.
23. "Public gathering area" shall mean and refer to a space within a subdivision common area occupied by a structure and surrounding hardscape/landscape design including seating for a minimum of 10 persons.
24. "Real Estate" shall mean and refer to the real estate described in what is attached hereto and incorporated herein by references as Exhibit A.
25. "Residential District 1" shall mean and refer to what is identified on the Zoning District Map as the Residential District 1.
26. "Residential District 2" shall mean and refer to what is identified on the Zoning District Map

as the Residential District 2.

27. "Ridge line" The intersection of two horizontal roof planes, or the angle formed by them, which form the peak of a pitched area. A hip roof shall be the equivalent of only one ridge line.
28. "Zoning District Map" shall mean and refer to the Zoning District Map attached hereto and incorporated herein by reference as Exhibit B.
29. "Zoning Ordinance" shall mean and refer to the Comprehensive Zoning Ordinance of Westfield-Washington Township, 1977, as amended.

ARTICLE 2. SINGLE FAMILY RESIDENTIAL DISTRICTS. WC 16.04.030 of the Zoning Ordinance, entitled "Residential Districts", shall be applicable to the use and development of the Real Estate, subject to the following exceptions and additions:

Section 2.1. General Requirements.

- A. Building Height. All non-residential buildings are permitted to be a maximum of fifty (50) feet or four stories in height, whichever is greater.
- B. Keeping of Animals (excluding cats and dogs). Horses, ponies and llamas may be kept on Parcels subject to the following standards:
 - 1. Minimum parcel size of 3 acres,
 - 2. Maximum of one animal per acre, and
 - 3. Stables are permitted subject to a minimum of 50' setback from all property lines.
- C. Chain-link fencing with vinyl slats is prohibited.

Section 2.2. Residential District 1: The underlying zoning of Residential District 1 shall be the SF 4 District in the Zoning Ordinance. Said underlying zoning classification, as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the Residential District 1.

- A. Permitted Uses:
 - 1. Single Family Detached Dwellings
 - 2. Church
 - 3. Public parks
 - 4. Schools – Public or Private – without dormitory accommodations
 - 5. Fire Station
 - 6. Day Care Center
 - 7. Model dwellings and sales offices therein and temporary trailers from which lot and dwelling sales activities may be conducted with outside sales persons.
 - 8. Child care dwelling - in accordance with IC 36-7-4-1108

9. Residential facility for mentally ill - in accordance with IC 12-28-4-7
 10. Residential common areas and privately owned amenity areas along with accessory uses, structures and improvements located thereon, including without limitation, recreational developments, trails, swimming pools, fitness centers, clubhouses, parks, ball fields, ball courts, practice facilities, playgrounds, gardens and related storage and support facilities.
- B. Minimum lot area: Seven thousand five hundred (7,500) square feet subject to the following additional standards:
1. No more than 400 lots shall be less than nine thousand (9,000) square feet.
 2. No more than 600 lots shall be less than eleven thousand (11,000) square feet.
- C. Minimum Lot Frontage on Road: Fifty (50) feet.
- D. Minimum Setback Lines:
1. Front yard – 20 feet
 2. Side yard – 6 feet
 3. Rear yard – 20 feet
- E. Minimum lot width at building line: Seventy (70) feet
- F. Maximum building height: Thirty-five (35) feet.
- G. Minimum total square footage, exclusive of porches, terraces, and garages:
1. Single story: One thousand four hundred (1,400) square feet
 2. Two story: One thousand eight hundred (1,800) square feet
 3. A maximum number of dwellings less than 1,600 square feet if single story and 2,000 square feet if two story shall be 400.
 4. The maximum number of dwellings less than 2,200 square feet shall be 600.
- H. Architectural Standards:
1. Elevations:

- a. The front elevation of a dwelling shall be the elevation containing the front door to the dwelling.
 - b. A minimum of fifty percent (50%) of the front elevation of each dwelling (excluding openings such as doors and windows, roofs, and any area within a dormer projecting from a roof) shall have masonry as the exterior building material.
 - c. The surface area of all remaining elevations shall have masonry or natural materials as the exterior building material subject to any exception permitted in this Article.
2. A dwelling shall have a minimum of three (3) ridge lines.
3. A dwelling shall have a minimum of three (3) corner breaks on the (i) front elevation and (ii) each side elevation.
4. Windows:
 - a. A dwelling shall have a minimum of three (3) windows on the front elevation of the structure.
 - b. A dwelling shall have a minimum of two (2) windows on each side elevation. A door on the side elevation shall meet the requirement of one window.
 - c. A dwelling shall have a minimum of three (3) windows on the rear elevation.
 - d. A double window (a single window unit a minimum of four (4) feet in width with two windows side by side) shall count as two windows.
 - e. All windows shall have shutters and/or treatment. For windows in brick elevation, the treatment shall be of natural or masonry materials and be applied to the sill and header at a minimum. For windows in a non-brick elevation, the treatment shall be of natural materials and be applied to the sill, header and jams. The width of the treatment shall be a minimum of 1/2 the vertical reveal dimension of the base siding material.
5. A stoop or porch is required at the front door on all dwellings. The minimum size shall be no less than four (4) feet in width and depth.

6. The minimum roof pitch of the main roof of the dwelling shall be 6/12. Elements such as porches, bays, walkways, etc., may be covered with a lower roof pitch.
7. Roof overhangs shall be required and shall be a minimum of 8". Elements such as porches, bays, walkways, etc., may be covered with fewer inches of overhang.
8. Roof vents shall be located to the rear of the dwelling when possible. All vents shall be positioned to be minimally visible from the street and shall be painted to match the roofing material, black, or for those made of metal, left natural.

I. Lot Landscaping Requirements: The following standards apply to all lots within Residential District 1 and contribute to the requirements of Section 8.2 of this Springmill Trails PUD:

1. A minimum of two (2) shade trees, and ten (10) shrubs shall be planted in each front yard.
2. Each dwelling shall have a minimum of one (1) tree and six (6) shrubs in each side yard.
3. Each dwelling shall have a minimum of one shade (1) tree in the rear yard.
4. Twenty-five percent of the shrubs required under this section may be substituted with perennial plants at the rate of 4 perennials per 1 shrub.

J. Additional Design Standards:

1. No rear yard shall abut Springmill Road, 186th Street or Eagle Parkway. Lots shall face these street(s) or be separated from the street(s) by project open space a minimum of 100'. See Article 8.3.F of this Springmill Trails PUD Ordinance for additional standards.
2. A minimum of seventy-two (72) of the dwellings constructed in Residential District 1 shall have a side load or courtyard garage.

Section 2.3. Residential District 2: The underlying zoning for Residential District 2 shall be the SF-5 District in the Zoning Ordinance. Said underlying zoning classification, as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the Residential District 2. The size and configuration of Residential District 2 may increase or decrease by up to 15%.

A. Permitted Uses:

1. Single Family Detached Dwellings
2. Single Family Attached Dwellings
3. Public parks
4. Assisted Living Facility
5. Concession / Mobility Rental Stand (only permitted west of Eagle Parkway)
6. Fire Station
7. Church
8. Daycare Center
9. Model dwellings and sales offices therein and temporary trailers from which lot and dwelling sales activities may be conducted with outside sales persons.
10. Child care dwelling - in accordance with IC 36-7-4-1108
11. Residential facility for mentally ill - in accordance with IC 12-28-4-7
12. Residential common areas and privately owned amenity areas along with accessory uses, structures and improvements located thereon, including without limitation, recreational developments, trails, swimming pools, fitness centers, clubhouses, parks, ball fields, ball courts, practice facilities, playgrounds, gardens and related storage and support facilities.

B. Minimum lot area:

1. 40' alley load lots – 3,200 square feet
2. 50' alley load lots – 4,400 square feet
3. 60' alley load lots – 5,000 square feet
4. 60' front load lots – 5,400 square feet
5. Single Family Attached Dwellings – N/A

C. Minimum lot frontage on road:

1. 40' alley load lots – 40 feet

2. 50' alley load lots – 40 feet
3. 60' alley load lots – 40 feet
4. 60' front load lots – 40 feet
5. Single Family Attached Dwellings – N/A

D. Minimum setback lines:

1. Front yard –
 - a. 40' alley load lots – 10 feet
 - b. 50' alley load lots – 10 feet
 - c. 60' alley load lots – 10 feet
 - d. 60' front load lots – 20 feet
 - e. Single Family Attached Dwellings – 10 feet alley load and side load, 20 feet front load
2. Side yard:
 - a. 40' alley load lots – 6 feet
 - b. 50' alley load lots – 6 feet
 - c. 60' alley load lots – 6 feet
 - d. 60' front load lots – 6 feet
 - e. Single Family Attached Dwellings – minimum 25' between buildings
3. Rear yard:
 - a. 40' alley load lots – 20 feet
 - b. 50' alley load lots – 20 feet
 - c. 60' alley load lots – 20 feet
 - d. 60' front load lots – 15 feet

- e. Single Family Attached Dwellings – minimum 25’ between buildings
- 4. Minimum lot width at building line:
 - a. 40’ alley load lots – 40 feet (50’ on corner lots)
 - b. 50’ alley load lots – 50 feet
 - c. 60’ alley load lots – 60 feet
 - d. 60’ front load lots – 60 feet
 - e. Single Family Attached Dwellings – N/A
- 5. Maximum building height:
 - a. 40’ alley load lots – 25 feet
 - b. 50’ alley load lots – 25 feet
 - c. 60’ alley load lots – 25 feet
 - d. 60’ front load lots – 25 feet
 - e. Single Family Attached Dwellings – 35 feet
- E. Minimum total square footage, exclusive of porches, terraces, and garages:
 - 1. Single story: One thousand, four hundred (1,400) square feet
 - 2. Single-family attached: One thousand, three hundred (1,300) square feet
- F. Architectural Standards:
 - 1. Elevations:
 - a. The front elevation of a dwelling shall be the elevation containing the front door to the dwelling.
 - b. A minimum of fifty percent (50%) of the front elevation of each dwelling, excluding openings such as doors and windows, roofs, and any area within a dormer projecting from a roof, shall have masonry as the exterior building material.

- c. The surface area of all remaining elevations shall have masonry, natural materials or vinyl siding (0.048 mil thickness or greater) as the exterior building material subject to any exception permitted in this Article.
- 2. Minimum number of Ridge Lines:
 - a. Single Family Detached dwelling = 3
 - b. Single Family Attached Building = 5
- 3. Minimum number of Corner Breaks:
 - a. Single Family Detached dwelling = 3 on the front elevation
 - b. Single Family Attached Building = 4
- 4. Windows:
 - a. A dwelling shall have a minimum of three (3) windows on the front elevation.
 - b. A dwelling (building in the case of a Single Family Attached Dwelling) shall have a minimum of two (2) windows on each side elevation. A door on the side elevation shall meet the requirement of one (1) window.
 - c. A dwelling shall have a minimum of three (3) windows on the rear elevation.
 - d. A double window (a single window unit a minimum of four (4) feet in width with two windows side by side) shall count as two windows.
 - e. All windows shall have shutters and/or treatment. For windows in brick elevation, the treatment shall be of natural or masonry materials and be applied to the sill and header at a minimum. For windows in a non-brick elevation, the treatment shall be of natural materials and be applied to the sill, header and jams. The width of the treatment shall be a minimum of 1/2 the vertical reveal dimension of the base siding material.
- 5. A stoop or porch is required at the front door on all dwellings. The minimum size shall be no less than four (4) feet in width and depth.

6. The minimum roof pitch of the main roof of the dwelling shall be 6/12. Elements such as porches, bays, walkways, etc., may be covered with a lower roof pitch.
7. Roof overhangs shall be required and shall be a minimum of 8". Elements such as porches, bays, walkways, etc., may be covered with fewer inches of overhang.
8. Roof vents shall be located to the rear of the dwelling when possible. All vents shall be positioned to be minimally visible from the street and shall be painted to match the roofing material, black, or for those made of metal, left natural.
9. Garage doors shall incorporate at least one of the following design elements.
 - a. Windows.
 - b. Single-load (individual) garage doors for each parking bay.

G. Lot Landscaping Requirements: The following standards apply to all lots within Residential District 2 and contribute to the requirements of Section 8.2 of this Springmill Trails PUD:

1. A minimum of one (1) shade tree, and six (6) shrubs shall be planted in each front yard of a Single Family Detached Dwelling.
2. Each Single Family Detached Dwelling shall have a minimum of four (4) shrubs in each side yard.
3. Each Single Family Detached Dwelling shall have a minimum of one shade (1) tree in the rear yard.
4. A minimum of four (4) shade trees and ten (10) shrubs shall be planted for each dwelling unit of a Single Family Attached Dwelling Building. Evergreen trees may be substituted for shrubs at a rate of one evergreen for every 4 shrubs. Plantings may be placed throughout the Single Family Attached development area.
5. Twenty-five percent of the shrubs required under this section may be substituted with perennial plants at the rate of 4 perennials per 1 shrub.

H. Additional Standards:

1. The use of vinyl siding as an elevation exterior building material shall be prohibited within 300' of Eagle Parkway and/or 186th Street.

2. A maximum of fifteen (15) lots is permitted adjacent to one another without a break comprised of a common area, a change in dwelling/lot type (front load, alley load, detached dwelling, attached dwelling, etc) or street right-of-way.
3. No rear yard shall abut Eagle Parkway or 186th Street. Lots shall face Eagle Parkway and/or 186th Street or be separated from the street by project open space a minimum of 100' in depth. See Article 8.3.F of this Springmill Trails PUD Ordinance for additional standards.
4. No one dwelling type (front load detached, alley load detached, attached dwelling, etc) may exceed sixty (60) percent of the total number of dwellings in the District.
5. A minimum of three dwelling types shall be constructed within the District.
6. Included by reference, as Exhibit F, are photographs of homes that are characteristic of those that may be constructed within Residential District 2.
7. A maximum of 1250 single family detached and attached dwellings shall be permitted within Residential District 2.

Section 2.4. Development Amenities:

- A. The following Development Amenities will be distributed throughout Residential District 1 and 2 as generally illustrated on Exhibit E – Amenity Plan:
 1. Clubhouse
 2. A minimum of 5 small parks (minimum of 10,000 square feet in area)
 3. A minimum of 4 swimming pools and swimming pool areas
 4. A minimum of 5 playgrounds
 5. Integrated trail system connecting all districts
- B. Additionally, at least four of the following amenities shall also be provided within each residential district:
 1. Fitness center
 2. Basketball court

3. Tennis Court
 4. Volleyball court
 5. Putting green
 6. Community garden
 7. Public gathering area
 8. Fishing Pond
- C. Amenities required under this section will be provided within each District no later than the completion of forty (40) percent of the dwellings within each area designated under an approved Primary Plat.
- D. The Developer shall construct the Little Eagle Creek Trail (the "Trail") through the Real Estate in substantial compliance with the Trail route shown in the Amenity Plan, Exhibit "E", or a route otherwise agreed to by the City of Westfield. The Trail shall be constructed in compliance with the City of Westfield's standards in place at the time of construction. The real property, at a width of no less than 60 feet, on which the Trail is located, shall be dedicated to the City of Westfield at the time of development plan or secondary plat approval for the relevant section of the Development and prior to the issuance of any building permits or improvement location permits on the relevant section of the Development, or at a time otherwise agreed to by the City of Westfield.

Section 2.5. Additional Standards:

- A. Maximum Density:
1. Residential District 1 – Up to 2.8 dwellings per acre
 2. Residential District 2 – Up to 6 dwellings per acre
- B. Maximum number of single family attached and detached dwellings – 1950
- C. Open Space: The minimum percent of open space shall be 21% of the development area of each district.
- D. Development provisions for a specific area within Residential District 1 (Existing Hamilton County Tax Parcel #08-05-27-00-00-016.000, approximately 37 acres):
1. The parcel shall be entitled to a density of 2.8 units per acre (approximately 104 lots).
 2. The parcel shall not be required to provide open space in excess of 21 percent.
 3. The parcel shall be entitled to a minimum lot size of 7,500.

- E. Single family detached dwelling variety requirements: See the following exhibit.

Single Family Detached Dwelling Variety Requirements

	3	3
	2	2
	1	1
Subject dwelling		1
	1	1
	2	2
	3	3

- | | |
|--------------|--|
| <div>1</div> | Dwelling cannot be of the same elevation of the same plan as the Subject dwelling and must be a different color package. |
| <div>2</div> | Dwelling may be of the same plan and elevation as the Subject dwelling, but must be a different color package. |
| <div>3</div> | Dwelling may be identical to the subject dwelling. |

ARTICLE 3. COMMERCIAL DISTRICT. The purpose of this district is to allow commercial development. The underlying zoning of the Commercial District shall be the EI District in the Zoning Ordinance. Said underlying zoning classification, as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the Commercial District. WC 16.04.060 of the Zoning Ordinance, entitled "Industrial Districts", shall be applicable to the use and development of the Real Estate, subject to the following exceptions and additions. WC 16.04.065 of the Zoning Ordinance, entitled "State Highway 32 Overlay Zone", shall also be applicable to the use and development of the Real Estate, subject to the provisions of Article 5 of this ordinance.

Section 3.1. General Requirements. The following general requirements apply to the Commercial District.

- A. Parking may be permitted in all required Building Setback Areas.
- B. A suitable planting buffer shall be provided on any business yard that abuts a residential area in accordance with the Landscaping Standards of this Ordinance.
- C. Outdoor storage or display of vehicles and materials is permitted only in a permanent outside storage or sales display area identified on a Development Plan for the purpose.
- D. Pedestrian connections shall be provided between buildings and parking areas via pavement striping and sidewalks.
- E. Sidewalk connections of five (5) feet in width shall be made between buildings and sidewalks/paths within the right-of-way.
- F. Chain-link fencing with vinyl slats is prohibited.

Section 3.2. Development Requirements.

- A. Special Requirements.
 - 1. Architectural Standards (see Section 3.3)
 - 2. Outside storage is permitted subject to the provision of a solid opaque screen (fence/wall or vegetation) surrounding the outdoor storage area.
 - 3. The Commercial District shall be no closer than 350 feet to the right-of-way of State Highway 32.
 - 4. The Commercial District shall be subject to the State Highway 32 Overlay Zone as applicable and as noted in Article 5 of this Springmill Trails PUD.

5. Multi-family development shall meet all the requirements of Article 4.5 of this Springmill Trails PUD Ordinance.
- B. Permitted Uses. See Article 7 (Table of Permitted Uses) for list of permitted uses.
- C. Minimum Tract Requirement. A minimum of ten (10) acres is required for a Development Plan Application. Development Plan Amendments do not need to meet the minimum tract requirements of this section.
- D. Minimum Lot Area. None
- E. Minimum Tract Frontage on Road. Direct or indirect access to a public right-of-way is required.
- F. Minimum Setback Lines (applied to perimeter of the Commercial District).
1. Front Yard: Twenty (20) feet
 2. Side Yard: Twenty (20) feet
 3. Rear Yard: Twenty (20) feet
- G. Maximum Building Height. Not to exceed sixty (60) feet.
- H. Loading and Parking. See Article 6.

Section 3.3. Architectural Standards.

- A. General Requirements.
1. All heating, ventilating, communication, and other similar equipment located on the roof of any building shall be screened from view on all sides in a manner that is homogenous with the balance of the structure.
 2. Street light fixtures shall be pedestrian-scale fixtures. Wall sconces shall be decorative and compatible with surrounding architecture.
 3. Buildings shall include decorative pole lighting, similar landscape palette, and use of a similar building materials palette. Franchise Architecture shall be modified to conform to the above noted design.
- B. Building Materials. Buildings are subject to the building materials provisions of WC 16.04.165 of the Zoning Ordinance, entitled "Development Plan Review".

ARTICLE 4. BUSINESS DISTRICTS. WC 16.04.050 of the Zoning Ordinance, entitled "Business Districts", shall be applicable to the use and development of the Real Estate, subject to the following exceptions and additions. WC 16.04.065 of the Zoning Ordinance, entitled "State Highway 32 Overlay Zone", shall also be applicable to the use and development of the Real Estate, subject to the provisions of Article 5 of this ordinance.

Section 4.1. General Requirements. The following general requirements apply to all business districts within the Springmill Trails PUD.

- A. Groups of business uses requiring parking space may join in establishing group parking area with not less than 80% of the sum of the separate Requirements for each participating use.
- B. Parking may be permitted in all required Building Setback Areas.
- C. There shall be no storage or display of merchandise outside of a building except in a permanent outside sales display area established for the purpose. Permanent outside sales display shall be permitted only in the Market Center District and shall require screening.
- D. Outside merchandise associated with sidewalk-type sales events of less than one (1) week in duration and with a frequency of no more than once every six (6) calendar months is permitted. Farmers markets and sidewalk cafes are exempt from time restrictions.
- E. Pedestrian connections of five (5) feet in width shall be provided between buildings and parking areas via striping and sidewalks.
- F. Sidewalk connections shall be made between buildings and sidewalks/paths within the right-of-way.
- G. The size and configuration of any business district may be increased or decreased by 15%, so long as there is no increase in permitted densities.
- H. Chain-link fencing with vinyl slats is prohibited.

Section 4.2. Market Center District: The underlying zoning of the Market Center District shall be the GB District in the Zoning Ordinance. Said underlying zoning classification, as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the district.

- A. Special Requirements.
 - 1. Architectural Standards (see Section 4.4)

2. The size of the Market Center District may not be decreased by more than 5%.

B. Permitted Uses.

1. See Article 7 (Table of Permitted Uses) for list of permitted businesses.
2. Any uses similar to general business not listed in Article 7 shall be permitted subject to approval by the Director.

C. Minimum Development Plan Requirement. A minimum of 30 acres is required for a Development Plan Application. Development Plan Amendments do not need to meet the minimum tract requirements of this section.

D. Minimum Lot Area. None

E. Minimum Tract Frontage on Road. Six-hundred and sixty (660) feet.

F. Minimum Building Setback Lines (applied to perimeter of the Market Center District):

1. Front Yard:
 - a. Subject to State Highway 32 Overlay along SR 32,
 - b. Forty (40) feet along Eagle Parkway (Ditch Road extension)
 - c. Twenty (20) feet for all other streets
2. Side Yard: Twenty (20) feet
3. Rear Yard: Twenty (20) feet

G. Maximum Building Height. Sixty (60) feet

H. Minimum Building Gross Floor Area. Three-thousand (3,000) square feet per building

I. Loading and Parking. See Article 6.

J. Signs. See Article 9.

K. Landscaping. See Article 8.

Section 4.3. Mixed Use District. The underlying zoning of the Mixed Use District shall be the GB District in the Zoning Ordinance. Said underlying zoning classification, as modified

below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the district.

A. Special Requirements.

1. Architectural Standards (see Section 4.4)
2. No outside storage is permitted.
3. See Section 4.5 for additional standards for Multi-family uses.
4. The gross floor area of individual (i) Department Stores over 10,000 sq.ft., (ii) Furniture Stores, (iii) Hardware Stores, (iv) Major Appliance Store, and Sporting Goods Stores within the Mixed Use District east of Eagle Parkway or within 300' of Residential District 2 (west of Eagle Parkway) shall be limited to a maximum of 25,000 square feet.

B. Permitted Uses.

1. See Article 7 (Table of Permitted Uses) for list of permitted businesses.
2. Any uses similar to general business not listed in Article 7 shall be permitted subject to approval by the Director.
3. Common areas and privately owned amenity areas along with accessory uses, structures and improvements located thereon, including without limitation, recreational developments, trails, swimming pools, fitness centers, clubhouses, parks, ball fields, ball courts, practice facilities, playgrounds, gardens and related storage and support facilities.
4. Home Occupations in Multi-family dwellings.

C. Minimum Development Plan Requirement. A minimum of ten (10) acres is required for a Development Plan Application. Development Plan Amendments do not need to meet the minimum tract requirements of this section.

D. Minimum Lot Area. None

E. Minimum Tract Frontage on Road. Direct or indirect access to a public street right-of-way is required.

F. Minimum Setback Lines (applied to perimeter of the Mixed Use District).

1. Front Yard:

- a. Subject to State Highway 32 Overlay Zone along SR 32.

- b. Forty (40) feet along Eagle Parkway (Ditch Road extension).
 - c. Twenty (20) feet for all other streets
- 2. Side Yard: Twenty (20) feet
- 3. Rear Yard: Twenty (20) feet
- G. Maximum Building Height. Sixty (60) feet
- H. Minimum Building Gross Floor Area. Three-thousand (3,000) square feet per building
- I. Loading and Parking. See Article 6.
- J. Signs: See Article 9.
- K. Landscaping: See Article 8.

Section 4.4. Architectural and Design Requirements.

- A. Where applicable the State Highway 32 Overlay standards shall apply.
- B. All heating, ventilating, communication, and other similar equipment located on the roof of any facility shall be screened from view on all sides in a manner that is homogenous with the balance of the structure.
- C. All building and site design shall include decorative pole lighting, similar landscape palette, and use of a similar building materials palette. Franchise Architecture shall be modified to conform to the above noted design.
- D. Entrance Roads from State Highway 32 and Eagle Parkway shall be designed with common signage, lighting, and landscaping.
- E. Monument Signage materials shall match the general character and identity of the primary structures. Iconic elements may be used as entry treatments at Eagle Parkway and State Highway 32.
- F. Structured Parking is permitted, as long as the exterior materials are similar to the primary buildings in the district.
- G. Sidewalks along the front of multi-tenant buildings occupied primarily by retail, restaurant and entertainment uses shall be a minimum of twelve (12) feet wide and have a minimum clear width for walking of six (6) feet, unobstructed by any permanent or temporary streetscape elements, signs, displays or outdoor eating

areas. Sidewalks may be used for outdoor eating or retail sales, subject to approval by the Developer.

- H. Buildings Materials are subject to the provisions of WC 16.04.165 of the Zoning Ordinance, entitled "Development Plan Review".
- I. Traffic calming methods will be introduced to encourage low-speed traffic and safe pedestrian crossings. Building facades shall be articulated with canopies and covered entrances to encourage a more pedestrian friendly environment.

Section 4.5. Standards for Multi-Family Uses in the Mixed Use District: The underlying standards for Multi-Family uses shall be the MF-2 District in the Zoning Ordinance. Said underlying zoning classification, as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of Multi-Family uses in the Mixed use District.

- A. Maximum Dwelling Density - fourteen (14) dwelling units per acre (based on multi-family development and green space area)
- B. Maximum Number of Dwelling Units Per Structure – thirty-six (36) units
- C. Maximum Number of Dwelling Units – nine hundred (900) units on the Real Estate.
- D. Minimum Square Footage Per Dwelling Unit (excluding porches, terraces, carports, and garages) - six hundred fifty (650) square feet
- E. A minimum setback of 10' shall be required from internal driveways/parking areas.
- F. Maximum building height: Fifty (50) feet
- G. Proximity Slope: – The proximity slope shall not apply to the development of the Real Estate.
- H. Minimum Distance Between Structures: twenty (20) feet
- I. Parking Lot Screening: In addition to the requirements in Article 6, the following provisions shall apply:
 - 1. Parking lots and spaces viewable from a public street or adjacent to single or multi-family development shall be screened by either a three-foot tall opaque wall or fence or by a solid hedge row, in addition to landscaping required in this Springmill Trails PUD.
 - 2. Parking lot screening shall be installed when parking spaces are located within ten (10) feet of dwellings.

J. Building Materials:

1. Masonry shall be the exterior building material on thirty percent (30%) of the elevation of all buildings, excluding openings, such as doors and windows, roofs, and the area within any dormer projecting from a roof.
2. Masonry or natural materials shall be the exterior building material on the remaining exterior elevation of the building, excluding openings, such as doors and windows, roofs, and any elevation area within a dormer projecting from a roof.

K. Transportation Accessibility: Transportation Accessibility shall be per the requirements of the Zoning Ordinance for the MF2 District..

L. Development Plans: Multi-Family development shall meet the following requirements, in addition to the other requirements set forth in this Springmill Trails PUD.

1. In the event that more than one building is proposed, they shall be designed to be located so that no more than two buildings are in a straight, unbroken line.
2. Straight/unbroken, front elevations shall be limited to 100 feet in length.

M. Each type of amenity shall count as one amenity, regardless of the quantity of the amenity that is provided (i.e., if two basketball courts are provided, they count as only one amenity).

Number of Units in Development	Minimum Number of Amenities Provided
1-150	2
151-300	4
301-450	5
451+	6

N. Required amenities may include, but are not limited to, clubhouses, gymnasiums, swimming pools, tennis courts, basketball courts, ball-fields (soccer, baseball, etc.), walking/jogging/biking trails, volleyball courts, and racquetball courts.

1. A minimum of 20 percent green space shall be provided.
2. Picnic/barbecue area: A picnic/barbecue area shall include at least one (1) barbecue grill and one (1) picnic table, per fifty (50) dwelling units.

3. Large Playground: A large playground shall be a minimum of 5,000 square feet in area per 250 units. The square feet requirement shall include safe fall zones. Play equipment shall include a variety of elements within a designated area mulched with ADA and CPSC approved safety surfacing. A Large Playground shall include the following:
 - a. Six (6) swings
 - b. Three (3) detached/freestanding play elements
 - c. Three (3) sliding elements
 - d. Six (6) climbing elements
 - e. One (1) overhead element
 - f. Panels featuring play elements
 - g. Decks, bridges, tunnels as required to attach various play elements to each other.
 - h. All play area surfacing must comply with Americans with Disabilities Act and Consumer Product Safety Commission requirements for fall heights and accessibility.
4. Small Playground: A small playground shall be a minimum of 2,000 square feet in area per 150 dwelling units. The square footage requirement shall include safe fall zones. Play equipment shall include a variety of elements with a designated area, mulched with ADA and CPSC approved safety surfacing. A small playground shall include the following:
 - a. Three (3) detached/freestanding play elements
 - b. Three (3) sliding elements
 - c. Three (3) climbing elements
 - d. One (1) overhead element
 - e. Panels featuring play elements
 - f. Decks, bridges, tunnels as required to attach various play elements to each other.

- g. All play area surfacing must comply with Americans with Disabilities Act and Consumer Product Safety Commission requirements for fall heights and accessibility.

ARTICLE 5. STATE HIGHWAY 32 OVERLAY ZONES.

Section 5.1 WC 16.04.065 of the Zoning Ordinance, entitled "State Highway 32 Overlay Zone", shall be applicable to the use and development of the Real Estate, subject to the following exceptions:

- A. The Concept Plan contemplates access to the Real Estate from State Road 32 as illustrated. Access to the Real Estate from State Highway 32 shall be limited to the following locations subject to approval as required by the State Highway 32 Overlay Zone requirements:
 - 1. Eagle Parkway (New Public Street aligned with Ditch Road)
 - 2. One full access drive cut west of Eagle parkway.
 - 3. New Casey Road (approximately midway between Eagle Parkway and Springmill Road.
 - 4. One full access drive cut between Eagle Parkway and new Casey Road.
 - 5. Two full access drive cuts between new Casey Road and Springmill Road.
- B. Monument signs shall be permitted between the setback line established by the primary structure nearest State Highway 32 and the State Road 32 right-of-way provided that a monument sign shall not be placed within 20' of the trail corridor closest to State Highway 32.
- C. The minimum building shall be 3000 square feet.

ARTICLE 6. OFF-STREET LOADING AND PARKING WC 16.04.120 of the Zoning Ordinance, entitled "Off-street Loading and Parking", shall be applicable to the use and development of the Real Estate, subject to the following exceptions:

Section 6.1. Loading Berths. Other business uses shall provide one (1) loading berth for businesses with five thousand (5,000) square feet to ten thousand (10,000) square feet. Two (2) loading berths shall be provided for businesses with ten thousand one (10,001) square feet to one hundred thousand (100,000) square feet. For business uses over one hundred thousand (100,000) square feet, one (1) additional berth for each additional fifty thousand (50,000) square feet.

Section 6.2. Off-street Parking. In connection with any building or structure which is to be erected or substantially altered, and which requires off-street parking spaces, there shall be provided such off-street parking space in accordance with regulations set forth hereinafter:

- A. Collective Provisions for Non-Residential Uses. Off-street parking facilities for separate uses may be provided collectively. A reduction down to not less than 80% of the total number of spaces required for all uses is permitted.
- B. Curbs. All parking lots including access drives and parking spaces shall require concrete curbing. This requirement is not applicable to single-family detached and single-family attached dwellings.
- C. Required Spaces. Parking spaces accessory to designated uses shall be provided to meet the following minimum requirements:
 - 1. Single-family attached dwellings: One (1) additional parking space shall be provided for every four (4) dwellings.
 - 2. Churches: One (1) parking space for each four seats.
 - 3. Establishments handling the sale and consumption of food and refreshment on the premises: One (1) parking space for each three (3) seats of serving area plus one parking space for each employee on primary shift.
 - 4. General Offices: One (1) parking space per each two hundred fifty (250) square feet of assignable office area.
 - 5. Retail Uses: One (1) parking space per each three hundred (300) square feet of floor space.
 - 6. Other uses such as, but not limited to, assembly and manufacturing not listed shall be per the required number indicated in the Zoning

Ordinance.

7. Parking space requirements for other uses will be determined by the Director based upon data supplied by the applicant in response to traffic and parking data requested to be furnished with the application for an improvement location permit.

6.3 Bicycle Parking. In connection with any building which requires off-street vehicular parking spaces, the following bicycle parking regulations shall apply:

- A. Location. Bicycle parking must be provided within two hundred (200) feet from the main entrance to the building served.
- B. Required Number. Bicycle parking shall be provided to meet the following minimum requirements:
 1. Residential Uses.
 - a. Bicycle parking shall not be required for Single family detached dwellings.
 - b. Facilities designed to accommodate one (1) bicycle parking space per three (3) dwelling units shall be provided for attached dwellings.
 - c. Facilities designed to accommodate one (1) bicycle parking space per three (3) dwelling units shall be provided for multi-family dwellings.
 2. Non-Residential Uses: Facilities designed to accommodate five (5) bicycle parking spaces per one hundred (100) required vehicular parking spaces shall be provided for all non-residential uses.
 3. The required bicycle parking facilities noted in this section shall be designed to accommodate a minimum of four (4) bicycles.

ARTICLE 7. SPRINGMILL TRAILS PUD - TABLE OF PERMITTED USES

PUD Districts	Market Center District	Mixed Use District	Commercial District
Residential Uses			
Multifamily	x	x	
Condominiums	x	x	
Nursing Homes, Retirement Centers, Board & Care Centers	x	x	
Assisted living facilities	x	x	
Business Uses			
Accountants, Architects, Engineers, Consultants	x	x	
Amphitheaters	x	x	
Antiques	x	x	x
Hotels, Motels, Bed and Breakfasts	x	x	x
Art Schools	x	x	
Artisan School	x	x	
Assembly Hall	x	x	
Artisan, pottery, craft production shop	x	x	x
Auditoriums	x	x	
Auto Parts Sales	x		x
Auto Rental	x		x
Auto Repair Garages	x		x
Auto Rustproofing	x		x
Auto Storage	x		x
Auto sales, New or used, service	x		x
Bakeries	x	x	x
Banks, S&Ls and Financial Institutions with or without drive-through	x	x	x
Barber, beauty shops, spas, tanning salons, fitness centers	x	x	x
Barber and Beauty Schools		x	x
Bicycle and electric scooter sales, service and repair	x	x	x
Billiard Parlor		x	x
Blueprinting, photocopying Job Printing	x	x	x
Book stores	x	x	x
Bowing Alley	x		
Business and Clerical Schools		x	x
Bus Stations	x		
Bus Stops	x	x	x

ARTICLE 7. SPRINGMILL TRAILS PUD - TABLE OF PERMITTED USES

PUD Districts	Market Center District	Mixed Use District	Commercial District
Camera stores	x	x	x
Caskets and Casket Supplies	x		
Charitable donation Pick-Up Station	x		
Charitable Institution		x	x
China and Glassware Shops	x	x	x
Churches, Chapels, and Places of Worship		x	x
Civic centers		x	x
Civic Clubs		x	x
Coin shops	x	x	x
Commercial Parking Lots and Structures	x	x	x
Commissary, Food Catering Services	x	x	x
Consumer Service Office	x	x	x
Crating and Packaging Service	x	x	x
Credit Union Offices	x	x	x
Custard, Ice Cream, Dessert, Candy Shops	x	x	x
Dancing Schools		x	x
Delicatessen	x	x	x
Dentists	x	x	x
Department Stores-Under 10,000 sq.,ft	x	x	x
Department stores over 10,000 sq.ft	x	x	x
Discount Stores-Under 10,000 sq.,ft	x	x	x
Discount stores over 10,000 sq.ft	x		
Distributors--Inside Storage	x		x
Drive Through Food and Beverage	x	x	x
Drive-In food and Beverage	x	x	x
Drug Stores	x	x	x
Dry cleaning and Laundry Pick up with and without Drive-Through	x	x	x
Educational Institutions Public and Private		x	x
Electrical or non-polluting vehicle service, rental & sales	x	x	x
Electrical Supply Store	x	x	x
Electronics, computer, cable, TV, Internet & related sales & service	x	x	x
Embalming School		x	x
Employment Agencies	x	x	x
Exhibition Halls		x	x
Fabric Shops	x	x	x
Floor Coverings	x		x
Florists	x	x	x

ARTICLE 7. SPRINGMILL TRAILS PUD - TABLE OF PERMITTED USES

PUD Districts	Market Center District	Mixed Use District	Commercial District
Frozen Food Stores and Lockers	x		x
Fruit Stands, Permanent		x	x
Fruit Stands, Temporary(Farmers Mkt)		x	x
Furniture Stores	x	x	x
Furrier Shops	x	x	x
Galleries	x	x	x
Garden and Lawn Materials and Supply Stores	x		x
Gasoline stations	x	x	x
Gift Shops	x	x	x
Government Offices-Universities		x	x
Greenhouses, Retail	x		x
Grocery Stores	x	x	x
Health, Fitness, and Exercise Center	x	x	x
Hardware Stores	x	x	x
Hobby Shops	x	x	x
Home Remodeling Company	x	x	x
Home Remodeling Supplies and Materials	x		
Hospitals(Minor), Medical and Dental Clinics and Labs	x	x	x
Insurance Companies	x	x	x
Interior Decorating	x	x	x
Jewelry Stores	x	x	x
Language Schools		x	x
Laundromats and Self-Service Dry Cleaning	x		
Lawyers		x	x
Libraries		x	x
Liquor stores	x	x	x
Loan Offices	x	x	x
Locksmith Shops	x	x	x
Luggage Stores	x	x	x
Mail Order Stores	x	x	x
Major Appliance Store	x	x	x
Millinery		x	x
Miniature golf, batting range, rock climbing & other small recreation	x		x
Mortuaries	x		
Motorcycle sales, rental and service (indoor display)	x		x
Museums		x	x
Music, Records, Instruments	x	x	x

ARTICLE 7. SPRINGMILL TRAILS PUD - TABLE OF PERMITTED USES

PUD Districts	Market Center District	Mixed Use District	Commercial District
Music Schools		X	X
Newspaper Distribution Station	X	X	X
Newspaper Publishing		X	X
Nursery-Plants, Retail	X		X
Optometrists	X	X	X
Paint and Wallpaper Stores	X	X	X
Pet Grooming	X	X	X
Pet Shops	X	X	X
Philanthropic Institutions		X	X
Photography School	X	X	X
Photography Studio	X	X	X
Photography Supplies	X	X	X
Physicians and other Health Care Personnell	X	X	X
Picture Framing	X	X	X
Plumbing Showrooms and Shop	X		X
Police Stations	X	X	X
Post Offices		X	X
Printing and Photocopying, small Jobs	X	X	X
Professional and & Technical Schools		X	X
Real Estate Offices	X	X	X
Recycling Collection Centers, Drop Off (small)	X		
Restaurants and dining facilities having > 50% gross sales from food	X	X	X
Restaurants and dining facilities having < 50% gross sales from food	X	X	X
Restaurants with Live Entertainment	X	X	X
Roller and Ice Skating Rinks		X	X
Root beer, coffee, non-alcoholic beverage store with or without drive thru	X	X	X
Semi-Automatic Car Wash	X		
Sewing Machine Sales and Service	X		
Shoe Repair	X	X	X
Shoe Stores	X	X	X
Sporting Goods	X	X	X
Stationery Stores	X	X	X
Tailor or Seamstress		X	X
Tennis Facilities	X	X	X
Testing Laboratories		X	X
Theaters-Indoor	X	X	X
Tire and Auto Service Center	X		X

ARTICLE 7. SPRINGMILL TRAILS PUD - TABLE OF PERMITTED USES

PUD Districts	Market Center District	Mixed Use District	Commercial District
Tobacco Shops	x	x	x
Tool and light Equipment Rental	x	x	x
Toy Stores	x	x	x
Travel Bureaus	x	x	x
Upholsters	x		x
Veterinarians-Small Animals, No Outdoor Runs	x		
Wearing Apparel and Accessory Shops	x	x	x
Wholesalers-Inside Storage	x		x
Christmas Tree Sales	x	x	x
Convents, Manasteries, Theological Schools		x	x
Fraternities, Lodges		x	x
Day Care Centers		x	x
Heliports		x	x
Hospitals	x	x	x
Office Buildings-General Purpose	x	x	x
Private Clubs and Lodges		x	x
Racquetball and Handball Clubs, Fitness Centers, and Sqas	x	x	x
Rehabilitation Centers		x	x
Scientific and other Research Laboratories and Facilities		x	x
Schools and Kindergartens		x	x
Tennis and Swim Clubs		x	x
Utilities-Regulated except transmission substations and power generation	x	x	x
Utilities-Unregulated except facilities that create air or noise pollution	x	x	x
Video, DVD Stores	x		
Wireless Communicaton Devises, Sales and Service	x	x	x
Wireless Communications Towers or Transmission Facilities	x		x
Commercial Uses			
Farm Implement Sales & Service			x
Feed Stores			x
Pet Obedience Schools			x
Storage and Transfer (Household Goods)			x
Taxidermist			x

ARTICLE 7. SPRINGMILL TRAILS PUD - TABLE OF PERMITTED USES

PUD Districts			
	Market Center District	Mixed Use District	Commercial District
Veterinarians - Small Animals, Including Outdoor Runs			x
Warehouses - Inside Storage			x
Kennels - Without Outdoor Runs			x
Kennels - Including Outdoor Runs			SE

SE = Special Exception

ARTICLE 8. LANDSCAPING STANDARDS

WC 16.06.010 thru WC 16.06.080 Landscaping Standards of the Zoning Ordinance as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the real estate.

Section 8.1. Low Impact Design (LID) Considerations. Perennial ornamental grasses with a mature height of no more than six (6) feet, may be substituted for shrubs where necessary to address LID applications. The minimum container size for planting shall be five gallons.

Section 8.2. On-Site and Street Frontage Landscaping Requirements. The minimum numbers of shade trees, evergreen trees, ornamental trees, and shrubs required to be planted are set forth in the table below.

Minimum On-Site Requirements

Land Use Type / District	Plant Materials		
	Shade Trees	Ornamental or Evergreen Trees	Shrubs
Single-Family Residential District 1	6 per dwelling unit	4 per dwelling unit	24 per dwelling unit
Single-Family Residential District 2 (detached dwellings)	6 per dwelling unit	4 per dwelling unit	16 per dwelling unit
Single-Family Attached Residential	6 per dwelling unit	4 per dwelling unit	12 per dwelling unit
Multi-Family Residential Development	1 per dwelling unit	1 per dwelling unit	4 per dwelling unit
Institutional Uses	2 per acre	3 per acre	10 per acre
Retail Uses	10 per acre	10 per acre	25 per acre
Office Uses and Commercial Uses	5 per acre	5 per acre	25 per acre

- A. Required trees and plantings within residential land uses must be planted somewhere within each individual residential district. All plantings in residential developments may be credited toward overall on-site landscaping requirements set forth in Table 14.5.1.

- B. Required trees and plantings within non-residential land uses must be planted within the subject District. All trees and plantings are credited to overall development requirements.

Section 8.3. Buffer Yard Requirements. Buffer yard shall not be required internal to any District, and shall be required only in areas adjacent to (i) streets on the perimeter of a District including but not limited to 186th Street, (ii) Eagle Parkway and Springmill Road/Six Points Road and (iii) within individual institutional uses. All buffer yards shall be a minimum of twenty (20) feet in width.

- A. Institutional uses include, without limitation, schools, churches, day care facilities and fire stations.
- B. Within buffer yards, at least one (1) evergreen tree per thirty (30) linear feet and three (3) evergreen shrubs per thirty (30) linear feet shall be planted. Shade Trees may be substituted for evergreen trees at a one-to-one (1:1) basis (shade:evergreen) along road frontages. In order to create a more effective buffer, evergreen trees may be substituted in lieu of evergreen shrubbery on a one-to-three (1:3) basis (tree:shrub). Along Eagle Parkway, Springmill Road/Six Points Road and 186th Street Evergreen Trees shall be used to meet the shrub requirements of this sub-section. This will result in a tree planted every 15' on center along Eagle Parkway, Springmill Road/Six Points Road, and 186th Street buffer yards.
- C. Buffer yard requirements, Road Frontage Standards, and State Road 32 Landscaping are not intended to be cumulative. Where overlapping the more restrictive planting standard shall apply. This subsection shall not apply to Eagle Parkway and Springmill Road/Six Points Road where buffer yards are adjacent to the right-of-way.
- D. Buffer yards shall not be required between the Mixed Use, Commercial and Market Center Districts.
- E. Buffer yards shall not be required where the front of lots or dwelling(s) face a perimeter street or Eagle Parkway.
- F. In any case where the front of lots or dwellings do not face Eagle Parkway, 186th or Springmill Road a minimum of one of the following standards shall be met:
 - 1. Evergreens trees shall be planted in a double staggered row (each row planted 15' on center), or
 - 2. Front elevation architectural requirements shall apply to the elevation of the home that faces one of the three streets.

Section 8.4. Parking Area Landscaping.

- A. Parking Lot Islands:

1. Interior landscaped areas shall be dispersed so as to define aisles and limit unbroken rows of parking spaces to a maximum of two hundred (200) feet in length.
 2. Trees and shrubs required to be planted in parking lot landscape islands shall be counted toward meeting total on-site landscaping requirements.
- B. Perimeter Parking Lot Landscaping Perimeter parking lot landscaping requirements, buffer yard requirements, and road frontage standards are not intended to be cumulative. Buffer yard planting standard which shall supersede the perimeter parking area requirements which shall supersede the road frontage standards where overlapping.

Section 8.5. Plant Materials and Substitutions.

- A. A minimum of three (3) different species of shrubs shall be required per development site. Burning Bushes shall be limited to a maximum of fifty (50) percent of the total required shrub plantings.
- C. One (1) evergreen tree shall equal three (3) evergreen shrubs.

ARTICLE 9. SIGN STANDARDS

WC 16.08.010 thru WC 16.08.130 Sign Standards of the Zoning Ordinance as modified below by the addition, or modification of the provisions and text thereof, shall govern the use and development of the real estate.

Section 9.1 Additional Exempt Signs:

- A. Signs offering residential property in excess of ten (10) acres for sale, lease, or rent, provided that such signs shall not exceed twenty (20) square feet per face, are placed wholly on the subject property and are limited to a maximum of one (1) sign per street frontage.
- B. Signs attached to light poles identifying parking areas as long as they do not exceed three (3) square feet in surface area;
- C. Signs of less than 4 square feet in area identifying a resident's affiliation with a local sports team.

Section 9.2. Individual Nonresidential Signs. Outlots of nonresidential centers are not considered individual nonresidential uses.

- A. Wall Sign Area Allocation. For all permitted individual nonresidential uses, total wall sign area allocation permitted shall be one (1) square foot of sign area for each one (1) linear foot of building fronting on a public right-of-way;
 - 1. The total permitted wall sign area allocation may be divided between wall, awning, and projecting signs; and
 - 2. A maximum of three (3) wall signs shall be permitted.
- B. Monument signs may have a maximum sign display area of sixty (60) square feet per sign face.

Section 9.3. Office Buildings. The buildings containing primarily office uses will be regulated by the following sign standards:

- A. Entrance and Interior Circulation signs shall be permitted.
- B. Wall signs shall be permitted per the standards for center in-line tenant signage with a maximum of 2 wall signs per tenant.
- C. A uniform and complimentary sign plan will be required for all ground signs on site, including entrance and tenant signage. A sign plan must address colors and materials and be approved by the Director prior to the issuance of individual permanent sign permits for tenants and entrances.

Section 9.4. Nonresidential Center Signs.

A. Monument Sign(s):

1. The Market Center District shall be permitted the following monument signs:
 - a. Four (4), monument signs, which shall be no greater than twenty-five (25) feet in height and have no more than two hundred fifty (250) square feet of sign area per face; along the north side of the State Highway 32 frontage spaced no less than six hundred (600) feet apart.
 - b. One (1), monument sign, which shall be no greater than fifteen (15) feet in height and have no more than one hundred and twenty (120) square feet of sign area per face along its Eagle Parkway Frontage.
2. The Mixed Use District shall be permitted the following monument signs:
 - a. One (1), monument sign, which shall be no greater than twenty-five (25) feet in height and have no more than two hundred and fifty (250) square feet of sign area per face; along the State Highway 32 frontage.
 - b. One (1), monument sign, which shall be no greater than fifteen (15) feet in height and have no more than one hundred and twenty (120) square feet of sign area per face along its Eagle Parkway Frontage.
 - c. All signage for multi-family development within the Mixed use District shall be regulated per the terms of the Zoning Ordinance and not subject to Article 9.5.A.2 of this article.
3. Nonresidential center monument signs shall have a minimum base height of two (2) feet and a minimum cap height of six (6) inches. Total aggregate sign cap and base height shall not exceed six (6) feet.

B. Interior Circulation Sign(s): Interior circulation signage with no copy restriction shall be permitted. This type of signage shall be limited to a maximum of six (6) feet in height, and a sign area of six (6) square feet per sign face.

C. Outlot Signage: Outlots of nonresidential centers shall be permitted two (2) square foot of sign area for each one (1) linear foot of building fronting on a public right-of-way.

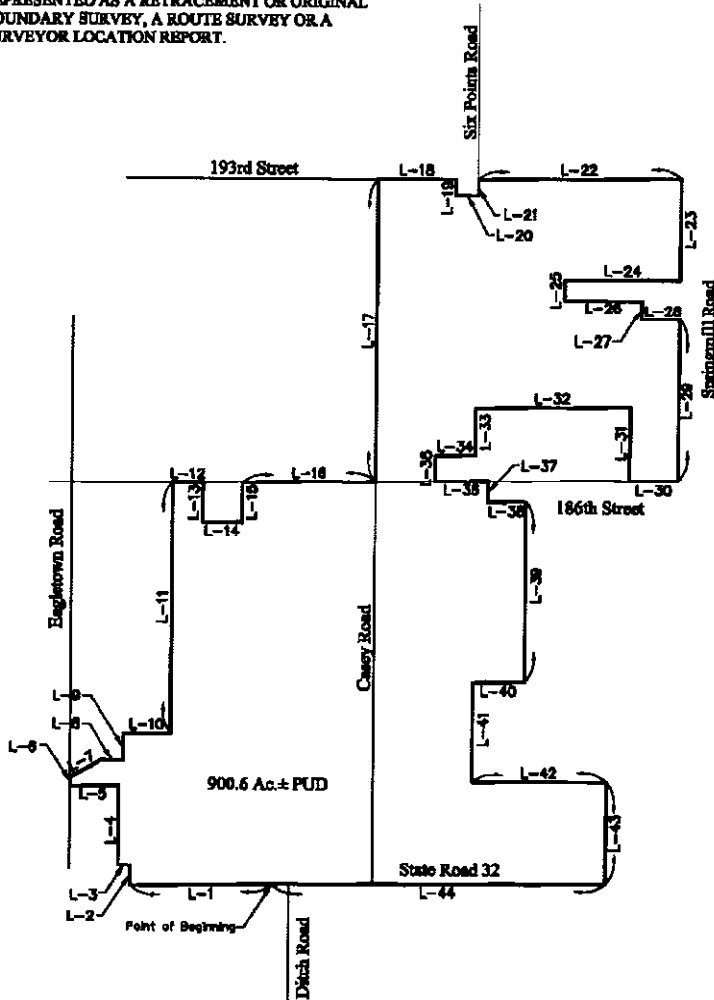
Exhibit A

Legal Description

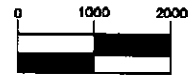
A part of Sections 27, 33 and 34, Township 19 North, Range 3 East, Washington Township, Hamilton County, Indiana, being described as follows:

Beginning at the Southeast corner of Section 33, Township 19 North, Range 3 East; thence South 89 degrees 23 minutes 24 seconds West, 1848.13 feet; thence North 0 degrees 25 minutes 34 seconds West, 265.25 feet; thence South 89 degrees 51 minutes 50 seconds West, 151.39 feet; thence North 0 degrees 02 minutes 12 seconds West, 1032.28 feet; thence South 89 degrees 29 minutes 04 seconds West, 644.87 feet to the centerline of Eagletown Road; thence along said centerline North 0 degrees 05 minutes 29 seconds East, 118.93 feet; thence north 60 degrees 42 minutes 53 seconds East, 472.59 feet; thence South 88 degrees 00 minutes 00 seconds East, 283.05 feet; thence North 0 degrees 00 minutes 00 seconds East, 362.82 feet; thence North 89 degrees 31 minutes 51 seconds East, 624.07 feet; thence North 0 degrees 02 minutes 16 seconds East, 3295.85 feet to the North line of said Section 33 and the centerline of 186th Street; thence along said North line and centerline North 89 degrees 22 minutes 24 seconds East, 397.11 feet; thence South 0 degrees 51 minutes 51 seconds West, 523.56 feet; thence North 89 degrees 30 minutes 14 seconds East, 518.44 feet; thence North 0 degrees 03 minutes 18 seconds East, 524.60 feet to the North line of said Section 33 and the centerline of 186th Street; thence East along the North lines of Sections 33 and 34 and said centerline North 89 degrees 25 minutes 17 seconds East, 1747.15 feet to the centerline of Casey Road; thence along the centerline of Casey Road North 0 degrees 05 minutes 47 seconds East, 3978.31 feet to centerline of West 193rd Street; thence along said centerline North 89 degrees 46 minutes 14 seconds East, 1036.92 feet; thence South 0 degrees 51 minutes 46 seconds West, 206.83 feet; thence South 89 degrees 33 minutes 26 seconds East, 292.45 feet; thence North 0 degrees 08 minutes 30 seconds West, 210.22 to the intersection of West 193rd Street and Six Points Road; thence East along the centerline of 193rd Street North 89 degrees 28 minutes 39 seconds East, 2653.67 feet to the East line of Section 27 and the intersection of 193rd Street and Spring Mill Road; thence along said East line and Spring Mill Road South 0 degrees 12 minutes 01 seconds West, 1323.27 feet to the intersection of Spring Mill Road and 191st Street; thence South 89 degrees 28 minutes 13 seconds West, 1500.85 feet; thence South 0 degrees 00 minutes 00 seconds West, 255.38 feet; thence North 90 degrees 00 minutes 00 seconds East, 999.40 feet; thence South 0 degrees 56 minutes 40 seconds West, 263.91 feet; thence North 90 degrees 00 minutes 00 seconds East, 503.87 feet to the East line of Section 27 and the centerline of Spring Mill Road; thence along said East line and centerline South 0 degrees 12 minutes 01 seconds West, 2112.36 feet to the Southeast corner of said Section 27; thence along the South line of Section 27 and the centerline of 186th Street South 89 degrees 26 minutes 12 seconds West, 634.57 feet; thence North 0 degrees 08 minutes 03 seconds East, 974.94 feet; thence South 89 degrees 14 minutes 41 seconds West, 2017.69 feet; thence South 0 degrees 13 minutes 01 seconds West, 628.64 feet; thence South 89 degrees 26 minutes 12 seconds West, 525.85 feet; thence South 0 degrees 16 minutes 07 seconds West, 339.56 feet to the South line of said Section 27 and the centerline of 186th Street; thence along said South line and centerline North 89 degrees 26 minutes 12 seconds East 695.78 feet; thence South 0 degrees 04 minutes 20 seconds West, 280.96 feet; thence North 88 degrees 33 minutes 51 seconds East, 499.22 feet; thence South 0 degrees 04 minutes 17 seconds West, 2365.24 feet; thence South 89 degrees 14 minutes 29 seconds West, 679.80 feet; thence South 0 degrees 06 minutes 04 seconds East, 1314.33 feet; thence North 89 degrees 42 minutes 00 seconds East, 1760.39 feet; thence South 0 degrees 10 minutes 02 seconds West, 1333.86 feet to the centerline of SR 32 and the South line of Section 34; thence along said South line South 89 degrees 31 minutes 38 seconds West, 4393.14 feet to the point of beginning. Containing 900.6 acres more or less.

NOTE:
THIS DRAWING IS NOT INTENDED TO BE
REPRESENTED AS A RETRACEMENT OR ORIGINAL
BOUNDARY SURVEY, A ROUTE SURVEY OR A
SURVEYOR LOCATION REPORT.



Scale: 1"=2000'
GRAPHIC SCALE



(IN FEET)
1 inch = 2000 ft.

LINE TABLE

LINE	BEARING	LENGTH
L-1	S89°23'24"W	1848.13
L-2	N00°23'34"W	265.25
L-3	S89°51'50"W	151.39
L-4	N00°02'12"W	1032.28
L-5	S89°29'04"W	644.87
L-6	N00°03'29"E	118.93
L-7	N60°42'33"E	472.39
L-8	S88°00'00"E	283.05
L-9	N00°00'00"E	362.82
L-10	N89°31'51"E	624.07
L-11	N00°02'16"E	3295.85
L-12	N89°22'24"E	397.11
L-13	S00°51'51"W	523.56
L-14	N89°30'14"E	518.44
L-15	N00°03'18"E	524.60
L-16	N89°25'17"E	1747.15
L-17	N00°05'47"E	3978.31
L-18	N89°46'14"E	1036.91
L-19	S00°31'46"W	205.83
L-20	S89°33'26"E	232.45
L-21	N00°08'30"W	210.22
L-22	N89°28'39"E	2633.87
L-23	S00°12'01"W	1323.27
L-24	S89°28'13"W	1500.85
L-25	S00°00'00"W	255.58
L-26	N00°00'00"E	999.40
L-27	S00°36'40"W	263.91
L-28	N90°00'00"E	503.87
L-29	S00°12'01"W	2112.36
L-30	S89°26'12"W	634.57
L-31	N00°08'03"E	974.94
L-32	S89°14'41"W	2017.69
L-33	S00°13'01"W	628.64
L-34	S89°26'12"W	525.85
L-35	S00°16'07"W	339.56
L-36	N89°26'12"E	695.78
L-37	S00°04'20"W	280.96
L-38	N88°13'51"E	499.22
L-39	S00°04'17"W	2345.24
L-40	S89°14'29"W	679.80
L-41	S00°06'04"E	1314.33
L-42	N89°42'00"E	1760.39
L-43	S00°10'02"W	1333.86
L-44	S89°31'38"W	4393.14



Prepared December 2, 2010 for Wilfong Land Companies.

**HAHN SURVEYING
GROUP, INC.**
SURVEYORS & ENGINEERS
2850 E. 96th Street • Indianapolis, IN 46240
Phone: 846-0840 / Fax: 846-4298
Established in 1975

Sheet 1 of 2
Job #101202

Exhibit B

Zoning District Map

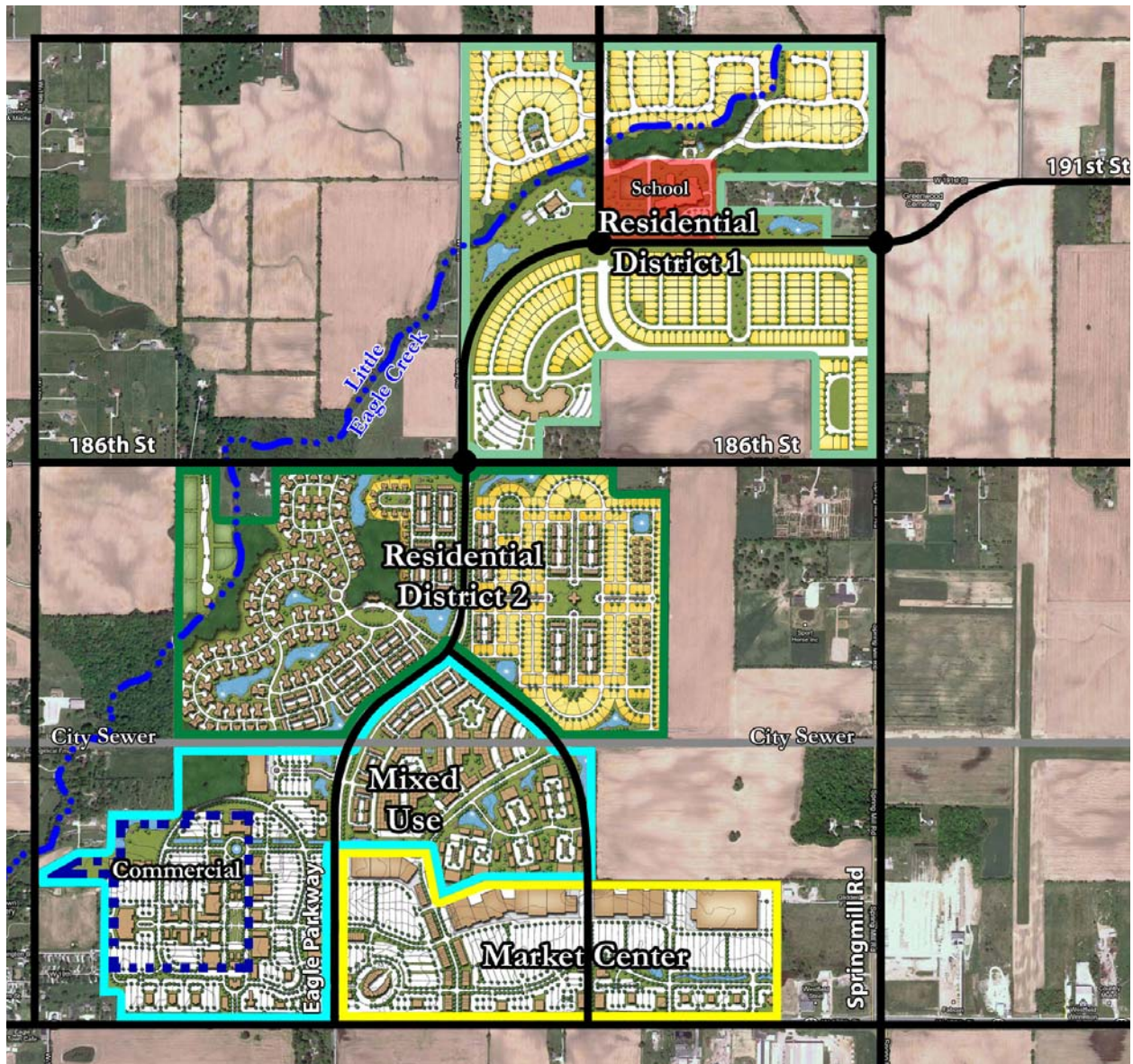


Exhibit C

Illustrative Site Development Plan

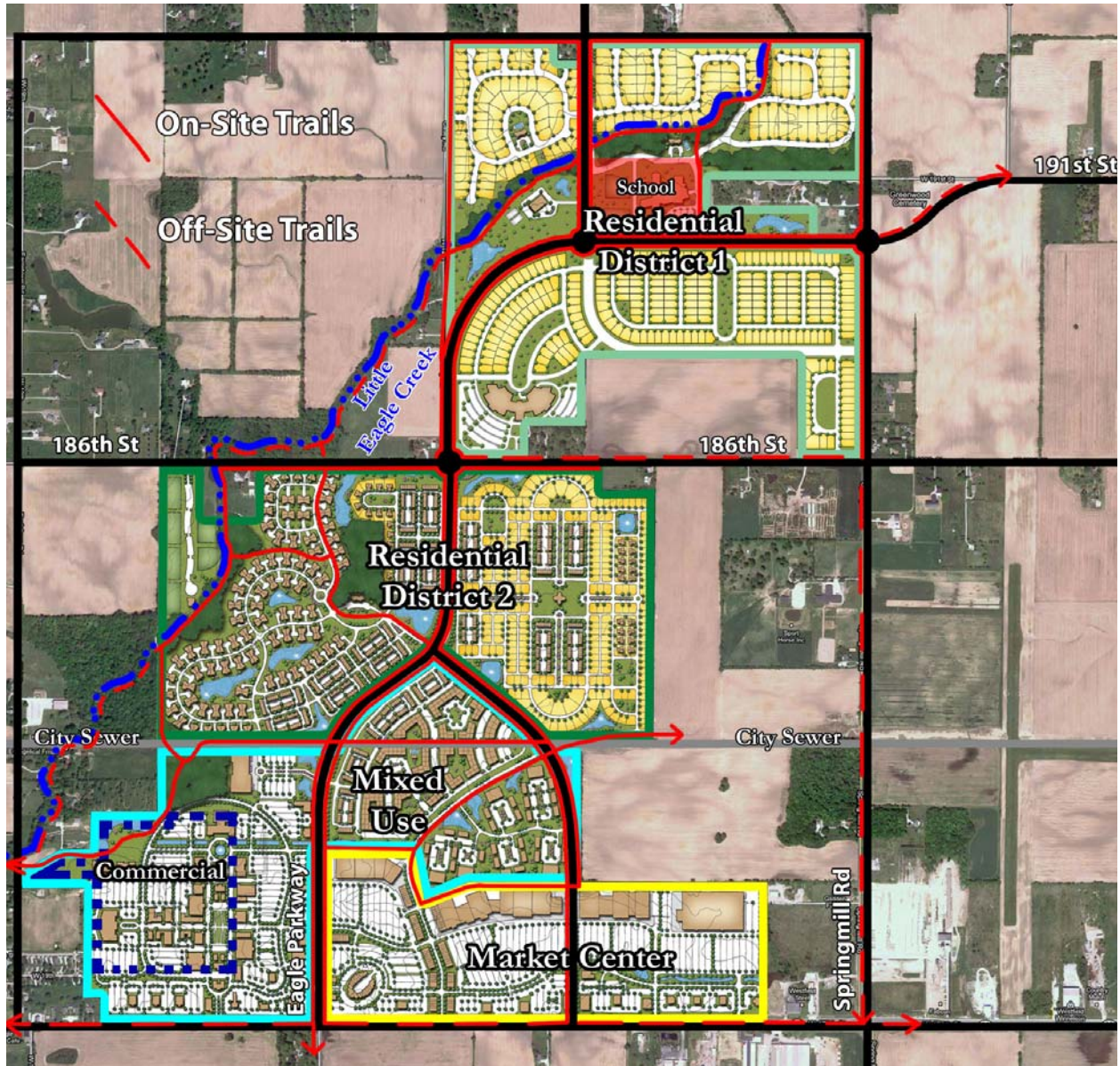


Exhibit D

Construction Phasing Schedule

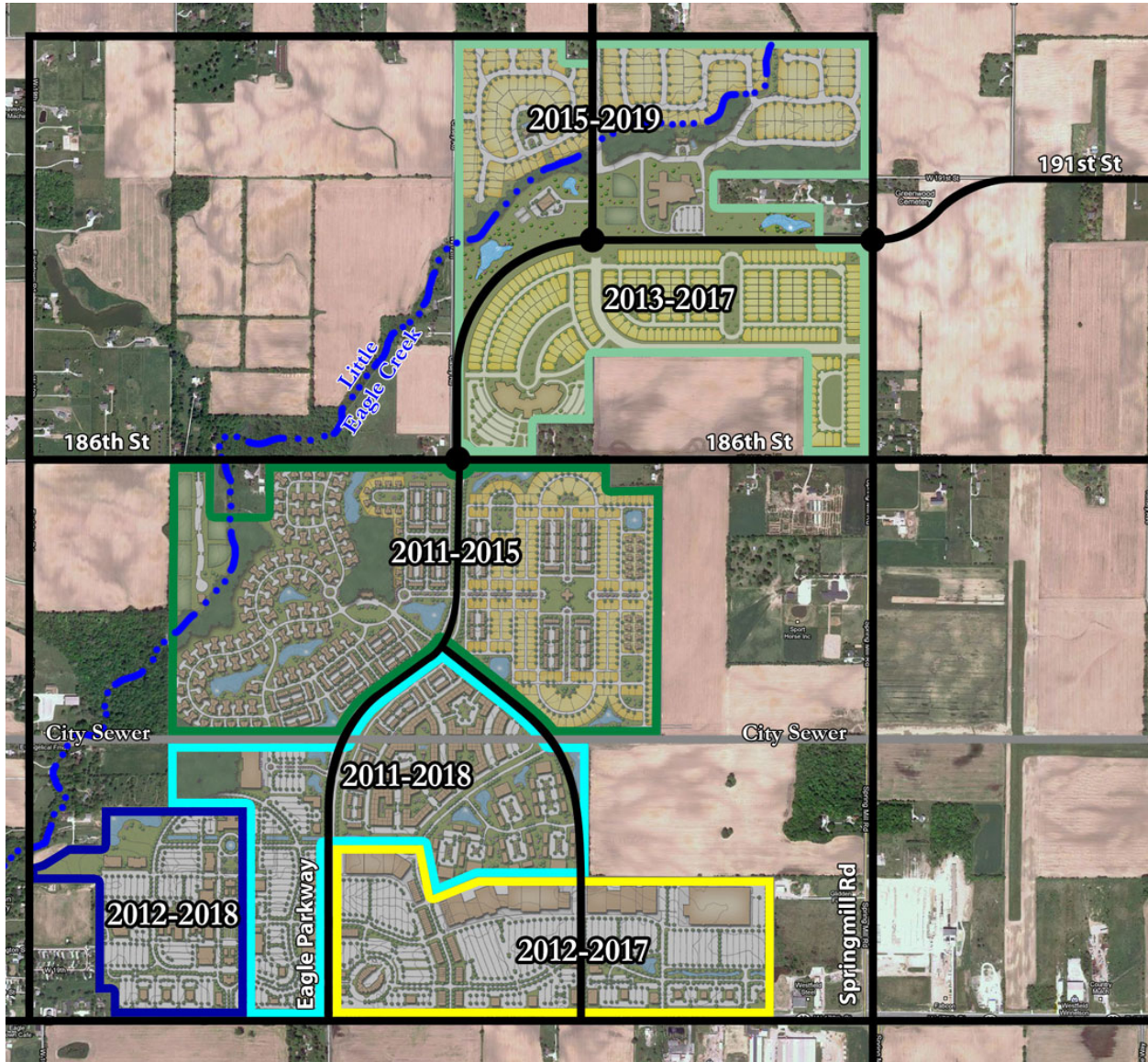


Exhibit E
Amenity Plan

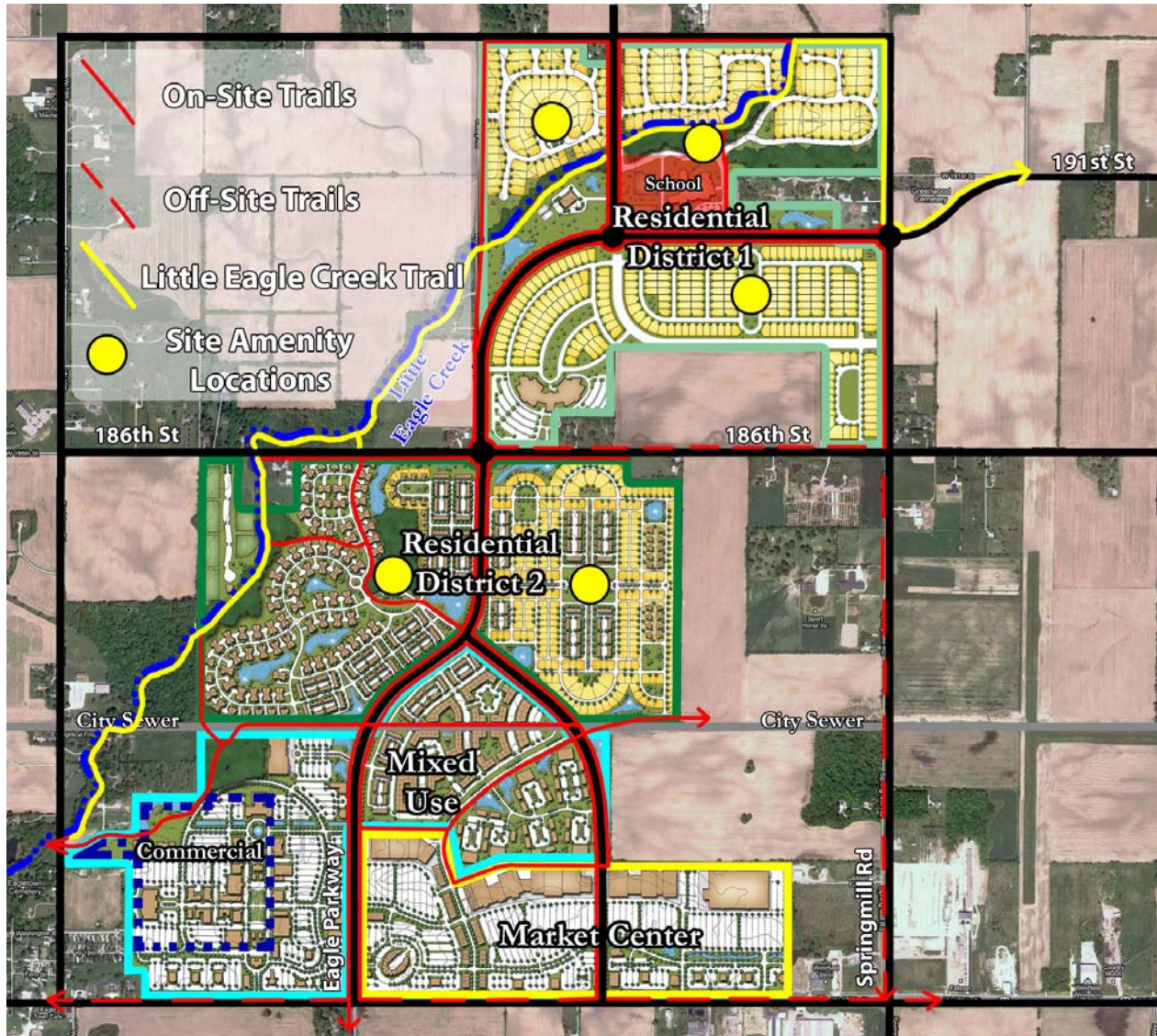


Exhibit F

Residential Photo Examples













NARRATIVE STATEMENT

Northview Christian Life Church, Inc., has filed the applications seeking approval for a text amendment to the Springmill Trails Planned Unit Development Ordinance and for approval of a Development Plan to allow for the development of church facility on the real estate that consist of approximately 11 +/- acres, and is generally located south of and adjacent to 186th Street and east of and adjacent to Casey Road in Westfield, Indiana.

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ORDINANCE NUMBER 15-46

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

This is a Planned Unit Development District Ordinance (to be known as the "**WILSHIRE PUD DISTRICT**") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, on February 13, 2006, the Town Council of the Town of Westfield, Hamilton County, Indiana, adopted Ordinance 06-09 recorded as Instrument No. 200600008441 in the Office of the Recorder of Hamilton County, Indiana, amending Ordinance No. 05-10 (collectively the "Amended Centennial North PUD District Ordinance"),

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1601-PUD-01**), requesting an amendment to the Unified Development Ordinance, the Zoning Map and the Amended Centennial North PUD District Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1601-PUD-01** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a favorable recommendation (7-0) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on February 17, 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known

as the "**Wilshire PUD District**" (the "District").

- 1.2 This Planned Unit Development District Ordinance (this "Ordinance") hereby repeals and supersedes in its entirety the Amended Centennial North PUD District Ordinance, as applicable to the Real Estate.
- 1.3 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.
- 1.4 Chapter ("*Chapter*") and Article ("*Article*") cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.5 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. **Definitions.** Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

- 2.1 Different Color Package. If an Existing Home's Dominant Exterior Material is a Masonry Material, then the Subject Home's Masonry Material shall be a different color to be a Different Color Package. If the Existing Home's Dominant Exterior Material is not a Masonry Material, then the Subject Home's Dominant Exterior Material color shall be a least two (2) shades different to be a Different Color Package. Color shades shall be identified according to the "Sherwin Williams Color Prime System" or its successor system consistent with the "Munsell Color Theory."
- 2.2 Dominant Exterior Material. The Exterior Material that occupies the most surface area (compared to other Exterior Materials) of a Front Building Facade, exclusive of doors, windows and garage doors. The Dominant Exterior Material shall be identified on the elevations filed as part of an application for an improvement location permit.
- 2.3 Exterior Material. The separate architectural siding materials and patterns on a Front Building Facade such as Masonry Materials, horizontal siding, shake siding, vertical siding, and board & batten siding (each of the foregoing are examples of separate Exterior Materials).
- 2.4 Existing Home. A Single-family Dwelling that has been issued an improvement location permit at the time an application for an improvement location permit is filed for a Subject Home.
- 2.5 Subject Home. A Single-family Dwelling that is the subject of an application for

an improvement location permit.

- 2.6 **Same Elevation:** The same architectural Front Building Façade.
- 2.7 **Underlying Zoning District:** The Zoning District of the Unified Development Ordinance that shall govern the development of this District and its various subareas, as set forth in Section 4 of this Ordinance.

Section 3. Concept Plan. The Concept Plan, attached hereto as **Exhibit B**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Real Estate shall be developed in substantial compliance with the Concept Plan.

Section 4. Underlying Zoning District(s). The Underlying Zoning District shall be the SF4: Single Family High Density District.

Section 5. Permitted Uses. The permitted uses shall be as set forth below.

- 5.1 All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted.
- 5.2 **Maximum Dwellings.** The total number of Dwellings permitted in the District shall not exceed eighty-six (86).

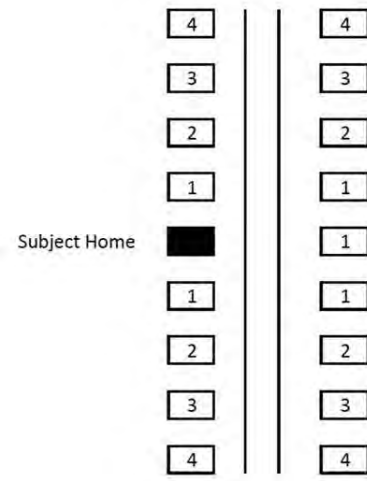
Section 6. General Regulations. The standards of Chapter 4: Zoning Districts, as applicable to the Underlying Zoning District, shall apply to the development of the District, except as otherwise modified below.

Standard	
Minimum Lot Area	9,100 SF
Minimum Lot Frontage	40'
Minimum Building Setback Lines	
Front Yard	20'
Side Yard	5'
Rear Yard	20'
Minimum Lot Width	65'
Maximum Building Height	2 ½ stories
Minimum Living Area (Total)	
One Story Dwellings	1,750 SF
Two Story Dwellings	2,200 SF

Section 7. Development Standards. The standards of Chapter 6: Development Standards shall apply to the development of the District, except as otherwise modified below.

7.1 Article 6.3 Architectural Standards: Shall apply, except as modified below:

- A. Streetscape Diversity: Article 6.3(C)(2) shall not apply; rather, the following shall apply. The Character Exhibit, attached hereto as **Exhibit C**, is hereby incorporated as a compilation of images designed to capture the intended architecture of structures to be constructed in the District. It is not the intent to limit the architecture shown in the Character Exhibit, but to encourage a diversity in architecture of Dwellings within the District. As such, the following shall apply:



- 1** Homes shall not be of the Same Elevation of the same plan as the Subject Home and shall be a Different Color Package.
- 2** Homes shall not be of the Same Elevation of the same plan as the Subject Home and shall be a Different Color Package, but may have the same Masonry Material.
- 3** Homes may be of the same plan and may be the Same Elevation as the Subject Home, but shall be a Different Color Package.
- 4** Homes may be identical to the Subject Home.

B. Additional Architectural Standards: The following shall apply to all Dwellings:

- i. Minimum Overhang: The roof overhang or eaves shall be a minimum of eight (8) inches, as measured prior to the installation of Masonry Materials.
- ii. Garage Composition and Orientation:
 - a) All Dwellings shall have a minimum two (2) car attached garage.
 - b) Garage door designs shall include a variety of design elements including windows and/or hardware in order to vary the appearance of garage doors. A maximum of forty percent (40%) of the garage doors in the district may be of the same style. Garage doors with different window designs shall qualify as a different style.

- iii. Building Materials: In addition to Article 6.3(C)(3) Building Materials, vinyl and aluminum siding shall be prohibited.
- iv. Front Building Façade Requirements: At a minimum each Dwelling shall utilize the following architectural elements on the Front Building Façade:
 - a) Wood, Fiber Cement Siding, or equivalent trim at corners, frieze boards, window and door wraps, and as transitional material between two different exterior materials.
 - b) A minimum of two (2) two-foot (2') deep offsets which is a minimum height equivalent to one-story, excluding relief for doors, windows, and garages (homes incorporating two (2) or more architectural breaks shall be deemed to have met two (2) of the element requirements).
 - c) Roof design featuring a hip roof; dormers (a minimum of two (2) dormers); a reverse gable; a shed roof accent; or, two (2) or more roof planes.
 - d) Architecturally-treated entranceways (for homes without a front porch).
- v. Side Building Façade Requirements: Each Dwelling shall utilize a minimum of one (1) of the following architectural elements on each Side Building Façade. Side Building Facades that face Internal Streets shall utilize a minimum of two (2) of the following architectural elements on the Side Building Façade.
 - a) Side load or angled garage.
 - b) Hip roof.
 - c) Roofline direction change or roofline height change greater than sixteen (16) inches or two (2) or more roof planes.
 - d) A minimum of two (2) two-foot (2') deep offsets which is a minimum height equivalent to one-story, excluding relief for doors, windows, and garages.
 - e) Masonry Materials on a minimum of eighteen (18) inches in height the entire length of the Side Building Façade, or a minimum four (4) foot deep return from the corner of the Front Building Façade that is a minimum height of the first floor.
 - f) A minimum of three (3) or more windows with an aggregate minimum of forty-five (45) square feet in size, on the Side Building Façade.
 - g) Bay window (a minimum of six (6) feet wide).
 - h) Architecturally-enhanced trim a minimum of five and one-half inches (5-1/2") wide. Alternative decorative trim or masonry detailing (i.e. arches, cornices, crossheads, ornate moldings, pediments) may be considered by the Director if the trim

otherwise results in a comparable visual contrast that enhances the architectural interest of the Front Building Façade.

- i) Exterior (projects from the Building Façade) fireplace chase that extends above the roof line.
- j) Architectural treatment (e.g., brackets, louvers, change in material pattern, etc.) on gable ends.
- k) Sunroom or screened porch (a minimum of one hundred and forty-four (144) square feet in size).

7.2. Article 6.8 Landscaping Standards: Shall apply, except as otherwise modified or enhanced below.

A. Lot Landscaping: Article 6.8(K) Minimum Lot Landscaping Requirements shall apply except as modified and enhanced below;

- i. All lots shall be subject to the Single-family Residential (per Lot under 8,000 sq. ft.) Plant Materials provisions.
- ii. At a minimum the Lot's Established Front Yard shall be sodded and the remainder of the Lot shall be seeded.

Section 8. **Infrastructure Standards.** The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see Chapter 7: Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works in consideration to the preservation of the natural topography and environment and in consideration to the unique design intent of the District.

Section 9. **Design Standards.** The standards of Chapter 8: Design Standards shall apply to the development of the District, except as otherwise modified below.

9.1 Article 8.6 Open Space and Amenity Standards: Shall apply except as otherwise modified or enhanced below.

A. Minimum Open Space: Shall be enhanced to require a minimum of fifteen percent (15%) of the Real Estate, as generally shown on the Concept Plan.

B. Common Areas shall not be subject to the minimum Lot frontage provisions of the underlying Zoning District; however, Article 8.6(c) shall apply.

C. Amenities: The following amenities shall be provided:

- i. Passive Amenities: A central open space including trails shall be provided for passive recreation opportunities, as generally depicted on the Concept Plan. Trails, including an eight-foot (8') wide multi-use path extending from 156th Street north to Shamrock Springs Elementary School, shall be installed in substantial compliance with the

locations depicted on the Concept Plan. The final locations are subject to existing easements and final engineering. If trails are prevented from being installed as generally shown, then alternative trail locations may be approved by the Director that still provide access and connectivity to the District's Open Space.

- ii. Playground. Playground equipment, as generally depicted on **Exhibit D** shall be provided within the area depicted on the Concept Plan.

[Remainder of page intentionally left blank, signature page follows]

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jon C. Dobosiewicz

I hereby certify that **ORDINANCE 15-46** was delivered to the Mayor of Westfield

on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 15-46**

this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 15-46**

this _____ day of _____, 2016.

J. Andrew Cook, Mayor

This document prepared by: James E. Shinaver and Jon C. Dobosiewicz, Nelson & Frankenger
550 Congressional Blvd, Suite 210, Carmel, IN 46032 (317) 844-0106

Wilshire - PUD District Ordinance 7 030716

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	Character Exhibits
Exhibit D	Playground Equipment

EXHIBIT A
REAL ESTATE

The Southwest Quarter of the Southeast Quarter of Section 10, Township 18 North, Range 3 East, Washington Township, Hamilton County Indiana, more particularly described as follows:

Beginning at the Southwest corner of said Quarter-Quarter Section; thence North 00 degrees 00 minutes 15 seconds East along the West line of said Quarter-Quarter Section 1,308.83 feet to the Northwest corner of said Quarter-Quarter Section; thence North 89 degrees 33 minutes 09 seconds East along the North line of said Quarter-Quarter Section 1,297.47 feet to the Northeast corner of said Quarter-Quarter Section; thence South 00 degrees 12 minutes 17 seconds West along the East line of said Quarter-Quarter Section 1,311.34 feet to the Southeast corner of said Quarter-Quarter Section; thence South 89 degrees 39 minutes 42 seconds West along the South line of said Quarter-Quarter Section 1,292.86 feet to the place of beginning, containing 38.951 acres, more or less.

EXHIBIT B
CONCEPT PLAN



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number 1601-PUD-01.

EXHIBIT C
CHARACTER EXHIBITS
(Page 1 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 2 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 3 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 4 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 5 of 5)

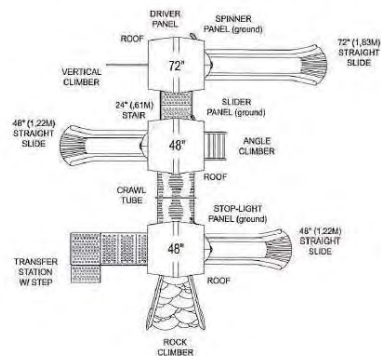


EXHIBIT D **Playground Equipment** (Page 1 of 1)

Wilshire Proposed Playground Equipment



Mega Tunnel Junction AGE: 5-12 & PSD-1104-FTD



Heavy Duty Swings AGE: 2-12 &

SWING-H8-4.

- 4-Seats 2-3/8" (6,03cm) outer diameter end posts and 3-1/2" (8,8cm) outer diameter top rail
- Slash-proof, black belt swing seats with zinc coated chains
- Priced as shown with the 8' (2,44m) high top rail and 4-seat option
- Also available: 8' (2,44m) high with 2, 6 or 8 seats or 10' (3,05m) high with 2, 4, 6 or 8 seats

EXHIBIT B
CONCEPT PLAN



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number 1601-PUD-01.

EXHIBIT C
CHARACTER EXHIBITS
(Page 1 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 2 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 3 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 4 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 5 of 5)



EXHIBIT D

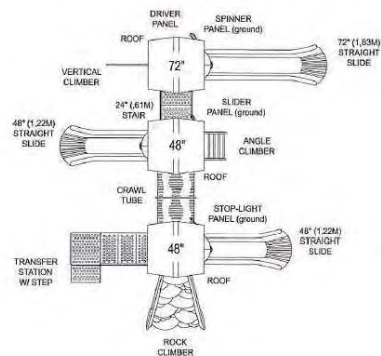
Playground Equipment

(Page 1 of 1)

Wilshire Proposed Playground Equipment



Mega Tunnel Junction AGE: 5-12 & PSD-1104-FTD



Heavy Duty Swings AGE: 2-12 &

SWING-H8-4.

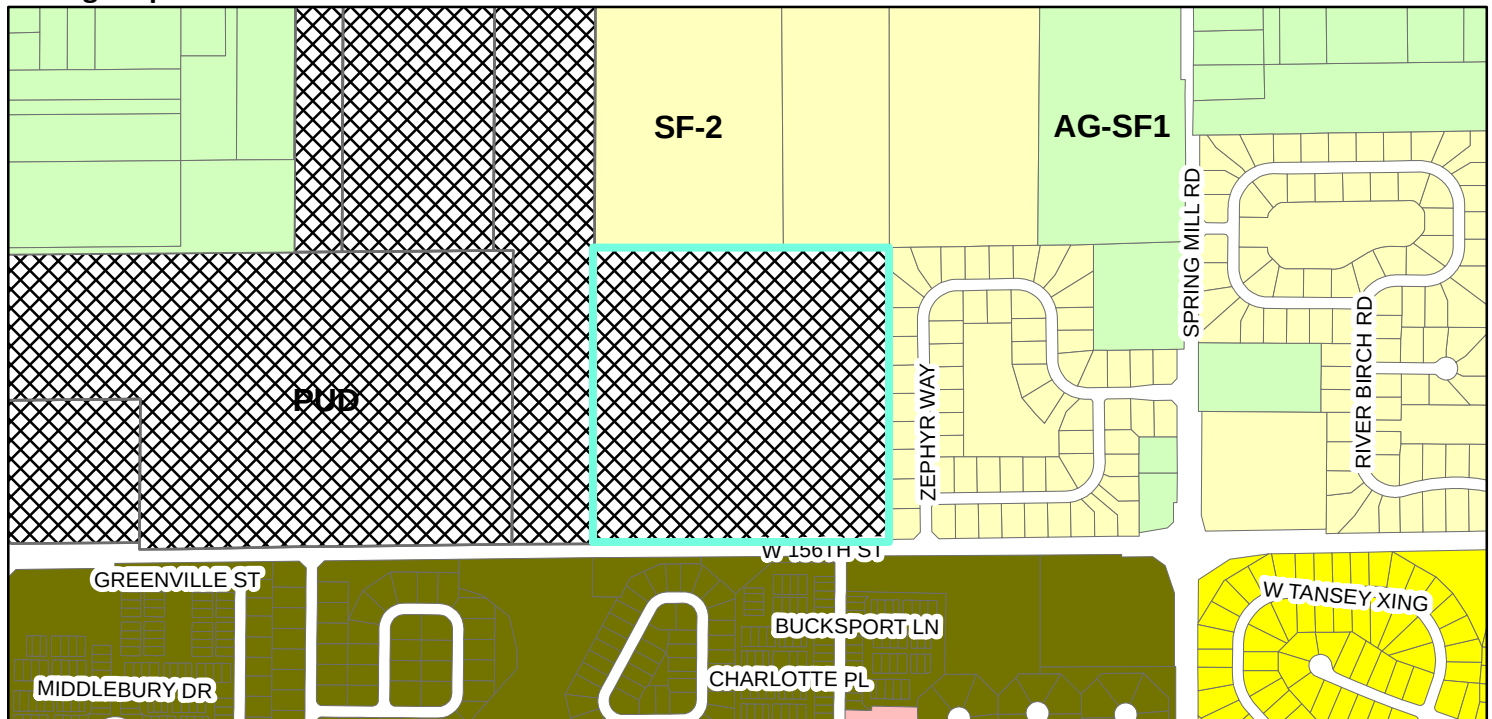
- 4-Seats 2-3/8" (6,03cm) outer diameter end posts and 3-1/2" (8,8cm) outer diameter top rail
- Slash-proof, black belt swing seats with zinc coated chains
- Priced as shown with the 8' (2,44m) high top rail and 4-seat option
- Also available: 8' (2,44m) high with 2, 6 or 8 seats or 10' (3,05m) high with 2, 4, 6 or 8 seats

Aerial Location Map

 Subject Parcel



Zoning Map



Zoning

 AG-SF1 (Agriculture - Single Family - 1)

 LB (Local Business)

 PUD (Planned Unit Development)

 SF-2 (Single Family - 2)

 SF-3 (Single Family - 3)

 SF-3 Cluster

 Parcel



Westfield City Council Report

Ordinance Number:	15-46
APC Petition Number:	1601-PUD-01
Petitioner:	Steve A. Wilson, Inc. by Nelson & Frankenberger
Requested Action:	An amendment to replace and supersede the Centennial North Planned Unit Development (PUD) District with the Wilshire Planned Unit Development (PUD) District.
Current Zoning:	Centennial North PUD District (Ord. 05-10, as amended by Ord. 06-09 and Ord. 11-33)
Current Land Use:	Undeveloped / Agricultural
Exhibits:	1. Staff Report 2. Location Map 3. Concept Plan and Character Exhibits 4. Wilshire Amendment Ord. 15-46 5. Centennial North PUD Ord. 05-10 6. Neighborhood Meeting Summary 7. APC Certification
Prepared by:	Pam Howard, Associate Planner

PETITION HISTORY

This petition was introduced at the January 11, 2016, City Council meeting. The petition received a public hearing at the February 1, 2016, Advisory Plan Commission (the "Plan Commission") meeting. The Plan Commission forwarded this petition with a unanimous favorable recommendation at its February 16, 2016, meeting. This petition is eligible for adoption consideration at the March 14, 2016, Council meeting.

PROJECT OVERVIEW

Project Location: The Petitioner is requesting a zoning change for approximately thirty-nine (39) acres generally located on the north side of 156th Street west of Spring Mill Road, (see **Exhibit 2**).

Property History: The original Centennial North PUD District (Ord. 05-10) was adopted in 2005, and included 157 acres (the “Original PUD Ordinance”). In 2015, the West Rail PUD District (Ord. 15-46), was approved to replace and supersede the portion of Centennial North that lies directly west of this proposal. This proposal will replace and supersede the remainder of the Centennial North PUD District.

Original PUD Ordinance: The Original PUD Ordinance (see **Exhibit 6**) established a maximum density of 2.5 dwelling units per acre, with minimum lot areas of 7,500 square feet and 8,750 square feet. The minimum open space was thirty percent (30%). Additionally, the ordinance established minimum architectural standards, which included permitting vinyl siding as well as requiring enhanced front and side facades through a minimum point system of optional architectural elements.

AMENDMENT REQUEST

The Petitioner requests this amendment to modernize the Original PUD Ordinance in accordance with the Unified Development Ordinance, and to accommodate the proposed homes and site design. In effect, the proposed ordinance will replace and supersede the Original PUD Ordinance in its entirety, as it applies to this property, and would be known as the “Wilshire Planned Unit Development (PUD) District” (the “Proposed Ordinance”).

Default Standards: The Proposed Ordinance (see **Exhibit 5**) sets a minimum lot area of 9,100 square feet for all lots. The Underlying Zoning District is proposed as SF4: Single-Family High Density District, consistent with recent amendments to the Original PUD Ordinance.

Permitted Uses: The Proposed Ordinance permits those uses identified within the existing PUD Ordinance and the Underlying Zoning District and allows a maximum of eighty-six (86) single-family dwellings which equates to 2.2 units per acre.

Development and Design Standards: The Proposed Ordinance generally defaults to the Unified Development Ordinance (the “UDO”).

Architectural Standards: The UDO’s architectural standards for perimeter lots abutting 156th Street would apply. The Proposed Ordinance establishes an alternative streetscape diversity standard and incorporates general architectural standards such as prohibiting vinyl and minimum roof overhangs. In addition the proposed ordinance incorporates minimum requirements for enhanced front and side facades, which includes 4 set requirements for the front façade and a point system for the side facades.

Landscaping Standards: The Proposed Ordinance modifies the UDO’s standards for individual lot landscaping by subjecting all lots to the planting standards for lots under 8,000 sq. ft. in the UDO.

Open Space and Amenities: The Original PUD Ordinance established a minimum open space requirement of thirty percent (30%). The Proposed Ordinance requires a minimum open space of fifteen percent (15%), consistent with the UDO’s requirements for the SF4 Zoning District. Additionally, the Proposed Ordinance requires a trail connection to the school property and a playground.

Comprehensive Plan: The Future Land Use Plan in the Westfield-Washington Township Comprehensive Plan (the “Comprehensive Plan”) identifies the Property as “Suburban Residential”. The Comprehensive Plan is not law; rather, it is intended to serve as a guide in making land use decisions; however, below is a general summary of the goals and objectives of the Comprehensive Plan for this Property:

The development policies for “Suburban Residential” include: (i) promote the protection of the existing suburban character of the area; (ii) ensure that new development adjacent to existing suburban is properly buffered; (iii) ensure development occurs in a way that is contiguous with existing development; (iv) design developments such that back yards are not adjacent to collector or arterial streets unless uniform attractive screening is provided; (v) prevent monotony of design and color that applies to the collective impact of an entire development; (vi) emphasize connectivity between subdivisions, and avoid creating isolated islands of development; (vii) encourage quality and useable open space; (viii) encourage development of bicycle and pedestrian facilities in new development to improve connectivity; and (ix) land that is characterized by steep slopes or other natural limitations should be left natural or developed at rural, rather than suburban densities.

The development policies for “residential design standards” include: (i) encourage neighborhoods that do not have the appearance of “production” housing; (ii) evaluate new residential development on the basis of overall density and the relationship that density to effective and usable open space preservation, rather than on lot sizes; and (iii) encourage variety and diversity in housing while maintaining a distinct style or character and avoiding the appearance of “cookie cutter” subdivisions.

The development policies for “open space and recreation” include: (i) design open space to form an interconnected network, with provisions or linkages to existing or potential open space; (ii) maintain and preserve stream corridors, woodlands, hedge rows, or other valuable natural and historic resources; (iii) provide parks and recreational facilities in new development to accommodate the needs of the community as it grows; and (iv) recognize that in addition to the amount of open space, that the location and configuration of open space is of importance and should not be an afterthought based on a determination of unusable land.

PROCEDURAL

Public Hearing: Amendments to a Planned Unit Development (PUD) District are required to be considered at a public hearing by the Plan Commission. The public hearing for this petition was held at the November 2, 2015, Plan Commission meeting. Notice of the public hearing was provided in accordance with Indiana law and the Plan Commission's Rules of Procedure.

Statutory Considerations:

Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.
3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

RECOMMENDATIONS / ACTIONS

Plan Commission Recommendation

At its February 16, 2016 meeting, the Plan Commission forwarded a unanimous favorable recommendation of this petition to the Council (Vote: 7 in favor, 0 opposed) (see **Exhibit 5**).

City Council

Introduction: January 11, 2016

Eligible for Adoption: March 14, 2016

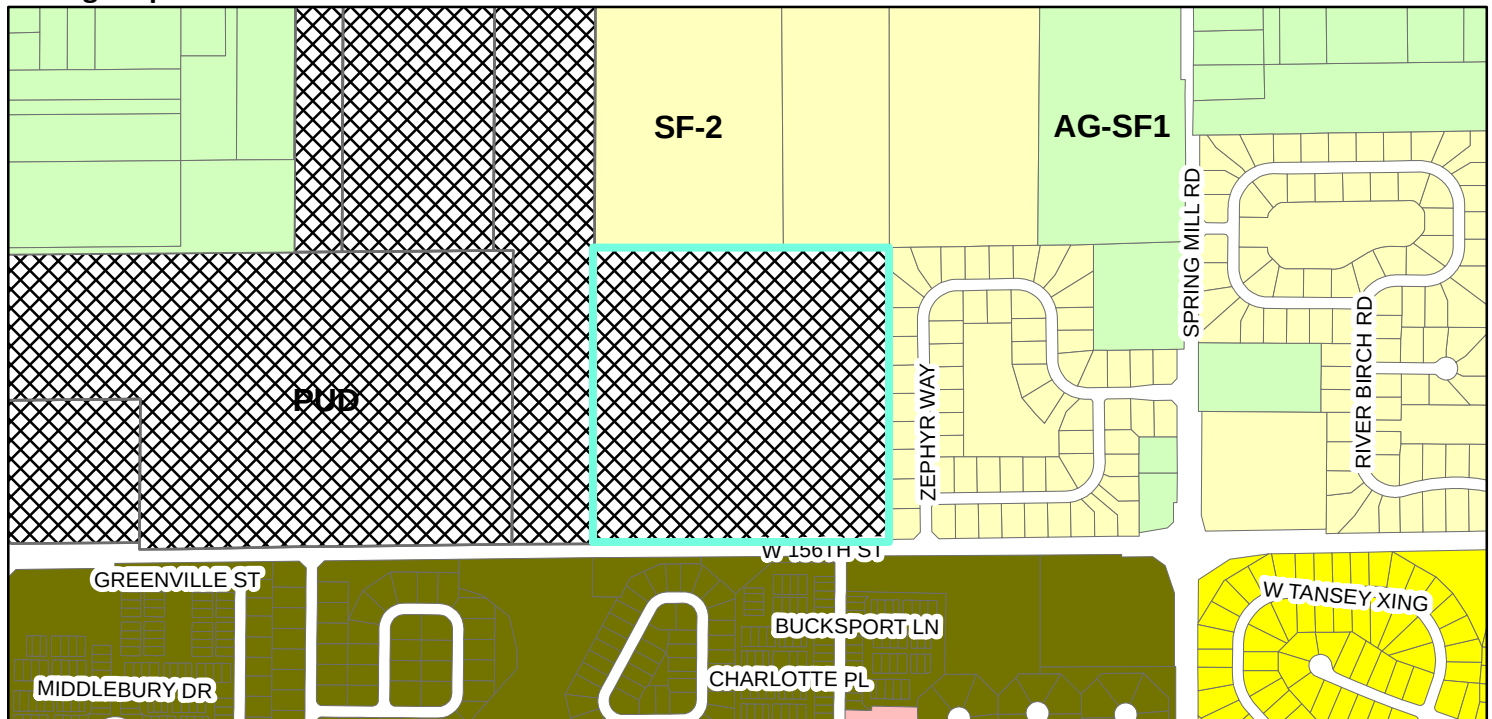
Submitted by: Pam Howard, Associate Planner
Economic and Community Development Department

Aerial Location Map

 Subject Parcel



Zoning Map



Zoning

- | | |
|---|--|
|  AG-SF1 (Agriculture - Single Family - 1) |  SF-2 (Single Family - 2) |
|  LB (Local Business) |  SF-3 (Single Family - 3) |
|  PUD (Planned Unit Development) |  SF-3 Cluster |
| |  Parcel |

EXHIBIT B
CONCEPT PLAN



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number 1601-PUD-01.

EXHIBIT C
CHARACTER EXHIBITS
(Page 1 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 2 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 3 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 4 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 5 of 5)

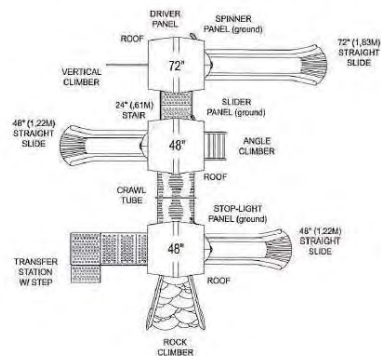


EXHIBIT D Playground Equipment (Page 1 of 1)

Wilshire Proposed Playground Equipment



Mega Tunnel Junction AGE: 5-12 
PSD-1104-FTD



Heavy Duty Swings AGE: 2-12 

SWING-H8-4.

- 4-Seats 2-3/8" (6,03cm) outer diameter end posts and 3-1/2" (8,8cm) outer diameter top rail
- Slash-proof, black belt swing seats with zinc coated chains
- Priced as shown with the 8' (2,44m) high top rail and 4-seat option
- Also available: 8' (2,44m) high with 2, 6 or 8 seats or 10' (3,05m) high with 2, 4, 6 or 8 seats

ORDINANCE NUMBER 15-46

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

This is a Planned Unit Development District Ordinance (to be known as the "**WILSHIRE PUD DISTRICT**") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, on February 13, 2006, the Town Council of the Town of Westfield, Hamilton County, Indiana, adopted Ordinance 06-09 recorded as Instrument No. 200600008441 in the Office of the Recorder of Hamilton County, Indiana, amending Ordinance No. 05-10 (collectively the "Amended Centennial North PUD District Ordinance"),

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1601-PUD-01**), requesting an amendment to the Unified Development Ordinance, the Zoning Map and the Amended Centennial North PUD District Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1601-PUD-01** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a favorable recommendation (7-0) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on February 17, 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known

as the "**Wilshire PUD District**" (the "District").

- 1.2 This Planned Unit Development District Ordinance (this "Ordinance") hereby repeals and supersedes in its entirety the Amended Centennial North PUD District Ordinance, as applicable to the Real Estate.
- 1.3 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.
- 1.4 Chapter ("*Chapter*") and Article ("*Article*") cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.5 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. **Definitions.** Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

- 2.1 Different Color Package. If an Existing Home's Dominant Exterior Material is a Masonry Material, then the Subject Home's Masonry Material shall be a different color to be a Different Color Package. If the Existing Home's Dominant Exterior Material is not a Masonry Material, then the Subject Home's Dominant Exterior Material color shall be a least two (2) shades different to be a Different Color Package. Color shades shall be identified according to the "Sherwin Williams Color Prime System" or its successor system consistent with the "Munsell Color Theory."
- 2.2 Dominant Exterior Material. The Exterior Material that occupies the most surface area (compared to other Exterior Materials) of a Front Building Facade, exclusive of doors, windows and garage doors. The Dominant Exterior Material shall be identified on the elevations filed as part of an application for an improvement location permit.
- 2.3 Exterior Material. The separate architectural siding materials and patterns on a Front Building Facade such as Masonry Materials, horizontal siding, shake siding, vertical siding, and board & batten siding (each of the foregoing are examples of separate Exterior Materials).
- 2.4 Existing Home. A Single-family Dwelling that has been issued an improvement location permit at the time an application for an improvement location permit is filed for a Subject Home.
- 2.5 Subject Home. A Single-family Dwelling that is the subject of an application for

an improvement location permit.

- 2.6 **Same Elevation:** The same architectural Front Building Façade.
- 2.7 **Underlying Zoning District:** The Zoning District of the Unified Development Ordinance that shall govern the development of this District and its various subareas, as set forth in Section 4 of this Ordinance.

Section 3. Concept Plan. The Concept Plan, attached hereto as **Exhibit B**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Real Estate shall be developed in substantial compliance with the Concept Plan.

Section 4. Underlying Zoning District(s). The Underlying Zoning District shall be the SF4: Single Family High Density District.

Section 5. Permitted Uses. The permitted uses shall be as set forth below.

- 5.1 All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted.
- 5.2 **Maximum Dwellings.** The total number of Dwellings permitted in the District shall not exceed eighty-six (86).

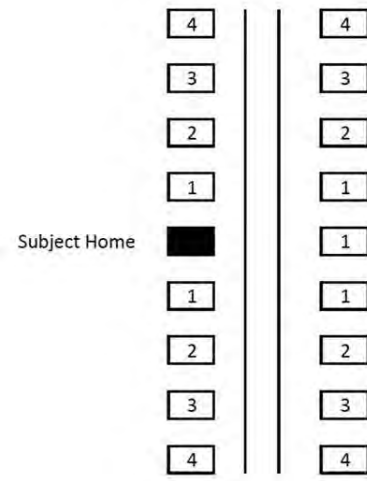
Section 6. General Regulations. The standards of Chapter 4: Zoning Districts, as applicable to the Underlying Zoning District, shall apply to the development of the District, except as otherwise modified below.

Standard	
Minimum Lot Area	9,100 SF
Minimum Lot Frontage	40'
Minimum Building Setback Lines	
Front Yard	20'
Side Yard	5'
Rear Yard	20'
Minimum Lot Width	65'
Maximum Building Height	2 ½ stories
Minimum Living Area (Total)	
One Story Dwellings	1,750 SF
Two Story Dwellings	2,200 SF

Section 7. Development Standards. The standards of Chapter 6: Development Standards shall apply to the development of the District, except as otherwise modified below.

7.1 Article 6.3 Architectural Standards: Shall apply, except as modified below:

- A. Streetscape Diversity: Article 6.3(C)(2) shall not apply; rather, the following shall apply. The Character Exhibit, attached hereto as **Exhibit C**, is hereby incorporated as a compilation of images designed to capture the intended architecture of structures to be constructed in the District. It is not the intent to limit the architecture shown in the Character Exhibit, but to encourage a diversity in architecture of Dwellings within the District. As such, the following shall apply:



- 1** Homes shall not be of the Same Elevation of the same plan as the Subject Home and shall be a Different Color Package.
- 2** Homes shall not be of the Same Elevation of the same plan as the Subject Home and shall be a Different Color Package, but may have the same Masonry Material.
- 3** Homes may be of the same plan and may be the Same Elevation as the Subject Home, but shall be a Different Color Package.
- 4** Homes may be identical to the Subject Home.

B. Additional Architectural Standards: The following shall apply to all Dwellings:

- i. Minimum Overhang: The roof overhang or eaves shall be a minimum of eight (8) inches, as measured prior to the installation of Masonry Materials.
- ii. Garage Composition and Orientation:
 - a) All Dwellings shall have a minimum two (2) car attached garage.
 - b) Garage door designs shall include a variety of design elements including windows and/or hardware in order to vary the appearance of garage doors. A maximum of forty percent (40%) of the garage doors in the district may be of the same style. Garage doors with different window designs shall qualify as a different style.

- iii. Building Materials: In addition to Article 6.3(C)(3) Building Materials, vinyl and aluminum siding shall be prohibited.
- iv. Front Building Façade Requirements: At a minimum each Dwelling shall utilize the following architectural elements on the Front Building Façade:
 - a) Wood, Fiber Cement Siding, or equivalent trim at corners, frieze boards, window and door wraps, and as transitional material between two different exterior materials.
 - b) A minimum of two (2) two-foot (2') deep offsets which is a minimum height equivalent to one-story, excluding relief for doors, windows, and garages (homes incorporating two (2) or more architectural breaks shall be deemed to have met two (2) of the element requirements).
 - c) Roof design featuring a hip roof; dormers (a minimum of two (2) dormers); a reverse gable; a shed roof accent; or, two (2) or more roof planes.
 - d) Architecturally-treated entranceways (for homes without a front porch).
- v. Side Building Façade Requirements: Each Dwelling shall utilize a minimum of one (1) of the following architectural elements on each Side Building Façade. Side Building Facades that face Internal Streets shall utilize a minimum of two (2) of the following architectural elements on the Side Building Façade.
 - a) Side load or angled garage.
 - b) Hip roof.
 - c) Roofline direction change or roofline height change greater than sixteen (16) inches or two (2) or more roof planes.
 - d) A minimum of two (2) two-foot (2') deep offsets which is a minimum height equivalent to one-story, excluding relief for doors, windows, and garages.
 - e) Masonry Materials on a minimum of eighteen (18) inches in height the entire length of the Side Building Façade, or a minimum four (4) foot deep return from the corner of the Front Building Façade that is a minimum height of the first floor.
 - f) A minimum of three (3) or more windows with an aggregate minimum of forty-five (45) square feet in size, on the Side Building Façade.
 - g) Bay window (a minimum of six (6) feet wide).
 - h) Architecturally-enhanced trim a minimum of five and one-half inches (5-1/2") wide. Alternative decorative trim or masonry detailing (i.e. arches, cornices, crossheads, ornate moldings, pediments) may be considered by the Director if the trim

otherwise results in a comparable visual contrast that enhances the architectural interest of the Front Building Façade.

- i) Exterior (projects from the Building Façade) fireplace chase that extends above the roof line.
- j) Architectural treatment (e.g., brackets, louvers, change in material pattern, etc.) on gable ends.
- k) Sunroom or screened porch (a minimum of one hundred and forty-four (144) square feet in size).

7.2. Article 6.8 Landscaping Standards: Shall apply, except as otherwise modified or enhanced below.

A. Lot Landscaping: Article 6.8(K) Minimum Lot Landscaping Requirements shall apply except as modified and enhanced below;

- i. All lots shall be subject to the Single-family Residential (per Lot under 8,000 sq. ft.) Plant Materials provisions.
- ii. At a minimum the Lot's Established Front Yard shall be sodded and the remainder of the Lot shall be seeded.

Section 8. **Infrastructure Standards.** The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see Chapter 7: Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works in consideration to the preservation of the natural topography and environment and in consideration to the unique design intent of the District.

Section 9. **Design Standards.** The standards of Chapter 8: Design Standards shall apply to the development of the District, except as otherwise modified below.

9.1 Article 8.6 Open Space and Amenity Standards: Shall apply except as otherwise modified or enhanced below.

A. Minimum Open Space: Shall be enhanced to require a minimum of fifteen percent (15%) of the Real Estate, as generally shown on the Concept Plan.

B. Common Areas shall not be subject to the minimum Lot frontage provisions of the underlying Zoning District; however, Article 8.6(c) shall apply.

C. Amenities: The following amenities shall be provided:

- i. Passive Amenities: A central open space including trails shall be provided for passive recreation opportunities, as generally depicted on the Concept Plan. Trails, including an eight-foot (8') wide multi-use path extending from 156th Street north to Shamrock Springs Elementary School, shall be installed in substantial compliance with the

locations depicted on the Concept Plan. The final locations are subject to existing easements and final engineering. If trails are prevented from being installed as generally shown, then alternative trail locations may be approved by the Director that still provide access and connectivity to the District's Open Space.

- ii. Playground. Playground equipment, as generally depicted on **Exhibit D** shall be provided within the area depicted on the Concept Plan.

[Remainder of page intentionally left blank, signature page follows]

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jon C. Dobosiewicz

I hereby certify that **ORDINANCE 15-46** was delivered to the Mayor of Westfield

on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 15-46**

this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 15-46**

this _____ day of _____, 2016.

J. Andrew Cook, Mayor

This document prepared by: James E. Shinaver and Jon C. Dobosiewicz, Nelson & Frankenger
550 Congressional Blvd, Suite 210, Carmel, IN 46032 (317) 844-0106

Wilshire - PUD District Ordinance 7 030716

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	Character Exhibits
Exhibit D	Playground Equipment

EXHIBIT A
REAL ESTATE

The Southwest Quarter of the Southeast Quarter of Section 10, Township 18 North, Range 3 East, Washington Township, Hamilton County Indiana, more particularly described as follows:

Beginning at the Southwest corner of said Quarter-Quarter Section; thence North 00 degrees 00 minutes 15 seconds East along the West line of said Quarter-Quarter Section 1,308.83 feet to the Northwest corner of said Quarter-Quarter Section; thence North 89 degrees 33 minutes 09 seconds East along the North line of said Quarter-Quarter Section 1,297.47 feet to the Northeast corner of said Quarter-Quarter Section; thence South 00 degrees 12 minutes 17 seconds West along the East line of said Quarter-Quarter Section 1,311.34 feet to the Southeast corner of said Quarter-Quarter Section; thence South 89 degrees 39 minutes 42 seconds West along the South line of said Quarter-Quarter Section 1,292.86 feet to the place of beginning, containing 38.951 acres, more or less.

EXHIBIT B
CONCEPT PLAN



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number 1601-PUD-01.

EXHIBIT C
CHARACTER EXHIBITS
(Page 1 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 2 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 3 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 4 of 5)



EXHIBIT C
CHARACTER EXHIBITS
(Page 5 of 5)

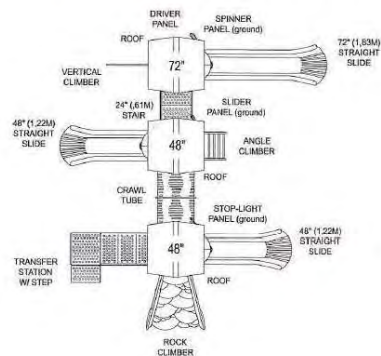


EXHIBIT D **Playground Equipment** (Page 1 of 1)

Wilshire Proposed Playground Equipment



Mega Tunnel Junction AGE: 5-12 & PSD-1104-FTD



Heavy Duty Swings AGE: 2-12 &

SWING-H8-4.

- 4-Seats 2-3/8" (6,03cm) outer diameter end posts and 3-1/2" (8,8cm) outer diameter top rail
- Slash-proof, black belt swing seats with zinc coated chains
- Priced as shown with the 8' (2,44m) high top rail and 4-seat option
- Also available: 8' (2,44m) high with 2, 6 or 8 seats or 10' (3,05m) high with 2, 4, 6 or 8 seats

9100
42
200
none

200500028800
Filed for Record in
HAMILTON COUNTY, INDIANA
JENNIFER J HAYDEN
05-11-2005 At 02:00 pm.
ORDINANCE 91.00

ORDINANCE NO. 05-10

AN ORDINANCE OF THE TOWN OF WESTFIELD CONCERNING AMENDMENT TO TITLE 16 - LAND USE CONTROLS

WHEREAS, The Town of Westfield, Indiana and the Township of Washington, both of Hamilton County, Indiana are subject to the Westfield Washington Township Zoning Ordinance; and

WHEREAS, the Westfield-Washington Township Plan Commission ("Commission") considered a petition (docket 0408-PUD-07) filed with the Commission to rezone certain lands; and

WHEREAS, the Westfield Washington Township Plan Commission did take action to forward the request to the Westfield town Council with a positive recommendation under the provision of IC 36-7-4-605; and

WHEREAS, the Secretary of the Commission certified the action of the commission to the Town Council on March 28, 2005 and

WHEREAS, the Westfield Town Council is subject to the provision of IC 36-7-4-608(f) or IC 36-7-4-608 (g) concerning any action on this request.

**NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD TOWN COUNCIL
THAT TITLE 16 OF THE WESTFIELD CODE OF ORDINANCE BE AMENDED AS
FOLLOWS:**

SECTION 1. WC-16-04.

The Zoning Ordinance and the Zone Map of the Zoning Ordinance are hereby amended as described in the attached "Centennial North Planned Unit Development.

See attached Exhibit 1 for legal description.

Best Possible Image All Pages

5/3/2005

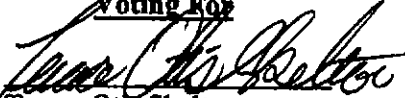
Ordinance 05-10
Centennial North PUD rezone

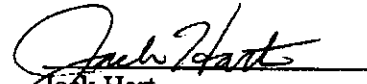
SECTION 2. This ordinance shall be in full force and effect from and after its passage.

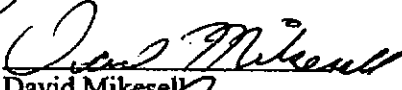
ALL OF WHICH IS HEREBY ADOPTED BY THE TOWN COUNCIL OF
WESTFIELD, HAMITON COUNTY, INDIANA THIS 9 DAY OF
May, 2005

WESTFIELD TOWN COUNCIL

Voting For


Teresa Otis Skelton


Jack Hart


David Mikesell


Bob Smith


Ron Thomas

Voting Against

Teresa Otis Skelton

Jack Hart

David Mikesell

Bob Smith

Ron Thomas

Abstain

Teresa Otis Skelton

Jack Hart

David Mikesell

Bob Smith

Ron Thomas

ATTEST:


Cindy Gossard

This ordinance prepared by
Jerry Rosenberger, Town Manager

5/3/2005

Ordinance 05-10
Centennial North PUD rezone

**WESTFIELD-WASHINGTON TOWNSHIP ADVISORY PLAN COMMISSION
CERTIFICATION**

The Westfield-Washington Township Advisory Plan Commission met on Monday, March 28, 2005, to consider a Planned Unit Development (PUD). Notice of public hearing on March 28, 2005, was presented to the Advisory Plan Commission. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The proposed PUD is as follows:

0408-PUD-07, 156th Street & Ditch Road
Centennial North PUD, 380 residential units on 157 acres,
by Estridge Development

A motion was approved to forward this request to the Westfield Town Council with a positive recommendation (5-2-0).

I, Kevin G. Buchheit, AICP, being the Secretary of the Westfield-Washington Township Advisory Plan Commission, do hereby certify that the above is a true and accurate record of the minutes of the meeting of the Westfield-Washington Township Advisory Plan Commission held on March 28, 2005.



Kevin G. Buchheit, AICP, Secretary

April 4, 2005

Date

**DRAFT MINUTES WESTFIELD-WASHINGTON TOWNSHIP ADVISORY
PLAN COMMISSION**

MARCH 28, 2005

0408-PUD-07 **156th Street & Ditch Road. Centennial North PUD, 380
residential units on 157 acres, by Estridge Development.**

Mr. Stumpf, Estridge Companies, presented the details of the project. Stumpf stated they have been working with the Committee and have worked through some of the concerns including a revised land plan, where they have decreased the density.

Kelleher stated concern regarding the fact that Centennial residents have decided they do not want the added people using their pool and other facilities; therefore, she would like to see the pool put back in as it was originally proposed.

Stumpf stated they were not committing to a pool on this project.

Thomas opened the floor to the public for their comments.

Ms. Michelle Bryant thanked Stumpf for working with her, moving the town homes, and listening to ideas regarding creating some natural habitats in the area.

Mr. John Dippel supports the revised plan and spoke in favor of adding the pool.

Horkay expressed concern about the language under Exterior Surfaces. He stated it references contact fiber board under what will be approved by the developer. He does not want to see approval determined by the developer of what equivalent materials are; therefore, he feels we should retain more control over what equivalent materials might be.

The Commission determined "equivalent materials" would be determined by the Town's Approved List, and the Planning Department would be responsible for making sure a project had the appropriate "approved" materials.

Thomas discussed the issue of the Buckeye Pipeline going through this property. He stated he would like to see Estridge make a commitment that they pass along this pipeline information to the residents and that the Homeowner's Association would also pass this information on to new residents.

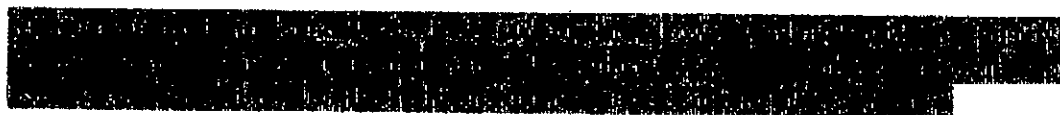
Kelleher moved to send a negative recommendation to the Town Council on 0408-PUD-07 unless Estridge would commit to the addition of a pool.

Kelleher withdrew her motion.

Stumpf returned to the meeting and the Commission returned to previous discussion on item, 0408-PUD-07.

Stumpf discussed the issue of the pool with Mr. Paul Estridge, who has conceded to add the pool under protest with the condition that if the Centennial residents wish to allow a reciprocal agreement for the use of the pool, a pool would not be required in Centennial North.

Thomas stated that if the Centennial North residents did come to an agreement with the Centennial residents to use the pool, some kind of crossing needs to be installed so traffic does not become a dangerous issue for pedestrians.



Stevenson seconded, and the motion passed 5-2 (Horkay, Peyton)-0.

Stevenson moved to continue 0408-PUD-07 to the April Plan Commission meeting in order for Estridge to make a decision on whether to commit to the addition of a pool.

Stevenson withdrew her motion.

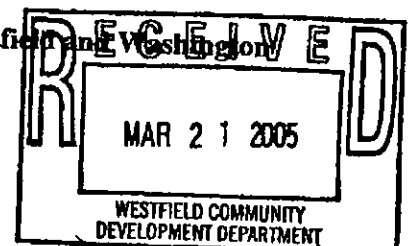
This item would be revisited later in the meeting in order to give Stumpf time to discuss pool issue with Mr. Paul Estridge.

Centennial North
Planned Unit Development

ORDINANCE NO. 05-10

Final Draft 03-21-05

**An ordinance amending the Zoning Ordinance of the Town of Westfield and Washington
Township, Hamilton County, Indiana**



Centennial North Planned Unit Development Ordinance

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SCHEDULE OF EXHIBITS

- A. Architectural Standards for Area A – Village Collection Homes
- B. Architectural Standards for Area B – Ameritage Homes on 70' Lots
- C. Architectural Standards for Area C – Ameritage Homes on 80' Lots
- D. Architectural Standards for Area D – Lockerbie Town Home Collection
- E. Development Standards
- F. Conceptual Land Plan, Open Space Concept, Amenities Center Concept, Landscape Buffering
- G. Real Estate – Legal Description
- H. Development Plan Review (DPR) provisions of the Zoning Ordinance
- I. Landscaping Standards of the Zoning Ordinance
- J. Lighting Standards of the Zoning Ordinance
- K. Sign Standards of the Zoning Ordinance

CENTENNIAL NORTH PLANNED UNIT DEVELOPMENT

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA

This PUD Ordinance (the "Centennial North PUD") amends the Zoning Ordinance of the Town of Westfield and Washington Township, Hamilton County, Indiana (the "Zoning Ordinance"), enacted by the Town of Westfield under authority of Chapter 174 of the Acts of the Indiana General Assembly 1947, as amended;

WITNESSETH:

WHEREAS, the Plan Commission of the Town of Westfield and Washington Township (the "Commission") has conducted a public hearing as required by law in regard to the application for a change of zone district designation filed by the Estridge Development Company, Inc. for the real estate containing approximately 157.144 acres more or less, legally described on Exhibit "F" hereto, and located in Washington Township, Hamilton County, Indiana (the "Real Estate");

WHEREAS, the Commission has sent to the Town Council of the Town of Westfield, Indiana (the "Town Council") its recommendation adopted on the _____ day of _____, 2005; and

NOW, THEREFORE, BE IT ORDAINED by the Town Council meeting in regular session, that the Zoning Ordinance and the Zone Map (the "Zone Map") of the Zoning Ordinance are hereby amended as follows:

SECTION 1. LEGISLATIVE INTENT. Having given reasonable regard to (i) the Comprehensive Plan, (ii) current conditions and the character of current structures and uses in the Real Estate, (iii) the most desirable use for which the Real Estate is adapted, (iv) conservation of property values throughout the Town of Westfield and Washington Township, and (v) responsible development and growth, it is the intent of the Council in adopting, to:

- A. Encourage flexibility in the development of land in order to promote its most appropriate use;
- B. Improve the design, character, and quality of new development;
- C. Encourage a harmonious and appropriate mixture of uses;
- D. Facilitate the adequate and economic provisions of streets, utilities, and municipal services;
- E. Preserve the natural environmental and scenic features of the Real Estate;
- F. Encourage and provide a mechanism for arranging improvements on-site so as to preserve desirable features; and
- G. Mitigate the problems that may be presented by specific site conditions.

SECTION 2. EFFECT. The development standards created by this Centennial North PUD supersede the development standards of the Zoning Ordinance. Unless otherwise specified herein, the owner(s) of the Real Estate shall otherwise comply with the terms, conditions, and procedures of PUD Ordinance 02-01 (WC 16.04.190).

SECTION 3. RECLASSIFICATION OF ZONING. The zoning classification of the Real Estate is reclassified on the Zone Map to the Planned Unit Development District classification – Centennial North PUD, the underlying zoning classification of which shall be the SF-3 District of the Zoning Ordinance in force at the time of the enactment of this Centennial

North PUD. Permitted uses shall be restricted to single family attached and detached dwellings and their typical accessory uses (e.g. amenity center, playgrounds, etc.) as detailed in the table below. The maximum gross density of the community shall be 2.5 dwelling units per acre.

Area	Use	Number of Dwelling Units	Approximate Acreage
A	Single Family Detached Residences	70	28.9
B	Single Family Detached Residences	107	41.0
C	Single Family Detached Residences	92	56.1
D	Single Family Attached Residences	124	31.1
	Totals	393	157.1

Note: The acreages and number of dwelling units listed in the above table may increase or decrease by 15%, but the maximum number of dwelling units shall be 393 dwelling units.

SECTION 4. APPLICABILITY OF ZONING ORDINANCE. Subject only to the following changes and modifications set forth herein and contained in the plans and drawings which are attached hereto as exhibits, all of the provisions of the Zoning Ordinance in force and effect at the time of the enactment of this Centennial North PUD including, without limitation, the DP Provisions, the Landscaping Standards, the Lighting Standards, and the Sign Standards, shall apply to the Real Estate.

SECTION 5. DEVELOPMENT STANDARDS. The applicable development standards for Area A, Area B, Area C, and Area D are specified in what is attached hereto and incorporated herein by reference as Exhibit E.

SECTION 6. ARCHITECTURAL STANDARDS. The applicable architectural standards for Area A, Area B, Area C, and Area D are specified in what is attached hereto and incorporated herein by reference as Exhibit A, Exhibit B, Exhibit C, and Exhibit D respectfully.

SECTION 7. STREET STANDARDS. The street design standards shall be the same as those within Centennial. The Developer shall not be required to install street lights as required by WC 16.04.240(I). Dusk to dawn lights on the homes and uplights on the entry walls shall be used in lieu of street lights.

SECTION 8. LANDSCAPE STANDARDS.

A. Road Frontage Standards

1. Where the Real Estate abuts primary arterials, secondary arterials, or collector roads not internal to the Real Estate, at least one shade tree or evergreen tree per thirty (30) linear feet of road frontage shall be planted adjacent to road rights-of-way. Trees shall not be required along detention ponds or within gas pipeline easements. Trees planted along road frontage shall be credited toward overall on-site landscaping requirements set forth in Table 16.06.050-01.

B. Perimeter Landscape Buffering

1. Landscape buffering shall be required along the perimeter of the site as illustrated on the Landscape Buffering Plan in Exhibit F.
2. No perimeter landscape buffer shall be required along detention ponds or along the school property line.
3. Type A Buffer
 - a. The Type A Buffer is intended to physically separate and visually screen the Real Estate from the adjoining residential land uses.
 - b. The buffer shall be a minimum of thirty (30) feet in width and planted with a minimum of one (1) shade tree or evergreen tree and four (4) shrubs per twenty (20)

linear feet of buffer. Trees may be substituted in lieu of shrubbery on a 1:3 basis (tree:shrub). At least 50% of the required planting shall be evergreen trees.

- c. Where the buffer abuts existing woodlands at least 50 feet deep, the buffer shall be a minimum of one (1) shade tree or evergreen tree and four (4) shrubs per twenty (20) linear feet of buffer. Trees may be substituted in lieu of shrubbery on a 1:3 basis (tree:shrub). At least 50% of the required planting shall be evergreen trees.
- d. Plantings required to be placed in the Type A buffer shall not be credited toward total on-site landscaping requirements set forth in Table 16.06.050-01.

4. Type B Buffer

- a. The Type B Buffer is intended to soften the visual appearance of the rear yards of homes from adjacent streets external to the Real Estate. This type of buffer is not required by the standard landscape ordinance.
- b. The buffer shall be a minimum of thirty (30) feet in width and planted with a minimum of one (1) shade tree or evergreen tree per thirty (30) linear feet of buffer. At least 50% of the required planting shall be evergreen trees.
- c. Plantings required to be placed in the Type B buffer shall be credited toward total on-site landscaping requirements set forth in Table 16.06.050-01.

C. Parking Lot Landscaping

- 1. Due to its location at the interior of the site, the parking lot at the amenities center shall not be required to comply with the parking lot landscaping requirements of the Zoning Ordinance.

SECTION 9. SIGNAGE STANDARDS. The Real Estate shall be permitted a maximum of 64 square feet of sign area on one or more monument signs per entrance. The monument sign(s) shall not exceed nine (9) feet in height.

SECTION 10. CONCEPTUAL LAND PLAN AND DEVELOPMENT OF REAL ESTATE. The Development Plan for the Real Estate shall be submitted approved in one (1) phase pursuant to the Conceptual Land Plan. The Development Plan for the Real Estate may be submitted at any time within three (3) years from the enactment of this Centennial North PUD, without the need for an extension of time from the Plan Commission; however, a Development Plan for the Real Estate may not be submitted more than three (3) years after the date of the enactment of this PUD Ordinance, without an extension of time from the Plan Commission.

SECTION 11. DEFINITIONS. The following definitions shall apply in this Centennial North PUD:

Building Height: The distance measured from the average ground level at the foundation of the residence facing the street to the mean height between the eaves and ridges for gable, hip, and gambrel roofs. Chimneys and other similar structures shall not be included in calculating building heights.

Conceptual Land Plan: Attached hereto and incorporated herein by reference as Exhibit "F" is the Conceptual Land Plan for Area A, Area B, Area C, and Area D.

DPR Provisions: Attached hereto and incorporated herein by reference as Exhibit "H" are the Development Plan Review provisions (the "DPR Provisions") of the Zoning Ordinance that were in full force and effect at the time of the enactment of the Centennial North PUD.

Landscape Standards: Attached hereto and incorporated herein by reference as Exhibit "I" are the Landscape Standards (the "Landscape Standards") of the Zoning Ordinance that were in full force and effect at the time of the enactment of the Centennial North PUD.

Lighting Standards: Attached hereto and incorporated herein by reference as Exhibit "J" are the Lighting Standards (the "Lighting Standards") of the Zoning Ordinance that were in full force and effect at the time of the enactment of the Centennial North PUD.

Living Space: The square footage of the home exclusive of garages, porches, patios, and basements.

Nailite: Polypropylene specialty siding panels manufactured with injection-molding technology and a proprietary coating process that replicates cedar siding.

Openspace: Commonly-owned areas within the community including parks, public pathways, water detention areas, screening buffers, etc., but not including water retention ponds and rights-of-way.

Sign Standards: Attached hereto and incorporated herein by reference as Exhibit "K" are the Sign Standards (the "Sign Standards") of the Zoning Ordinance that were in full force and effect at the time of the enactment of the Centennial North PUD.

Vinyl: Vinyl siding shall have a minimum 0.044 thickness.

ALL OF WHICH IS RESOLVED THIS _____ DAY OF _____ 2005 BY THE
TOWN COUNCIL OF THE TOWN OF WESTFIELD, INDIANA.

WESTFIELD TOWN COUNCIL

Voting For

Voting Against

Abstain

Teresa Otis Skelton

Teresa Otis Skelton

Teresa Otis Skelton

Jack Hart

Jack Hart

Jack Hart

David Mikesell

David Mikesell

David Mikesell

Bob Smith

Bob Smith

Bob Smith

Ron Thomas

Ron Thomas

Ron Thomas

ATTEST:

Cindy Gossard, Clerk Treasurer

EXHIBIT A

ARCHITECTURAL STANDARDS FOR AREA A Village Collection Homes

A. Architectural Standards

1. Design Elements. Design elements and detailing shall be continued completely around the structure. Such design elements shall include, but are not limited to, windows, window placement, trim detailing, and exterior wall materials. The use of long, massive, unbroken, exterior blank walls shall be avoided.
2. Roof Form and Overhangs
 - a. Roof form and design will include, where appropriate, varied pitches and ridge levels.
 - b. All residences shall have eaves of a minimum eight inch overhang.
3. Design Objectives. Residences shall be required to meet the following:
 - a. Residences located adjacent to an External Street and located so as to have a rear or side façade oriented to the External Street shall utilize multiple textures (e.g. rough, smooth, striated, etc.) or multiple architectural elements (e.g. quoins, pilasters, soldier courses, lintels, friezes, cornices, dentils, architraves, architectural breaks, etc.) on each façade visible from the External Street.
 - b. Identical model elevations shall be separated by at least one lot. No identical model elevations shall be directly across the street from one another.
4. Garage Composition and Orientation
 - a. All residences shall have a minimum two car attached garage.
 - b. Front load garages shall be permitted.
5. Typical Lot Landscaping
 - a. Front yards and side yards shall be sodded and back yards shall be hydroseeded.
6. Exterior Surfaces
 - a. Permitted exterior surfaces shall include: vinyl, EIFS, stucco, masonry or equivalent, wood, and concrete fiber board, or equivalent materials as determined by the Developer. Vinyl or aluminum clad windows and soffits shall be permitted.
 - b. Each residence using vinyl siding on the front façade shall utilize a minimum of three (3) of the following architectural elements on the front façade:
 - i. Side load or angled garage
 - ii. Covered front porch (at least six feet (6') in width and four feet (4') in depth;
 - iii. Roofline direction change or roofline height change greater than sixteen inches (16");

- iv. Wood, concrete fiber board, or equivalent trim at corners, frieze boards, window and door wraps, and as transitional material between two different exterior materials;
 - v. Decorative shutters or other enhanced architectural window treatment on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - vi. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the front façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - vii. Primary roof pitches of 8/12 or greater and secondary roof pitches of 10/12 or greater.
 - viii. Masonry or equivalent, EIFS, stucco, or equivalent material on a minimum of the first floor or 25% of the total façade, exclusive of windows and doors.
 - ix. Separate overhead door per car for each garage;
 - x. Roof design featuring hip roof, dormers (two minimum), a reverse gable, a shed roof accent, two (2) or more roof planes, or a covered front entry;
 - xi. Architecturally-treated entranceways (for homes without a front porch);
 - xii. Bay window;
 - xiii. Transom window(s);
 - xiv. Veranda/balcony;
 - xv. Garage doors containing windows of high standard and quality;
 - xvi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows); or
 - xvii. Exterior chase fireplace.
- c. Each residence using vinyl siding on the sides of the residence shall utilize a minimum of one of the following architectural elements on each side façade. Side facades that face internal streets on corner lots shall utilize a minimum of two of the following architectural elements on said side façade:
- i. Side load or angled garage;
 - ii. Hip roof;
 - iii. Roofline direction change or roofline height change greater than sixteen inches (16");
 - iv. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);

- v. Masonry or equivalent, EIFS, stucco, or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;
 - vi. Three or more windows on the façade;
 - vii. Side yard landscaping to include at least one tree a minimum of six feet in height at the time of planting and three shrubs three feet in height at time of planting;
 - viii. Bay window;
 - ix. Transom window(s);
 - x. Veranda/balcony;
 - xi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows); or
 - xii. Exterior chase fireplace.
 - xiii. Architectural treatment on gable ends; or
 - xiv. Sunroom or screened porch.
- d. Each residence using vinyl siding and located adjacent to an External Street that is oriented as to have the rear and/or side façade of the home predominately visible from an External Street shall have masonry or equivalent, EIFS, stucco, or equivalent material on the first floor for rear façades facing External Streets and five foot returns for side facades facing External Streets or a minimum of two (2) of the following design features on said façade(s):
- i. Covered open or screened porch (minimum size ten foot by ten foot, porches with arbor or similar roof treatments shall be deemed to meet this element requirement);
 - ii. Shutters on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - iii. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the rear façade elevation, excluding relief for doors and windows (homes incorporating two (2) or more architectural breaks shall be deemed as meeting this requirement);
 - iv. Masonry or equivalent, EIFS, stucco, or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;
 - v. Hip roof (only for side facades facing External Streets) or two (2) or more roof planes;
 - vi. Elevated deck with decorative rail a minimum of 12 feet in width;
 - vii. Roofline direction change or roofline height change greater than sixteen inches (16");
 - viii. Bay window;

- ix. Transom window(s);
- x. Veranda/balcony;
- xi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows);
- xii. Exterior chase fireplace; or
- xiii. Architectural treatment on gable ends.

EXHIBIT B

ARCHITECTURAL STANDARDS FOR AREA B Ameritage Homes on 70' Lots

A. Architectural Standards

1. **Design Elements.** Design elements and detailing shall be cohesive around the structure. Such design elements shall include, but are not limited to, windows, window placement, trim detailing, and exterior wall materials. Architectural elements shall be used to create visual interest.
2. **Roof Form and Overhangs**
 - a. Roof form and design will include, where appropriate, varied pitches and ridge levels.
 - b. All residences shall have eaves of a minimum eight inch overhang on the front and rear of the building.
3. **Design Objectives.** Residences shall be required to meet the following:
 - a. Residences located adjacent to an External Street and located so as to have a rear or side façade oriented to the External Street shall utilize multiple textures (e.g. rough, smooth, striated, etc.) or multiple architectural elements (e.g. quoins, pilasters, soldier courses, lintels, friezes, cornices, dentils, architraves, architectural breaks, etc.) on each façade visible from the External Street.
 - b. Identical model elevations shall be separated by at least one lot. No identical model elevations shall be directly across the street from one another.
4. **Garage Composition and Orientation**
 - a. All residences shall have a minimum two car attached garage.
 - b. Front load garages shall be permitted.
5. **Typical Lot Landscaping**
 - a. Portions of the lot draining to the front shall be sodded. Portions of the lot draining to the rear shall be seeded.
6. **Exterior Surfaces**
 - a. Permitted exterior surfaces shall include: vinyl, EIFS, stucco, cultured stone, masonry or equivalent, wood, and concrete fiber board, or equivalent materials as determined by the Developer. Vinyl or aluminum clad windows, trim, and soffits shall be permitted.
 - b. Generally, all homes shall have masonry or equivalent, EIFS, cultured stone, stucco, or equivalent material on the first floor of the front of the home or equivalent percentages thereof exclusive of windows and doors, unless architectural style does not warrant.
 - c. Each residence using vinyl siding on the front façade shall utilize a minimum of three (3) of the following architectural elements on the front façade:

- i. Side load or angled garage
 - ii. Covered front porch (at least six feet (6') in width and four feet (4') in depth;
 - iii. Roofline direction change or roofline height change greater than sixteen inches (16");
 - iv. Wood, concrete fiber board, or equivalent trim at corners, frieze boards, window and door wraps, and as transitional material between two different exterior materials;
 - v. Decorative shutters or other enhanced architectural window treatment on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - vi. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the front façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - vii. Primary roof pitches of 8/12 or greater and secondary roof pitches of 10/12 or greater.
 - viii. Masonry or equivalent, EIFS, stucco, cultured stone or equivalent material on a minimum of the first floor or 25% of the total façade, exclusive of windows and doors.
 - ix. Separate overhead door per car for each garage;
 - x. Roof design featuring hip roof, dormers (a minimum of two (2) dormers), a reverse gable, a shed roof accent, two (2) or more roof planes or a covered front entry;
 - xi. Architecturally-treated entranceways (for homes without a front porch);
 - xii. Bay window;
 - xiii. Transom window(s);
 - xiv. Veranda/balcony;
 - xv. Garage doors containing windows of high standard and quality;
 - xvi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows); or
 - xvii. Exterior chase fireplace.
- d. Each residence using vinyl siding on the sides of the residence shall utilize a minimum of one of the following architectural elements on each side façade. Side facades that face internal streets on corner lots shall utilize a minimum of two of the following architectural elements on said side façade:
- i. Side load or angled garage;
 - ii. Hip roof;

- iii. Roofline direction change or roofline height change greater than sixteen inches (16") or two (2) or more roof planes;
 - iv. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - v. Masonry or equivalent, EIFS, stucco, cultured stone or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;
 - vi. Three or more windows on the façade;
 - vii. Side yard landscaping to include at least one tree a minimum of six feet in height at the time of planting and three shrubs three feet in height at time of planting;
 - viii. Bay window;
 - ix. Transom window(s);
 - x. Veranda/balcony;
 - xi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows); or
 - xii. Exterior chase fireplace.
 - xiii. Architectural treatment on gable ends; or
 - xiv. Sunroom or screened porch.
- e. Each residence using vinyl siding and located adjacent to an External Street that is oriented as to have the rear and/or side façade of the home predominately visible from an External Street shall have masonry or equivalent, EIFS, stucco, cultured stone or equivalent material on the first floor for rear facades facing External Streets or a minimum of two (2) of the following design features on said façade(s):
- i. Covered open or screened porch (minimum size ten foot by ten foot, porches with arbor or similar roof treatments shall be deemed to meet this element requirement);
 - ii. Shutters on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - iii. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed as meeting this requirement);
 - iv. Masonry or equivalent, EIFS, stucco, cultured stone or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;

- v. Hip roof (only for side facades facing External Streets) or two (2) or more roof planes;
- vi. Elevated deck with decorative rail a minimum of 12 feet in width;
- vii. Roofline direction change or roofline height change greater than sixteen inches (16");
- viii. Bay window;
- ix. Transom window(s);
- x. Veranda/balcony;
- xi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows);
- xii. Exterior chase fireplace; or
- xiii. Architectural treatment on gable ends.

EXHIBIT C

ARCHITECTURAL STANDARDS FOR AREA C Ameritage Homes on 80' Lots

A. Architectural Standards

1. **Design Elements.** Design elements and detailing shall be cohesive around the structure. Such design elements shall include, but are not limited to, windows, window placement, trim detailing, and exterior wall materials. Architectural elements shall be used to create visual interest.
2. **Roof Form and Overhangs**
 - a. Roof form and design will include, where appropriate, varied pitches and ridge levels.
 - b. All residences shall have eaves of a minimum eight inch overhang on the front and rear of the building.
3. **Design Objectives.** Residences shall be required to meet the following:
 - a. Residences located adjacent to an External Street and located so as to have a rear or side façade oriented to the External Street shall utilize multiple textures (e.g. rough, smooth, striated, etc.) or multiple architectural elements (e.g. quoins, pilasters, soldier courses, lintels, friezes, cornices, dentils, architraves, architectural breaks, etc.) on each façade visible from the External Street.
 - b. Identical model elevations shall be separated by at least one lot. No identical model elevations shall be directly across the street from one another.
4. **Garage Composition and Orientation**
 - a. All residences shall have a minimum two car attached garage.
 - b. Front load garages shall be permitted.
5. **Typical Lot Landscaping**
 - a. Portions of the lot draining to the front shall be sodded. Portions of the lot draining to the rear shall be seeded.
6. **Exterior Surfaces**
 - a. Permitted exterior surfaces shall include: vinyl, EIFS, stucco, cultured stone, masonry or equivalent, wood, and concrete fiber board, or equivalent materials as determined by the Developer. Vinyl or aluminum clad windows, trim, and soffits shall be permitted.
 - b. Generally, all homes shall have masonry or equivalent, EIFS, cultured stone, stucco, or equivalent material on the first floor of the front of the home or equivalent percentages thereof exclusive of windows and doors, unless architectural style does not warrant.
 - c. Each residence using vinyl siding on the front façade shall utilize a minimum of three (3) of the following architectural elements on the front façade:

- i. Side load or angled garage
 - ii. Covered front porch (at least six feet (6') in width and four feet (4') in depth;
 - iii. Roofline direction change or roofline height change greater than sixteen inches (16");
 - iv. Wood, concrete fiber board, or equivalent trim at corners, frieze boards, window and door wraps, and as transitional material between two different exterior materials;
 - v. Decorative shutters or other enhanced architectural window treatment on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - vi. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the front façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - vii. Primary roof pitches of 8/12 or greater and secondary roof pitches of 10/12 or greater.
 - viii. Masonry or equivalent, EIFS, stucco, cultured stone or equivalent material on a minimum of the first floor or 25% of the total façade, exclusive of windows and doors.
 - ix. Separate overhead door per car for each garage;
 - x. Roof design featuring hip roof, dormers (a minimum of two (2) dormers), a reverse gable, a shed roof accent, two (2) or more roof planes or a covered front entry;
 - xi. Architecturally-treated entranceways (for homes without a front porch);
 - xii. Bay window;
 - xiii. Transom window(s);
 - xiv. Veranda/balcony;
 - xv. Garage doors containing windows of high standard and quality;
 - xvi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows); or
 - xvii. Exterior chase fireplace.
- d. Each residence using vinyl siding on the sides of the residence shall utilize a minimum of one of the following architectural elements on each side façade. Side facades that face internal streets on corner lots shall utilize a minimum of two of the following architectural elements on said side façade:
- i. Side load or angled garage;
 - ii. Hip roof;

- iii. Roofline direction change or roofline height change greater than sixteen inches (16") or two (2) or more roof planes;
 - iv. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - v. Masonry or equivalent, EIFS, stucco, cultured stone or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;
 - vi. Three or more windows on the façade;
 - vii. Side yard landscaping to include at least one tree a minimum of six feet in height at the time of planting and three shrubs three feet in height at time of planting;
 - viii. Bay window;
 - ix. Transom window(s);
 - x. Veranda/balcony;
 - xi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows); or
 - xii. Exterior chase fireplace.
 - xiii. Architectural treatment on gable ends; or
 - xiv. Sunroom or screened porch.
- e. Each residence using vinyl siding and located adjacent to an External Street that is oriented as to have the rear and/or side façade of the home predominately visible from an External Street shall have masonry or equivalent, EIFS, stucco, cultured stone or equivalent material on the first floor for rear facades facing External Streets or a minimum of two (2) of the following design features on said façade(s):
- i. Covered open or screened porch (minimum size ten foot by ten foot, porches with arbor or similar roof treatments shall be deemed to meet this element requirement);
 - ii. Shutters on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - iii. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed as meeting this requirement);
 - iv. Masonry or equivalent, EIFS, stucco, cultured stone or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;

- v. Hip roof (only for side facades facing External Streets) or two (2) or more roof planes;
- vi. Elevated deck with decorative rail a minimum of 12 feet in width;
- vii. Roofline direction change or roofline height change greater than sixteen inches (16");
- viii. Bay window;
- ix. Transom window(s);
- x. Veranda/balcony;
- xi. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows);
- xii. Exterior chase fireplace; or
- xiii. Architectural treatment on gable ends.

EXHIBIT D

DEVELOPMENT AND ARCHITECTURAL STANDARDS FOR AREA D Lockerbie Town Home Collection

A. Architectural Standards

1. **Design Elements.** Design elements and detailing shall be continued completely around the structure. Such design elements shall include, but are not limited to, windows, window placement, trim detailing, and exterior wall materials. The use of long, massive, unbroken, exterior blank walls shall be avoided.
2. **Roof Form and Overhangs**
 - a. Roof form and design will include, where appropriate, varied pitches and ridge levels.
 - b. All residences shall have eaves of a minimum eight inch overhang.
3. **Design Objectives.** Residences shall be required to meet the following:
 - a. Residences located adjacent to an External Street and located so as to have a rear or side façade oriented to the External Street shall utilize multiple textures (e.g. rough, smooth, striated, etc.) or multiple architectural elements (e.g. quoins, pilasters, soldier courses, lintels, friezes, cornices, dentils, architraves, architectural breaks, etc.) on each façade visible from the External Street.
4. **Garage Composition and Orientation**
 - a. 75% of all residences shall have a minimum two car attached garage.
 - b. Rear load garages shall be mandatory.
5. **Typical Lot Landscaping**
 - a. Front yards and side yards shall be sodded and back yards shall be hydroseeded.
6. **Exterior Surfaces**
 - a. Permitted exterior surfaces shall include: nailite, vinyl, EIFS, stucco, masonry or equivalent, wood, and concrete fiber board, or equivalent materials as determined by the Developer. Vinyl or aluminum clad windows and soffits shall be permitted.
 - b. Generally, all homes shall have masonry or equivalent, EIFS, stucco, or equivalent material on the first floor of the front and a minimum of five foot (5') returns on the sides of the home or equivalent percentages thereof exclusive of windows and doors, unless architectural style does not warrant.
 - c. Each town home building using vinyl siding on the front façade shall utilize a minimum of three (3) of the following architectural elements on the front façade:
 - i. Covered front porch (at least six feet (6') in width and four feet (4') in depth;
 - ii. Roofline direction change or roofline height change greater than sixteen inches (16");

- iii. Wood, concrete fiber board, or equivalent trim at corners, frieze boards, window and door wraps, and as transitional material between two different exterior materials;
 - iv. Architectural break, including cantilevered offsets of at least two (2) feet of relief at two (2) or more points along the front façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - v. Primary roof pitches of 8/12 or greater and secondary roof pitches of 10/12 or greater.
 - vi. Masonry or equivalent, EIFS, stucco, or equivalent material on a minimum of the first floor or 25% of the total façade, exclusive of windows and doors.
 - vii. Roof design featuring hip roof, dormers (a minimum of two (2) dormers), a reverse gable, a shed roof accent, two (2) or more roof planes, or a covered front entry;
 - viii. Architecturally-treated entranceways (for homes without a front porch);
 - ix. Bay window;
 - x. Transom window(s);
 - xi. Veranda/balcony; or
 - xii. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows).
- d. Each town home building using vinyl siding on the sides of the residence shall utilize a minimum of one of the following architectural elements on each side façade. Side facades that face internal streets on corner lots shall utilize a minimum of two of the following architectural elements on said side façade:
- i. Hip roof or two (2) or more roof planes;
 - ii. Roofline direction change or roofline height change greater than sixteen inches (16");
 - iii. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed to have met two of the element requirements);
 - iv. Masonry or equivalent, EIFS, stucco, or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;
 - v. Three or more windows on the façade;
 - vi. Side yard landscaping to include at least one tree a minimum of six feet in height at the time of planting and three shrubs three feet in height at time of planting;

- vii. Bay window;
 - viii. Transom window(s);
 - ix. Veranda/balcony;
 - x. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows);
 - xi. Exterior chase fireplace; or
 - xii. Architectural treatment on gable ends.
- e. Each town home building using vinyl siding and located adjacent to an External Street that is oriented as to have the rear and/or side façade of the home predominately visible from an External Street shall have masonry or equivalent, EIFS, stucco, or equivalent material on the first floor for rear facades facing External Streets and five foot returns for side facades facing External Streets or a minimum of two (2) of the following design features on said façade(s):
- i. Shutters on all windows, where feasible (a minimum of three windows with shutters are required to meet this provision);
 - ii. Architectural break, including cantilevered offsets, of at least two (2) feet of relief at two (2) or more points along the side façade elevation, excluding relief for doors and windows and garage (homes incorporating two (2) or more architectural breaks shall be deemed as meeting this requirement);
 - iii. Masonry or equivalent, EIFS, stucco, or equivalent material a minimum of 18 inches in height the entire length of the façade or a five foot return on the first floor;
 - iv. Hip roof (only for side facades facing External Streets) or two (2) or more roof planes;
 - v. Roofline direction change or roofline height change greater than sixteen inches (16");
 - vi. Bay window;
 - vii. Transom window(s);
 - viii. Architecturally-enhanced articulated trim moldings (e.g. fipons above windows);
 - ix. Exterior chase fireplace; or
 - x. Architectural treatment on gable ends.

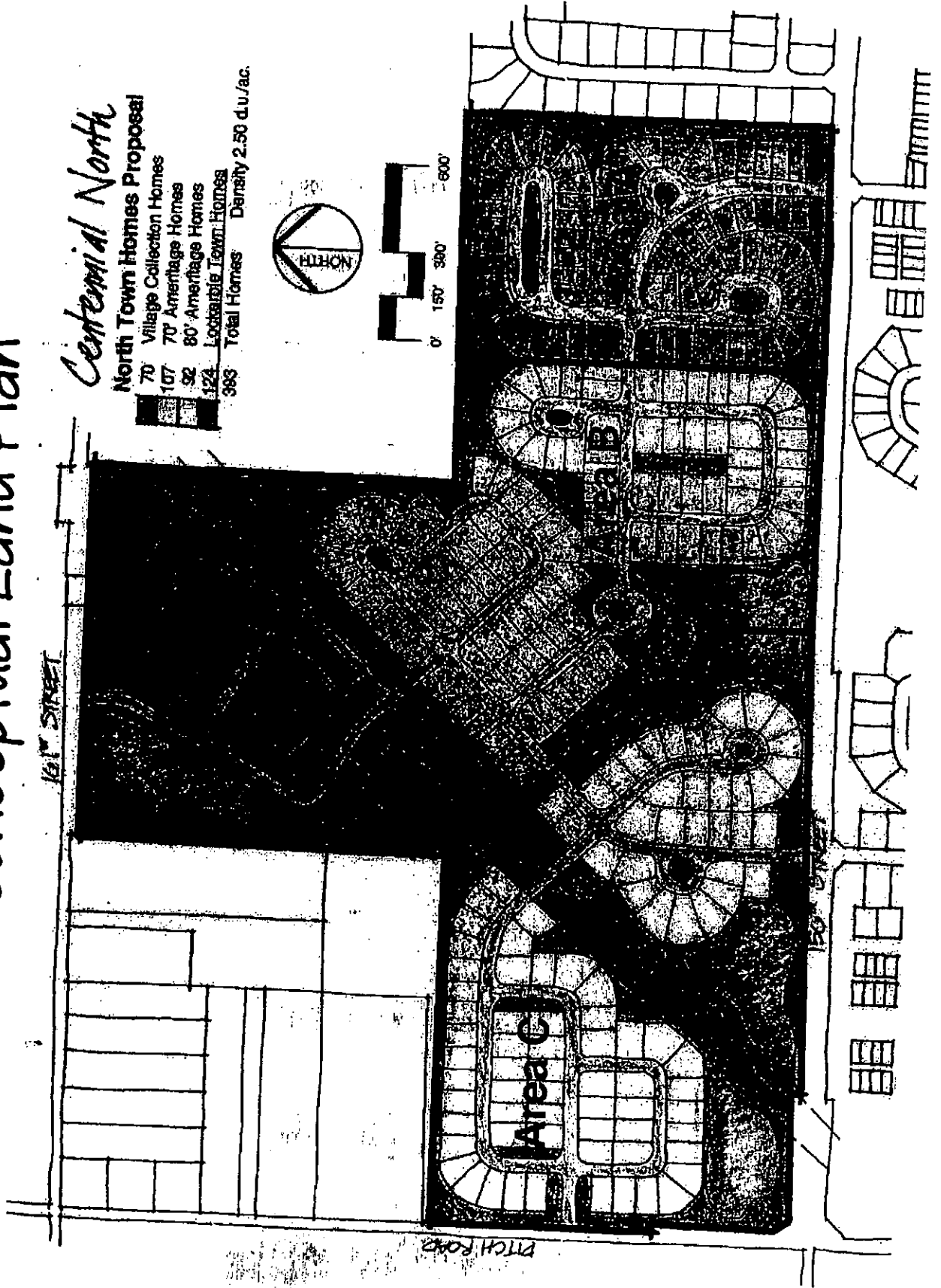
EXHIBIT E
DEVELOPMENT STANDARDS

Development Standard	Area A	Area B	Area C	Area D
Home Type	Village Collection	Ameritage Homes	Ameritage Homes	Lockerbie Town Homes
Minimum Lot Width at Building Line	60'	70'	80'	30' (1)
Minimum Lot Depth	125'	125'	125'	80'
Minimum Lot Frontage on Street	45'	50'	50'	25'
Minimum Lot Area	7,500 s.f.	8,750 s.f.	10,000 s.f.	2,400 s.f. (2)
Minimum Front Yard Setback	20'	20'	20'	15'
Minimum Side Yard Setback	5'	5'	5'	0'
Minimum Rear Yard Setback	20'	20'	20'	15'
Maximum Building Height	35'	35'	35'	40'
Minimum Separation between Buildings	12'	12'	12'	20'
Minimum Living Space for One Story Homes	1,750 s.f.	1,600 s.f.	1,600 s.f.	n/a
Minimum Living Space for Two Story Homes	2,180 s.f. (3)	2,000 s.f.	2,000 s.f.	1,700 s.f. (4)

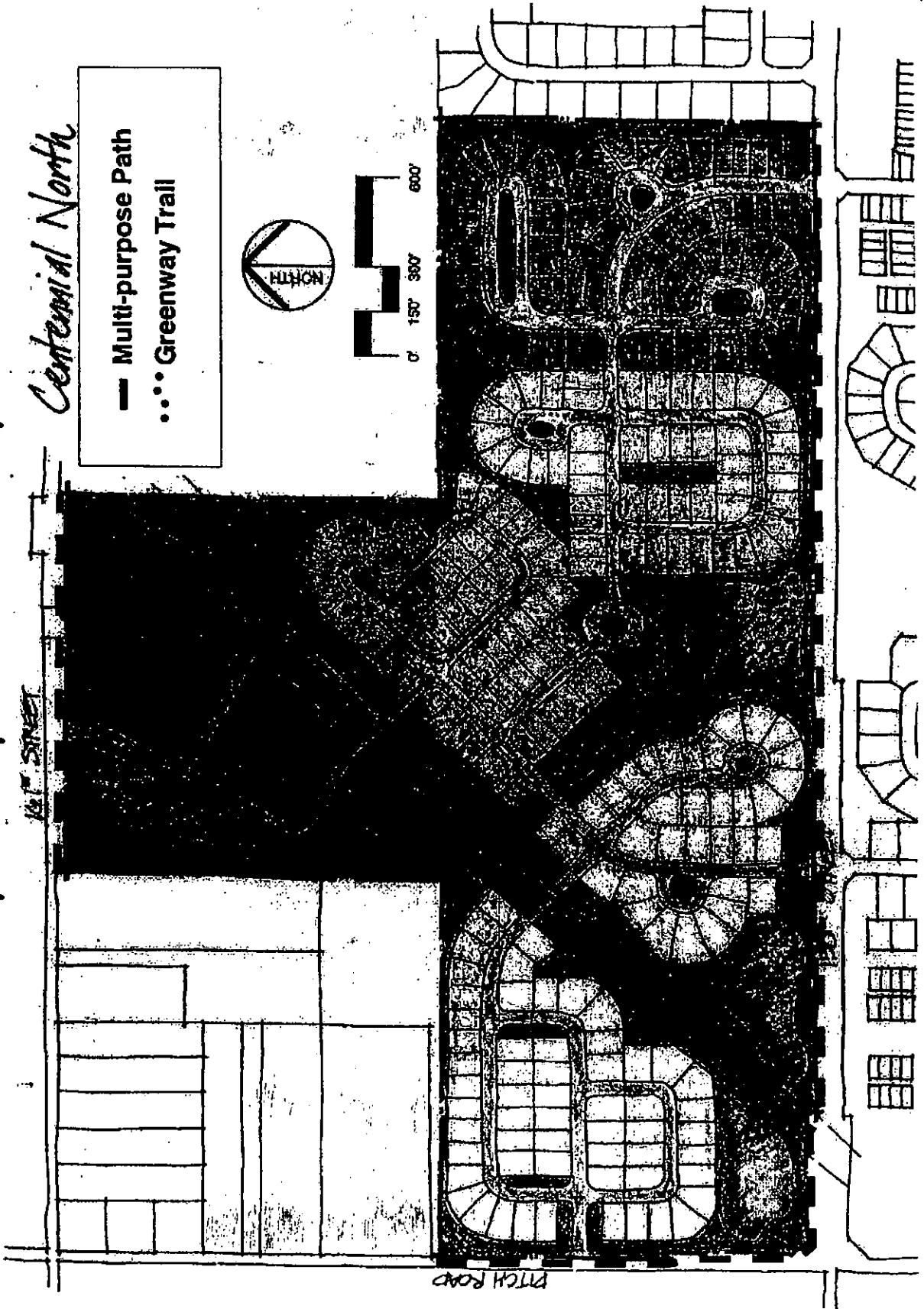
Notes:

- (1) Exception: up to 25% of the town homes in Area D may have a minimum lot width of 25 feet.
- (2) Exception: up to 25% of the town homes in Area D may have a minimum lot area of 2,000 s.f.
- (3) Exception: up to 25% of the two-story homes in Area A may have a minimum living space of 2,050 s.f.
- (4) Exception: up to 25% of the town homes in Area D may have a minimum living space of 1,475 s.f.

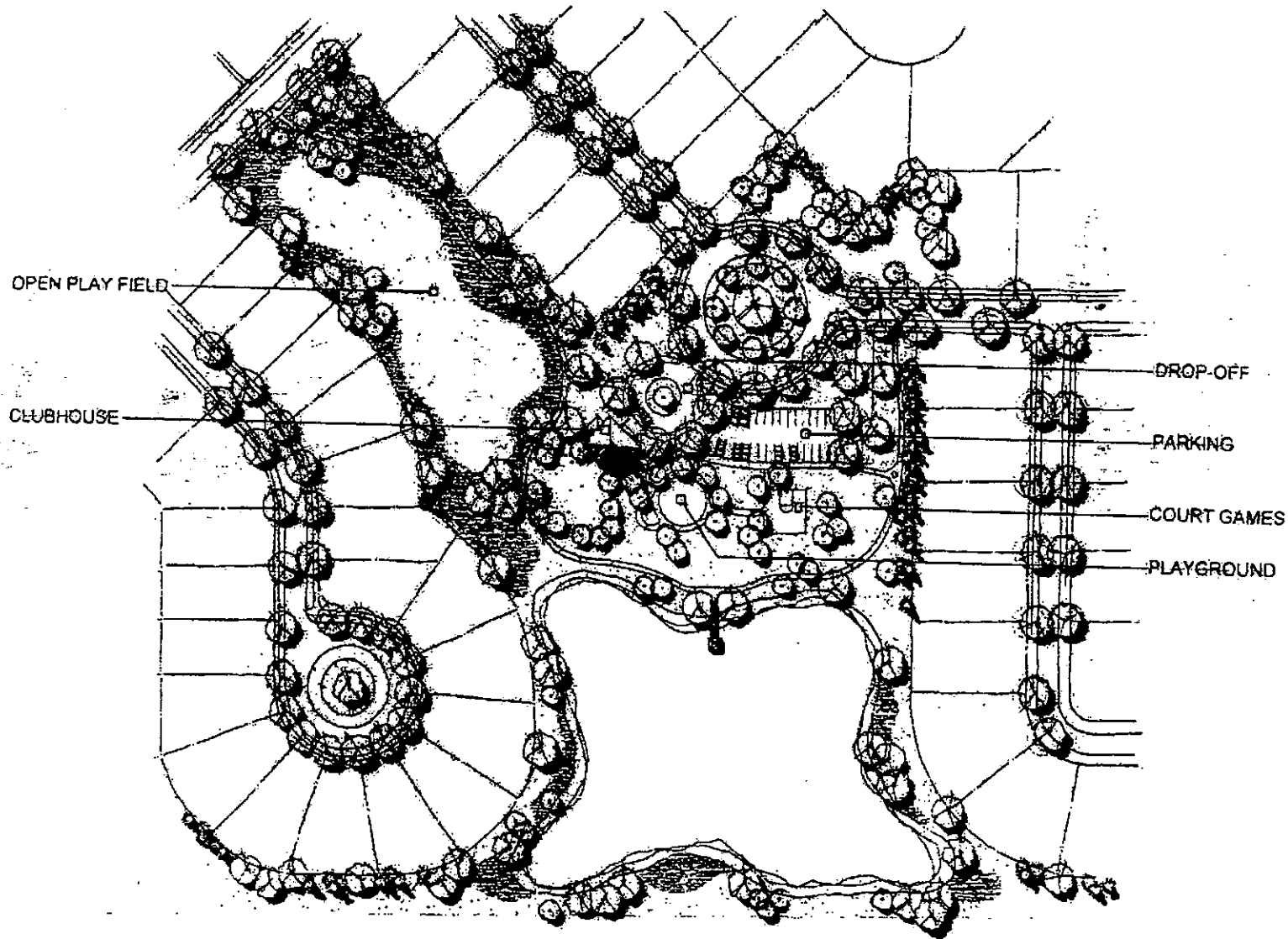
Conceptual Land Plan



Open Space Concept



Amenities Center Concept



Landscape Buffering

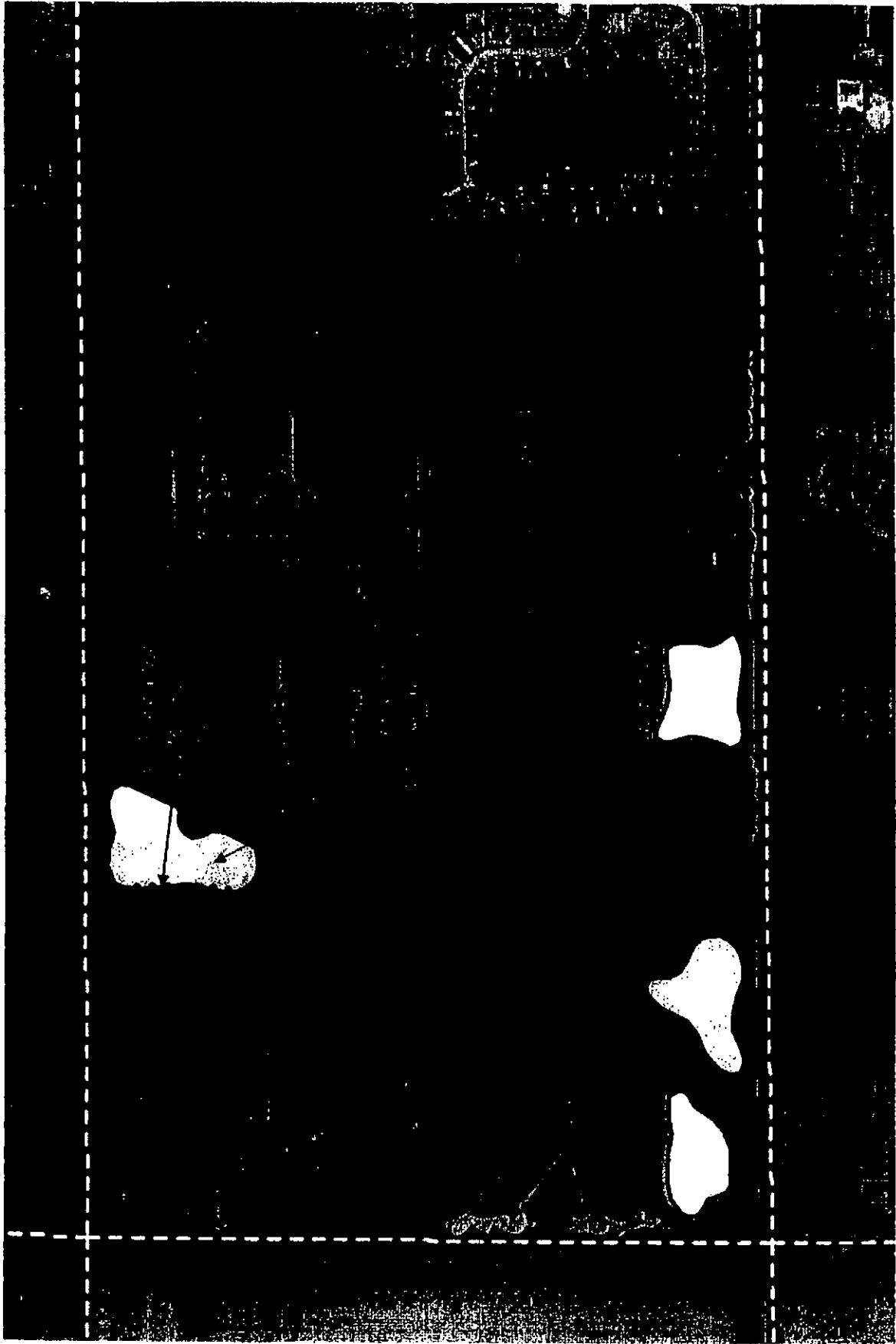


EXHIBIT F

CONCEPTUAL LAND PLAN, OPENSOURCE CONCEPT, AMENITIES CENTER CONCEPT, AND LANDSCAPE BUFFERING

A. Conceptual Land Plan

1. The conceptual land plan for the project contains approximately 393 homes in four different home collections. The development and architectural standards for the home collections are outlined in Exhibits A through E.
2. The locations of the home collections are shown on the attached Conceptual Land Plan.

B. Open Space Concept

1. The majority of the open space within the project will follow a naturalistic design theme. The landscaping will use native and naturalizing plants including prairie and wildflower meadows. Areas designated for active recreation will utilize more manicured turfgrass areas and plant material.
2. The attached Open Space Concept Plan illustrates how the network of open spaces and trails within the community will be structured.
3. A minimum of 30% of the site shall be commonly-owned openspace.
4. No portion of a privately-owned single family detached residential lot shall encroach into the gas pipeline easements.

C. Amenities Concept

1. The abundance of open space in the community offers active and passive recreation opportunities.
2. Passive recreation opportunities are provided around the ponds, throughout the wildflower meadows, and in pockets of common area throughout the development.
3. Active recreation will be focused around the Amenity Center located in the middle of the community. The amenity center will contain a clubhouse, a playground, court games, and an open play field. These amenities are illustrated on the attached Amenity Area Concept plan.
4. Multi-use paths will run through the community connecting 156th Street with 161st Street. The paths will also connect to the Amenity Center. Multi-use paths will also run along the perimeter of 156th Street, 161st Street, and Ditch Road as required by the Thoroughfare Plan.

EXHIBIT G

REAL ESTATE - LEGAL DESCRIPTION

Legal Description for the Easternmost 40 acres:

Southwest Quarter of the Southeast Quarter of Section 10, Township 18 North, Range 3 East, containing 40 acres more or less.

THE ABOVE-DESCRIBED REAL ESTATE WAS FOUND BY THIS SURVEY TO BE DESCRIBED AS FOLLOWS:

The Southwest Quarter of the Southeast Quarter of Section 10, Township 18 North, Range 3 East, Washington Township, Hamilton County Indiana, more particularly described as follows:

Beginning at the Southwest corner of said Quarter-Quarter Section; thence North 00 degrees 00 minutes 15 seconds East along the West line of said Quarter-Quarter Section 1,308.83 feet to the Northwest corner of said Quarter-Quarter Section; thence North 89 degrees 33 minutes 09 seconds East along the North line of said Quarter-Quarter Section 1,297.47 feet to the Northeast corner of said Quarter-Quarter Section; thence South 00 degrees 12 minutes 17 seconds West along the East line of said Quarter-Quarter Section 1,311.34 feet to the Southeast corner of said Quarter-Quarter Section; thence South 89 degrees 39 minutes 42 seconds West along the South line of said Quarter-Quarter Section 1,292.86 feet to the place of beginning, containing 38.951 acres, more or less.

I further certify that the building(s) on the above-described real estate are located on and within the boundaries of said premises and that the buildings located on the adjoining property do not encroach upon said real estate, except as indicated.

This is to certify that the subject property is not located in a Special Flood Hazard Zone A as said tract plots by scale on Community Panel No. 180083 0120 F of the Flood Insurance Rate Maps dated February 19, 2003.

Certified: June 23, 2003

Curtis C. Huff
Registered Land Surveyor
No. 80040348

Legal Description for the Balance of the Site:

OVERALL TRACT (Tract A & B)

Part of the Southwest Quarter of Section 10, Township 18 North, Range 3 East, in Washington Township, Hamilton County, Indiana, being more particularly described as follows:

Beginning at the Southwest corner of said Quarter Section; thence North 00 degrees 09 minutes 24 seconds East (assumed bearing) along the West line of the Southwest Quarter of said Quarter Section 1312.51 feet to the Northwest corner thereof; thence North 89 degrees 22 minutes 30 seconds East along the North line of said Quarter Section 1309.47 feet to the Northeast corner thereof; said point also being the Southwest corner of the Northeast Quarter of said Quarter Section; thence North 00 degrees 05 minutes 02 seconds East along the West line of the said Quarter-Quarter Section 1318.78 feet to the Northwest corner thereof; thence North 89 degrees 27 minutes 13 seconds East along the North line of said Quarter-Quarter Section 1307.78 feet to the Northeast corner thereof; thence South 00 degrees 00 minutes 59 seconds West along the East line of said Quarter Section 2517.77 feet to the Southeast corner thereof; thence South 89 degrees 17 minutes 48 seconds West along the South line of said Quarter Section 2522.31 feet to the place of beginning containing 118.193 acres, more or less.

I further certify that there are no building(s) on the above-described real estate and that the buildings located on the adjoining property do not encroach upon said real estate, except as indicated.

This is to certify that the subject property is not located in a Special Flood Hazard Zone A as said tract plots by scale on Community Parcel No. 180063 0120 F of the Flood Insurance Rate Maps dated February 19, 2005.

Certified: June 12, 2003

Curtis C. Hall
Registered Land Surveyor
No. 20070148



2019年9月12日
 2019年9月12日

BEST POSSIBLE IMAGE

EXHIBIT H

DEVELOPMENT PLAN REVIEW (DPR) PROVISIONS

This exhibit will contain the Development Plan Review (DPR) Provisions of the Zoning Ordinance, found in Section 16.04.165 of the Zoning Ordinance, in effect on the date of the enactment of this Centennial North PUD Ordinance.

EXHIBIT I

LANDSCAPING STANDARDS

This exhibit will contain the Landscaping Standards of the Zoning Ordinance, found in Sections 16.06.010 et. seq. of the Zoning Ordinance, in effect on the date of the enactment of this Centennial North PUD Ordinance.

EXHIBIT J

LIGHTING STANDARDS

This exhibit will contain the Lighting Standards of the Zoning Ordinance, found in Sections 16.07.010 of the Zoning Ordinance, in effect on the date of the enactment of this Centennial North PUD Ordinance.

EXHIBIT K
SIGN STANDARDS

This exhibit will contain the Sign Standards of the Zoning Ordinance, found in Sections 16.08.010 through 16.08.090 of the Zoning Ordinance, in effect on the date of the enactment of this Centennial North PUD Ordinance.

January 26, 2016 Wilshire Neighborhood Meeting Summary

Project: Wilshire PUD District - Docket No. 1601-PUD-01

Date: Tuesday, January 26, 2016 at 6:30 pm

Location: Westfield City Hall building, 130 Penn Street, Westfield, Indiana

Attendees: Ty Rhinehart – Drees Homes

Jon Dobosiewicz and Jim Shinaver – Nelson & Frankenberger

Pam Howard – Westfield Planning Staff

Surrounding Neighbors (See attached Sign-in Sheet Ex. A)

Summary of Neighbor Questions and Petitioner's Responses:

Jon Dobosiewicz provided an overview summary of the request. The following questions were asked:

1. What kind of landscaping or buffer will there be between the Wilshire subdivision and the Crosswind Commons subdivision?
 - a. Jon Dobosiewicz (JD) explained that the PUD requires a 5' wide landscape planting area that will contain newly planted trees and shrubs.
 - b. JD also explained that it was the Petitioner's intent to preserve any existing trees along this eastern perimeter, except for trees that may be dead or dying that should be removed for safety reasons.
 - c. JD also explained that the closest homes within Wilshire would be a minimum of approximately 20' to 30' from the property line.
2. Will this landscaping area between the Wilshire subdivision and the Crosswind Commons subdivision be a "raised" buffer area with a mound?
 - a. JD explained that the landscape area between Wilshire and Crosswind Commons would be at grade and would not be "raised" or mounded.
3. Some adjacent Crosswind Commons neighbors expressed a concern about drainage on their properties, they asked how the Wilshire drainage plan would work, they asked about the size of our drainage pipes and if any of our drainage plans could be found on-line on the City's website?
 - a. JD explained that the Petitioner is required to hold back drainage on their site and release it at a slower rate than it is being released currently. JD also explained that since the subject property was undeveloped, it is simply draining naturally.
 - b. JD also explained that the Wilshire drainage plan would entail piping stormwater into pipes, releasing the water into ponds on the Wilshire property and those ponds on the Wilshire site would then release water through a pipe system to the south into the Centennial drainage network.
 - c. JD explained that he would contact our civil engineer to determine the size of the pipes for the Wilshire drainage plan.
 - d. JD explained that the Petitioner would be required to comply with the City's drainage requirements and standards; and, if the project were approved, the Petitioner would come

back for secondary plat approval with a full set of construction drawings, including finalized drainage plans. JD explained that he was not sure if our drainage plans would be on the City's website, but he could follow up and check with the Planning Staff on that issue.

- i. JD suggested to this neighbor that if he sent JD an email requesting the final drainage plans, JD would provide them to him when they were completed and submitted to the City for final review.

4. What is the size of your smallest lots and the size of your largest lots?

- a. JD explained that the PUD required the minimum lot width to be 65'.
- b. JD explained that the PUD required the minimum lot size to be 9,100 square feet.
- c. JD explained that, based on the current layout, the largest lot would be approximately 30,000 square feet.

5. Will the Wilshire subdivision contain 1 or 2 story homes and what is the expected price ranges of the homes?

- a. JD explained that the homes would be predominately 2 story homes, but 1 story homes were permitted.
- b. JD explained that the builder conservatively anticipates the homes prices to be between \$300,000 to \$375,000.

6. How much brick will be on the homes? Will the homes have 2 or 3 car garages? How many homes are proposed? Will these be custom homes or will they have pre-determined floor plans?

- a. JD explained that the PUD contains architectural standards that exceed the architectural requirements contained in the City's Zoning Ordinance. Per the PUD, masonry is required as an option to meet the architectural requirements, hardi-plank is a permitted building material and vinyl siding is a prohibited building material.
- b. JD explained that both 2 car and 3 car garages are permitted per the proposed PUD.
- c. JD explained that the current layout for the subdivision contains 86 lots, but the original Centennial PUD Ordinance, which we are seeking to replace with the Wilshire PUD Ordinance, would have permitted approximately 100 lots.
- d. JD explained that while Drees, the proposed builder, offers pre-determined floor plans, its customers can modify those plans. JD also explained that Drees would be offering 6-8 different plans and the PUD has an anti-monotony requirement to assure a variety of home appearances.

7. Will there be a fence around the pond your show on your plan near 156th Street?

- a. JD explained that this pond would not have a fence around it; however, based on how close the pond is to the right-of-way, we may be required to install bollards between the 156th right-of-way and the pond.

8. Will 156th Street be widened as a result of the Wilshire proposal?

- a. JD explained that the Wilshire site layout plans for the construction of an accel/decel lane at our entrance, but that road widening will not be occurring along the entire frontage of our site adjacent to 156th Street.

9. What is maximum height of the homes? How close will the homes be to each other?

- a. JD explained that the homes were permitted to be 35' in height.
- b. JD explained that the minimum set back between homes would be 10', but generally on average the homes would be about 15' to 20' apart.

10. Will the trees along the eastern perimeter between the Wilshire neighborhood and Crosswind Commons remain? Will the fence along the common property line remain?

- a. JD also explained that it was the Petitioner's intent to preserve any existing trees along this eastern perimeter, except for trees that may be dead or dying that should be removed for safety reasons.
- b. JD also explained that during the construction plan phase a tree inventory for this area will most likely be done to determine the condition of these trees to determine which, if any, should be removed for safety reasons.
- c. JD explained that the Petitioner had no intent on removing the existing fence between the common property line of the Wilshire parcel and the Crosswind Commons parcel.

Neighborhood Meeting Sign In-Sheet

Steve A. Wilson, Inc. ("Wilson") – Wilshire PUD District PUD Docket No. 1601-PUD-01

Tuesday, January 26, 2016 at 6:30 p.m., Westfield City Hall building, 130 Penn Street, Westfield, IN

NAME

ADDRESS

1. WILSON G/RTON

2. LINDA WHITE

3. MARY BOLL 15

4. Aimee Rawlings 6

5. Phillip Rawlings

6. Cindy Spoljanc

7. Steve Hoover

8. John Saler

9.

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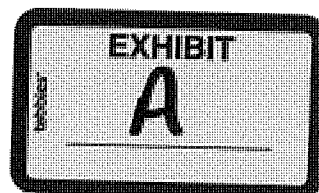
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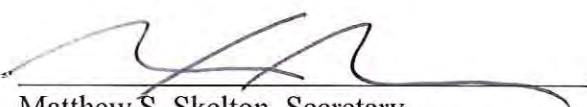
**WESTFIELD-WASHINGTON TOWNSHIP ADVISORY
PLAN COMMISSION CERTIFICATION**

The Westfield-Washington Township Advisory Plan Commission held a public hearing on Tuesday, February 16, 2016, to consider an amendment to the Centennial North Planned Unit Development District and Westfield-Washington Township Unified Development Ordinance (to be known as the "Wilshire Planned Unit Development District"). Notice of the public hearing was advertised and noticed in accordance with Indiana law and the Advisory Plan Commission's Rules of Procedure. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The petition is as follows:

Docket No.	1601-PUD-01
Ordinance No.	15-46
Petitioner	Steve A. Wilson, Inc. by Nelson & Frankenberger
Description	The petitioner requests amendments to the Centennial North PUD Ordinance to modify the concept plan and associated development standards on approximately 39 acres +/-, located in the Centennial North PUD District (to be known as the "Wilshire Planned Unit Development District").

On February 16, 2016, a motion was made and passed to send a unanimous favorable recommendation to the City Council regarding this petition (Vote: 7 in favor, 0 opposed).

The above-mentioned proposal and the Advisory Plan Commission's recommendation thereof are hereby certified.


Matthew S. Skelton, Secretary

February 17, 2016
Date

ORDINANCE NUMBER 16-06

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

This is a Planned Unit Development District Ordinance (to be known as the "**IHC PUD DISTRICT**") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 16** -PUD-), requesting an amendment to the Unified Development Ordinance, the Zoning Map with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 16** -PUD- to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a recommendation (-) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on , 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "**IHC PUD District**" (the "District").
- 1.2 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented

or expressly made inapplicable by this Ordinance.

- 1.3 Chapter (“*Chapter*”) and Article (“*Article*”) cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.4 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. **Definitions.** Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

- 2.1 Cemetery Renovation Area. A part of the Real Estate more particularly described in **Exhibit B** attached hereto (the "Cemetery Renovation Area").
- 2.2 Underlying Zoning District: The Zoning District of the Unified Development Ordinance that shall govern the development of this District and its various subareas, as set forth in Section 4 of this Ordinance.

Section 3. **Concept Plan.** The Concept Plan for the Cemetery Renovation Area, attached hereto as **Exhibit C**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Cemetery Renovation Area shall be developed in substantial compliance with the Concept Plan.

Section 4. **Underlying Zoning District(s).** The Underlying Zoning District shall be the SF2: Single Family Low Density District.

- 4.1 Article 5.2 US Highway 31 Overlay District, as set forth in Chapter 5 and Chapter 13 of the UDO, shall not apply to the use and development of the Cemetery Renovation Area.

Section 5. **Permitted Uses.** The permitted uses shall be as set forth below.

- 5.1 All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted.

Section 6. **General Regulations.** The standards of Chapter 4: Zoning Districts, as applicable to the Underlying Zoning District, shall apply to the development of the District except as otherwise modified below.

- 6.1 The minimum side and rear yard in the Cemetery Renovation Area shall be five (5) feet.

Section 7. **Development Standards.** The standards of Chapter 6: Development Standards shall apply to the development of the District except as otherwise modified

below for the Cemetery Renovation Area.

7.1 Article 6.8 Landscaping Standards: Shall apply, except as otherwise modified below.

- A. A tree inventory of existing trees shall not be required to allow credit for tree preservation in meeting applicable landscaping requirements.
- B. Replacement of trees that die within areas designated for tree preservation shall not be required.
- C. Trees along interior drive aisles shall have no required setback.
- D. Street Trees shall not be required along the 161st Street frontage or the frontage.
- E. The Open Space / Common Area Minimum Lot landscaping Requirements shall be applied in calculating required plant materials.
- F. Existing landscaping identified on the landscape plan associated with a Development Plan for the Cemetery shall satisfy all External Street Frontage Landscaping Requirements.
- G. Buffer Yard Requirements shall be required as provided below:
 - 1. The existing natural landscape edge along the Monon shall remain. A temporary clearing of approximately 4' in width shall be permitted to facilitate the installation of a 6' tall chain link fence north of the existing fence. The east side of the new fence shall be planted with 7' tall arborvitae which will match the spacing and arrangement of the existing perimeter arborvitae (along the 161st Street frontage) along the full length of the new fence noted above. The minimum buffer yard width along the west property line shall be 5'.
 - 2. No buffer yards shall be required internal to the Cemetery Renovation Area adjacent to property within the Real Estate.
- H. Parking Area Landscaping shall not be required.

7.2 Article 6.9 Lighting Standards: Shall apply, except as otherwise modified below.

- A. No lighting shall be required for off-street parking areas.

7.3 Article 6.14 Parking and Loading Standards: Shall apply, except as otherwise modified below.

- A. Parking of vehicles shall not be subject to the Off-street Parking requirements of Article 6.14. Parking for funeral processions and visitation will be along the

internal drives.

B. No Bicycle Parking shall be required.

7.4 Article 6.17 Sign Standards: Shall apply, except as otherwise modified below.

A. No minimum setback shall be required from a Residential District for an illuminated sign.

B. A Monument Sign for the cemetery may be placed on an entry wall provided the sign area and height do not exceed the meet the Monument Sign requirements of Article 6.17.

Section 8. **Infrastructure Standards.** The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see Chapter 7: Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works in consideration to the preservation of the natural topography and environment and in consideration to the unique design intent of the District.

Section 9. **Design Standards.** The standards of Chapter 8: Design Standards shall apply to the development of the District, except as otherwise modified below.

9.1 Article 8.9 Street Right-of-Way Standards: Shall apply, except as otherwise modified below for the Cemetery Renovation Area.

A. The half right-of-way along the 161st Street frontage shall be 27.68 feet which shall be installed at the time of development of the portion of the Real Estate adjacent to the Cemetery Renovation Area is developed.

B. A 6' wide concrete sidewalk shall be required along the 161st Street frontage which shall be installed at the time of development of the portion of the Real Estate adjacent to the Cemetery Renovation Area is developed.

Section 10. **Development Plan Review.** The standards of Article 10.7 Development Plan Review shall apply to the development of the District, except as otherwise modified below.

10.1 Article 10.7.E Development Plan Review Criteria: The review and approval process for Development Plan Review within the Cemetery Renovation Area shall be delegated to the Director of the Economic and Community Development Director of the City.

[Remainder of page intentionally left blank, signature page follows]

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jon C. Dobosiewicz

I hereby certify that **ORDINANCE 16-** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 16-**
this _____ day of _____, 2016.

I hereby VETO **ORDINANCE 16-**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This document prepared by: James E. Shinaver and Jon C. Dobosiewicz, Nelson & Frankenger
550 Congressional Blvd, Suite 210, Carmel, IN 46032 (317) 844-0106

IHG - PUD District Ordinance Draft #1 022916

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Cemetery Renovation Area
Exhibit C	Concept Plan

EXHIBIT A
REAL ESTATE
(Page 1 of 3)

Add legal Part of the Northeast Quarter of Section 12, Township 18 North, Range 3 East, Hamilton County, Indiana, described as follows:

Commencing at the Southwest Corner of the Northeast Quarter of Section 12, Township 18 North, Range 3 East; thence North 87 degrees 33 minutes 49 seconds East (assumed bearing) 47.73 feet along the South Line of said Northeast Quarter to the eastern boundary line of a tract of land granted to the City of Westfield hereafter referred to as "City Tract" recorded as Instrument Number 2007-74185 in the Office of Recorder of Hamilton County, Indiana; thence North 00 degrees 00 minutes 20 seconds West 540.60 feet along said eastern boundary line to the POINT OF BEGINNING of this description; thence continue North 00 degrees 00 minutes 20 seconds West 915.20 feet along the eastern boundary line of said City Tract to the northern boundary line of a tract of land granted to Indianapolis Hebrew Congregation recorded as Instrument Number 85-6565 in said Office of the Recorder; thence North 87 degrees 26 minutes 02 seconds East 822.21 feet along said northern boundary line to the western right of way line of US 31 as described in Cause No. 29C01-1204-PL-004108 and recorded as Instrument Number 2012047155 in said Office of the Recorder; the next four (4) courses are along said western right of way line; (1) thence South 18 degrees 40 minutes 16 seconds East 285.20 feet; (2) thence South 12 degrees 50 minutes 41 seconds East 265.07 feet; (3) thence South 12 degrees 56 minutes 48 seconds East 400.00 feet; (4) thence South 08 degrees 41 minutes 21 seconds East 246.93 feet to the northern boundary line of a tract of land granted to the State of Indiana hereafter referred to as "State Tract" recorded as Instrument Number 2012-029931 in said Office of the Recorder; the next two (2) courses are along the northern and western boundary lines of said State Tract; (1) thence South 87 degrees 33 minutes 49 seconds West 277.71 feet; (2) thence South 00 degrees 19 minutes 15 seconds West 192.44 feet to the northern right of way line of 161st Street as described in Cause No. 29C01-1204-PL-004108 and recorded as Instrument Number 2012047155 in said Office of the Recorder; thence South 75 degrees 03 minutes 06 seconds West 107.04 feet along said northern right of way line to a point on the eastern line of a tract of land granted to the City of Westfield recorded as Instrument Number 2012-044204 in said Office of the Recorder; then next two (2) courses are along the eastern and northern boundary lines of said tract' (1) North 50 degrees 01 minutes 01 seconds West 97.61 feet; (2) thence South 71 degrees 18 minutes 34 seconds West 86.40 feet; thence North 30 degrees 36 minutes 56 seconds East 20.71 feet to a rebar set; thence North 02 degrees 09 minutes 21 seconds West 150.10 feet to a rebar set; thence North 26 degrees 11 minutes 18 seconds West 287.51 feet to a rebar set; thence South 87 degrees 35 minutes 12 seconds West 438.26 feet to the Point of Beginning, containing 24.480 acres, more or less.

ALSO:

Part of the Northeast Quarter of Section 12, Township 18 North, Range 3 East, Hamilton County, Indiana, described as follows:

Commencing at the Southwest Corner of the Northeast Quarter of Section 12, Township 18 North, Range 3 East; thence North 87 degrees 33 minutes 49 seconds East (assumed bearing) 47.73 feet

EXHIBIT A
REAL ESTATE
(Page 2 of 3)

along the South Line of said Northeast Quarter to the eastern boundary line of a tract of land granted to the City of Westfield hereafter referred to as "City Tract" recorded as Instrument Number 2007-74185 in the Office of Recorder of Hamilton County, Indiana said point being the POINT OF BEGINNING of this description; thence North 00 degrees 00 minutes 20 seconds West 540.60 feet along said eastern boundary line to a rebar set; thence North 87 degrees 35 minutes 12 seconds East 438.26 feet to a rebar set; thence South 26 degrees 11 minutes 18 seconds East 287.51 feet to a rebar set; thence South 02 degrees 09 minutes 21 seconds East 150.10 feet to a rebar set; thence South 30 degrees 36 minutes 56 seconds West 20.71 feet to the northern right of way line of 161st Street as described in a tract of land granted to the City of Westfield recorded as Instrument Number 2012-042504 in said Office of the Recorder; the next six (6) courses are along said Westfield Tract; (1) thence South 30 degrees 36 minutes 56 seconds West 62.13 feet; (2) thence South 87 degrees 26 minutes 13 seconds West 27.00 feet; (3) South 50 degrees 17 minutes 25 seconds West 41.40 feet; (4) South 87 degrees 26 minutes 13 seconds West 30.00 feet; (5) thence South 77 degrees 45 minutes 48 seconds West 76.08 feet; (6) thence South 02 degree 34 minutes 33 seconds East 19.10 feet to the South Line of said Northeast Quarter; thence South 87 degrees 33 minutes 49 seconds West 366.21 feet along said South Line to the Point of Beginning, containing 6.427 acres, more or less.

EXHIBIT A
REAL ESTATE
(Page 3 of 3)

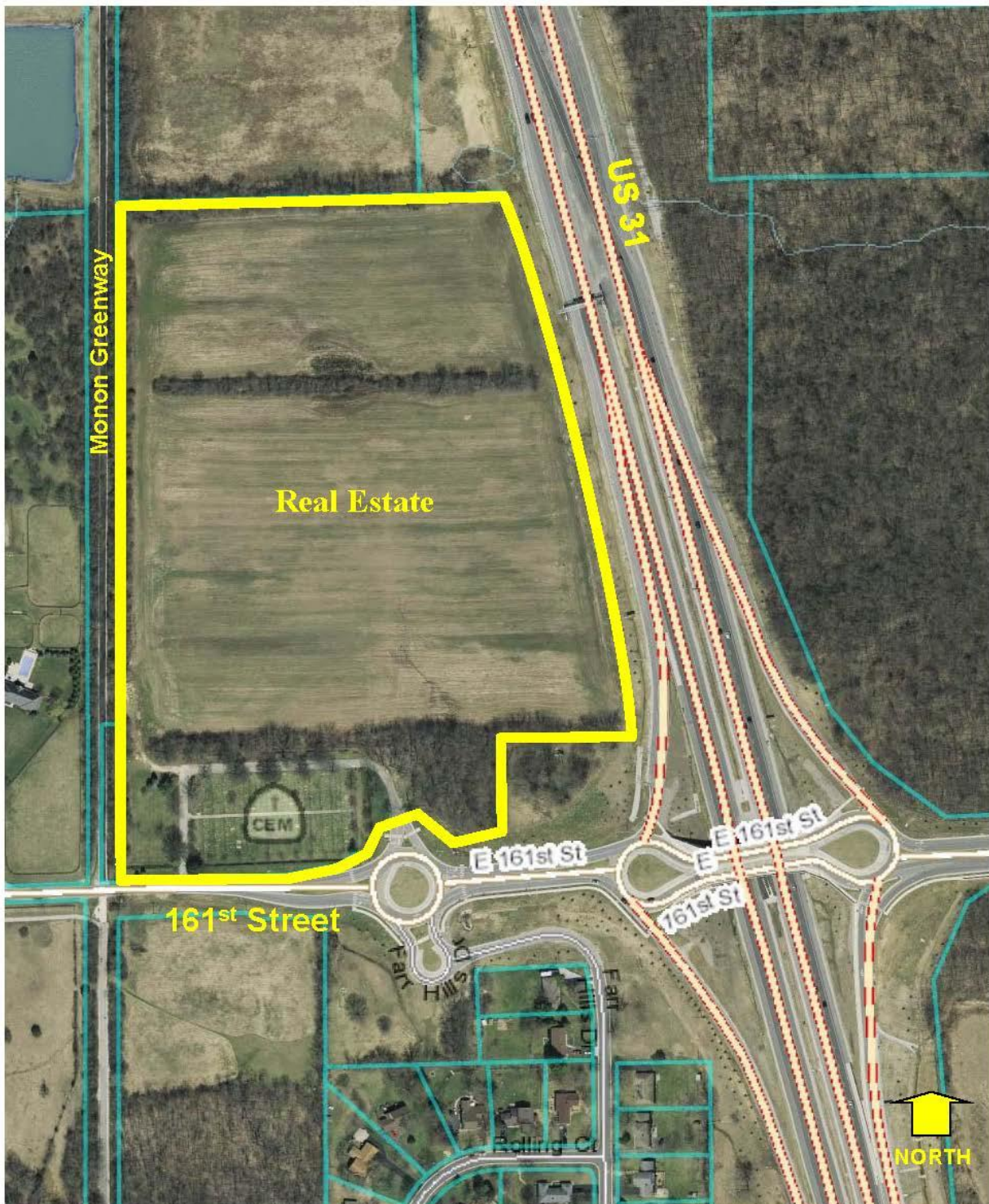


EXHIBIT B
Cemetery Renovation Area
(Page 1 of 2)

Part of the Northeast Quarter of Section 12, Township 18 North, Range 3 East, Hamilton County, Indiana, described as follows:

Commencing at the Southwest Corner of the Northeast Quarter of Section 12, Township 18 North, Range 3 East; thence North 87 degrees 33 minutes 49 seconds East (assumed bearing) 47.73 feet along the South Line of said Northeast Quarter to the eastern boundary line of a tract of land granted to the City of Westfield hereafter referred to as "City Tract" recorded as Instrument Number 2007-74185 in the Office of Recorder of Hamilton County, Indiana said point being the POINT OF BEGINNING of this description; thence North 00 degrees 00 minutes 20 seconds West 540.60 feet along said eastern boundary line to a rebar set; thence North 87 degrees 35 minutes 12 seconds East 438.26 feet to a rebar set; thence South 26 degrees 11 minutes 18 seconds East 287.51 feet to a rebar set; thence South 02 degrees 09 minutes 21 seconds East 150.10 feet to a rebar set; thence South 30 degrees 36 minutes 56 seconds West 20.71 feet to the northern right of way line of 161st Street as described in a tract of land granted to the City of Westfield recorded as Instrument Number 2012-042504 in said Office of the Recorder; the next six (6) courses are along said Westfield Tract; (1) thence South 30 degrees 36 minutes 56 seconds West 62.13 feet; (2) thence South 87 degrees 26 minutes 13 seconds West 27.00 feet; (3) South 50 degrees 17 minutes 25 seconds West 41.40 feet; (4) South 87 degrees 26 minutes 13 seconds West 30.00 feet; (5) thence South 77 degrees 45 minutes 48 seconds West 76.08 feet; (6) thence South 02 degree 34 minutes 33 seconds East 19.10 feet to the South Line of said Northeast Quarter; thence South 87 degrees 33 minutes 49 seconds West 366.21 feet along said South Line to the Point of Beginning, containing 6.427 acres, more or less.

EXHIBIT B
Cemetery Renovation Area
(Page 1 of 2)



EXHIBIT C Concept Plan



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number 16-PUD-.

GRAND JUNCTION SUB-DISTRICT ADDENDUM



Grand Junction

2016

- Grand Junction Sub-District
- Existing Street Network
- Future Roundabout Location
- Proposed Street Network
- Junction Sub-District
- Boundary

an Addendum to the Westfield-Washington Township Comprehensive Plan

Kendall Sub-District

GRAND JUNCTION SUB-DISTRICT ADDENDUM, RESOLUTION 15-119 (EXECUTIVE SUMMARY, GATEWAY SUB-DISTRICT, ADOPTED OCTOBER 12, 2015), RESOLUTION 16-106 (JUNCTION SUB-DISTRICT, ADOPTED _____, 2016).

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acknowledgements



MAYOR:

J Andrew Cook

CLERK TREASURER:

Cindy Gossard

CITY COUNCIL:

- Chuck Lehman, President
- Jim Ake, Vice-President
- James J. Edwards
- Steve Hoover
- Robert L Horkay
- Dr. Mark F. Keen
- Cindy L Spoljaric

PLAN COMMISSION:

- Randell Graham, President
- Andre Maue, Vice-President
- Nathan Day
- Steve Hoover
- Robert L Horkay
- David Schmitz
- Robert Smith, Esq.
- Tom Smith
- Chris Woodard

DEPARTMENT HEADS:

- Todd Burtron, Administration
- Matthew Skelton, Economic and Community Development Department
- Jeremy Lollar, Public Works
- Melody Jones, Parks and Recreation
- Christopher Larson, Informatics
- Joel Rush, Chief of Police
- Joe Lyons, Fire Chief
- Erin Verplank, Communications

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TASK GROUP REVIEW

- ▶ Gateway Sub-District
- ▶ Junction Sub-District
- ▶ Union Sub-District
- ▶ Kendall Sub-District
- ▶ Neighborhood Sub-District

The listed land uses, site and architectural design expectations within this addendum shall serve as a guide for constructing each Grand Junction-related ordinance.

LEGEND

- Gateway Tower Location
- Grand Junction District Boundary
- Existing Street Network
- Future Roundabout Location
- Proposed Street Network
- Junction Sub-District
- Gateway Sub-District
- Union Sub-District
- Kendall Sub-District
- Neighborhood Sub-District

5

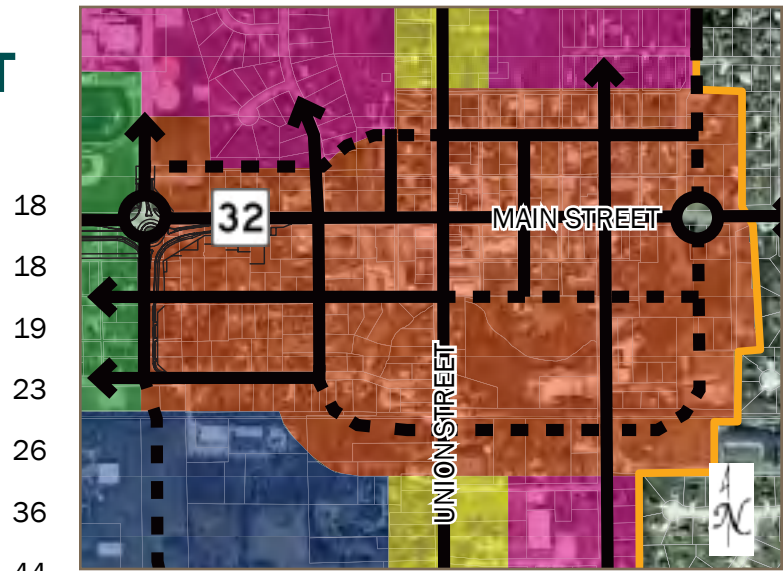
CHAPTER 2:

JUNCTION SUB-DISTRICT

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Figure 2.1: Junction Sub-District (orange area)
(Source: Grand Junction Implementation Plan 2013)



INTRODUCTION

The purpose of this Junction Sub-District addendum (this “chapter”) is to ensure quality development and redevelopment, preserve and enhance property values, and create a positive public perception of property within the core of downtown Westfield.

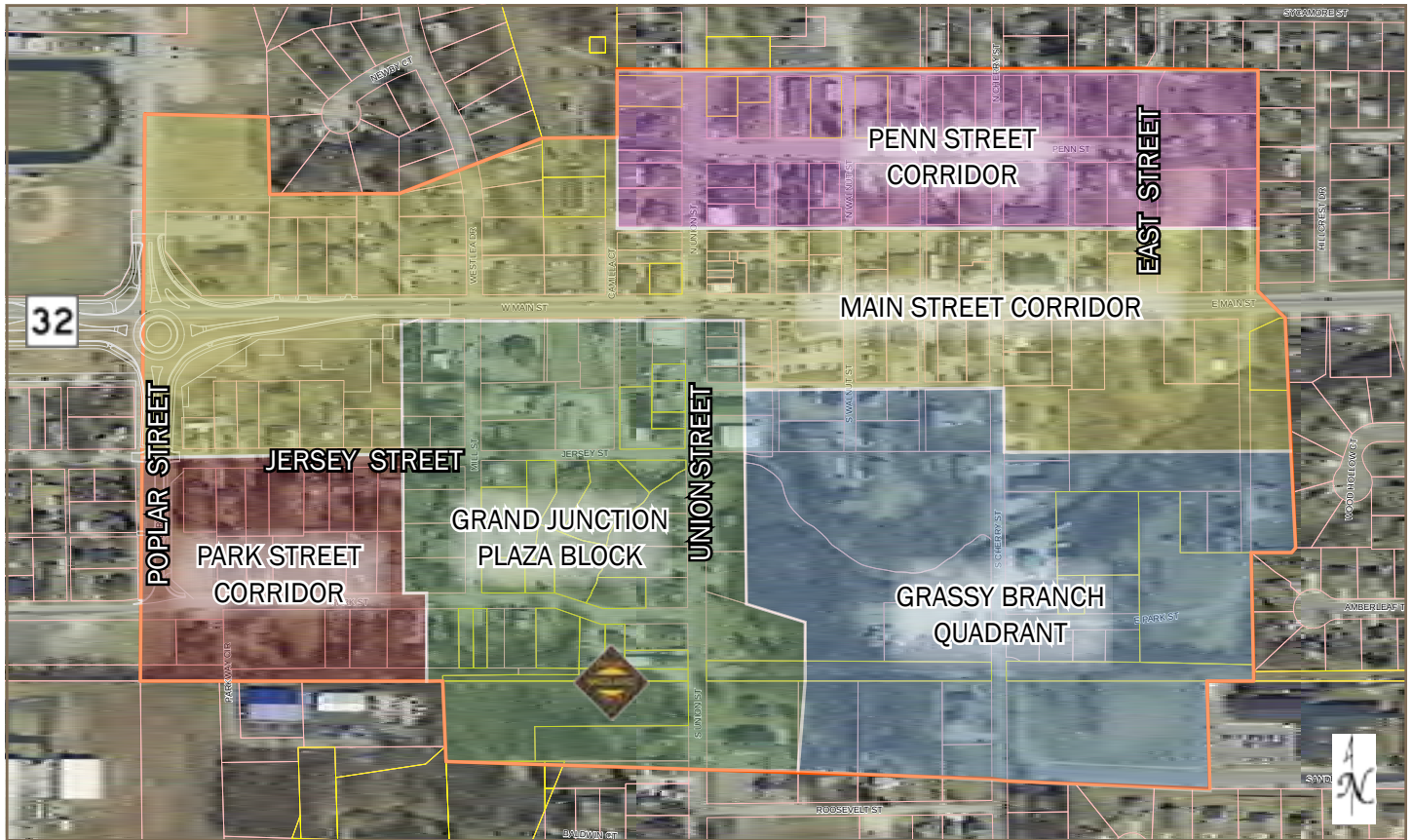
The intent of this chapter is to provide a detailed vision for the Junction Sub-District to serve as a guide for each new development, new use or reuse, or redevelopment as it pertains to changes of zoning, development plans, and/or variance considerations. The City recognizes that there may be creative ideas that accomplish the overall vision, but may not meet some of the detailed criteria established in this chapter.

As shown in [Figure 2.1: Junction Sub-District \(orange area\)](#), the Junction Sub-District centers on Union Street and Main Street. The sub-district extends from just north of Penn Street to just south of the future Mill Street extension and Midland Trace Trail; and then extends from Poplar Street/Shamrock Boulevard to just east of East Street.

SUB-DISTRICT VISION

The vision for the Junction Sub-District (this “sub-district”) is to accommodate future mixed-use development and redevelopment within the core of downtown by balancing the historic charm and character with contemporary, new

Figure 2.2: Junction Sub-District Sub-Areas



places for visitors and residents to connect, shop, eat, live, work and be entertained, as contemplated in the 2009 Grand Junction Addendum of the Westfield-Washington Township Comprehensive Plan. The Junction Sub-District is intended to serve as a focal point for the community, and is where a complete range of goods, services, and entertainment are located.

The regulating of land uses and various design and aesthetic features of development will influence growth and investment in downtown that will increase the quality of life for residents, visitors, and businesses.

SUB-AREA VISION

Within the Junction Sub-District, there are inherently different sub-areas that currently do and will continue to vary from each other both in form and function. This section outlines the basic vision for each sub-area, whereas the specific development and design criteria are further outlined throughout this chapter. [Figure 2.2: Junction Sub-District Sub-Areas](#) depicts the sub-areas within the Junction Sub-District.

Subject to available land and market conditions, it is recognized that the Main Street Corridor may overlap to the south into the Park Street Corridor and/or the Grassy Branch Quadrant.

A. Park Street Corridor (red sub-area): The Park Street Corridor extends from the Gateway Sub-District at Poplar Street east to the Grand Junction Plaza Block. The south edge of the corridor includes the Midland Trace Trail. As a result, this corridor provides a unique opportunity to connect and enhance visitor and resident experiences.

Due to its separation from Main Street (SR32), this corridor is anticipated to have less vehicular traffic than Jersey Street to the north, which lends itself to a more pedestrian-oriented design and streetscape that embraces the Midland Trace Trail and related land uses.

The overarching vision for this sub-area is a village character that includes the adaptive reuse of existing structures (see [Figure 2.3: Existing Adaptively Reused Buildings](#)) while encouraging new construction on individual lots that is contextually appropriate.

Figure 2.3: Existing Adaptively Reused Buildings
Figure 2.3.A (Source: Department Photo)



Figure 2.3.B (Source: www.railepicureanmarket.com)



Figure 2.3.C (Source: Department Photo)



Appropriate land uses primarily include restaurants, specialty shops, and uses that otherwise complement the Midland Trace Trail. Sites should be designed to provide opportunities for outdoor experiences that connect with the public realm of the Park Street streetscape and/or that embrace and are aesthetically sensitive to the Midland Trace Trail.

The village character includes smaller lots, minimal building setbacks, one or two story eclectic buildings, and front porches and entryways that are oriented towards the street. The north edge of the corridor near Jersey Street and the Main Street Corridor may provide for shared parking opportunities for uses within this sub-area.

B. Main Street Corridor (yellow sub-area):

With the exception of the Grand Junction Plaza Block sub-area, the Main Street Corridor generally includes a block north and a block south of State Highway 32 extending from Poplar Street to east of East Street.

Main Street serves as the backbone through Grand Junction and should focus on form over function. New buildings should be located along a build-to-line on the adjacent right-of-way line to frame the public space. New buildings shall be a minimum of two usable stories, with three plus stories encouraged. First floor building facades should be designed for a pedestrian-scale and contribute to the public realm to which it abuts.

Land uses are encouraged to be a mix of uses typically associated with central business and entertainment districts. Residential uses should generally be restricted from the first floor within this sub-area.

Figure 2.4: Existing Main Street Buildings

Figure 2.4.A (Source: Department Photo)



Figure 2.4.B (Source: Department Photo)



C. Penn Street Corridor (purple sub-area):

The Penn Street Corridor extends a half block north and south of Penn Street, bound on the west by Asa Bales Park and extending to a block east of East Street. This corridor includes the existing City Hall and predominantly structures that were originally built as single-family homes. Many of these structures have since been converted to low intensity non-residential uses. This area of the Junction Sub-District could be identified as most closely resembling Westfield's "old town".

Figure 2.5: Existing Penn Street Corridor Examples

Figure 2.5.A (Source: Department Photo)



Figure 2.5.B (Source: Department Photo)



Figure 2.5.C (Source: Department Photo)



The overarching vision for this corridor is a transition area between the Main Street Corridor to its south and the predominantly residential areas to the north. The built environment should continue to mirror the "old town" character that includes: small lots and house sizes; narrow two-story house fronts; detached or rear load garages; access from alleys; front porches; and minimum setbacks.

Special attention and consideration should be given to the intersection of Union Street and Penn Street to preserve and enhance the character that currently exists on the west and southeast corners for all four corners (see [Figure 2.6: Union & Penn Intersection](#)).

Figure 2.6: Union & Penn Intersection

Figure 2.6.A (Source: Department Photo)



Figure 2.6.B (Source: Department Photo)



Figure 2.6.C (Source: Department Photo)



Appropriate land uses primarily include residential and low intensity non-residential uses such as office or bed and breakfast uses. The expectation is for non-residential buildings to look and feel from the exterior of an old town single family dwelling (see also [Figure 2.13: Example Detached Residential](#)). Some on-site parking is anticipated for individual uses; however, this corridor may also provide for central parking opportunities for uses on the north side of Main Street.

D. Grand Junction Plaza Block (green sub-area): Grand Junction Plaza is located in the heart of Grand Junction and the Junction Sub-District. Grand Junction Plaza, as illustrated in Land Collective's Design (see [Figure 2.9: Plaza Perspective Exhibit](#) and [Figure 2.16: Grand Junction Plaza](#)), not only represents the geographic center of downtown, but also the activity center of downtown.

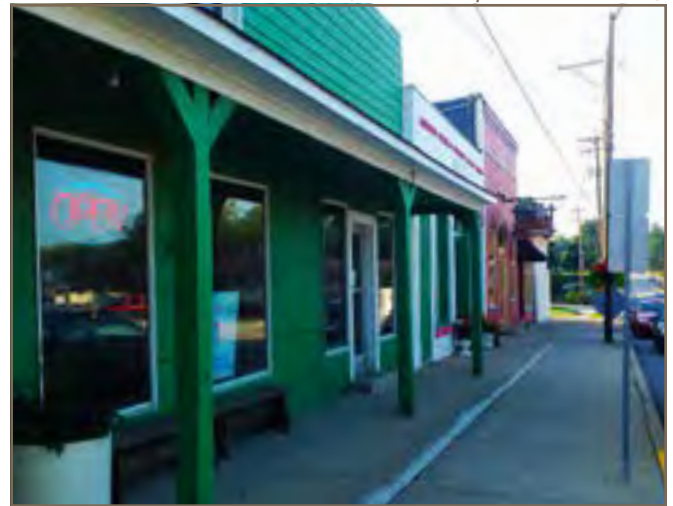
The plaza provides key connections with intersecting trail systems and is designed to engage within the plaza while also embracing its surroundings (see [Figure 2.7: Plaza Site Framework](#)). As a result, the block surrounding the plaza warrants special attention to ensure the redeveloped built environment is done in harmony with the plaza.

Even though this sub-area may overlap other sub-areas, the Grand Junction Plaza Block takes precedence and should have a more urban form than the village or old town form of other sub-areas.

Figure 2.7: Plaza Site Framework
(Source: Land Collective)



Figure 2.8: Existing Union Street Buildings
(Source: Department Photo)



All buildings should be a minimum of three stories in height, with three to six stories encouraged. First floor facades should be designed for a pedestrian-scale and contribute to the public realm to which it abuts. The public realm between buildings and the plaza should engage the plaza with: pedestrian scale details (furniture, signs, awnings); outdoor dining areas; front doors open towards the plaza; transparent storefront glass for most of the first floor; and, parking in the rear or sides of buildings.

Land uses are encouraged to be a mix of uses typically associated with central business and entertainment districts. Residential uses should be restricted from the first floor within this sub-area.

Figure 2.9: Plaza Perspective Exhibit
(Source: Land Collective)



E. Grassy Branch Quadrant (blue sub-area):

The Grassy Branch Quadrant includes the southeast quadrant of the Junction Sub-District and is traversed through the center by the Anna Kendall drain / Grassy Branch Creek and anchored along the south edge by the Midland Trace Trail. A large portion of this sub-area is floodplain and contains mature vegetation.

*Figure 2.10: Grassy Branch Creek at Cherry Street
(Source: Department Photo)*



The overarching vision for this sub-area is a desire to preserve the riparian corridor as an amenity greenway with trails that connect new development opportunities along its banks. As such, development should be aesthetically sensitive through building and site design to the Anna Kendall drain / Grassy Branch Creek and the Midland Trace Trail.

Appropriate land uses throughout this sub-area primarily include higher density residential uses (e.g., apartments, townhouses) with three or more stories in height, and the potential for municipal uses.

The north side of the Grassy Branch Creek is a transitional area that could also blend with and be influenced by the Main Street Corridor by including retail or restaurant uses, as supported by the market.

Development south of the Grassy Branch Creek should be sensitive to the existing single-family neighborhood to the east (Timberbrook Run) with respect to buffering and transitioning (e.g., uses, design).

LAND USES

As the heart and soul of Westfield, this sub-district should include an eclectic mix of uses to accommodate both the community's residents and visitors. A primary goal of this sub-district is to attract people. The description of the sub-areas briefly summarize the intended character of the sub-area and the intended uses. The following is a broader focus on specific uses that can help achieve the overall vision for the Junction Sub-District.

A balanced mix of land uses within the sub-district will contribute to a more vibrant, diverse and sustainable downtown, both socially and economically.

A. Office Uses: Professional, medical, or general office uses (including a visitor's center) are desirable throughout the sub-district and are primarily anticipated along Main Street, Poplar Street and Jersey Street within mixed-use or multi-tenant buildings. Office uses that fit the intended character in the Penn Street Corridor are also appropriate.

B. Trail-Oriented Uses: Grand Junction Plaza provides key connections with intersecting trail systems that include the Midland Trace Trail on the sub-districts southern boundary. Land uses that complement the trail and are trail-oriented (e.g., bike shop, coffee shop), both in site design and targeted market, are encouraged throughout the sub-district, especially within proximity of the Midland Trace Trail.

C. Neighborhood Uses: The sub-district is intended to serve both residents and visitors. The sub-district and surrounding sub-districts will also include a concentration of residential uses. As a result, neighborhood uses (e.g., market, dry cleaner, coffee shop, beauty salon) that cater to both the visitor and resident of the community is encouraged throughout the sub-district where retail and service uses are otherwise appropriate.

D. Cultural and Entertainment Uses: Retail (e.g., specialty or boutique shops), restaurants, cultural, institutional, entertainment, or recreational uses (as defined by the City's Unified Development Ordinance) are anticipated throughout the sub-district as stand alone uses, or within larger mixed-use buildings.

E. Residential: Higher-density housing of all types is encouraged throughout the sub-district, subject to the vision established for the form within each sub-area. Residential uses are important to support a vibrant downtown for live, work and play opportunities.

- 1. Multi-Family:** Multi-family residential uses are desirable on the second floor and above in the Main Street Corridor and the Grand Junction Plaza Block (see [Figure 2.11: Example Mixed-Use with Residential](#)). The street-level for buildings with multi-family uses in these sub-areas should be dedicated to non-residential and non-parking uses. Any integrated parking structures would not have a visible presence on the building's first floor, aside from access points.

Figure 2.11: Example Mixed-Use with Residential
(Source: Department Photo)



Figure 2.12: Example Attached Residential
Figure 2.12.A (Source: Department Photo)



Within the Grassy Branch Quadrant, multi-family uses could be stand alone uses that may include apartments, townhouses or condominiums. This sub-area provides opportunities adjacent to trails and natural features where units could overlook

and embrace unique site characteristics. Multi-family uses in this sub-area could also serve as a buffer from the downtown business area to the surrounding neighborhoods.

Figure 2.12.B

(Source: www.mycobblecreekapartments.com)



- 2. Single-Family Detached:** Single-family detached residential uses are encouraged within the Penn Street Corridor (see [Figure 2.13: Example Detached Residential](#)). This sub-area is starting to experience some redevelopment of new housing stock. The built environment should continue to mirror the “old town” character that includes: small lots and house sizes; narrow two-story house fronts; detached or rear load garages; access from alleys; front porches; and minimal setbacks.

Figure 2.13: Example Detached Residential
Figure 2.13.A (Source: www.funcityfinder.com)



Figure 2.13.B (Source: Department Photo)



Figure 2.13.C (Source: Department Photo)



Figure 2.13.D (Source: Department Photo)



Figure 2.13.E (Source: Department Photo)



Figure 2.13.F (Source: Department Photo)



Figure 2.13.G (Source: Department Photo)



Duplexes would also be permitted, but only in instances where the development was consistent in architecture to the surrounding single family homes and with the “old town” character.

F. Municipal Complex: One of the opportunities identified in the 2009 Grand Junction Addendum was to incorporate a new City Hall and Library into Grand Junction, which went on to further state:

Civic buildings are classic downtown destinations that generate high levels of activity throughout the year. They are usually among a community’s most significant landmarks and sources of civic pride. Due in part to its rapid rate of growth, the community of Westfield is at a point where decisions about future civic facilities have become critical.

Increased demand for services due to growth represents an opportunity that can best be described as “win-win” for both the future of the Grand Junction and the institutions themselves. In the case of the Westfield Washington Library,

a downtown location will provide easy access via the City's most important roadways (U.S. 31 and SR 32) and significant exposure facilitated by a signature location within a short walking distance of other key downtown destinations.

For City Hall, relocation would place this important symbolic civic use in the heart of the community and provide space that meets the contemporary needs of a growing community. Finally, for the Grand Junction itself, these institutional uses would help bring prominence, activity and connections to other downtown uses, which will help to define and differentiate the new Grand Junction brand in the marketplace.

In an effort to combine and reduce the amount of non-taxable property downtown, this opportunity should be broadened to potentially include a larger municipal complex. This complex could also include school administration offices and other civic or not-for-profit uses currently located in or near downtown.

*Figure 2.14: Existing City Hall
(Source: Department Photo)*



As a result, the City should initiate a study to develop a long term facilities plan to identify: (i) interested parties and partners; (ii) scope of community needs for such facilities; (iii) design (and cost estimates) of such facilities; and (iv) potential alternative locations for such facilities, particularly whether potential locations are appropriate in this sub-district.

G. Parking: Parking in the sub-district will be provided with a combination of on and off-street parking areas that include both surface and structure parking (see

page 44). The design parameters for surface and parking structures are further detailed in this chapter.

H. Automobile-Oriented Uses: New automobile-dominated uses such as gasoline service stations, automobile service stations, businesses with a drive-through window (e.g., fast food) are incompatible with the vision of the sub-district and should not be permitted. Special consideration could be given for financial institutions or pharmacies if the drive-through is: (i) integrated into a multi-story structure; (ii) not otherwise visible from the street; and, (iii) designed to minimize any negative impact on vehicular and pedestrian circulation.

AMENITIES

A. Public Spaces: The built environment in the various sub-areas will range in character from “village” to “old town” to “urban”. Although the sub-areas are slightly different in character, a constant is an enhanced focus on the pedestrian scale and pedestrian experience, with the goal of attracting people. Successful pedestrian-friendly areas are full of comfortable, usable outdoor public and semi-public spaces (“Public Spaces”).

Public Spaces contribute to the identity of a community. They help bring a downtown area to life. There are economic, social, cultural, and environmental benefits to having great places for people ‘to see and be seen’. Great Public Spaces enhance the health of a community. The City is investing in the Grand Junction Plaza (see [page 29](#)) for this very reason, but a successful downtown will need more Public Spaces than Grand Junction Plaza alone.

Businesses, institutions, multi-family developers, and civic uses should consider creating their own areas for public engagement, gathering, and recreation. The spaces do not have to be large to be successful. Examples of Public Spaces (see [Figure 2.15: Example Public Spaces](#)) include but are not limited to: courtyards, plazas, gardens, public squares, fountains, marketplaces, public commons, or promenades. Public Spaces, such as lobbies, concourses, or lounges could even be located indoors as long as they were truly open to the public.

According to the [American Planning Association](http://www.planning.org), there are eight (8) characteristics of a great Public Space (source: www.planning.org):

- ▶ Promotes human contact and social activities;
- ▶ Safe, welcoming, and accommodating for all users;
- ▶ Has design and architectural features that are visually interesting;
- ▶ Promotes community involvement;
- ▶ Reflects the local culture or history;
- ▶ Relates well to bordering uses;
- ▶ Well maintained; and
- ▶ Unique or special character.

Figure 2.15: Example Public Spaces

Figure 2.15.A (Source: Department Photo)



Figure 2.15.B (Source: Department Photo)



Figure 2.15.C (Source: Department Photo)



Figure 2.15.D (Source: Department Photo)



Figure 2.15.E (Source: Department Photo)



Figure 2.16: Grand Junction Plaza

(Source: Land Collective)

Figure 2.16.A: Site Plan



Figure 2.16.B: Wetland Amphitheater



Figure 2.16.C: Aerial View Looking Northwest

Each development in this sub-district should be designed to embrace Public Spaces, and incorporate design aspects (e.g., building treatment, street furniture, plazas, promenades, landscaping) and uses (e.g., outdoor dining, parks, display areas, courtyards), where appropriate, that complement the Public Space and attracts people.

B. Grand Junction Plaza: Grand Junction Plaza encompasses approximately eight (8) acres bound by Jersey Street, Mill Street (as extended), and Union Street. The design for the plaza is depicted in [Figure 2.16: Grand Junction Plaza](#).

Figure 2.16.C: Jersey Street + Plaza



Grand Junction Plaza is planned to include: an amphitheater and lawn gathering place for festivals, concerts and special events; a water feature; an arts garden; a full size ice skating rink in the winter months; a hardscape festival boulevard; and a play in nature area. The plaza will provide programmable space throughout all seasons and will be the connecting point of the Grassy Branch and Midland Trace Trails, allowing for access to Westfield's complete trail system and other points of interest throughout the community. Surrounding pedestrian-friendly streets will invite visitors and residents alike to explore both the plaza and area restaurants and shops.

As of the adoption of this chapter, the phasing for the construction of the plaza had not been determined. The improvement and restoration of the riparian corridor through the plaza from Union Street to the newly extended Mill Street will be completed as part of the first phase of the City's larger detention improvements (see [Figure 2.21: Detention Area & Phasing](#)).

C. Public Art: In addition to the demonstrated economic and social benefits, public art will be an important component to identify and share the culture of our community and shape the built environment of this sub-district.

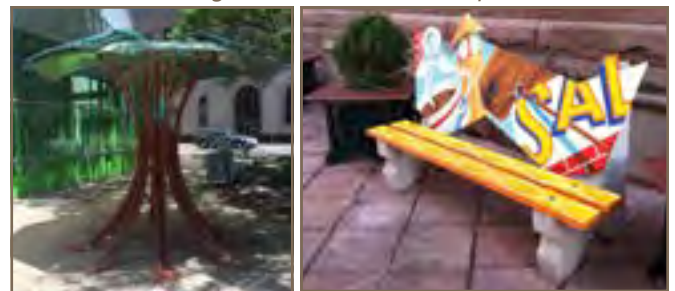
Public art integrated into public and private spaces will create a distinct and unique character that is welcoming and safe for pedestrians, including residents and first time visitors of our community. Additionally, public art encourages pedestrians to explore the downtown environment. The theme for public art should be modern, yet historic, by offering educational and story-telling opportunities.

Figure 2.17: Example Public Art

Figure 2.17.A (Source: Department Photo)



Figure 2.17.B (Source: Department Photo)



Although no specific requirement for public art is identified herein, public art should be incorporated throughout the sub-district to create focal points, places to gather and character. Public art could be simple, yet understated, recognizing that several little pieces of pocket art have a collective impact on the character of the sub-district. Signature or more significant pieces of public art should be provided at nodes or specific focal or gathering points.

Figure 2.17.C (Source: Department Photo)



Figure 2.17.D (Source: Department Photo)



Opportunities for public art to be incorporated as street furniture or public realm improvements (e.g., planters, bicycle racks, seating, lighting, trash cans) or into public infrastructure (e.g., manhole covers) are encouraged (see [Figure 2.18: Public Infrastructure Examples](#)).

Figure 2.18: Public Infrastructure Examples

Figure 2.18.A (Source: Department Photo)



Figure 2.18.B (Source: Department Photo)



The Westfield Arts Alliance, a working committee of the Downtown Westfield Association, has created a plan to begin engaging with the community to develop arts as a community place-maker.



The goals of this plan are to:

- ▶ Develop a vibrant arts culture by establishing a supportive environment for awareness of the arts.
- ▶ Encourage community connections through all forms of art.
- ▶ Use the arts as an economic driver by establishing standards and purpose.
- ▶ Develop sustainable practices designed to increase participation in arts programming.

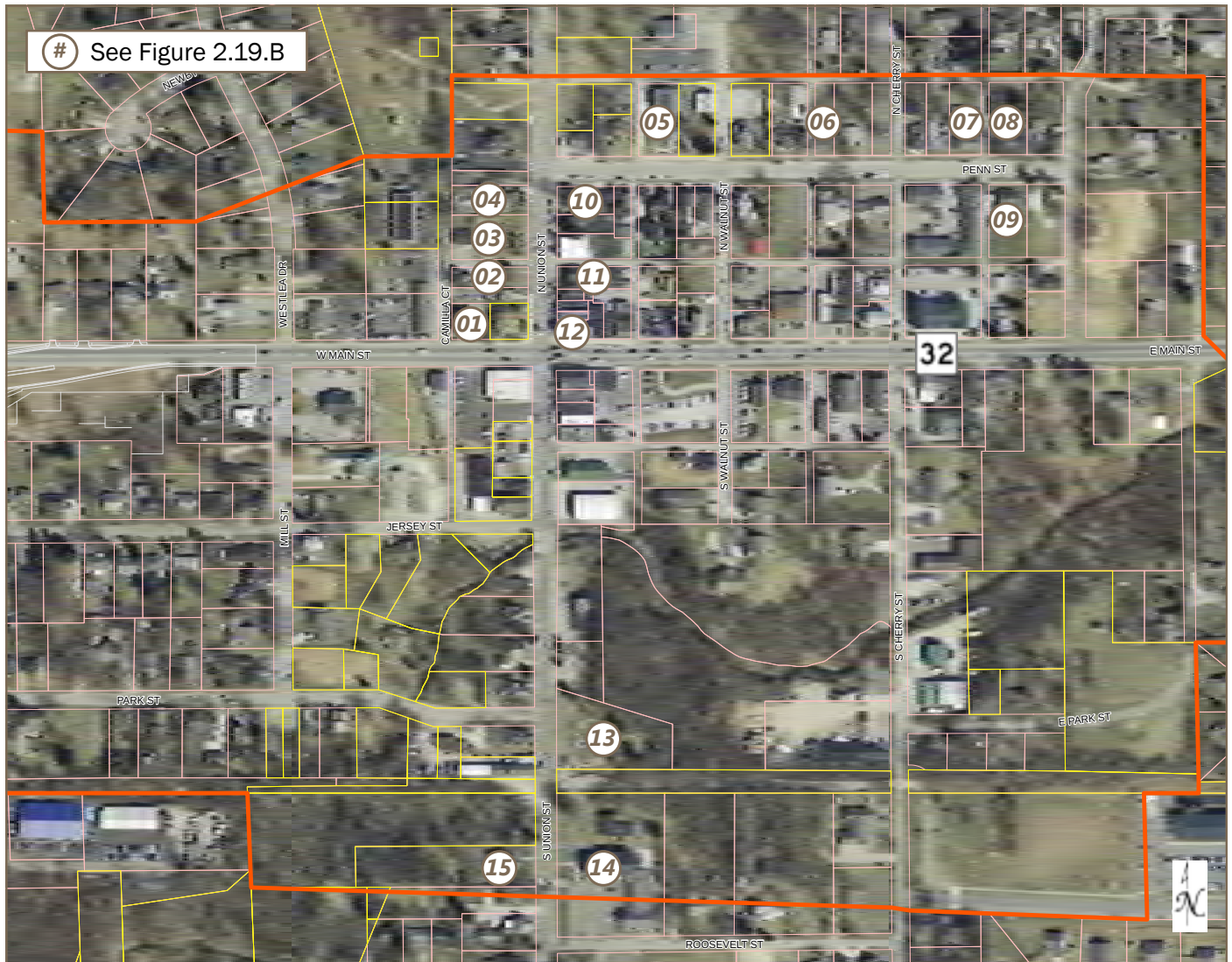
All public art pieces should be coordinated with the Westfield Arts Alliance.

D. Historical Assets: Much of the community's existing architecture is modest, reflecting our strong Quaker heritage. As such, new development and adaptive re-use of existing structures should bridge the gap for future development with the community's history.

As further detailed herein, several sub-areas of this sub-district emphasize the community's "village" or "old town" areas. Even if buildings don't have a historical significance, in the traditional sense, a priority should still be given to emphasize that new and maintained existing buildings are authentic to the intended architectural style and are eclectic. Furthermore, in some instances it may be appropriate to preserve a building's facade rather than preserving the building itself.

Several smaller blocks are noted within this addendum as a priority to maintain the existing character (e.g., north side of Main Street, east of Union Street). In addition, the Hamilton County Interim Report, as amended, published March 1992 by the Historic Landmarks Foundation of Indiana, provides an

Figure 2.19: Existing Interim Report Properties within Sub-District
Figure 2.19.A: Map of Interim Report Properties



inventory of buildings and sites that were surveyed in Hamilton County. The survey and subsequent report was intended as a resource for governmental agencies and organizations in evaluating the potential historical significance in planning and development efforts, as well as serve to boost citizen-awareness of the cultural heritage of a community. A list of the existing buildings and sites that were inventoried and within this sub-district are depicted in [Figure 2.19: Existing Interim Report Properties within Sub-District](#) (an “Interim Report Building”).

Most of the buildings surveyed were rated as “contributing”, which was given to buildings meeting the basic criteria of being pre-1940, but that are not necessarily important enough to stand on their own

as individually significant; rather, such buildings generally contribute to the larger density or continuity of the area’s historic fabric. Two (2) structures were rated as “notable”, meaning further research may reveal that the property could be eligible for National Register listing.

This addendum recommends the development of review criteria to be applied to any potential demolition activities of an Interim Report Building. The intent of this review criteria would be to determine what, if any, level of preservation may be desirable with respect to that building. Such review criteria may include coordination with the Indiana Historical Society or other organizations to further determine the historical significance of the building.

Figure 2.19.B: Photos of Interim Report Buildings
(Source: Department Photos, 2015-2016)

(01) Westfield Carnegie Library (Notable), 104 W Main Street. Craftsman, 1910/1918; Architecture, Social History (Interim Report No. 024).



(02) House (Contributing), 115 N Union Street. I-house, c. 1870; Vernacular/Construction (Interim Report No. 020).



(03) House (Contributing), 119-123 N Union Street. I-house, c. 1855/c. 1880; Vernacular/Construction (Interim Report No. 019).



(04) House (Contributing), 135 N Union Street. Free Classic, c. 1910; Architecture (Interim Report No. 009).



(05) Congregational Church (Contributing), 132 Penn Street. Gable-front/Greek Revival, 1861; Architecture, Religion, Vernacular/Construction (Interim Report No. 010).



(06) House (Contributing), 216 Penn Street. Hall-and-parlor, c. 1845; Vernacular/Construction (Interim Report No. 011).



(07) House (Notable), 312-314 Penn Street. Double-pen/Greek Revival, c. 1845; Architecture, Vernacular/Construction (Interim Report No. 012).



(08) House (Contributing), 320 Penn Street. Central-passage/
Greek Revival, 1845; Architecture, Vernacular/Construction
(Interim Report No. 013).



(09) House (Contributing), Penn Street. Double-pen, c. 1863;
Vernacular/Construction (Interim Report No. 016).



(10) Oscar Brown House (Contributing), 136 N Union Street.
Italianate, c. 1879; Architecture (Interim Report No. 018).



(11) House (Contributing), 116 N Union Street. Gable-front/
Greek Revival, c. 1855; Architecture, Vernacular/Construction
(Interim Report No. 021).



**(12) State Bank of Westfield (Contributing), 100 N Union
Street.** Commercial Vernacular, 1899; Vernacular/Construction
(Interim Report No. 022).



(13) Cemetery (Contributing), S Union Street. c. 1851-c. 1872;
Exploration/Settlement, Religion (Interim Report No. 023).



**(14) Westfield Friends Meetinghouse (Contributing), 322
S Union Street.** Gable-front, 1888; Religion, Vernacular/
Construction Architecture, Education, Religion (Interim Report
No. 029).



(15) House (Contributing), 323 S Union Street. Gable-front/
Gothic Revival, c. 1860; Architecture, Vernacular/Construction
(Interim Report No. 028).



In order to encourage preservation, the Council established The Westfield Facade Improvement Grant Program in 2011. The program is designed to enhance the development of downtown and increase economic development by assisting owners in making quality real estate improvements fostering a sense of place. The program is intended to increase the overall beauty of downtown by:

- ▶ Increasing pedestrian traffic;
- ▶ Increasing tourism;
- ▶ Promoting an attractive environment for new investment and business activity;
- ▶ Preserving and increasing the quality of life of Westfield residents and visitors; and
- ▶ Providing Downtown businesses and property owners with a higher return on their investment.

Where appropriate in the various sub-areas, adaptive re-use of existing buildings is encouraged and new buildings should be contextually sensitive.

The community's history is as much about Westfield's role in history as it is in the community's existing buildings. As such, a priority is placed on public art that is educational and provides story-telling opportunities of our history (see [Figure 2.20: Historical Story-Telling Examples](#)). This type of public art engages residents and visitors and provides a complementary historical asset differently than preserved buildings.

Figure 2.20: Historical Story-Telling Examples

Figure 2.20.A (Source: Department Photo)



Figure 2.20.B (Source: www.associationforpublicart.org)



E. Detention Design and Planning: A significant amount of land within the downtown area, particularly with the Grand Junction Plaza and the Grassy Branch Quadrant, falls within the floodplain of the Grassy Branch Creek and Thompson waterways. Additionally, storm water detention requirements make development challenging on small parcels of land which primarily exist within the Grand Junction.

In an effort to free up land for development and address existing drainage issues, the City has started work on a larger detention system that impacts the Junction Sub-District west of Union Street and south of Main Street. [Figure 2.21: Detention Area & Phasing](#) depicts the geographic extent of the larger detention area and phasing. Upon completion of the detention improvements, the City anticipates submitting a Letter of Map Revision (LOMR) to reflect the modified floodplain as a result of these improvements.

In addition, the improvements will position for the corridor to be enhanced pursuant to the [City's Parks and Recreation Master Plan](#) with the Monon/Midland Loop and Grassy Branch Trails, which furthers the goals of the Grand Junction Implementation Plan.

1. Phase One (blue): Phase one has been designed and received regulatory approval. This phase will be constructed with the extension of Mill Street (yellow), which is anticipated to start in Spring 2016 and completed in Fall 2016. Phase One includes a pedestrian tunnel/culvert under Mill Street for pedestrian connectivity of the Midland Trace Trail and plaza. Phase

one will accommodate drainage for property encompassed by Jersey Street, Union Street and Mill Street.

2. **Phase Two (red):** Phase two will accommodate drainage within the Junction Sub-District for property west of Mill Street and south of Main Street. Phase two will potentially be constructed as part of the southern extension of Poplar Street, which is currently anticipated for Spring 2018. The extent and location of phase two will be determined at the time of design.

Figure 2.21: Detention Area & Phasing



Drainage in other areas of the sub-district are expected to be managed with on-site or coordinated at a larger scale, if appropriate or necessary, to increase the capacity of existing drainage infrastructure.

- F. **Trails & Greenways:** As depicted in [Figure 2.22: Trails & Greenways Exhibit](#) and the [City's Parks and Recreation Master Plan](#), several trail systems intersect within the Junction Sub-District including the Natalie Wheeler Trail/Grand Junction Trail, Midland Trace Trail, Grassy Branch Trail, and Monon/Midland Loop. The vision established by this chapter is intended to draw on and enhance these trail systems.

An objective of the Grand Junction Implementation Plan 2013 was to “connect Grand Junction Trail to Asa Bales Park by installing a tunnel under State Highway 32.” After further consideration of the existing conditions at the potential tunnel crossing and anticipated improvements, it has been determined a more likely route to connect Grand Junction Trail to Asa Bales Park is to route the Grand Junction Trail along the west side of Union Street and cross State Road 32 at grade with an enhanced pedestrian crossing. The trail would then extend north to the entrance of Asa Bales Park (see page 42 for further details).

Figure 2.22: Trails & Greenways Exhibit

Figure 2.22.A: Midland Trace Trail

(Source: dwna.org)

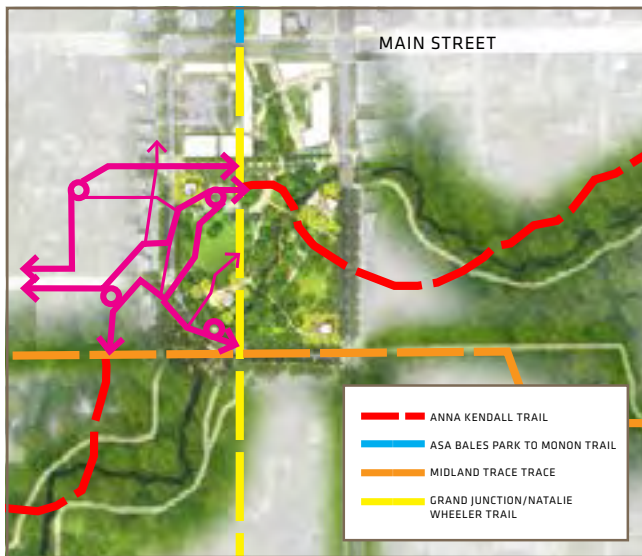


Figure 2.22.B: Grand Junction Trail

(Source: Department Photo)



Figure 2.22.C: Trail Connections
(Source: Land Collective)



ACCESS & CIRCULATION

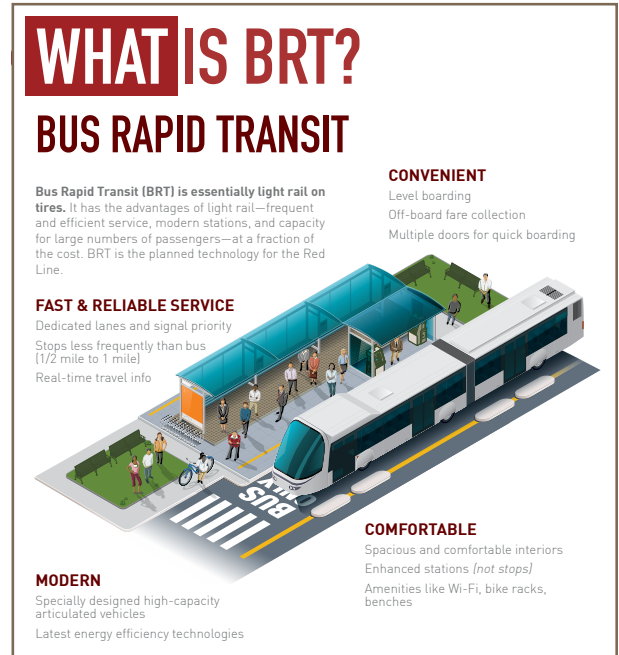
A. Mass Transit

1. **Indy Connect:** Since the adoption of the Grand Junction Implementation Plan in 2013, Westfield has cooperatively worked with Indy Connect (www.indyconnect.org) regarding the initial bus rapid transit plan for the “Red Line”. In 2014, refinements were made to the plan that result in the proposed north terminus for the Red Line at or near Grand Park (see [Figure 2.24: Indy Connect Red Line Recommendations](#)).

As shown, there are locations that have been preliminarily identified as possible stations for the Red Line within Westfield. Due to available land and routing efficiencies, the station that impacts the Junction Sub-District in downtown is anticipated to be located near the intersection of Poplar Street and Main Street (SR32).

As a result, development around the station will need to incorporate transit oriented design elements including walkability; parking; high density and high quality development within a ten (10) minute walk of the station; mixed land uses (residential, office, retail, government, and other employers); potential bike sharing station(s); and, other infrastructure related to a bus rapid transit station.

Figure 2.23: Bus Rapid Transit (Source: IndyConnect)



To the extent possible, the City encourages the consideration of a route stop within a parking garage to increase infrastructure efficiencies and maximize the investment while furthering the design goals and objectives of this chapter.

As of the adoption of this chapter, the Red Line is currently in the Project Development and Preliminary Engineering Phase. This continues to prepare the region to apply for Federal funding to construct the project through the Federal Transit Administration at the appropriate time.

2. **Hamilton County Transit Forum:** In addition to the Indianapolis metropolitan area's transit efforts, leaders within Hamilton County have initiated the Hamilton County Transit Forum. The Hamilton County Transit Forum is a group consisting of business partners, nonprofit and local government staff, and elected officials that is planning for Indy Connect's Central Indiana's Transportation Initiative and the possibility of enhanced local bus service.

Enhanced local bus service includes the possibility of routing local bus service throughout the County that would complement the Red Line. Local bus service could potentially include multiple routes and stops within the Junction Sub-District.

Figure 2.24: Indy Connect Red Line Recommendations (July 2015)(Source: IndyConnect)

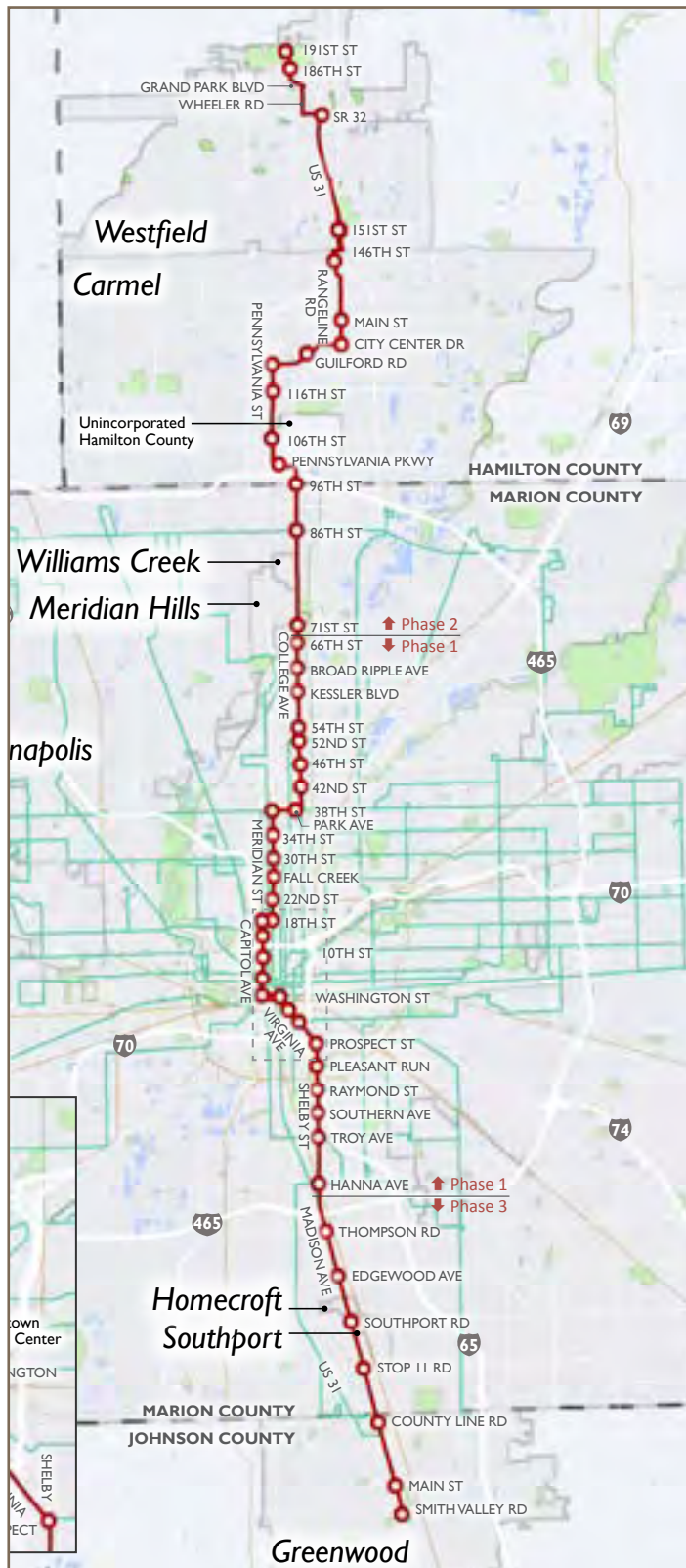


Figure 2.25: Examples of Local Bus Service



Although the potential for local bus service is still in early analysis and planning stages, the purpose of identifying its potential in this chapter is to ensure that as development occurs within the sub-district, consideration should be given to where and how that development embraces these potential bus stops in the future. Bus stops could be enhanced or incorporated within the public and private streetscape. Potential stops or stations should receive special consideration to the public spaces surrounding it and pedestrian safety.

B. Rights-of-Way & Alleys:

1. **Alleys:** If necessary, the City will entertain vacating existing alleys in order to make a proposed project design viable; however, it is anticipated that existing alleys will need to be enhanced and new alleys will be proposed.

Alleys should primarily function as service corridors for abutting development (e.g., employee activity, deliveries, dumpster and trash service, mechanical equipment); however, enhanced alley ways for pedestrian corridors should also be considered as opportunities for mid-block connections as well as a human-scaled place for temporary special events.

Figure 2.26: Street Cross-Sections

Figure 2.26.A: Right-of-Way with Minimum Build-to-Line (e.g., Jersey Street, Walnut Street)

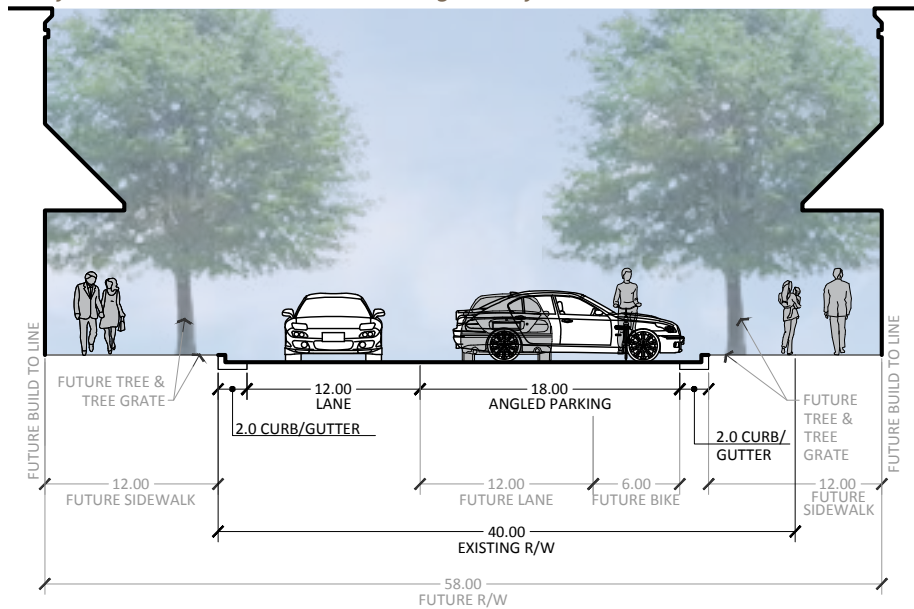


Figure 2.26.B: Right-of-Way with Existing Structures Setback (e.g., Park Street, Penn Street)

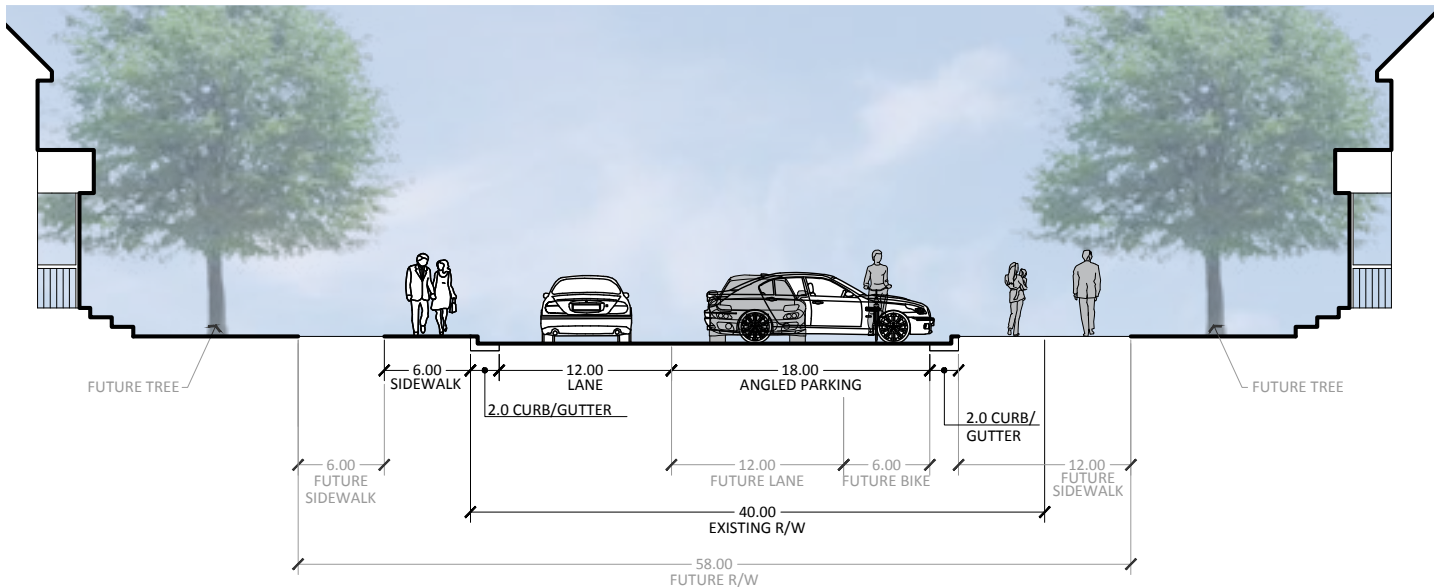


Figure 2.26.C: Jersey Street Right-of-Way Abutting Grand Junction Plaza

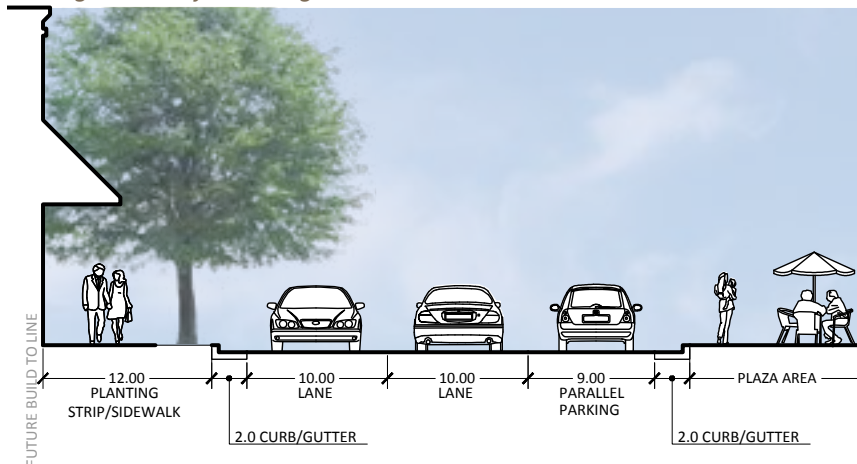
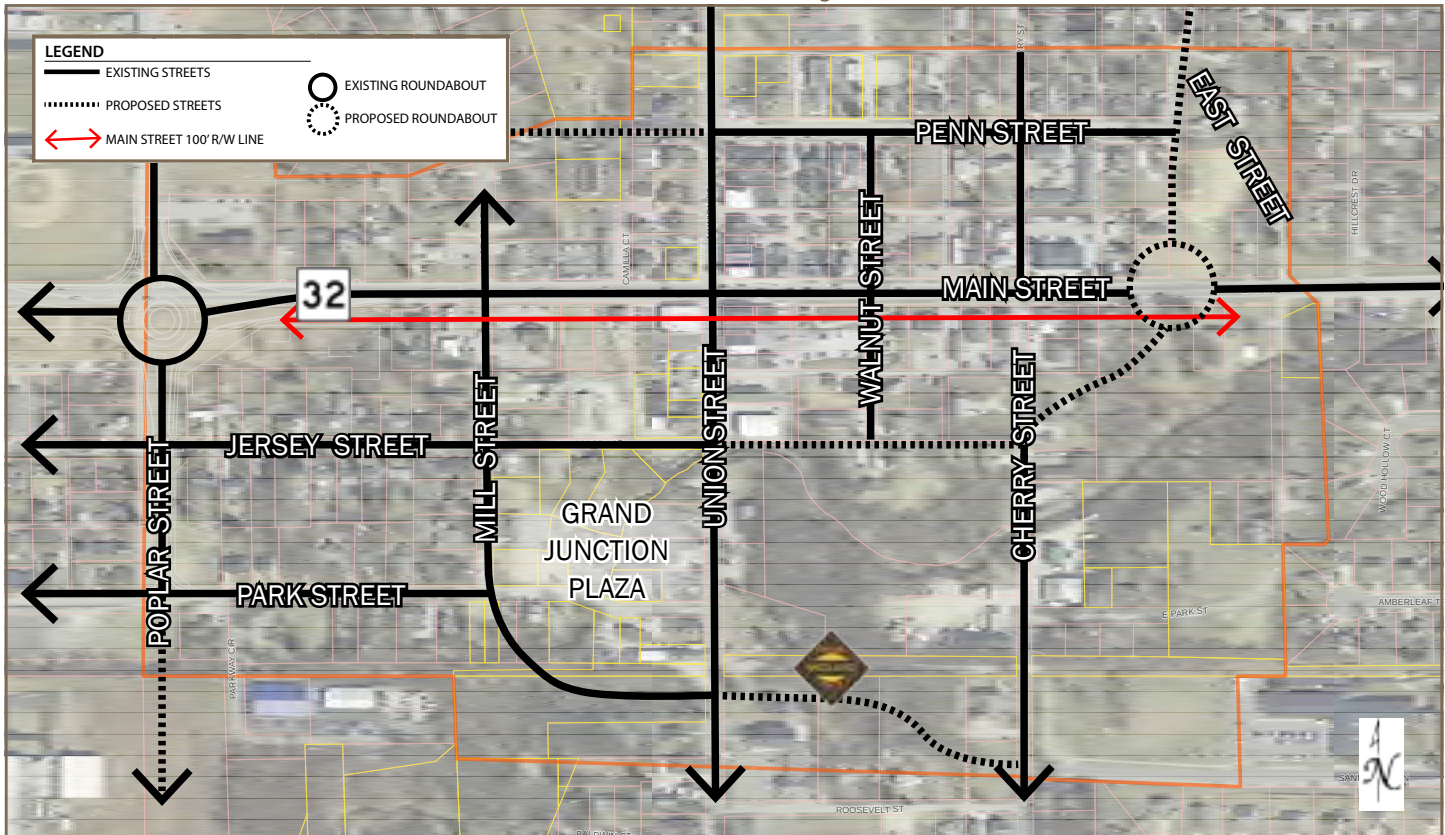


Figure 2.27: Junction Sub-District Street Network Exhibit



Alley cross-section designs will vary on a case-by-case basis; however, alleys are not intended to be designed or used to provide fire access.

2. **Existing Streets:** If necessary, the City will entertain vacating existing streets in order to make a proposed project design viable.

As the sub-district continues to transform, existing street rights-of-way will need to be enhanced to: (i) accommodate an increase in vehicular and pedestrian traffic; (ii) provide for on-street parking, as appropriate; and (iii) improve circulation and safety for both vehicles and pedestrians.

Improvements within the rights-of-way may be short or long term and the specific improvements for existing streets within the sub-district will vary in order to serve the needs of the community at that time. For example, on-street parking should be given a priority until more long term parking solutions become available. As a result, it is possible some existing rights-of-way may need to become one-way traffic only in order to facilitate angled or parallel on-street parking.

Pedestrian facilities are also a priority within the street right-of-way where they do not currently exist, and such pedestrian facilities should be wider in accordance with this chapter.

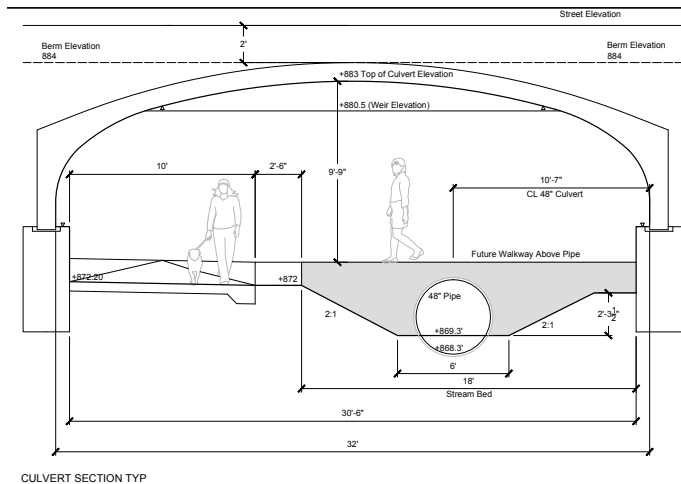
[Figure 2.26: Street Cross-Sections](#) is a series of cross-section scenarios that are appropriate for streets within this sub-district based on right-of-way widths that currently exist and that may need to be expanded.

2. **New Streets:** The Grand Junction Implementation Plan identified the existing and proposed street network within Grand Junction. With the exception of Mill Street, as summarized herein, the construction of new streets will be largely dependent on development in those areas. For purposes of this chapter, the proposed streets have been refined as depicted in [Figure 2.27: Junction Sub-District Street Network Exhibit](#).

All street rights-of-way shall be dedicated to the City pursuant to the Westfield Thoroughfare Plan and this addendum.

- 3. Mill Street:** As noted elsewhere in this chapter (see page 35), the Mill Street extension from Park Street to Union Street is anticipated to start Spring 2015 and be completed Fall 2016. The extension (see [Figure 2.28 Mill Street Pedestrian Tunnel](#)) includes the construction of the pedestrian tunnel/culvert under Mill Street for the Grassy Branch Trail and Midland Trace Trail (see [Figure 2.29: Mill Street Cross-Section](#)).

Figure 2.28 Mill Street Pedestrian Tunnel



Pedestrian connectivity includes increased pedestrian accessibility through the implementation of wider sidewalks, mid-block pedestrian crossings, intersection sidewalk bulb-outs, table speed bumps (where appropriate), bicycle parking amenities, shorter blocks and accessible ramps at crossings (see [Figure 2.30: Example Pedestrian Connectivity Amenities](#)).

Figure 2.30: Example Pedestrian Connectivity Amenities

Figure 2.30.A (Source: Department Photo)

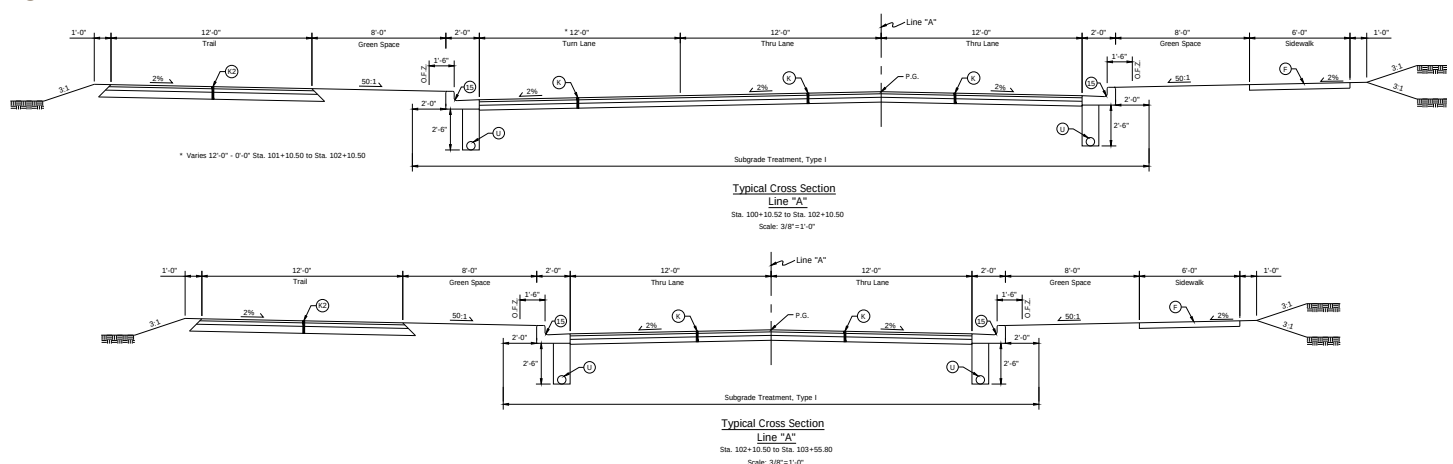


Figure 2.30.B (Source: www.nacto.org)



- C. Pedestrian Connectivity:** A priority within this sub-district is compactness, connectivity, and walkability with the intent to attract people. As a result, typical suburban prototypes of new buildings and site designs should not be permitted. Rather, features such as adjacent surface parking, drive-through lanes, lack of sidewalks, front entrances from parking areas rather than public realms, and the like are strongly discouraged.

Figure 2.29: Mill Street Cross-Section



Pedestrian pathways and crossings, whether public or private, shall be delineated (e.g., pavers, striping, edging, material) and distinguished from vehicular surfaces (see [Figure 2.31: Delineated Pedestrian / Raised Crossing](#)).

Additionally where appropriate, landscaping, street furniture, planters, walls, etc. should be used to further separate pedestrian spaces from vehicular spaces to create a safe environment for pedestrians.

Figure 2.31: Delineated Pedestrian / Raised Crossing

Figure 2.31.A (Source: www.nacto.org)



Figure 2.31.B (Source: Department Photo)



Public Spaces between buildings and the curb should generally include a wider pedestrian sidewalk (e.g., up to fifteen (15) feet wide on primary pedestrian streets and ten (10) feet wide on secondary pedestrian streets) that can accommodate: (i) a five (5) to six (6) foot wide unobstructed walking area; (ii) a two (2) to three (3) foot wide area for related street furniture and amenities (e.g., display space, outdoor dining)

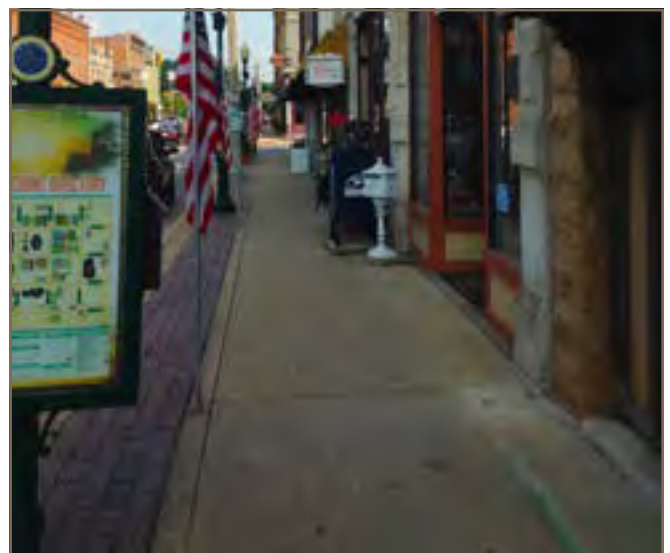
abutting the building; and (iii) a two (2) to three (3) foot area abutting the curb for trash, street lights, signs, and then street trees where sidewalk widens (see [Figure 2.32: Example Public Sidewalk Space](#) and also [Figure 2.26: Street Cross-Sections](#)).

Figure 2.32: Example Public Sidewalk Space

Figure 2.32.A (Source: Department Photo)



Figure 2.32.B (Source: Department Photo)



D. State Highway 32 Corridor: A priority action item of the Grand Junction Implementation Plan is to formalize a position with the Indiana Department of Transportation (INDOT) regarding a potential State Highway 32 expansion through Grand Junction. In addition to providing guidance to INDOT for the community's desired design, formalizing a position as a policy further provides guidance for future development that abuts the Main Street corridor (e.g., setbacks, design, building orientation). The following is intended to establish the community's position with regard to the State Highway 32 expansion through downtown.

1. **Preferred Alternative:** As summarized in the Grand Junction Implementation Plan, a Main Street Corridor Study was completed by American Structurepoint, Inc. in 2010, which recognized the required balance for Main Street to serve both regional and local needs. The vision of the community is a Grand Junction District that is a vibrant, walkable, mixed-use district where people can live, work, and shop, with much of the redevelopment effort anticipated to be concentrated along the Main Street corridor. As an integral part of the Grand Junction District, the Main Street corridor will have direct impacts on the success of this vision.

The purpose of the study was to identify and evaluate transportation improvement alternatives for the corridor as a regional thoroughfare, while also supporting the local redevelopment efforts, and the study concluded with a preferred alternative.

It is hereby established that the policy of the City is to generally adopt the recommended preferred alternative as depicted in [Figure 2.34: Preferred Alternative](#). Where possible, limiting left turns is desirable to increase efficiency of traffic moving through downtown, while also minimizing potential conflict points with pedestrians. In addition, a priority in the design of this corridor and other rights-of-way is for utility lines to be buried.

2. **Width and Location:** The preferred cross-section requires a right-of-way width of one hundred (100) feet (see [Figure 2.35: Preferred Alternative Cross-Sections](#)). The existing right-of-way width is approximately seventy (70) feet. As a result, consistent with the historic asset and character provisions herein, the recommendation is for the right-of-way to be expanded to the south, maintaining the existing north right-of-way line of Main Street. As such, new (re)development should dedicate this additional right-of-way and design building setbacks and public right-of-way improvements (sidewalks, lighting, street furniture) accordingly.
 3. **On-Street Parking:** In addition, an emphasis that needs to be taken into consideration at the time of the final design and construction is for on-street parking and safe pedestrian crossings. On-street parking should be permitted on Main Street, even if only permitted during non-peak hours.
 4. **Pedestrian Crossings:** Safe pedestrian crossings, particularly during community events and peak tourism seasons, is mandatory to ensure safe pedestrian crossing between the north and south sides of Main Street. Crossings should not only meet safety design criteria, but care should be given in the final design to ensure the crossing provides a welcome and aesthetically-sensitive environment (see [Figure 2.36: Enhanced Pedestrian Crossings](#)). Options to better facilitate pedestrian crossing could include increased pedestrian cycles, scramble (Barnes Dance) lights, or split phase.
- The primary pedestrian crossing that has been identified is the crossing of a realigned Grand Junction Trail at Union Street (see page 35). As a result, pedestrian traffic should be channeled and re-directed to Union Street with a wider, at grade crossing.
5. **Curb Cuts:** No new curb cuts onto Main Street should be permitted. Existing curb cuts should be removed upon redevelopment with vehicular access to properties via other streets or alleys.

Figure 2.34: Preferred Alternative
(Source: Main Street Corridor Study)



Figure 2.35: Preferred Alternative Cross-Sections
Figure 2.35.A: Cross-Section with Median

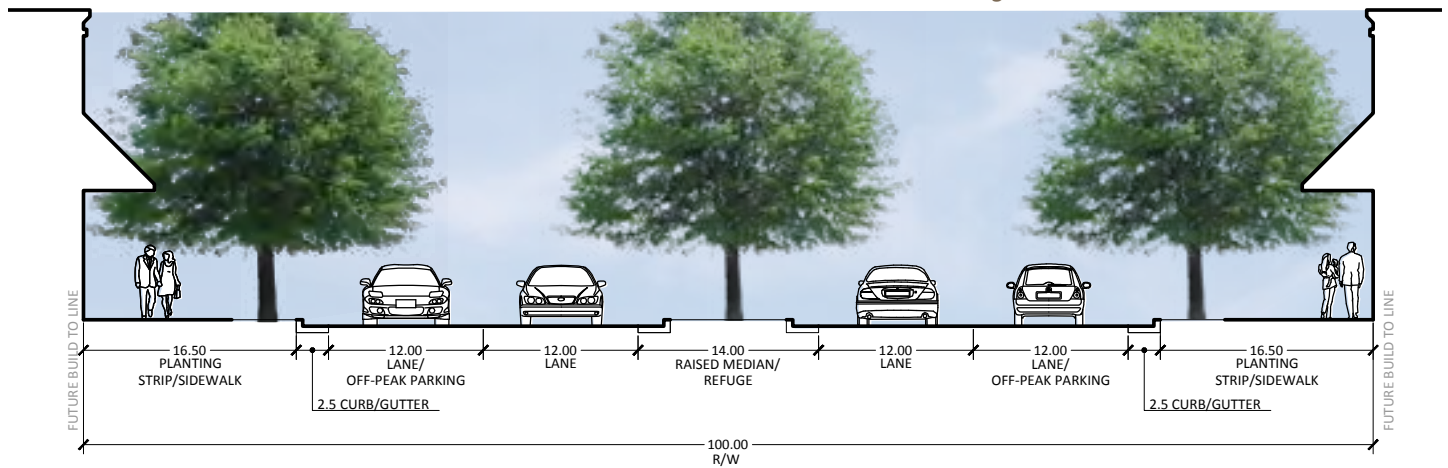


Figure 2.35.B: Cross-Section with Turn Lane

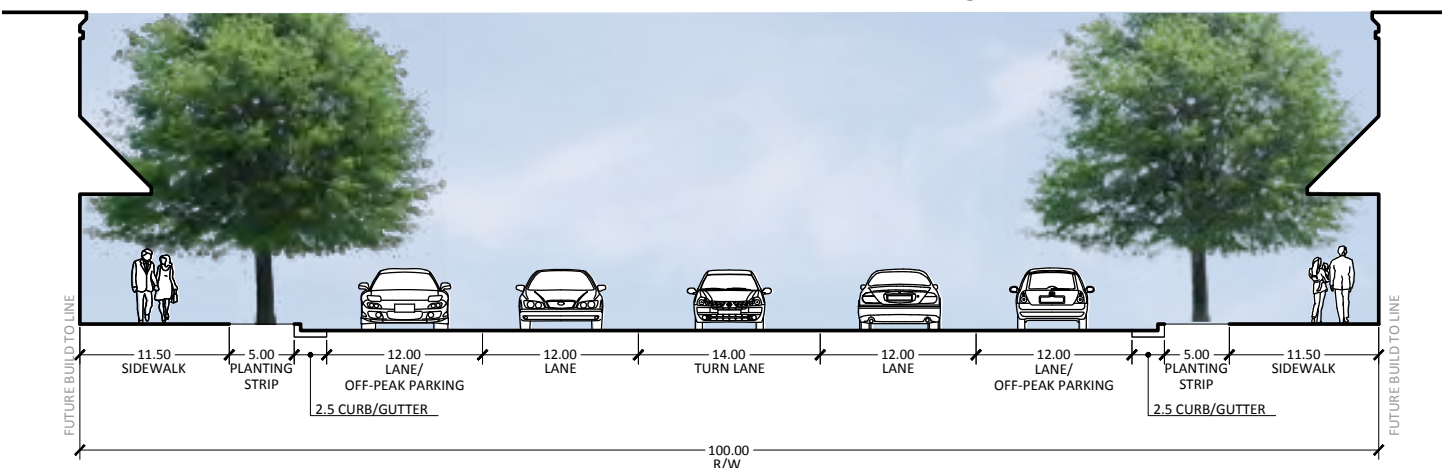


Figure 2.36: Enhanced Pedestrian Crossings

Figure 2.36.A (Source: www.nacto.org)Figure 2.36.B (Source: www.urbanindy.com)

PARKING

The City's existing parking requirements are conventional for a suburban community and don't necessarily fit the needs of downtown. On-street parking is generally encouraged within the public right-of-way, while flexibility for off-street parking requirements within this sub-district should be provided. Parking requirements should be flexible, respond to market conditions, and address the intended mix of land uses, both short and long term, as development occurs within the sub-district.

In the more dense sub-areas (e.g., Main Street Corridor and Grand Junction Plaza Block) and in close proximity to public transportation hubs, on-site parking and parking structures should be required. In other sub-areas, parking requirements could allow for the ability to be waived or modified as parking is otherwise being provided within proximity of the site (e.g., parking located within four hundred (400) feet for patrons and seven hundred (700) feet for employees).

A. Overarching Parking Policies: The overarching parking policies for this sub-district include:

1. **Sharing Parking:** Minimize exclusive-use parking so that the value of public and private investment in surface and structure parking can be maximized.
2. **Convenient:** Ensure parking is conveniently located and accessible to encourage visitors and residents to be able to park once in downtown and be to walk to multiple destinations.
3. **Accessible:** Provide parking throughout the sub-district that supports mass transit and enhances pedestrian circulation.

B. Basic Parking Policies: The following sets forth the basic policies that should be considered as development and redevelopment is proposed within the sub-district:

1. **Park Street Corridor:** Off-street parking requirements should not be required, or at least should be minimal, for uses within this sub-area.
2. **Penn Street Corridor:** Some, but minimal, off-street parking should be required for uses within this sub-area.
3. **Other Sub-areas:** Off-street parking should be required within all other sub-areas. Off-street parking should be located to the rear and/or interior of buildings with minimal frontage along public streets; however, parking should be readily signed for ease of access and circulation.
4. **On-Street Parking:** On-street parking should not be counted toward individual site parking requirements, rather on-street parking is intended to supply needs for normal residential and visitor use while also offsetting lower parking standards for surrounding uses.
5. **Shared Parking:** On-site surface parking with more than ten (10) parking spaces should remain open for use of the public, as non-exclusive, at least during non-peak hours of the use.
6. **Structured Parking:** Structured parking may be available for exclusive or non-exclusive use.

C. Parking Strategy: In order to develop a broader parking plan for the sub-district, the City engaged a parking consultant in September 2015 to perform a parking study of the sub-district area to assist and complement the City’s planning efforts. As of the adoption of this chapter, that study was in progress; however, the scope of the study set forth its completion in a phased approach as follows:

1. **Phase One:** This phase is the initial parking supply and demand analysis, as well as shared parking analysis. The parking supply/demand inventory and analysis will be conducted, in addition to measuring the overall parking supply and occupancy during a typical day.

Potential shared-use opportunities will be identified and incorporated into the analysis. Current and future conditions will be projected which will pinpoint the actual parking issues and where potential issues will occur in the future as proposed future developments are brought on-line.

This analysis will provide the starting point and baseline from which to develop solutions for mitigating current and future parking issues.

2. **Phase Two:** This phase will be an analysis of alternatives that will build upon the knowledge developed in the first phase and include management strategies. This includes actual current parking conditions as well as projected future parking conditions.

Alternative solutions for mitigating current and future parking issues will be developed. The potential solutions will be evaluated and ranked using a weighted-value matrix that will be created mutually with the client. This way, the final selections of preferred alternatives will reflect community parking-related values.

3. **Phase Three:** This phase would be outside of the initial analysis, but is the next step to preliminarily plan for potential new parking facilities that would include potential sites, qualitative criteria, phasing, costs and funding mechanisms (such as development impact fee assessed on vehicle trips or a parking in lieu fee).

D. Parking Design: The design of parking areas is critical to the success of the sub-district, both for aesthetics and functionality. The parameters below are intended to promote efficient use of limited parking supply while ensuring that parking does not dominate or detract from the public spaces and is appropriately designed for pedestrian circulation.

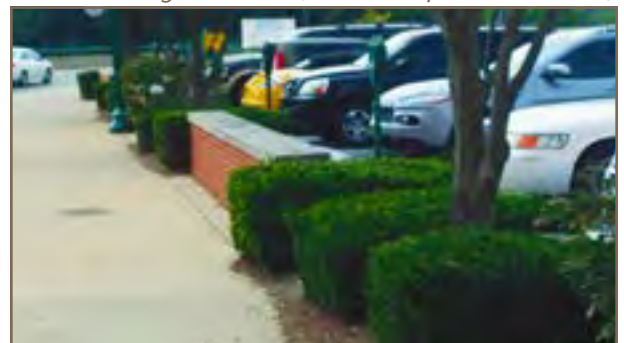
1. **Parking Structures:** In general, multi-story, above ground parking structures should have a retail and service industry presence at the street level. Parking structures may be incorporated into mixed use buildings or they may be stand-alone buildings as long as the street-level expectations are met. Structures should be architecturally consistent and compatible with nearby and adjacent buildings and should not contain visible parking areas (aside from access points), security grills, or other parking security methods.
2. **Surface Parking:** Surface parking areas may provide for short or long term parking solutions; however, long term surface parking areas will require greater sensitivity to location (limited street frontage); design (softened with landscaping, walls and fences); and, separation from pedestrian activity (see [Figure 2.37: Surface Parking Treatment](#)).

Figure 2.37: Surface Parking Treatment

Figure 2.37.A (Source: Department Photo)



Figure 2.37.B (Source: Department Photo)



Surface parking areas should not be allowed to be located between a structure and the Main Street right-of-way nor between a structure and any right-of-way abutting Grand Junction Plaza.

All surface parking areas, even if temporary, should be paved or equivalent (e.g., porous pavers) and landscaped. Larger parking areas should be broken up into smaller areas to reduce the overall area of paving and promote a friendlier pedestrian environment.

3. **Bicycle Parking:** Each principal building within the sub-district should include bicycle parking spaces/racks in order to accommodate and encourage bicycle use within the Grand Junction District. To the extent reasonable, consideration should be given to incorporate creative bicycle racks to function as public art, or as part of public infrastructure improvements.

Figure 2.38: Bicycle Rack Examples

Figure 2.38.A (Source: Department Photo)



Figure 2.38.B (Source: columbusparksfoundation.org)



Figure 2.38.C (Source: Land Collective)



- E. **Service and Loading Areas:** Service and loading berths should be oriented in a manner so that they are not visible from streets or trails (hereinafter, “rights-of-way”), but rather from interior loading areas or alleys.

1. **Screening:** Screening should include opaque walls or fences and should be consistent with the architecture and materials of the associated building. Screening should be used to minimize visibility from all rights-of-way and adjacent properties. If appropriate to the context of the site, then landscaping should be considered to help soften the visual impact of a screen wall or fence.

Elements such as meter boxes, utility conduits, roof projections such as vent and exhaust pipes, and basement window enclosures should be designed and located so as to minimize their visibility and visual impact.

2. **Dumpster Enclosures:** The City’s zoning standards for screening trash receptacles and compactors, pallet storage and recycling areas, and other similar facilities should be applied within this sub-district. In addition, a roof which is architecturally-consistent with the architecture of the associated building should be considered when abutting structures in excess of two-stories (see [Figure 1.4: Architecturally-Consistent Dumpsters](#)).

Exceptions for dumpsters and other similar containers (e.g., walk-in freezers) may be appropriate if not visible from rights-of-way (e.g., located along alleys and/or within building recesses) (see [Figure 2.39 Example Alley](#)).

Figure 2.39 Example Alley
(Source: Department Photo)



OUTDOOR STORAGE, DISPLAY AND DINING

A. Outdoor Storage: The City's zoning standards for outdoor storage (Article 6.12 of the Unified Development Ordinance) should be applied within this sub-district. The temporary storage of material inherent to serving the business's needs of products and deliveries (e.g., pallets) should be restricted to within buildings or screened from adjacent properties (e.g., within an enclosure for dumpsters or other similar receptacles).

B. Outdoor Displays: Outdoor displays in the downtown can create an interesting shopping environment that engages pedestrians and supports the business. As summarized herein (see page 26), outdoor displays enhance Public Spaces and attract people; however, outdoor displays can also result in a cluttered and unattractive appearance and create obstructions for pedestrians. If deemed appropriate, then a permitting process should be considered to effectively regulate outdoor displays.

The following provides guidance for outdoor displays within this sub-district, which are encouraged and supported if the following criteria are implemented (see also [Figure 2.32: Example Public Sidewalk Space](#)):

- ▶ Items displayed are limited to the merchandise sold by the business.
- ▶ Displays are located within the business's frontage and immediately adjacent to the building.
- ▶ Displays located adjacent to or in a right-of-way should maintain a minimum unobstructed sidewalk width of five (5) to six (6) feet and be a maximum depth of two (2) feet. Display would be subject to the appropriate encroachment permits if located within the right-of-way.
- ▶ Unobstructed access shall be provided to all building entrances, curb ramps, and fire access, including at least a two-foot linear clearance on each side of a building entrance.
- ▶ Materials and colors used for shelves, racks, easels and similar supports for displayed items

shall complement the architectural style and colors used on the adjacent building façade.

- ▶ Displays must be maintained in an orderly appearance and displayed only during hours of operation for the associated business and shall be removed at the close of each business day.
- ▶ Outdoor displays shall be secured to prevent movement. However, they may not be permanently anchored to the right-of-way nor attached or affixed to any public tree, sign or similar fixture.
- ▶ In no case shall the location of the display occur within an area required for vehicular circulation, parking or loading, or emergency vehicle access.
- ▶ Maximum display area restrictions should be implemented based on a ratio of the business's street frontage.

Figure 2.40 Outdoor Display

Figure 2.40.A (Source: onemorefoldedsunset.com)



Figure 2.40.B (Source: Department Photo)



C. Outdoor Dining: As summarized herein (see page 26), outdoor dining spaces enhance Public Spaces and attract people. The City's zoning standards for Outdoor Cafe and Eating Areas (Article 6.13 of the Unified Development Ordinance) should be applied within this sub-district.

Figure 2.41 Outdoor Dining Spaces
Figure 2.41.A (Source: Department Photo)



Figure 2.41.B (Source: Department Photo)



Figure 2.41.C (Source: Department Photo)



In addition, the following guidelines should be considered:

- ▶ Outdoor dining areas abutting non-restaurant uses should consider barriers or screening to minimize the impact on adjoining properties.
- ▶ Furniture and fixtures relating to the outdoor dining area may not be stored on the public right of way and must be removed from the sidewalk when the restaurant is closed to the public every day and/or night.
- ▶ Outdoor dining areas permitted within the right-of-way are subject to the provisions herein (see also Article 6.13 of the Unified Development Ordinance), and would be subject to the appropriate encroachment permits.
- ▶ Outdoor dining areas located adjacent to or in a right-of-way should maintain a minimum unobstructed sidewalk width of five (5) to six (6) feet. Furniture and barriers should not be secured to trees, lamp posts, street signs, hydrants or any other right-of-way infrastructure.

LANDSCAPING STANDARDS

The City's existing landscaping standards are conventional for a suburban community and don't necessarily fit the needs of downtown. As downtown becomes more impervious, the "urban forest" becomes more important.

A. Purpose: According to the United States Department of Agriculture's "[Sustaining America's Urban Trees and Forests](#)" report (June 2010), urban forests enhance the physical, ecological, and cultural aspects of a community, including:

1. **Environmental:** Trees and landscaping make important contributions by reducing air pollution, ameliorating heat islands, improving hydrological conditions, sequestering carbon, and contributing to wildlife habitat. Use of drought-tolerant trees and landscaping can aid in water conservation.
2. **Economic:** Trees and landscaping can increase property values, increase commercial spending, and reduce maintenance costs of other streetscape elements.

3. **Aesthetic:** The visual characteristics of street trees and landscaping (form, color, texture) add greatly to the aesthetics of streets and can enhance the civic qualities of the public environment.
4. **Psychological:** People derive psychological benefits from symbolic and physical contact with nature provided by a green environment. A planted streetscape provides relief from an otherwise built out environment.
5. **Social:** Opportunities for new social contacts, community identity, and the opportunity to contribute to the establishment and care of a community feature are afforded by the presence of street trees and planting.
6. **Safety:** Consistent tree plantings along a street narrow the perceived width of a street, encouraging decreased vehicular speed and increased awareness of pedestrians.

B. Street Trees: Street trees are a critical element of the streetscape environment. Appropriate tree species selection, location and design will ensure the health of trees, enhance the character of the streetscape, and maximize public and private investment.

Street trees typically include trees planted within the public right-of-way; however, street trees could include trees planted in the front yard in corridors where space within the right-of-way is limited and building setbacks are greater (e.g., Jersey Street, Park Street). Street trees in rights-of-way should be planted in sidewalks with tree grates (minimum size of four (4) feet by (4) four feet) or other treatment, or between sidewalks and streets where planting strips of sufficient width exists.

Figure 2.42: Street Tree Streetscape Examples
Figure 2.42.A (Source: a2dda.org)



Figure 2.42.B (Source: permatill.com)



Figure 2.42.C (Source: www.terrafirmalandarch.com)



When designing a new or renovating an existing street, utilities and other elements should be relocated where feasible to establish regular tree spacing.

C. Abutting Street / Public Spaces: This landscaping area generally includes a space measured from the public right-of-way to the building facade. This area could include spaces identified as public spaces (see [Figure 2.15: Example Public Spaces](#)). General standards for lot or foundation plantings, as currently established by the City's zoning ordinance, do not address the nature of development envisioned in this sub-district (with the exception of single-family detached uses in the Penn Street Corridor).

The lack of yards and increase in impervious surfaces requires the primary focus for landscaping to be within the area immediately abutting the street, where the highest pedestrian activity will occur. This area should be landscaped with vegetation and/or hardscaped. If hardscaped, then window or ground planters should be considered to enhance the building's facade and soften the streetscape. The density of trees and flowers or shrubs will depend on the setback of the building from the street, as generally illustrated in the following exhibits.

Figure 2.43: Example Landscaping
for Buildings less than 10' from Right-of-Way
Figure 2.43.A (Source: destinationmainstreet.com)



Figure 2.43.B (Source: Department Photo)



Figure 2.43.C (Source: lotsafunmaps.com)



Figure 2.44: Example Landscaping
for Buildings 10' to 20' from Right-of-Way
Figure 2.44.A (Source: Department Photo)



Figure 2.44.B (Source: Department Photo)



Figure 2.45: Example Landscaping
for Buildings Greater than 20' from Right-of-Way
Figure 2.45.A (Source: Department Photo)



Figure 2.45.B (Source: Department Photo)



In general, these spaces abutting the right-of-way should be enhanced with natural vegetation to the reasonable extent possible to ensure best practices for the plantings health, while also maximizing the “curb appeal” and streetscape character of the various sub-areas. The building placement will dictate whether a lawn or hardscape is more appropriate.

D. Off-Street Parking: Surface parking areas require greater sensitivity when located along streets to aesthetically soften and to separate from pedestrian activity (see also [Figure 2.37: Surface Parking Treatment](#)).

Figure 2.46: Additional Surface Parking Treatment
Figure 2.46.A (Source: phila.gov)



Figure 2.46.B (Source: Department Photo)



The City's existing perimeter and interior parking area landscaping requirements should be applied. It may be appropriate to reduce interior parking area landscaping requirements for parking areas surrounded by buildings. It is also appropriate for perimeter parking area plantings to be enhanced and supplemented with fences or walls.

E. Landscape Buffers: In general, landscape buffers should not be required in this sub-district due to the nature of the intended mix of uses. There may, however, be instances where buffering is appropriate adjacent to existing neighborhoods (e.g., Grassy Branch Quadrant). Additionally, there may be instances where more intense aspects of a use (e.g., outdoor dining) may require screening (e.g., walls, fences, landscaping) to minimize its impact on adjacent uses.

F. Stormwater Management: The design of landscaped areas should consider including appropriate conditions for improved stormwater detention and infiltration and low impact development opportunities (see [Figure 2.47: Example Low Impact Design](#)).

Figure 2.47: Example Low Impact Design
Figure 2.47.A (Source: urbanlandscapes.info)



Figure 2.47.B (Source: Department Photo)



Figure 2.47.C (Source: www.seattle.gov)



Figure 2.47.D (Source: Department Photo)



SIGNAGE STANDARDS

The City's existing sign ordinance is generally conventional for a suburban community. The existing sign standards allow wall signs and ground signs in this sub-district (if the ground sign is located a minimum of five (5) feet from the right-of-way and setback the applicable zoning district's setback for the side and rear lot lines). In addition, the existing sign ordinance permits projecting signs in some areas of the sub-district.

The existing zoning ordinance sign standards for multi-story, mixed use or multi-tenant buildings primarily anticipate these buildings in corporate or business parks and shopping centers, not necessarily in downtown. In addition, the existing design standards in the zoning ordinance are not as restrictive as may be desired (e.g., lighting, materials) and the standards are primarily intended for vehicular traffic without an emphasis on pedestrian traffic (e.g., size and location restrictions).

This sub-district is intended to be an area of high pedestrian activity with buildings of pedestrian scale and architectural interest. This intent is important when considering the use of signs, both permanent and temporary, to ensure the pedestrian experience is enhanced and the need to identify a use is balanced with the character of the building's architecture and streetscape.

Signs that are uniquely designed and placed with respect to the pedestrian-orientation and building's architecture can positively contribute to the character of the streetscape and the pedestrian's experience in this sub-district.

As a result, the following should be considered when alternative sign standards are proposed (e.g., variance, PUD District) within this sub-district:

A. General Guidelines:

1. Signs should be primarily oriented and scaled to the pedestrian.
2. Sign colors, materials and lighting should be restrained and harmonious with the building architecture.
3. Signs should be compatible with adjacent signs and should not compete for attention (such as using excessively bright colors or disproportionately sized letters).

4. Businesses located in alleys, courtyards or arcades, and without a primary customer entrance from the street, should be permitted to be identified from the street.
5. Signs should be durable, well-designed and act as unique expressions of the business.
6. Street numbers should be prominently displayed at the main entrance to every business, and be clearly visible from the street or alley.
7. Electronic signs should be prohibited.

B. Wall Signs:

1. Due to the pedestrian nature, projecting raceways or pins that cause a wall sign to protrude from the wall should not be permitted. Channel letters may be flush-mounted to the building.
2. Wall sign sizes should be limited to allow for the permitted sign area to be distributed for awning or projecting/blade signs.
3. Sign heights and sign area should be limited to a pedestrian scale (e.g., 18" or 24").
4. Internally illuminated signs are not preferred; but rather externally lit with decorative (e.g., gooseneck) light fixtures.

Figure 2.48: Example Wall / Blade / Awning Signs

Figure 2.48.A (Source: hammerworks.com)



Figure 2.48.B (Source: Department Photo)



Figure 2.48.C (Source: Department Photo)



Figure 2.48.D (Source: viewpointsign.com)



Figure 2.48.E (Source: redirectionsigndesign.com)



C. Ground Signs: Ground signs should not be permitted within the Main Street Corridor or the Grand Junction Plaza Block. Ground signs within other sub-areas are not preferred, but should only be permitted with the following guidelines:

1. Ground signs should only be permitted for single-tenant buildings with a front yard setback in excess of twenty (20) feet.
2. The design of ground signs should be unique to the business and match the style and materials of the corresponding building.

3. Other alternative types of signs do not provide adequate identification from the street.
4. The scale and location of ground sign complements the building and adjacent properties.
5. Landscaping is integrated with the sign to soften its appearance and not create a site or visual obstruction.
6. Ground signs should not be internally illuminated or back lit.

Figure 2.49: Example Ground Signs

Figure 2.49.A (Source: Department Photos)



Figure 2.49.B (Source: Department Photos)



Figure 2.49.C (Source: Department Photo (left))



(Source: architectural-lighting-and-sign-ideas.blogspot.com (right))

D. Projecting Signs: Projecting or blade signs is the preferred sign type for this sub-district. Projecting signs should be positioned along the first floor level of the facade. Projecting signs may take on their own special shape, or create their own symbol within the overall facade design.

*Figure 2.50: Example Projecting Signs
(Source: Department Photo)*



E. Window Signs / Displays: Window signs and displays are an important aspect to engaging pedestrians along the streetscape; however, if done poorly can negatively contribute to the intended character. The following should apply.

1. Window graphics and displays should be tasteful and minimal, and designed to be pedestrian friendly.
2. Window graphics should use high quality, durable materials to prevent flaking and fading.
3. Window graphics should reinforce the identification of the store, and not compete with wall signs or distract from the business.
4. Illuminated window signs are discouraged. Signs such as “open” that are less than four (4) square feet in sign area are appropriate to allow.
5. Window graphics and displays should create an open and inviting appearance and express the nature or “personality” of the business without obscuring visibility.
6. Merchandise may be displayed but should not be stacked in the windows for storage, resulting in

visual clutter.

7. Flashing or moving signs visible from the street through or on windows should not be permitted.

*Figure 2.51: Example Window Signs / Displays
Figure 2.51.A (Source: archinect.net)*



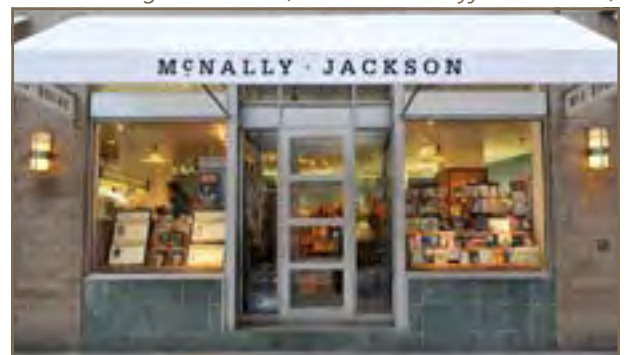
Figure 2.51.B (Source: shelf-awareness.com)



Figure 2.51.C (Source: designsalononline.com)



Figure 2.51.D (Source: mcnallyjackson.com)



LIGHTING STANDARDS

The City's zoning standards for lighting (Article 6.9 of the Unified Development Ordinance) should generally be applied within this sub-district, except as noted below.

Street lighting should be provided as part of all projects, on both sides of the street when possible, and spaced approximately one hundred (100) feet apart, and be of a decorative design as established by the City. Light poles should not obstruct pedestrian circulation.

Figure 2.52: Example Street Lights

Figure 2.52.A (Source: panaramio.com)(left)

(Source: valmontstructures.com)(right)



Lighting of the building or site should be designed so that light is not directed off the site and the light source is shielded from direct offsite viewing. It is anticipated that exterior lighting will overflow to adjacent properties and rights-of-way; however, for any use abutting single-family residential uses, illumination levels should not exceed 0.5 foot candles at the property line (in accordance with the Unified Development Ordinance). The minimum amount of light possible for lighting sidewalks should be used to not wash out building facades but still maintain a safe environment.

Decorative exterior lighting is encouraged, but fixtures should be architecturally integrated with the building style, material and color. Fixtures should not obscure any building ornamentation. Rooftop lighting should be prohibited. All exterior architectural, display, decorative and sign lighting should be generated from concealed, low level fixtures.

Figure 2.52.B (Source: Department Photo)



The maximum height of light poles in parking areas should not exceed twenty-five (25) feet, in accordance with the Unified Development Ordinance; however, when light poles abut or are within ninety (90) feet of single family residential uses, then the height should not exceed fifteen (15) feet.

Figure 2.53: Example Decorative Fixtures

Figure 2.53.A (Source: kiterealty.com)



Figure 2.53.B (Source: cornerbakerycafe.com)



GENERAL DESIGN REQUIREMENTS

The following guidelines apply to all Sub-District Sub-Areas.

A. Franchise and Prototype Architecture:

Buildings that are stylized in an attempt to use the building itself as advertising or is contractually required as a standardized or prototype building by a use as a formula from or for another location should be prohibited, particularly where the proposed architecture is the result of corporate or franchise architecture.

B. General Architecture:

1. Street Level Architecture: The street level of a building should be designed with architecture that engages the street/sidewalk in a contextually appropriate manner, and integrates the building and landscape architecture.

2. Pedestrian Scale:

- a. Pedestrian scale detailing should be incorporated on the front facade of all buildings.
- b. Particularly, the street level of building facades should incorporate a higher level of visual interest and richer architectural detailing.
- c. Overall façade composition should break the building down into smaller distinct portions to provide a small-scale impression.

3. Building Composition:

- a. Building design elements should include an expression of a building base, a middle, and a top with articulated elements at the top of the first floor and the top of the building, as further described herein.
- b. The composition of all floors should be coordinated, which will usually be indicated by the alignment of upper floor windows and other features with openings and features of the first floor.

4. Mechanical and Electrical Elements:

Elements such as meter boxes, utility conduits, transformers, roof projections such as vent and exhaust pipes, basement window enclosures, and other mechanical systems should be designed and located so as to minimize their visibility and visual impact from rights-of-way and important view corridors.

C. Building Materials:

1. Existing Buildings: Existing buildings include a variety of shake shingles, clapboard siding, vinyl siding, brick and stone. Renovations of existing buildings should include materials that include and complement the existing building.

2. Permitted Materials: New buildings should be faced with authentic natural materials such as wood, brick, and stone. Highly reflective materials, exterior insulation finishing systems (EIFS), vinyl siding, and concrete block should not be permitted. Precast is not preferred, though with attention to finishes and jointing, it could be considered appropriate.

3. Alternate Materials: The limited use of alternate materials (e.g., synthetic materials, fiber cement siding, vinyl siding, or other modern materials) as a secondary exterior building material may be appropriate on a case by case basis if used in the same way as traditional materials, and is consistent with an intended historical architectural style (e.g., shape, size, profile, texture matching the historical practice when these elements were used).

4. Durability: Building materials should be selected for longterm durability and minimal maintenance requirements, particularly at pedestrian levels. Less durable materials (e.g., stucco, fiber cement siding) should only be used above the first story.

5. Material Variation: The building material selection for all building facades should be supplemented with multiple colors and multiple textures (e.g., rough, smooth, striated, etc.).

6. Material Transitions: If material changes are proposed, then they should generally occur

at corners, changes of exterior planes, or be delineated by a specific horizontal transitional detail such as pronounced belt course or substantial reveal. The heavier material should always be placed beneath the lighter material.

7. **Trim Details:** Close attention should be paid to trim details such as corner beads, window and door trim, soffits and eaves, and accent surfaces to ensure a correct match to traditional wood.

D. Four-sided Architecture: All building facades should be constructed with the same building material quality and level of architectural detail (e.g., window number, type, and placement; trim; ornamentation) on all building facades (e.g., 360 degree architecture). Exemptions could be considered for facades along alleys or when zero-lot lines exist.

E. Building Orientation:

1. All principal buildings should face a street, with a primary entrance readily apparent as a prominent architectural feature visible from the street.
2. The front facade should provide relief for windows and surrounds, storefronts, doors and features such as coursing, pilasters and lintels.
3. When applicable, retail storefronts should be oriented along the street facade of the first floor, except for pedestrian entrances to parking areas or trails, or small entrance lobbies for upper floors.
4. Buildings should be sited so that service activities (i.e. loading docks, garages and dumpster enclosures) are not adjacent to the street or a trail. When a lot configuration requires such activities from a street, these components should be architecturally integrated into the design of the façade and screened.

F. Building Entrances:

1. Entrances should include a functional overhead weather protection such as porches, awnings or building recesses.
2. Awnings should complement the building's architectural style, material, colors and details, and be of a non-reflective material (metal or

aluminum awnings should be prohibited). Awnings should not be internally illuminated.

3. Doors and entryways should follow a traditional storefront design (usually recessed) and should be compatible with the architectural style of the structure. Other traditional elements include bulkheads, window displays and transom windows.
4. Entrances should be defined and articulated by architectural elements such as lintels, pediments, pilasters, columns, and other design elements appropriate to the architectural style and details of the building as a whole.
5. Building entrances should be transparent and well lit at night for the pedestrian.

G. Foundations: Exposed foundations should be covered with masonry materials (e.g., limestone, granite, fieldstone) or architectural concrete that matches a color and texture that is historically consistent with the building's architectural style.

H. Windows:

1. General Design:

- a. All window designs should be compatible with the style, materials, color, details and proportion of the building and desired pedestrian scale.
- b. The number of window panes, the number of window openings, window trim and other architectural design elements designed to accent the windows should be consistent with and complementary to the architectural style of the building.
- c. When a window design has been selected for a building, then the same design should be used on all facades. Use of other window designs as accents may be appropriate if consistent with the architectural style of the building.

2. **Window Trim:** Window trim and other architectural design elements designed to accent the windows should be on all windows (e.g.,

shutters, keystones, masonry arches, awnings, decorative stone frames, masonry row-lock frames, or other such trim).

3. **Shutters:** When shutters are used, they do not necessarily need to be used on all elevations. Shutters should be solid-paneled or louvered and they should be sized and mounted in a way that gives the appearance of operability and full coverage of the window.
4. **Window Materials:** Window frames should be made of wood and may have either vinyl or aluminum cladding on the exterior.

I. **Roof Design:**

1. **Pitched Roofs:** Pitched roofs should have:
 - a. Minimum pitch of 5 (vertical units): 12 (horizontal units).
 - b. Three (3) or more roof slope planes.
 - c. High quality roofing materials such as natural clay tiles, slate, concrete tiles (with natural texture and color), wood shakes or shingles (with adequate fire protection), three-dimensional asphalt or fiberglass shingles.
2. **Flat Roofs:** Flat roofs should be:
 - a. Edged by a parapet wall with a distinct, three-dimensional cornice or molding.
 - b. Fully integrated into the architectural design of the building both below and above the roofline to create a seamless design transition (e.g., it should not be readily evident what portion of the wall extends above the roof line).
 - c. The rear of parapet walls should not be visible from the street level and should be designed with color, material and/or ornamentation that matches the front elevation.
3. **Pedestrian Weather Protection:** Roof design should incorporate measures to prevent falling snow or ice onto pedestrian areas.

- J. **Gutters and Downspouts:** Should be visually integrated with the architectural style of the structure. The color of gutters and downspouts should be selected to complement or to be consistent with the building materials.

K. **Highly-Visible Buildings:**

1. Corner buildings should have a strong corner presence by defining the street intersection with distinctive architectural features such as tower elements, rounded walls, recessed entries or other design features.
2. Building corners should be treated with distinct massing and materials to heighten the sense of pedestrian visual interest.
3. Entrances, large windows with transparency, balconies, terraces and special rooms should be incorporated to take advantage of the important corner views.
4. Buildings located at visual focal points should demonstrate a higher degree of architectural strength to emphasize their location and important view corridors.

L. **Walls and Fences:**

1. The design of fencing, sound walls, trash enclosures and similar site elements should replicate the architecture of the primary building in construction material and detailing.
2. Low, wrought iron fences and stone or brick walls no taller than thirty (30) inches should be permitted in the established front yard to further define the streetscape.
3. Wrought iron, shadow box wood fences, or other approved fence, or brick or stone walls up to six (6) feet tall should only be permitted in side and rear yards.
4. Chain link fencing should not be permitted.

- M. **Accessory Buildings:** If accessory buildings are necessary, then they should be architecturally compatible with the principal building and otherwise comply with the Unified Development Ordinance.

N. Adaptive Reuse:

1. **General:** The conversion of a building to a new use that is different from that which its original design reflects should be done in a way that enhances the existing building while minimizing the negative changes to the building's features.
2. **General Site Improvements:** A property proposed to be adaptively reused should be improved to ensure that any facade and/or yard that abuts a right-of-way enhances the streetscape and engages the pedestrian from the street. Such improvements should include, but are not limited to: installing a sidewalk; creating a prominent entrance; incorporating landscaping and hardscaped areas.
3. **Access:** No new driveways or curb cuts onto streets should be permitted. Driveways or curb cuts onto streets are deemed undesirable because driveways:
 - ▶ Increase the likelihood of pedestrian and bicycle accidents with automobiles.
 - ▶ Interrupt the continuity-frontage of buildings.
 - ▶ Decrease the ability to provide desired on-street parking.
 - ▶ Decrease the ability to provide desired streetscaping (e.g., sidewalks, landscaping, furniture).

In general, access to private property should be via an alley as opposed to a private curb cut. As properties are redeveloped, curb cuts should be eliminated unless otherwise deemed appropriate for vehicular circulation (e.g., access, parking, deliveries).

4. Rehabilitations / Additions:

- a. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an existing structure should be preserved, enhanced and replicated as appropriate.
 - b. Additions should be compatible in scale, materials, and character with the main building.
 - c. Additions should not damage or obscure architectural details and materials of the main building.
 - d. Alterations that remove porches, original windows or doors, or other notable features should be avoided.
5. **Yards:** Existing yards and setbacks which do not meet the current zoning requirements or the guidelines of this addendum should continue to be permitted, provided any proposed improvements do not further encroach into the regulated yards.
 6. **Development Plan Review:** An administrative development plan review process should be required and implemented when residential structures are converted to non-residential uses to ensure compatibility and compliance with applicable standards.

- O. **Minimum Living Area:** Except as otherwise set forth herein, a general guideline for the minimum living area (as defined by the Unified Development Ordinance) of a residential dwelling unit within this sub-district should be seven hundred (700) square feet per dwelling unit.

PARK STREET CORRIDOR DESIGN REQUIREMENTS

A. Development Standards:

1. **Frontage:** No minimum or maximum.
2. **Lot Size:** No minimum or maximum.
3. **Building Height:** Minimum of two stories. Maximum of three stories.
4. **Building Size:** No minimum or maximum size; however, to maintain and enhance the desired character of the corridor, a single use or tenant should not exceed two (2) tenants or five thousand (5,000) square feet per building.
5. **Front Setback / Build-to Line:** Minimum of twenty (20) feet, subject to recorded easements. Maximum of forty (40) feet. New buildings should be sited in consideration to adjacent lots.
6. **Side & Rear Setbacks:** Minimum building separation of twenty (20) feet. Minimum rear yard setback of ten (10) feet. Minimum twenty-five (25) feet abutting Midland Trace Trail.

B. Architectural Design:

1. **Roofs:** Flat roofs should not be permitted. Pitched, flat, gambrel or mansard roof are appropriate.
2. **Alternate Materials:** The use of alternate materials (i.e. synthetic materials, fiber cement siding, or other modern materials) is appropriate in this sub-area if consistent with existing buildings.
3. **Architectural Theme:**
 - a. The design of a new infill building or renovation/addition of an existing building should be designed to look appropriate and compatible with surrounding buildings.
 - b. Sensitivity should be given to the character of the building in relation to the corridor and adjacent buildings.

PENN STREET CORRIDOR DESIGN REQUIREMENTS

A. Development Standards:

1. **Frontage:** Minimum lot frontage of forty (40) feet, or fifty (50) feet for corner lots.
2. **Lot Size:** Minimum four thousand (4,000) square feet.
3. **Building Height:** Minimum of two stories. Maximum of three stories.
4. **Building Size:** Buildings should have a minimum first floor footprint of one thousand (1,000) square feet. No maximum.
5. **Minimum Living Area:** One thousand and five hundred (1,500) square feet.
6. **Front Setback / Build-to Line:** Minimum of ten (10) feet, subject to recorded easements. Maximum of twenty (20) feet. New buildings should be sited in consideration to adjacent lots using the average of adjacent buildings. Porches may encroach into this setback, subject to recorded easements.
7. **Side & Rear Setbacks:** Minimum side yard setback of eight (8) feet. Minimum rear yard setback of ten (10) feet.

B. Architectural Design:

1. **Building Entrances:**
 - a. The front door of the main unit should face Penn Street with the front facade of the building parallel to Penn Street.
 - b. All buildings should incorporate a prominent front porch with a minimum depth of four (4) feet and size of thirty-six (36) square feet.
 - c. Porches on homes on corner lots should wrap around the corner facing the intersecting street and should extend a minimum of six (6) feet facing the intersecting street.

2. Roofs:

- a. Flat roofs should not be permitted. Pitched, flat, gambrel or mansard roof are appropriate.
- b. Minimum roof overhangs should be twelve (12) inches.
- c. Minimum roof pitch of the main roof structure of the primary building should be 7:12.

3. Driveways & Garages: Driveways and garages should be rear loaded (e.g., accessed from an alley) and should not be permitted to be located directly on or visible from Penn Street. If a lot is not accessible by an alley, then a front load garage may be appropriate if setback a minimum of twenty (20) feet behind the primary front elevation.

4. Preferred Materials: New buildings should primarily be faced with brick, stone or fiber cement siding and trimmed in stone, contrasting brick, stucco, wood, or wood composite. Exposed surfaces of chimneys should be masonry.

5. Alternate Materials: The use of alternate materials (i.e. synthetic materials, fiber cement siding, or other modern materials) is appropriate in this sub-area if consistent with existing buildings.

6. Windows: Each building should have a minimum of two (2) windows per floor per facade. Where architecturally appropriate, buildings should incorporate dormers, bay windows, or palladian or venetian style windows.

7. Example Character: [Figure 2.5: Existing Penn Street Corridor Examples](#) and [Figure 2.13: Example Detached Residential](#) includes examples of buildings that illustratively represent the intended quality and character of this sub-area.

MAIN STREET CORRIDOR DESIGN REQUIREMENTS

A. Development Standards:

1. Building Frontage: A building should occupy a minimum of seventy percent (70%) of the lot's frontage. Exceptions may be appropriate for buildings on lots with one hundred and twenty (120) feet or less of frontage provided the building still occupies the maximum frontage possible exclusive of driveways, sidewalks and landscape areas.

2. Lot Size: No minimum or maximum; however, traditional suburban outlots (e.g., single use lot, single story structure, parking area between street and building) should not be permitted.

3. Building Height: The minimum building height should generally be three (3) stories in this sub-area. It is expected that buildings near the intersection of Main Street and Union Street or in the Grand Junction Plaza Block (collectively, the "core") will be a minimum of three (3) to six (6) stories. A minimum building height of two (2) usable stories and thirty-four (34) feet is appropriate for buildings away from the core or for secondary or tiered sections of a taller building.

4. Minimum Ground Floor Height: Minimum of sixteen (16) feet ground floor-to-second floor height at the sidewalk level in order to allow conversions of commercial, retail, or other active uses. Adequate ventilation, mechanical and electrical equipment should be provided, or allowance for future conversion/expansion to a variety of tenant uses, such as a retail store or restaurant.

5. Minimum Ground Floor Building Depth: Along streets where retail is permitted, a minimum building depth of fifty (50) feet (from storefront to back of tenant space) should be provided for commercial tenant space to ensure functional viability.

6. Building Size: Minimum building footprint should be eight thousand (8,000) square feet.

The third and higher floor(s) should be at least fifty percent (50%) the size of the building footprint and oriented to the front of the building such that its front facade is equal to that of the first floor.

7. **Front Setback / Build-to Line:** The minimum should be zero (0) feet, subject to recorded easements. The maximum should be ten (10) feet; however, up to seventy-percent (70%) of the front façade may be recessed for entrances and outdoor seating; however, no entrance should be recessed more than ten (10) feet.
8. **Side & Rear Setbacks:** There should be no minimum side or rear setbacks; however, walkways to rear parking should be a minimum of six (6) feet wide.

B. Architectural Design: It is not the intent of this addendum to encourage one specific architectural theme or limit architectural styles. Variations in architectural designs, materials and textures are encouraged. As a result, other well executed quality materials and architectural styles that are not otherwise supported by this addendum may be considered.

1. **Preferred Materials:** New buildings should primarily be faced with brick or stone and trimmed (consisting of less than fifteen percent (15%) of the facade) in contrasting stone, brick, stucco, wood, metal, or precast concrete.
2. **Building Facades:** Building façades should provide relief by windows and surrounds, storefronts, doors, and features such as special brick coursing, pilasters and lintels.
3. **Building Massing:** Buildings in this sub-area are anticipated to occur in continuous rows, sharing party walls and with a continuous sequence of storefronts along the sidewalk; however, large massed blocks should be visually “broken up” into a series of smaller masses appropriate for the pedestrian-scale.

In general, continuous front façades more than fifty (50) feet in length should be designed with vertical offsets at intervals which evenly divide the façade into halves, thirds, or quarters, etc., or

designed at intervals not less than fifty (50) feet. Smaller massing could be accomplished with projections, recessions, or changes in building material or detailing.

4. **Pedestrian Passage:** Buildings with front facades, or facades that include multiple components sharing a common wall that create a single facade, greater than two hundred (200) feet in length should provide a pedestrian passage through the building with a minimum width of ten (10) feet.
5. **Building Base Design:** The base building facade is generally, depending on the overall height of the building, the lower facade from the ground to the beginning of the second story. It is approximately the lower twenty percent (20%) of the facade.
 - a. This portion of the facade is the most important part of the building as this is the facade that pedestrians will interact with at the ground level. As a result, this portion of building facade should be designed with architecture that engages the street/sidewalk in a contextually appropriate manner.
 - b. Pedestrian scale detailing should be incorporated along this portion of the facade by incorporating a higher level of visual interest and richer architectural detailing.
 - c. Overall façade composition should break the building down into smaller distinct portions to provide a small-scale impression.
 - d. The overall fenestration pattern should be vertically proportioned with columns or window mullions creating a rhythm. Window frames should be recessed or not otherwise flush with the exterior wall.
 - e. Overall window glazing of this portion of the facade should be a minimum of fifty percent (50%) consisting of non-reflective glass. Window displays, as addressed elsewhere herein, are encouraged.

- f. Retail, service, and other active uses that face a street or public space should have a minimum of sixty percent (60%) of the first floor facade (between three and eight feet above grade) consisting of non-reflective glass.

6. Building Middle Design: The middle building facade is the main mid-section of the facade, situated between the top building facade and base building facade.

- a. Fenestration should be organized to create a rhythmic pattern for the streetscape.
- b. Window frames should be recessed or not otherwise flush with the exterior wall.
- c. Overall window glazing should comprise a minimum of thirty percent (30%) of the facade but should not exceed seventy-five percent (75%).
- d. For buildings with residential uses, the window patterns should be generally vertical in proportion. Continuous horizontal strip windows should not be permitted.
- e. This portion of the facade may be flush with the base building facade or could be stepped back to provide a clear definition along the street.
- f. The massing, materials and colors of this portion of the facade should vary from the base building facade to create visual interest.
- g. Projections like balconies, bay windows, and horizontal or vertical shading devices should be incorporated to provide visual interest.

7. Building Top Design: The top, or upper building facade, includes approximately the top twenty percent (20%) of the facade.

- a. This portion of the facade could be flush with the middle portion of the building or could have discretionary setbacks to provide distinct definition along the street at the upper levels.
- b. Overall window glazing should comprise a minimum of thirty percent (30%) of the facade

but should not exceed seventy-five percent (75%).

- c. This portion of the facade provides the opportunity for building identity and visual interest against the sky with a distinct profile, materials and/or colors.
- d. Roof elements, such as pergolas or penthouse balconies should be integrated into the design.
- e. The roof line should be distinguished, as further described herein, with a cornice/parapet design and/or roof elements to create interest.
- f. Elements like terraces, balconies and pergolas, should be used to create interesting massing and relief from the building's facade.

8. Windows: Every facade with frontage on a street should have openings for windows in a pattern that suggests habitation, generally with a minimum of one (1) window per structural bay per floor. Blank, windowless walls should not be permitted.

GRAND JUNCTION PLAZA BLOCK DESIGN REQUIREMENTS

The design requirements of the Main Street Corridor shall also apply to this sub-area.

GRASSY BRANCH QUADRANT DESIGN REQUIREMENTS

This chapter (see page 23) establishes that land uses within this sub-area could include: higher density residential uses (e.g., apartments, townhouses); potential municipal uses; and, transitional uses that could include a blend of retail or restaurant uses, as supported by the market.

As a result, the design requirements for this sub-area should vary depending on the use, but in general, the following should apply:

- A. Multi-family Uses:** The Unified Development Ordinance standards (development and architectural) applicable to multi-family uses should generally apply.
- B. Mixed-Use Buildings:** The guidelines applicable to the Main Street Corridor should generally apply to mixed-use buildings or non-residential buildings with multiple stories or multiple tenants.
- C. Retail/Restaurant Uses:** The guidelines applicable to the Park Street corridor generally apply for single or two story buildings with single tenants.

TEMPLATE ORDINANCE

The template PUD District Ordinance found in “Exhibit A” on page 71 should be used for all new PUD District Ordinances.

- A. PUD Naming Convention:** Because there will likely be multiple PUD District Ordinances created for projects within this sub-district, it is highly desirable that a common and consistent naming convention be used for all projects within this sub-district. The following naming convention is suggested: “[Project Name] in the Junction PUD District”.
- B. Underlying Zoning:** As is true with every Planned Unit Development (“PUD”) District ordinance in the City of Westfield, any new PUD Ordinance within this sub-district will need to establish a base, underlying zoning district to serve as the foundation of the ordinance. Unless otherwise listed in the PUD Ordinance, the standards in a PUD District default to the Unified Development Ordinance. It is suggested that PUDs within this sub-district use the GB: General Business District (Article 4.16) as the underlying zoning district.
- C. State Highway 32 Overlay District:** The State Highway 32 Overlay District regulations of the UDO do not currently apply to downtown. Although many of the architectural standards of the overlay may be appropriate for consideration, this chapter incorporates all important Junction Sub-District-related issues that are regulated by the State Highway 32 Overlay District. As such, the State Highway 32 Overlay District regulations should not apply to this sub-district.

CHAPTER 3:

UNION SUB-DISTRICT

RESERVED FOR FUTURE USE

3. union sub-district

CHAPTER 4:

KENDALL SUB-DISTRICT

RESERVED FOR FUTURE USE

[PAGE INTENTIONALLY LEFT BLANK.]

CHAPTER 5:

NEIGHBORHOOD SUB-DISTRICT

RESERVED FOR FUTURE USE

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EXHIBIT A

TEMPLATE PUD DISTRICT ORDINANCE

SEE FOLLOWING PAGES.

ORDINANCE NUMBER 16-07

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENTS TO THE SPRINGMILL TRAILS PLANNED UNIT DEVELOPMENT DISTRICT AND THE UNIFIED DEVELOPMENT ORDINANCE

This is an Ordinance to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Common Council enacted Ordinance No. 11-19, The Springmill Trails Planned Unit Development District (the "The Springmill Trails PUD Ordinance") on September 12, 2011;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 16- -PUD- -**), requesting an amendment to The Springmill Trails PUD Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 16- -PUD- -** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a **-** recommendation in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on **-**, 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that The Springmill Trails PUD Ordinance and Unified Development Ordinance are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 This Ordinance shall amend The Springmill Trials PUD Ordinance, as applicable to the Real Estate. Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, (ii) The Springmill Trials PUD Ordinance; and (iii) the provisions of the Unified Development

Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance or The Springmill Trails PUD Ordinance, as amended.

- 1.2 Chapter (“Chapter”) and Article (“Article”) cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.3 All provisions and representations of (i) the Unified Development Ordinance or (ii) The Springmill Trails PUD Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. **Definitions.** Capitalized terms not otherwise defined in this Ordinance or the Springmill Trails PUD Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

- 2.1 Illustrative Character Exhibit: The architectural building elevations, attached hereto as **Exhibit B.**
- 2.2 Illustrative Site Development Plan (the “Concept Plan”): The Illustrative Site Development Plan, as set forth in The Springmill Trails PUD Ordinance, shall be replaced and superseded with the Concept Plan, attached hereto as **Exhibit C.**

Section 3. **Concept Plan.** The Concept Plan is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Real Estate shall be developed in substantial compliance with the Concept Plan.

Section 4. **Development and Architectural Standards.** The standards of The Springmill Trails PUD Ordinance shall apply to the development of the Real Estate, except as otherwise modified below.

- 4.1 Architectural Standards: The building on the Real Estate shall be constructed in substantial compliance with the Illustrative Character Exhibit.

[Remainder of page intentionally left blank, signature page follows]

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jon C. Dobosiewicz

I hereby certify that **ORDINANCE 16-** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 16-**
this _____ day of _____, 2016.

I hereby VETO **ORDINANCE 16-**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This document prepared by: James E. Shinaver and Jon C. Dobosiewicz, Nelson & Frankenberger
550 Congressional Blvd, Suite 210, Carmel, IN 46032 (317) 844-0106

Springmill Trails PUD - 2016 Northview Text Amendment 030216

SCHEDULE OF EXHIBITS

- | | |
|-----------|---------------------------------|
| Exhibit A | Real Estate (Legal Description) |
| Exhibit B | Illustrative Character Exhibit |
| Exhibit C | Concept Plan |

EXHIBIT A
REAL ESTATE
(Page 1 of 2)

Part of the East Half of the Northwest Quarter of Section 34, Township 19 North, Range 3 East of the Second Principal Meridian, in Washington Township, Hamilton County, Indiana, more particularly described as follows:

Beginning at a Harrison Marker at the northwest corner of the East Half of the Northwest Quarter of Section 34, Township 19 North, Range 3 East; thence along the North line of said East Half, North 89 degrees 28 minutes 35 seconds East (assumed bearing) 500.00 feet to the Northwest corner of a land tract conveyed to Universal Properties, LLC, recorded as Instrument number 2013070315 in the office of the Hamilton County Recorder's office; thence along the West line of said land tract and parallel with the West line of said East Half, South 00 degrees 11 minutes 11 seconds West 958.39 feet; thence parallel with the North line of said East Half, South 89 degrees 28 minutes 35 seconds West 500.00 feet to the West Line of said East Half; thence along said West line North 00 degrees 11 minutes 11 seconds East 958.39 feet to the Point of Beginning, containing 11.000 acres more or less.

EXHIBIT A
REAL ESTATE
(Page 2 of 2)

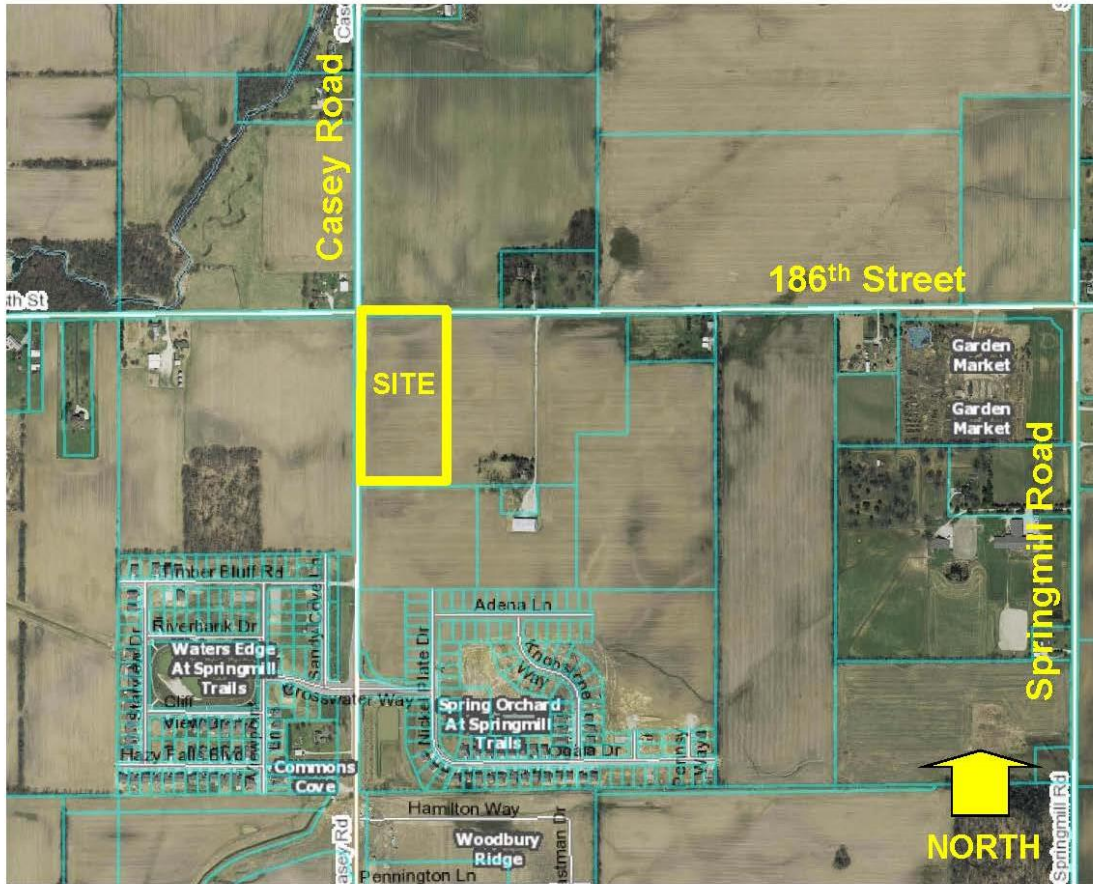
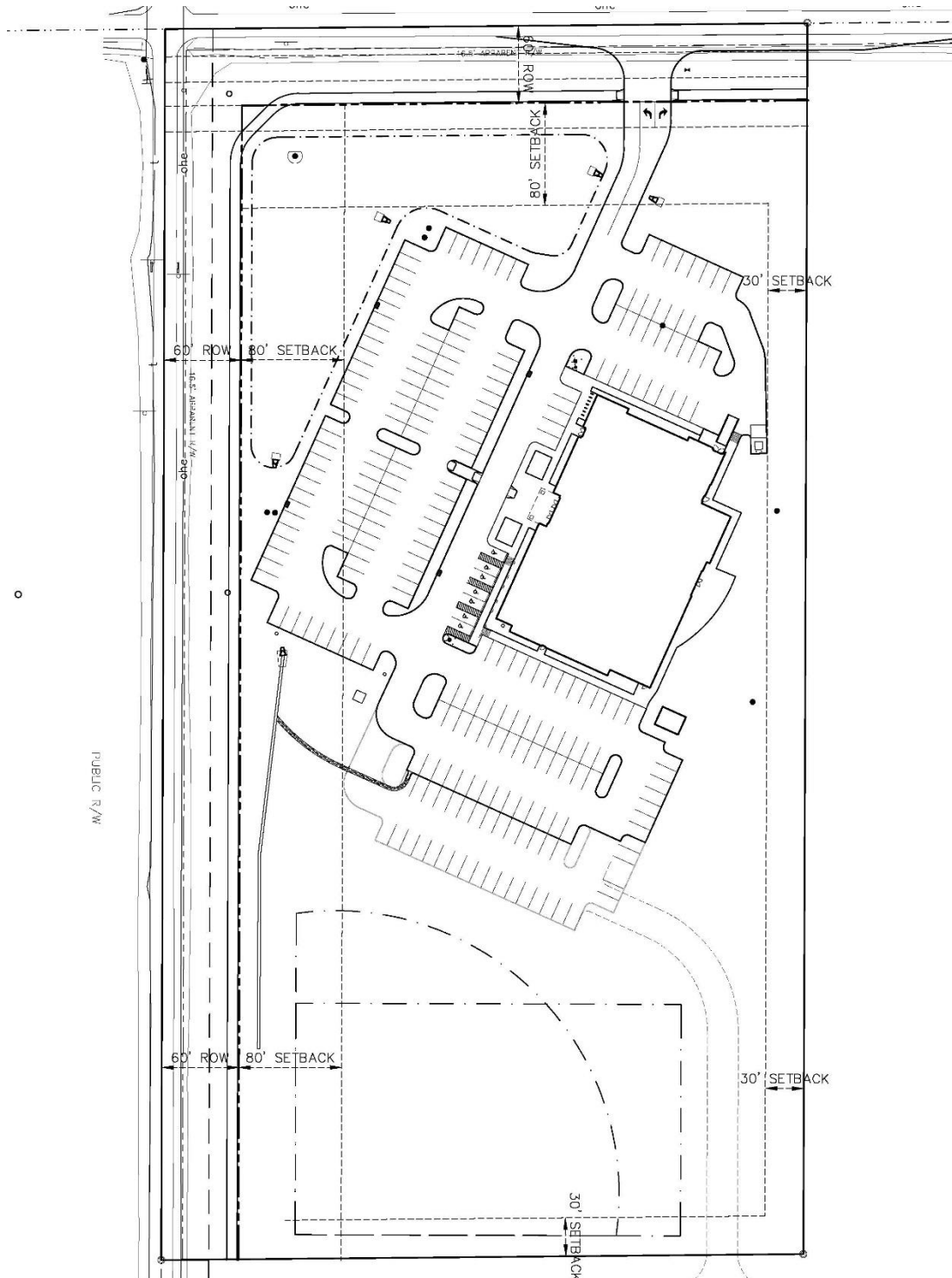


EXHIBIT C
CONCEPT PLAN
(Page 1 of 2)



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number 16- -PUD- .

Ordinance 16-08

STORMWATER FEE SCHEDULE FOR THE CITY OF WESTFIELD THIS ORDINANCE AMENDS AND REPEALS ORDINANCES 07-23

WHEREAS, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

WHEREAS, it is in the best interest of the City and its residents to repeal the currently established Stormwater Fee Schedule Ordinance, 07-23, established for the purpose of implementing capital improvements, operation, maintenance activities, public education and outreach to comply with federal and state requirements, and

WHEREAS, it is in the best interest of the City and its residents to now create a Stormwater Management Division (“Division”) within the Department of Public Works (“Department”) for the purpose of providing for and managing the collection, treatment, drainage, and disposal of City storm and surface water, to establish a “Westfield Storm Water District” as a special taxing district, and to adopt and approve “Stormwater User Fees” for the district;

WHEREAS, the Department’s controlling board, the City of Westfield’s Board of Public Works and Safety (“Board”), pursuant to Indiana Code 8-1.5-5-7, shall adopt the Stormwater User Fee schedule for the District by and through its Resolution which actions by the Board are hereby ratified.

WHEREAS, the City transferred ownership and billing authority for the City’s water and sewer utility, which also incorporated the City’s stormwater fee billing, to another entity on January 2014, and;

WHEREAS, the Council has been advised that the most effective procedure would involve a quarterly billing system for the Stormwater fees necessary for the Stormwater Sewer Works.

NOW, THEREFORE, BE IT ORDAINED by the Westfield City Common Council meeting in session as follows:

- Section 1.** The foregoing Recitals are incorporated herein by this reference.
- Section 2.** The provisions of Indiana Code 8-1.5-5, as the same may be amended from time to time, are hereby adopted by the Council and are hereby effective and operative within the City.
- Section 3.** Pursuant to Indiana Code 8-1.5-5, the Division consisting of the Director of Public Works and designated staff, is hereby created for the purpose of providing for the collection, treatment, drainage, and disposal of storm surface water in the City.
- Section 4.** Pursuant to Indiana Code 8-1.5-5-4(g)(1) and established by prior ordinance, the Board controls the City’s municipally owned utilities; and,

- Section 5.** Pursuant to Indiana Code 8-1.5-5(g)(2) and 8-1.5-3-3(a), the Board is hereby directed to control the City's stormwater facilities and shall have all of the powers and responsibilities set forth in Indiana Code 8-1.5-3-4(a) and 8-1.5-5-6, and as otherwise provided by law or in equity.
- Section 6.** Pursuant to Indiana Code 8-1.5-5, there is hereby created a special taxing district, known as the "Westfield Stormwater District", which shall include all of the territory within the corporate boundaries of the City of Westfield, Indiana ("District").
- Section 7.** The Board has completed a Stormwater Utility Rate Study ("Study") to establish a Stormwater User Fee for each residential and non-residential property located in the District.
- Section 8.** The Board, with assistance of the Division, shall annually prepare and submit a budget to the Council for its approval, recommend to the Council reasonable and just rates and charges for services to utility patrons, and take such other actions as are required or permitted by law.
- Section 9.** The Council adopts and approves the Stormwater User Fees as recommended by the Division for the District, to wit:
- a. The monthly Stormwater User Fees shall be uniform for all residential property units located in the District, and same shall be assigned one (1) Equivalent Residential Unit ("ERU"). With the exception of apartments which would pay multiple ERUs based on the amount of impervious area similar to non-residential properties.
 - b. The monthly Stormwater User Fees for all non-residential properties, with the exception of tax-exempt municipal properties, located in the District shall be determined by using an ERU multiplier, which shall be the quotient obtained by dividing the total square feet of impervious surface area within a non-residential property by a divisor of 3,500 square feet, which quotient will then be multiplied by the ERU to obtain the Stormwater User Fee, except that the monthly Stormwater User Fee for a non-residential property located in the District shall not be less than one (1) ERU.
 - c. The monthly Stormwater User Fees for all tax-exempt municipal properties located in the District shall be the product of the ERU multiplied by 0.50.
 - c. The monthly Stormwater User Fees for all unimproved property located in the District shall be the product of the ERU multiplied by 0.33.
 - d. The ERU shall be \$4.16.
 - e. A 3-year graduated ERU shall be implemented for all non-residential properties in the District. The first year the ERU will be \$2.16, the second year \$3.16, and third year \$4.16.

- Section 10.** The Council shall revisit the rate structure used to determine the Stormwater User Fee every 5 years and may adjust it accordingly to meet the needs of the city stormwater program.
- Section 11.** If the monthly Stormwater User Fee is not paid by its due date, as stated on the Division's fee invoice, which may be combined with and made a part of the City's billings issued pursuant to City Ordinance 07-23. Section 5c, a late charge of ten percent (10%) will be assessed, together with the costs of collection, if any, including reasonable attorney's fees.
- Section 12.** The Department shall be responsible for calculating and assessing all monthly Stormwater User Fees and for establishing billing and collection procedures for the same, and for taking all other lawful actions, including, but not limited to, those set forth in City Ordinance 07-23, as are necessary or convenient in order to implement the City's stormwater management and user fee system.
- Section 13.** This Ordinance shall be in full force and effect from and upon its adoption in accordance to the law. All ordinances or parts thereof in conflict herewith are hereby repealed. The invalidity of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part of parts.

ALL OF WHICH IS ORDAINED THIS _____DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Jim Ake

Joe Edwards

Steve Hoover

Robert L. Horkay

Mark Keen

Charles Lehman

Voting Against

Jim Ake

Joe Edwards

Steve Hoover

Robert L. Horkay

Mark Keen

Charles Lehman

Abstain

Jim Ake

Joe Edwards

Steve Hoover

Robert L. Horkay

Mark Keen

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 13-35 was delivered to the Mayor of Westfield on the

_____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk Treasurer

I hereby APPROVE ORDINANCE 16-XX

This _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 16-XX

This _____ day of _____, 2016.

J. Andrew Cook, Mayor

3/8/2016 3:20:20 PM

I hereby certify that each of the above listed vouchers and invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1.6.

March 14, 2016

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

CITY OF WESTFIELD

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 33 pages and except for accounts payables not allowed as shown on the Register such account payables are hereby allowed in the total amount of \$0 and pending director approval such accounts payables are hereby allowed in the total amount of \$0.

Dated this 14 day of March, 2016

_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

Approved by State Board of Accounts for the City of Westfield, 2013

Purchase Invoice Register

City of Westfield

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
	Administration								
VEN001537	Payroll	APP031744	2/9/2016	101001111	ADM-SALARY	Payroll 2/11	10,113.10	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101001120	ADM-FICA AND MEDICARE	FICA 2/11	594.42	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101001120	ADM-FICA AND MEDICARE	Medicare 2/11	139.02	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101001121	ADM-PERF	PERF 2/11	909.05	500000004	2/10/2016
VEN000917	Humane Society for Hamilton Co	APP031781	2/9/2016	101001349	ADM-SERVICES	Strays	3,827.75	500000008	2/9/2016
VEN000589	Duke Energy	APP031847	2/12/2016	101001341	ADM-ELECTRICITY	DWNA	66.37	58726	2/16/2016
VEN000589	Duke Energy	APP031847	2/12/2016	101001341	ADM-ELECTRICITY	Clinic House	223.38	58726	2/16/2016
VEN000405	Citizens Energy Group	APP031865	2/16/2016	101001328	ADM-HEAT/GAS	Gas/Heat	1,230.90	58723	2/16/2016
VEN000405	Citizens Energy Group	APP031865	2/16/2016	101001328	ADM-HEAT/GAS	Gas/Heat	5,130.83	58723	2/16/2016
VEN001653	Regions Insurance Inc	APP031923	2/17/2016	101001339	ADM-INSURANCE	Jan renewal 1st quart inst	883.00	58730	2/17/2016
VEN001988	Travelers	APP031926	2/17/2016	101001339	ADM-INSURANCE	Jan renewal 1st quart inst	1,473.00	58731	2/17/2016
VEN000589	Duke Energy	APP031949	2/19/2016	101001341	ADM-ELECTRICITY	Electric	769.64	58736	2/19/2016
VEN002336	Citizens Westfield	APP031950	2/12/2016	101001328	ADM-HEAT/GAS	Clinic House	170.83	58733	2/19/2016
VEN002336	Citizens Westfield	APP031950	2/12/2016	101001328	ADM-HEAT/GAS	DWNA	95.46	58733	2/19/2016
VEN002336	Citizens Westfield	APP031950	2/12/2016	101001328	ADM-HEAT/GAS	Womens Ministries	190.29	58733	2/19/2016
VEN002336	Citizens Westfield	APP031951	2/12/2016	101001342	ADM-WATER/SEWER	City Hall	98.46	58734	2/19/2016
VEN002336	Citizens Westfield	APP031951	2/12/2016	101001342	ADM-WATER/SEWER	Clinic House	99.28	58734	2/19/2016
VEN001537	Payroll	APP032042	2/22/2016	101001111	ADM-SALARY	2 25 payroll	10,113.10	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101001120	ADM-FICA AND MEDICARE	FICA	594.42	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101001120	ADM-FICA AND MEDICARE	Medicare	139.01	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101001121	ADM-PERF	PERF	909.05	500000010	2/23/2016
VEN001062	Jack Laurie Floors LLC	APP032051	2/23/2016	101001343	ADM-BUILDING	City Hall emergency cleaning	793.00		
VEN001062	Jack Laurie Floors LLC	APP032051	2/23/2016	101001343	ADM-BUILDING	City Services emergency clea	4,517.50		
VEN000695	Financial Solutions Group, Inc	APP032055	2/23/2016	101001331	ADM-CONSULTING	1782 Notice review	1,723.75		
VEN000763	General Alarm Inc	APP032057	2/23/2016	101001343	ADM-BUILDING	City Hall Alarm	89.85		
VEN001062	Jack Laurie Floors LLC	APP032058	2/23/2016	101001343	ADM-BUILDING	Cleaning services	500.00		
VEN001062	Jack Laurie Floors LLC	APP032058	2/23/2016	101001343	ADM-BUILDING	Cleaning services	2,850.00		
VEN002017	Unifirst Corporation	APP032059	2/23/2016	101001343	ADM-BUILDING	mats	163.10		
VEN002017	Unifirst Corporation	APP032059	2/23/2016	101001343	ADM-BUILDING	mats	165.65		
VEN000931	Ice Miller LLP	APP032060	2/23/2016	101001331	ADM-CONSULTING	January Services	5,000.00		
VEN002017	Unifirst Corporation	APP032061	2/23/2016	101001343	ADM-BUILDING	Mats	152.15		
VEN000118	Andrew Murray	APP032126	2/23/2016	101001349	ADM-SERVICES	prop tax/ grand park	101.45	58791	2/24/2016

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	Fund Name								
101	General								
	Administration								
VEN000950	Indiana Alcohol and Tobacco Commissio	APP032127	2/23/2016	101001350	ADM-SUB/DUES/MEMBERS	sales license for grand park	1,000.00	58792	2/24/2016
VEN001248	LifeServices EAP	APP032179	2/26/2016	101001119	ADM-HEALTH AND DENTAL	1st quart EAP Admin	61.05	58796	2/26/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101001119	ADM-HEALTH AND DENTAL	March Med Ins	2,636.13	58798	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101001339	ADM-INSURANCE	Pkg and Umbrella 1st quart	1,576.12	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101001119	ADM-HEALTH AND DENTAL	Vision Ins prem	36.42	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101001119	ADM-HEALTH AND DENTAL	March dental ins prem	146.37	58803	3/2/2016
VEN000962	Indiana Dept Of Workforce	APP032353	3/4/2016	101001349	ADM-SERVICES	Workforce	1,030.00	58809	3/4/2016
VEN000589	Duke Energy	APP032369	3/4/2016	101001341	ADM-ELECTRICITY	DWNA	50.76	58815	3/7/2016
VEN000739	Frontier	APP032376	3/4/2016	101001343	ADM-BUILDING	City Hall Alarm	63.23	58817	3/8/2016
VEN000739	Frontier	APP032376	3/4/2016	101001343	ADM-BUILDING	City Services	381.41	58817	3/8/2016
VEN002336	Citizens Westfield	APP032378	3/4/2016	101001342	ADM-WATER/SEWER	DWNA	97.54	58810	3/4/2016
VEN002336	Citizens Westfield	APP032378	3/4/2016	101001342	ADM-WATER/SEWER	Hist Society	99.28	58810	3/4/2016
VEN000917	Humane Society for Hamilton Co	APP032392	3/7/2016	101001349	ADM-SERVICES	Strays	3,827.75	500000020	3/8/2016
VEN001548	Pepsi	APP032395	3/7/2016	101001223	ADM-OFFICE SUPPLIES	Water	54.36		
VEN001537	Payroll	APP032412	3/7/2016	101001111	ADM-SALARY	sal	8,078.01		
VEN001537	Payroll	APP032412	3/7/2016	101001120	ADM-FICA AND MEDICARE	fica	480.15		
VEN001537	Payroll	APP032412	3/7/2016	101001120	ADM-FICA AND MEDICARE	MED	112.30		
VEN001537	Payroll	APP032412	3/7/2016	101001121	ADM-PERF	PERF	909.05		
VEN002036	USAutomatic Fire and Security	APP032417	3/7/2016	101001343	ADM-BUILDING	City Hall Waterflow switch	130.00		
VEN002017	Unifirst Corporation	APP032418	3/7/2016	101001343	ADM-BUILDING	Mats for 2/26 and 2/19	333.00		
VEN001953	Thomson West	APP032421	3/7/2016	101001331	ADM-CONSULTING	West Information Charges	163.80		
VEN000263	Bose Public Affairs Group LLC	APP032422	3/7/2016	101001331	ADM-CONSULTING	Jan services	3,500.00		
VEN001367	Midwest Toxicology Servic	APP032423	3/7/2016	101001349	ADM-SERVICES	New employee drug testing C	50.00		
VEN001637	Ray's Trash Service	APP032424	3/7/2016	101001349	ADM-SERVICES	HR cross shredder	31.35		
VEN002017	Unifirst Corporation	APP032425	3/7/2016	101001343	ADM-BUILDING	Mats for 2/12	159.05		
VEN002336	Citizens Westfield	APP032452	3/8/2016	101001328	ADM-HEAT/GAS	Clinic House	108.18	58816	3/8/2016
VEN002336	Citizens Westfield	APP032452	3/8/2016	101001328	ADM-HEAT/GAS	DWNA	83.52	58816	3/8/2016
VEN002336	Citizens Westfield	APP032452	3/8/2016	101001328	ADM-HEAT/GAS	Womens Ministries	179.50	58816	3/8/2016
VEN002336	Citizens Westfield	APP032453	3/8/2016	101001342	ADM-WATER/SEWER	Historical Society	67.78	58816	3/8/2016
VEN002336	Citizens Westfield	APP032453	3/8/2016	101001342	ADM-WATER/SEWER	DWNA	70.26	58816	3/8/2016
VEN002336	Citizens Westfield	APP032453	3/8/2016	101001342	ADM-WATER/SEWER	City Hall	63.71	58816	3/8/2016
VEN002336	Citizens Westfield	APP032453	3/8/2016	101001342	ADM-WATER/SEWER	Clinic House	64.05	58816	3/8/2016

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	Fund Name								
101	General								
	Administration						205.48		
	VEN000589 Duke Energy	APP032460	3/8/2016	101001341	ADM-ELECTRICITY	Clinic House	79,776.42		
	Subtotal for Administration								
	Police								
	VEN001537 Payroll	APP031744	2/9/2016	101002111	POLICE-SALARY	Payroll 2/11	128,179.80	500000004	2/10/2016
	VEN001537 Payroll	APP031744	2/9/2016	101002120	POLICE-FICA AND MEDICAR	FICA 2/11	7,638.22	500000004	2/10/2016
	VEN001537 Payroll	APP031744	2/9/2016	101002120	POLICE-FICA AND MEDICAR	Medicare 2/11	1,786.35	500000004	2/10/2016
	VEN001537 Payroll	APP031744	2/9/2016	101002121	POLICE-PERF	PERF 2/11	20,816.04	500000004	2/10/2016
	VEN003505 Smartstop Dry Cleaners	APP031756	2/9/2016	101002229	POLICE-UNIFORMS	Dry Cleaning 1-11 to 2-4	262.00		
	VEN001615 Public Safety Medical Services	APP031757	2/9/2016	101002354	POLICE-PHYSICAL EXAM	New Hire Physical - Zosso	1,182.67		
	VEN000976 Indiana Paging Network	APP031758	2/9/2016	101002332	POLICE-CELL/PAGERS/MOBI	Monthly Statement (should be	46.69		
	VEN003581 GUARDIAN TRACKING	APP031759	2/9/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 Subscription for Guardia	1,704.00		
	VEN000686 FBI NATIONAL ACADEMY ASSO	APP031766	2/9/2016	101002347	POLICE-PROMOTIONS	Spring Business Meeting & Lu	15.00	58786	2/23/2016
	VEN001035 Interstate Battery	APP031768	2/9/2016	101002360	POLICE-VEHICLE REPAIR	3 Tahoe, 2 Ford Utility and 2	1,063.65		
	VEN000314 C.A.R. Clinic	APP031770	2/9/2016	101002360	POLICE-VEHICLE REPAIR		87.00		
	VEN000924 IACAI	APP031771	2/9/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 Membership Dues - Wh	35.00		
	VEN000924 IACAI	APP031771	2/9/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 Membership Dues - Vick	35.00		
	VEN000747 Galls	APP031822	2/11/2016	101002229	POLICE-UNIFORMS	Ankle Holster	234.25		
	VEN002035 US Uniform and Supply	APP031823	2/11/2016	101002229	POLICE-UNIFORMS	Uniform Shirts - Griffin	191.85		
	VEN002035 US Uniform and Supply	APP031823	2/11/2016	101002229	POLICE-UNIFORMS	5.11 Pants - Howard	74.99		
	VEN001245 Lexisnexis Risk Managment	APP031824	2/11/2016	101002350	POLICE-SUBSCRIPTIONS/D	Monthly Statement	82.50		
	VEN000405 Citizens Energy Group	APP031865	2/16/2016	101002328	POLICE-HEAT/GAS	Gas/Heat	1,255.56	58723	2/16/2016
	VEN002336 Citizens Westfield	APP031901	2/16/2016	101002342	POLICE-WATER/SEWER		395.78	58724	2/16/2016
	VEN001653 Regions Insurance Inc	APP031923	2/17/2016	101002339	POLICE-INSURANCE	Jan renewal 1st quart inst	3,926.00	58730	2/17/2016
	VEN001988 Travelers	APP031926	2/17/2016	101002339	POLICE-INSURANCE	Jan renewal 1st quart inst	6,539.00	58731	2/17/2016
	VEN000589 Duke Energy	APP031949	2/19/2016	101002341	POLICE-ELECTRICITY	Electric	1,928.93	58736	2/19/2016
	VEN002336 Citizens Westfield	APP031953	2/18/2016	101002342	POLICE-WATER/SEWER	Fire Service Charges	92.33	58735	2/19/2016
	VEN000924 IACAI	APP031977	2/22/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 membership Dues - Hop	35.00		
	VEN001613 Public Engines	APP031978	2/22/2016	101002350	POLICE-SUBSCRIPTIONS/D	Annual Subscription - CrimeR	1,188.00		
	VEN001035 Interstate Battery	APP031979	2/22/2016	101002360	POLICE-VEHICLE REPAIR	batteries x7	973.65		
	VEN000396 Cicero Veterinary Clinic	APP031981	2/22/2016	101002355	POLICE-K-9 MAINT	Gorky	78.07		
	VEN000345 Cave and Company Printing	APP031983	2/22/2016	101002337	POLICE-PRINTING		200.58		
	VEN000267 Boyce Forms/systems	APP031984	2/22/2016	101002337	POLICE-PRINTING	Print Warning Tickets	80.43		

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
	Police								
VEN002017	Unifirst Corporation	APP031985	2/22/2016	101002343	POLICE-BUILDING MAINTEN	Mat Rental	52.25		
VEN003387	Pinnacle Mailing Products	APP031986	2/22/2016	101002333	POLICE-POSTAGE	Ink cartridge for postage mac	86.10		
VEN002035	US Uniform and Supply	APP031987	2/22/2016	101002229	POLICE-UNIFORMS	Uniform pants - Dine	135.90		
VEN000644	Enviro-max Inc	APP031988	2/22/2016	101002343	POLICE-BUILDING MAINTEN	Tube heat for police side has	84.00		
VEN001637	Ray's Trash Service	APP031989	2/22/2016	101002349	POLICE-SERVICES	Document Shredding	26.13		
VEN001728	Safety Kleen	APP031992	2/22/2016	101002349	POLICE-SERVICES	5G parts Washer-Solvent	177.31		
VEN001815	Speedway Superamerica	APP032030	2/22/2016	101002226	POLICE-VEHICLE GAS/SUPP		177.19		
VEN001459	North Central Co-Op	APP032031	2/22/2016	101002226	POLICE-VEHICLE GAS/SUPP	unleaded fuel	4,776.82		
VEN001537	Payroll	APP032042	2/22/2016	101002111	POLICE-SALARY	2 25 payroll	128,306.09	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101002120	POLICE-FICA AND MEDICAR	FICA	7,646.05	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101002120	POLICE-FICA AND MEDICAR	Medicare	1,788.17	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101002121	POLICE-PERF	PERF	20,782.73	500000010	2/23/2016
VEN001062	Jack Laurie Floors LLC	APP032051	2/23/2016	101002343	POLICE-BUILDING MAINTEN	PSB emergency cleaning	1,189.50		
VEN001062	Jack Laurie Floors LLC	APP032058	2/23/2016	101002343	POLICE-BUILDING MAINTEN	Cleaning services	750.00		
VEN000686	FBI NATIONAL ACADEMY ASSO	APP032106	2/23/2016	101002347	POLICE-PROMOTIONS	Business Meeting & Luncheo	15.00	58786	2/23/2016
VEN001843	Steven R Jenkins	APP032109	2/23/2016	101002229	POLICE-UNIFORMS	Stars for uniforms	120.00		
VEN003505	Smartstop Dry Cleaners	APP032110	2/23/2016	101002229	POLICE-UNIFORMS	Dry Cleaning 2-5 to 2-18	148.00		
VEN000644	Enviro-max Inc	APP032145	2/25/2016	101002343	POLICE-BUILDING MAINTEN		677.75		
VEN001248	LifeServices EAP	APP032179	2/26/2016	101002119	POLICE-HEALTH AND DENT	1st quart EAP Police	249.75	58796	2/26/2016
VEN002028	UPS	APP032198	2/29/2016	101002333	POLICE-POSTAGE	Shipping to Sun Badge	35.98		
VEN000345	Cave and Company Printing	APP032200	2/29/2016	101002337	POLICE-PRINTING	Pawn Forms	210.49		
VEN000942	Imagery LLC	APP032201	2/29/2016	101002229	POLICE-UNIFORMS	Polo Shirts	343.90		
VEN000632	Emblem Enterprises Inc	APP032202	2/29/2016	101002229	POLICE-UNIFORMS	Uniform Patches	472.93		
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101002119	POLICE-HEALTH AND DENT	March Med Ins	33,133.18	58798	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101002339	POLICE-INSURANCE	Pkg and Umbrella 1st quart	6,934.97	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101002119	POLICE-HEALTH AND DENT	Vision Ins prem	460.82	58800	3/1/2016
VEN000080	Almost Home Boarding Kennel	APP032308	3/2/2016	101002355	POLICE-K-9 MAINT	Boarding for Lopez	325.00	58802	3/2/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101002119	POLICE-HEALTH AND DENT	March dental ins prem	2,511.16	58803	3/2/2016
VEN002017	Unifirst Corporation	APP032315	3/2/2016	101002343	POLICE-BUILDING MAINTEN	Mat Rental	55.50		
VEN000434	Comcast Cable	APP032316	3/2/2016	101002349	POLICE-SERVICES	Monthly Statement	87.50	58806	3/4/2016
VEN001935	The Overhead Door Co.	APP032318	3/2/2016	101002343	POLICE-BUILDING MAINTEN	East Sally Port Door - Cable o	224.72		
VEN000924	IACAI	APP032319	3/2/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 Membership Dues - Dou	35.00		

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
Police									
VEN000739	Frontier	APP032376	3/4/2016	101002335	POLICE-TELEPHONE	PSB bldg	60.04	58817	3/8/2016
VEN000644	Enviro-max Inc	APP032402	3/7/2016	101002343	POLICE-BUILDING MAINTEN		538.15		
VEN001942	The Uniform House, Inc	APP032403	3/7/2016	101002229	POLICE-UNIFORMS	Uniform belt - Larrison	45.76		
VEN000267	Boyce Forms/systems	APP032404	3/7/2016	101002337	POLICE-PRINTING	Summons	192.25		
VEN001774	Sharp Printing Service	APP032405	3/7/2016	101002347	POLICE-PROMOTIONS	Year-end-reports	2,120.00		
VEN000314	C.A.R. Clinic	APP032406	3/7/2016	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	289.18		
VEN000747	Galls	APP032407	3/7/2016	101002229	POLICE-UNIFORMS	Chin strap, keepers, spray po	431.29		
VEN001537	Payroll	APP032412	3/7/2016	101002111	POLICE-SALARY	sal	135,400.16		
VEN001537	Payroll	APP032412	3/7/2016	101002120	POLICE-FICA AND MEDICAR	fica	8,085.88		
VEN001537	Payroll	APP032412	3/7/2016	101002120	POLICE-FICA AND MEDICAR	MED	1,891.11		
VEN001537	Payroll	APP032412	3/7/2016	101002121	POLICE-PERF	PERF	21,155.50		
VEN001367	Midwest Toxicology Servic	APP032423	3/7/2016	101002349	POLICE-SERVICES	New employee drug testing	50.00		
VEN002336	Citizens Westfield	APP032447	3/8/2016	101002328	POLICE-HEAT/GAS	Gas/heat	1,031.65	58816	3/8/2016
VEN002336	Citizens Westfield	APP032458	3/8/2016	101002342	POLICE-WATER/SEWER		261.82	58818	3/8/2016
Subtotal for Police							563,701.02		
Economic and Community Development									
VEN001537	Payroll	APP031744	2/9/2016	101003111	ECD-SALARY	Payroll 2/11	28,187.97	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101003120	ECD-FICA AND MEDICARE	FICA 2/11	1,684.82	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101003120	ECD-FICA AND MEDICARE	Medicare 2/11	394.00	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101003121	ECD-PERF	PERF 2/11	3,961.93	500000004	2/10/2016
VEN000180	Ball State University	APP031801	2/10/2016	101003334	ECD-TRAVEL/TRAINING/SE	Phase 2 IN Cert Pub Manager	1,695.00		
VEN001653	Regions Insurance Inc	APP031923	2/17/2016	101003339	ECD-INSURANCE	Jan renewal 1st quart inst	438.00	58730	2/17/2016
VEN001988	Travelers	APP031926	2/17/2016	101003339	ECD-INSURANCE	Jan renewal 1st quart inst	731.50	58731	2/17/2016
VEN001367	Midwest Toxicology Servic	APP031929	2/17/2016	101003349	ECD-SERVICES	Drug Testing	34.00		
VEN000480	CSI Signs	APP031930	2/17/2016	101003337	ECD-PRINTING	Village Farms public meeting	400.00		
VEN002213	Open Control Systems	APP031995	2/22/2016	101003223	ECD-OFFICE SUPPLIES	Collaboration monitor cart	1,175.00		
VEN002123	Westfield-Washington Schools	APP032013	2/22/2016	101003360	ECD-VEHICLE REPAIR	Fleet Maint Jan	17.72		
VEN001459	North Central Co-Op	APP032031	2/22/2016	101003226	ECD-VEHICLE GAS/SUPPLIE	unleaded fuel	142.81		
VEN001537	Payroll	APP032042	2/22/2016	101003111	ECD-SALARY	2 25 payroll	24,676.13	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101003120	ECD-FICA AND MEDICARE	FICA	1,468.41	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101003120	ECD-FICA AND MEDICARE	Medicare	343.42	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101003121	ECD-PERF	PERF	3,480.14	500000010	2/23/2016

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Fund No.	Fund Name								
101	General								
	Economic and Community Development								
VEN001248	LifeServices EAP	APP032179	2/26/2016	101003119	ECD-HEALTH AND DENTAL	1st quart EAP ECD	66.60	58796	2/26/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101003119	ECD-HEALTH AND DENTAL	March Med Ins	6,325.93	58798	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101003339	ECD-INSURANCE	Pkg and Umbrella 1st quart	771.78	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101003119	ECD-HEALTH AND DENTAL	Vision Ins prem	107.68	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101003119	ECD-HEALTH AND DENTAL	March dental ins prem	416.42	58803	3/2/2016
VEN001548	Pepsi	APP032395	3/7/2016	101003223	ECD-OFFICE SUPPLIES	Water	24.16		
VEN001000	Indianapolis Star	APP032396	3/7/2016	101003338	ECD-LEGAL	Notices	213.91		
VEN001537	Payroll	APP032412	3/7/2016	101003111	ECD-SALARY	sal	21,886.04		
VEN001537	Payroll	APP032412	3/7/2016	101003111	ECD-SALARY	sal	3,846.09		
VEN001537	Payroll	APP032412	3/7/2016	101003120	ECD-FICA AND MEDICARE	fica	1,308.44		
VEN001537	Payroll	APP032412	3/7/2016	101003120	ECD-FICA AND MEDICARE	fica	225.50		
VEN001537	Payroll	APP032412	3/7/2016	101003120	ECD-FICA AND MEDICARE	MED	306.01		
VEN001537	Payroll	APP032412	3/7/2016	101003120	ECD-FICA AND MEDICARE	MED	52.74		
VEN001537	Payroll	APP032412	3/7/2016	101003121	ECD-PERF	PERF	3,065.07		
VEN001537	Payroll	APP032412	3/7/2016	101003121	ECD-PERF	PERF	546.14		
							107,993.36		
	Subtotal for Economic and Community Development								
	Parks								
VEN001537	Payroll	APP031744	2/9/2016	101005111	PARKS-SALARY	Payroll 2/11	7,635.95	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101005120	PARKS-FICA AND MEDICAR	FICA 2/11	464.07	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101005120	PARKS-FICA AND MEDICAR	Medicare 2/11	108.54	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101005121	PARKS-PERF	PERF 2/11	1,084.30	500000004	2/10/2016
VEN001537	Payroll	APP031761	2/9/2016	101005349	PARKS-SERVICES	Revisions to Grand Guide	150.00		
VEN003457	Teresa Evans	APP031851	2/12/2016	101005341	PARKS-ELECTRIC	Midland Bridge	17.12	58726	2/16/2016
VEN000589	Duke Energy	APP031908	2/16/2016	101005328	PARKS- GAS HEAT	330 and 340 Main St	119.91	58729	2/17/2016
VEN002336	Citizens Westfield	APP031923	2/17/2016	101005339	PARKS-INSURANCE	Jan renewal 1st quart inst	357.00	58730	2/17/2016
VEN001653	Regions Insurance Inc	APP031926	2/17/2016	101005339	PARKS-INSURANCE	Jan renewal 1st quart inst	595.00	58731	2/17/2016
VEN001988	Travelers	APP031949	2/19/2016	101005341	PARKS-ELECTRIC	Electric	733.53	58736	2/19/2016
VEN000589	Duke Energy	APP031957	2/19/2016	101005342	PARKS-WATER/SEWER	Quaker Park	98.78	58740	2/19/2016
VEN002336	Citizens Westfield	APP032010	2/22/2016	101005337	PARKS-PRINTING	Thank you cards	97.14		
VEN000345	Cave and Company Printing	APP032012	2/22/2016	101005350	PARKS-SUBSCRIPTIONS/DU	Music lincensing	336.50		
VEN000149	ASCAP	APP032020	2/22/2016	101005350	PARKS-SUBSCRIPTIONS/DU	Music licensing	755.00		
VEN001765	Sesac Inc								

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Fund No. Fund Name									
101	General								
	Parks						43.65		
VEN001459	North Central Co-Op	APP032031	2/22/2016	101005226	PARKS-VEHICLE GAS	unleaded fuel	7,981.91	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101005111	PARKS-SALARY	2 25 payroll	485.52	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101005120	PARKS-FICA AND MEDICAR	FICA	113.55	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101005120	PARKS-FICA AND MEDICAR	Medicare	1,133.43	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101005121	PARKS-PERF	PERF	13.54	58790	2/24/2016
VEN000589	Duke Energy	APP032118	2/23/2016	101005341	PARKS-ELECTRIC	17415 Oak Ridge Rd	1,290.38		
VEN000480	CSI Signs	APP032178	2/26/2016	101005349	PARKS-SERVICES	Trail Ambassador	22.20	58796	2/26/2016
VEN001248	LifeServices EAP	APP032179	2/26/2016	101005119	PARKS-HEALTH AND DENT	1st quart EAP Parks	1,498.13	58798	2/29/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101005119	PARKS-HEALTH AND DENT	March Med Ins	630.45	58799	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101005339	PARKS-INSURANCE	Pkg and Umbrella 1st quart	22.70	58800	3/1/2016
VEN000513	DavisVision	APP032219	3/1/2016	101005119	PARKS-HEALTH AND DENT	Vision Ins prem	150.00		
VEN003457	Teresa Evans	APP032265	3/1/2016	101005347	PARKS-PROMOTION	Map design WR4	100.48	58803	3/2/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101005119	PARKS-HEALTH AND DENT	March dental ins prem	7,635.95		
VEN001537	Payroll	APP032412	3/7/2016	101005111	PARKS-SALARY	sal	464.07		
VEN001537	Payroll	APP032412	3/7/2016	101005120	PARKS-FICA AND MEDICAR	fica	108.53		
VEN001537	Payroll	APP032412	3/7/2016	101005120	PARKS-FICA AND MEDICAR	MED	1,084.30		
VEN001537	Payroll	APP032412	3/7/2016	101005121	PARKS-PERF	PERF	95.61	58816	3/8/2016
VEN002336	Citizens Westfield	APP032449	3/8/2016	101005328	PARKS- GAS HEAT	330 and 340 Main	16.85		
VEN000589	Duke Energy	APP032459	3/8/2016	101005341	PARKS-ELECTRIC	Midland Bridge	35,444.09		
	Subtotal for Parks								
	Informatics						13,774.66	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101007111	IT-SALARY	Payroll 2/11	798.44	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101007120	IT-FICA AND MEDICARE	FICA 2/11	186.72	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101007120	IT-FICA AND MEDICARE	Medicare 2/11	1,955.99	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101007121	IT-PERF	PERF 2/11	122,122.10		
VEN000348	CDW Government Inc	APP031780	2/9/2016	101007389	IT-SOFTWARE LICENSING		5,092.20		
VEN000348	CDW Government Inc	APP031780	2/9/2016	101007389	IT-SOFTWARE LICENSING		385.00	58730	2/17/2016
VEN001653	Regions Insurance Inc	APP031923	2/17/2016	101007389	IT-INSURANCE	Jan renewal 1st quart inst	639.00	58731	2/17/2016
VEN001988	Travelers	APP031926	2/17/2016	101007389	IT-INSURANCE	Jan renewal 1st quart inst	3,615.34	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Air Cards	800.49	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Fire	1,513.39	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Police			

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Fund No.	Fund Name								
101	General								
	Informatics								
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones PW	1,885.26	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones CT	409.40	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Admin	326.76	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones IT	455.48	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Parks	186.67	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones ECD	653.54	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Council	218.93	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Communications	186.67	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Cust Serv	110.92	58739	2/19/2016
VEN002050	Verizon Wireless	APP031954	2/9/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cell Phones Mayor	60.46	58739	2/19/2016
VEN000348	CDW Government Inc	APP032002	2/22/2016	101007451	IT-COMPUTER/EQUIP	50% EMS Toughbooks / Tabl	8,204.42		
VEN000348	CDW Government Inc	APP032004	2/22/2016	101007451	IT-COMPUTER/EQUIP	Equip	1,269.65		
VEN001943	The Ups Store	APP032005	2/22/2016	101007349	IT-SERVICES	UPS	17.11		
VEN000132	Apparatus	APP032006	2/22/2016	101007331	IT-CONSULTING	Routing Assist	600.00		
VEN000882	HHPA	APP032007	2/22/2016	101007350	IT-SUBSCRIPTIONS/DUES/M	2016 Annual TOB dues	25,850.00		
VEN000604	Eastern Engineering Supply	APP032008	2/22/2016	101007223	IT-OFFICE SUPPLIES	Supplies	1,262.51		
VEN000132	Apparatus	APP032017	2/22/2016	101007451	IT-COMPUTER/EQUIP	Pure Storage	114,706.00		
VEN002032	US Bank	APP032018	2/22/2016	101007337	IT-PRINTING	copy machine rental	1,315.74		
VEN001459	North Central Co-Op	APP032031	2/22/2016	101007226	IT-VEHICLE GAS	unleaded fuel	71.41		
VEN001537	Payroll	APP032042	2/22/2016	101007111	IT-SALARY	2 25 payroll	14,073.70	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101007120	IT-FICA AND MEDICARE	FICA	816.98	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101007120	IT-FICA AND MEDICARE	Medicare	191.08	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101007121	IT-PERF	PERF	1,998.46	500000010	2/23/2016
VEN002012	U.S. Bank Equipment Finance	APP032166	2/25/2016	101007337	IT-PRINTING	Training Facility copy machin	87.72	58795	2/25/2016
VEN002012	U.S. Bank Equipment Finance	APP032167	2/25/2016	101007337	IT-PRINTING	Copy machine rentals	1,315.74		
VEN002012	U.S. Bank Equipment Finance	APP032168	2/25/2016	101007337	IT-PRINTING	Copy machine rentals	1,315.74		
VEN000604	Eastern Engineering Supply	APP032169	2/26/2016	101007223	IT-OFFICE SUPPLIES	Supplies	275.77		
VEN001248	LifeServices EAP	APP032179	2/26/2016	101007119	IT-HEALTH AND DENTAL	1st quart EAP IT	33.30	58796	2/26/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101007119	IT-HEALTH AND DENTAL	March Med Ins	5,872.75	58798	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101007339	IT-INSURANCE	Pkg and Umbrella 1st quart	677.74	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101007119	IT-HEALTH AND DENTAL	Vision Ins prem	65.98	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101007119	IT-HEALTH AND DENTAL	March dental ins prem	503.68	58803	3/2/2016

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Fund No. Fund Name									
101	General								
	Informatics								
VEN003729	Metronet	APP032357	3/4/2016	101007335	IT-TELEPHONE	Land lines and long distance	4,389.94		
VEN000617	elimage Technology Group	APP032358	3/4/2016	101007331	IT-CONSULTING	Click Dimensions install supp	5,000.00		
VEN000132	Apparatus	APP032359	3/4/2016	101007331	IT-CONSULTING	Disaster Recovery	1,282.50		
VEN000132	Apparatus	APP032359	3/4/2016	101007349	IT-SERVICES	Feb Service	5,600.00		
VEN000132	Apparatus	APP032359	3/4/2016	101007349	IT-SERVICES	Jan Service	5,600.00		
VEN002012	U.S. Bank Equipment Finance	APP032360	3/4/2016	101007337	IT-PRINTING	Training Facility copy machin	87.72		
VEN000796	Govconnection	APP032370	3/4/2016	101007451	IT-COMPUTER/EQUIP	Datacenter Power Cables	918.10		
VEN000203	BD Managed Services LLC	APP032384	3/7/2016	101007451	IT-COMPUTER/EQUIP	Fabric Rack Power Supplies	2,416.80		
VEN001537	Payroll	APP032412	3/7/2016	101007111	IT-SALARY	sal	14,057.74		
VEN001537	Payroll	APP032412	3/7/2016	101007120	IT-FICA AND MEDICARE	fica	815.99		
VEN001537	Payroll	APP032412	3/7/2016	101007120	IT-FICA AND MEDICARE	MED	190.84		
VEN001537	Payroll	APP032412	3/7/2016	101007121	IT-PERF	PERF	1,996.19		
							378,258.72		
	Subtotal for Informatics								
	Clerk Treasurer								
VEN001537	Payroll	APP031744	2/9/2016	101008111	CT-SALARY	Payroll 2/11	15,178.14	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101008120	CT-FICA AND MEDICARE	FICA 2/11	889.36	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101008120	CT-FICA AND MEDICARE	Medicare 2/11	207.99	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101008121	CT-PERF	PERF 2/11	1,774.92	500000004	2/10/2016
VEN001537	Payroll	APP031782	2/9/2016	101008223	CT-OFFICE SUPPLIES	Supplies	107.23		
VEN001826	Staples	APP031904	2/16/2016	101008331	CT-CONSULTING	Processing charged for wk en	3,251.16	500000009	2/16/2016
VEN004297	ADP-Payroll	APP031909	2/16/2016	101008350	CT-SUBSCRIPTIONS/DUES/	2016 ILMCT Annual Dues Not	200.00		
VEN000940	ILMCT	APP031922	2/17/2016	101008223	CT-OFFICE SUPPLIES	1099 Forms	83.65		
VEN000267	Boyce Forms/systems	APP031923	2/17/2016	101008339	CT-INSURANCE	Jan renewal 1st quart inst	334.00	58730	2/17/2016
VEN001653	Regions Insurance Inc	APP031926	2/17/2016	101008339	CT-INSURANCE	Jan renewal 1st quart inst	557.00	58731	2/17/2016
VEN001988	Travelers	APP032033	2/22/2016	101008338	CT-LEGAL NOTICES	Deeds Ordinances Agreeemen	199.00	500000013	2/24/2016
VEN000847	Hamilton County Recorder	APP032034	2/22/2016	101008338	CT-LEGAL NOTICES	Deeds Oridinance Agreement	15.00	500000012	2/24/2016
VEN000837	Hamilton County Auditor Courthouse	APP032042	2/22/2016	101008111	CT-SALARY	2 25 payroll	14,993.38	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101008120	CT-FICA AND MEDICARE	FICA	880.29	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101008120	CT-FICA AND MEDICARE	Medicare	205.91	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101008121	CT-PERF	PERF	1,748.69	500000010	2/23/2016
VEN001537	Payroll	APP032120	2/23/2016	101008331	CT-CONSULTING	Processing charges for wk en	856.64	500000011	2/24/2016
VEN004297	ADP-Payroll	APP032124	2/24/2016	101008331	CT-CONSULTING	W 2s	1,591.65	500000015	2/24/2016

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Fund No. Fund Name									
101	General								
	Clerk Treasurer								
VEN001469	O W Krohn and Associates	APP032136	2/24/2016	101008349	CT-SERVICES	Services for Nov and Dec	7,020.00		
VEN000697	Finley and Cook	APP032142	2/24/2016	101008349	CT-SERVICES	Special Project and AwardVisi	12,053.80		
VEN001248	LifeServices EAP	APP032179	2/26/2016	101008119	CT-HEALTH AND DENTAL	1st quart EAP Clerk	33.30	58796	2/26/2016
VEN004297	ADP-Payroll	APP032188	2/29/2016	101008331	CT-CONSULTING	Processing charges for period	1,042.89	500000017	2/29/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101008119	CT-HEALTH AND DENTAL	March Med Ins	3,244.81	58798	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101008339	CT-INSURANCE	Pkg and Umbrella 1st quart	588.42	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101008119	CT-HEALTH AND DENTAL	Vision Ins prem	65.98	58800	3/1/2016
VEN001940	The Times	APP032268	3/1/2016	101008338	CT-LEGAL NOTICES	Annual Report	122.32		
VEN000534	Delta Dental	APP032309	3/2/2016	101008119	CT-HEALTH AND DENTAL	March dental ins prem	318.18	58803	3/2/2016
VEN001637	Ray's Trash Service	APP032371	3/4/2016	101008349	CT-SERVICES	Cross Shredder	36.58		
VEN004297	ADP-Payroll	APP032374	3/4/2016	101008331	CT-CONSULTING	Processing charges for period	657.60	500000018	3/4/2016
VEN000697	Finley and Cook	APP032385	3/7/2016	101008349	CT-SERVICES	Special Projects	5,541.25		
VEN001537	Payroll	APP032412	3/7/2016	101008111	CT-SALARY	sal	15,022.48		
VEN001537	Payroll	APP032412	3/7/2016	101008120	CT-FICA AND MEDICARE	fica	881.24		
VEN001537	Payroll	APP032412	3/7/2016	101008120	CT-FICA AND MEDICARE	MED	205.94		
VEN001537	Payroll	APP032412	3/7/2016	101008121	CT-PERF	PERF	2,133.20		
	Subtotal for Clerk Treasurer						92,042.00		

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Fund No.	Fund Name								
101	General								
	Mayor								
VEN001537	Payroll	APP031744	2/9/2016	101009111	MAYOR-SALARY	Payroll 2/11	4,161.55	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101009120	MAYOR- FICA AND MEDICA	FICA 2/11	253.15	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101009120	MAYOR- FICA AND MEDICA	Medicare 2/11	59.21	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101009121	MAYOR-PERF	PERF 2/11	590.94	500000004	2/10/2016
VEN001537	Payroll	APP032042	2/22/2016	101009111	MAYOR-SALARY	2 25 payroll	4,161.55	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101009120	MAYOR- FICA AND MEDICA	FICA	253.15	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101009120	MAYOR- FICA AND MEDICA	Medicare	59.20	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101009121	MAYOR-PERF	PERF	590.94	500000010	2/23/2016
VEN002097	Westfield Chamber Of Commerce	APP032053	2/23/2016	101009347	MAYOR-PROMOTIONS	Jan Legislative breakfast	15.00		
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101009119	MAYOR-HEALTH AND DENT	March Med Ins	767.33	58798	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101009119	MAYOR-HEALTH AND DENT	Vision Ins prem	12.14	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101009119	MAYOR-HEALTH AND DENT	March dental ins prem	50.62	58803	3/2/2016
VEN001537	Payroll	APP032412	3/7/2016	101009111	MAYOR-SALARY	sal	4,161.55		
VEN001537	Payroll	APP032412	3/7/2016	101009120	MAYOR- FICA AND MEDICA	fica	253.15		
VEN001537	Payroll	APP032412	3/7/2016	101009120	MAYOR- FICA AND MEDICA	MED	59.21		
VEN001537	Payroll	APP032412	3/7/2016	101009121	MAYOR-PERF	PERF	590.94		
Subtotal for Mayor							16,039.63		
	City Council								
VEN000345	Cave and Company Printing	APP032056	2/23/2016	101010349	CITY COUNCIL-SERVICES	Council business cards	97.86		
VEN002097	Westfield Chamber Of Commerce	APP032372	3/4/2016	101010347	CITY COUNCIL-PROMOTION	Feb Chamber luncheon	20.00		
VEN002097	Westfield Chamber Of Commerce	APP032372	3/4/2016	101010347	CITY COUNCIL-PROMOTION	Feb Chamber luncheon	20.00		
Subtotal for City Council							137.86		
	Public Works								
VEN001537	Payroll	APP031744	2/9/2016	101013111	PW-SALARY	Payroll 2/11	54,496.73	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101013120	PW-FICA AND MEDICARE	FICA 2/11	3,177.56	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101013120	PW-FICA AND MEDICARE	Medicare 2/11	743.15	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101013121	PW-PERF	PERF 2/11	7,599.53	500000004	2/10/2016
VEN000589	Duke Energy	APP031846	2/12/2016	101013341	PW-ELECTRIC	RAB Lighting	116.56	58726	2/16/2016
VEN000589	Duke Energy	APP031846	2/12/2016	101013341	PW-ELECTRIC	Mill St	75.63	58726	2/16/2016
VEN002048	Vectren	APP031852	2/12/2016	101013349	PW-CONTRACTUAL SERVIC	1438 E 151st	388.71	58727	2/16/2016
VEN002336	Citizens Westfield	APP031868	2/16/2016	101013342	PW-WATER/SEWER	Temp Hydmet	34.00	58724	2/16/2016
VEN002336	Citizens Westfield	APP031868	2/16/2016	101013342	PW-WATER/SEWER	Temp Hydmet	126.94	58724	2/16/2016

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Fund No. Fund Name									
101	General								
	Public Works								
VEN002336	Citizens Westfield	APP031868	2/16/2016	101013342	PW-WATER/SEWER	Water Barn	674.53	58724	2/16/2016
VEN002336	Citizens Westfield	APP031868	2/16/2016	101013342	PW-WATER/SEWER	City Services	414.50	58724	2/16/2016
VEN002336	Citizens Westfield	APP031868	2/16/2016	101013342	PW-WATER/SEWER	Fire line	199.58	58724	2/16/2016
VEN001653	Regions Insurance Inc	APP031923	2/17/2016	101013349	PW-CONTRACTUAL SERVIC	Jan renewal 1st quart inst	2,083.00	58730	2/17/2016
VEN001988	Travelers	APP031926	2/17/2016	101013339	PW-INSURANCE	Jan renewal 1st quart inst	3,469.00	58731	2/17/2016
VEN000589	Duke Energy	APP031949	2/19/2016	101013341	PW-ELECTRIC	Electric	3,677.69	58736	2/19/2016
VEN000589	Duke Energy	APP031956	2/19/2016	101013341	PW-ELECTRIC	1438 151st	67.53	58741	2/19/2016
VEN002048	Vectren	APP031958	2/19/2016	101013349	PW-CONTRACTUAL SERVIC	1438 E 151st	76.99	58738	2/19/2016
VEN002336	Citizens Westfield	APP032036	2/22/2016	101013342	PW-WATER/SEWER	Mill St	98.46	58789	2/24/2016
VEN001537	Payroll	APP032042	2/22/2016	101013111	PW-SALARY	2 25 payroll	56,526.75	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101013120	PW-FICA AND MEDICARE	FICA	3,303.42	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101013120	PW-FICA AND MEDICARE	Medicare	772.57	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101013121	PW-PERF	PERF	7,871.03	500000010	2/23/2016
VEN002336	Citizens Westfield	APP032121	2/24/2016	101013342	PW-WATER/SEWER	1438 151st	161.50	58789	2/24/2016
VEN001248	LifeServices EAP	APP032179	2/26/2016	101013119	PW-HEALTH AND DENTAL	1st quart EAP PW	188.70	58796	2/26/2016
VEN002336	Citizens Westfield	APP032203	2/29/2016	101013342	PW-WATER/SEWER	Temp Hyd	33.17	58804	3/4/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101013119	PW-HEALTH AND DENTAL	March Med Ins	27,519.52	58798	2/29/2016
VEN001988	Travelers	APP032215	2/29/2016	101013339	PW-INSURANCE	Pkg and Umbrella 1st quart	3,677.63	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101013119	PW-HEALTH AND DENTAL	Vision Ins prem	352.60	58800	3/1/2016
VEN000030	Ace-Pak Products	APP032230	3/1/2016	101013224	PW-OPERATING SUPPLIES	Toilet tissue and paper towels	83.97		
VEN000030	Ace-Pak Products	APP032230	3/1/2016	101013224	PW-OPERATING SUPPLIES	Cleaning supplies	176.95		
VEN000534	Delta Dental	APP032309	3/2/2016	101013119	PW-HEALTH AND DENTAL	March dental ins prem	2,059.65	58803	3/2/2016
VEN002336	Citizens Westfield	APP032352	3/4/2016	101013342	PW-WATER/SEWER	1438 151st	66.14	58804	3/4/2016
VEN002336	Citizens Westfield	APP032375	3/4/2016	101013342	PW-WATER/SEWER	2728 E 171st fireline	8.64	58810	3/4/2016
VEN001548	Pepsi	APP032395	3/7/2016	101013223	PW-OFFICE SUPPLIES	Water	12.08		
VEN001464	Northside Garage Door System	APP032398	3/7/2016	101013224	PW-OPERATING SUPPLIES	City Services Door B3	274.50		
VEN002036	USAutomatic Fire and Security	APP032400	3/7/2016	101013349	PW-CONTRACTUAL SERVIC	Duct Detector at City Services	485.00		
VEN001537	Payroll	APP032412	3/7/2016	101013111	PW-SALARY	sal	56,490.55		
VEN001537	Payroll	APP032412	3/7/2016	101013120	PW-FICA AND MEDICARE	fica	3,289.28		
VEN001537	Payroll	APP032412	3/7/2016	101013120	PW-FICA AND MEDICARE	MED	769.25		
VEN001537	Payroll	APP032412	3/7/2016	101013121	PW-PERF	PERF	7,593.67		
VEN001367	Midwest Toxicology Servic	APP032423	3/7/2016	101013349	PW-CONTRACTUAL SERVIC	New employee drug testing	50.00		

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Fund No.	Fund Name								
101	General								
	Public Works								
VEN002336	Citizens Westfield	APP032448	3/8/2016	101013342	PW-WATER/SEWER	2706 E 171st Commercial	421.92	58816	3/8/2016
VEN002336	Citizens Westfield	APP032457	3/8/2016	101013342	PW-WATER/SEWER	PW	259.77	58818	3/8/2016
	Subtotal for Public Works						249,968.35		
	Communications								
VEN001537	Payroll	APP031744	2/9/2016	101020111	COMM-SALARY	Payroll 2/11	7,357.57	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101020120	COMM-FICA	FICA 2/11	441.65	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101020120	COMM-FICA	Medicare 2/11	103.28	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101020121	COMM-PERF	PERF 2/11	824.11	500000004	2/10/2016
VEN003888	Amy Moore	APP031797	2/10/2016	101020347	COMM-PROMOTIONS	Youth Baseball and City Coun	100.00		
VEN000345	Cave and Company Printing	APP032015	2/22/2016	101020337	COMM-PRINTING	Cards and Envelopes	392.96		
VEN001537	Payroll	APP032042	2/22/2016	101020111	COMM-SALARY	2 25 payroll	7,357.57	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101020120	COMM-FICA	FICA	441.65	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101020120	COMM-FICA	Medicare	103.30	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101020121	COMM-PERF	PERF	824.11	500000010	2/23/2016
VEN000616	Egov Strategies	APP032170	2/26/2016	101020331	COMM- CONSULT	Website modification	250.00		
VEN001248	LifeServices EAP	APP032179	2/26/2016	101020119	COMM-INSURANCE	1st quart EAP Comm	22.20	58796	2/26/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101020119	COMM-INSURANCE	March Med Ins	2,173.14	58798	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101020119	COMM-INSURANCE	Vision Ins prem	29.56	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101020119	COMM-INSURANCE	March dental ins prem	168.81	58803	3/2/2016
VEN001537	Payroll	APP032412	3/7/2016	101020111	COMM-SALARY	sal	7,357.57		
VEN001537	Payroll	APP032412	3/7/2016	101020120	COMM-FICA	fica	441.65		
VEN001537	Payroll	APP032412	3/7/2016	101020120	COMM-FICA	MED	103.30		
VEN001537	Payroll	APP032412	3/7/2016	101020121	COMM-PERF	PERF	824.11		
	Subtotal for Communications						29,316.54		

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Fund No. Fund Name									
101	General								
	Customer Service								
VEN001537	Payroll	APP031744	2/9/2016	101021111	CUST SERVICE- SAL	Payroll 2/11	8,721.54	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101021120	CUSTOMER SERV- FICA ME	FICA 2/11	511.82	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101021120	CUSTOMER SERV- FICA ME	Medicare 2/11	119.70	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101021121	CUSTOMER SERV- PERF	PERF 2/11	1,238.46	500000004	2/10/2016
VEN001537	Payroll	APP032042	2/22/2016	101021111	CUST SERVICE- SAL	2 25 payroll	8,749.37	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101021120	CUSTOMER SERV- FICA ME	FICA	513.55	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101021120	CUSTOMER SERV- FICA ME	Medicare	120.10	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101021121	CUSTOMER SERV- PERF	PERF	1,242.42	500000010	2/23/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101021119	CUST SERVICE- INSURANC	March Med Ins	3,701.07	58798	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101021119	CUST SERVICE- INSURANC	Vision Ins prem	46.98	58800	3/1/2016
VEN000942	Imagery LLC	APP032222	3/1/2016	101021347	CUST SERV- PROMO	Wearables	146.94		
VEN000949	IN.GOV	APP032235	3/1/2016	101021347	CUST SERV- PROMO	New employee background ck	15.00		
VEN000534	Delta Dental	APP032309	3/2/2016	101021119	CUST SERVICE- INSURANC	March dental ins prem	291.98	58803	3/2/2016
VEN001537	Payroll	APP032412	3/7/2016	101021111	CUST SERVICE- SAL	sal	8,740.09		
VEN001537	Payroll	APP032412	3/7/2016	101021119	CUST SERVICE- INSURANC	HSA	166.68		
VEN001537	Payroll	APP032412	3/7/2016	101021120	CUSTOMER SERV- FICA ME	fica	512.07		
VEN001537	Payroll	APP032412	3/7/2016	101021120	CUSTOMER SERV- FICA ME	MED	119.76		
VEN001537	Payroll	APP032412	3/7/2016	101021121	CUSTOMER SERV- PERF	PERF	1,241.10		
	Subtotal for Customer Service						36,193.63		

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Fund No. Fund Name									
101	General								
	Human Resources								
VEN001537	Payroll	APP031744	2/9/2016	101022111	HR - SAL	Payroll 2/11	4,361.35	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101022120	HR- FICA MED	FICA 2/11	259.79	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101022120	HR- FICA MED	Medicare 2/11	60.75	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	101022121	HR - PERF	PERF 2/11	619.31	500000004	2/10/2016
VEN001537	Payroll	APP032042	2/22/2016	101022111	HR - SAL	2 25 payroll	4,361.35	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101022120	HR- FICA MED	FICA	259.79	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101022120	HR- FICA MED	Medicare	60.76	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	101022121	HR - PERF	PERF	619.31	500000010	2/23/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	101022119	HR- INSURANCE	March Med Ins	2,240.93	58798	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	101022119	HR- INSURANCE	Vision Ins prem	24.28	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	101022119	HR- INSURANCE	March dental ins prem	146.37	58803	3/2/2016
VEN001537	Payroll	APP032412	3/7/2016	101022111	HR - SAL	sal	4,361.35		
VEN001537	Payroll	APP032412	3/7/2016	101022120	HR- FICA MED	fica	259.79		
VEN001537	Payroll	APP032412	3/7/2016	101022120	HR- FICA MED	MED	60.76		
VEN001537	Payroll	APP032412	3/7/2016	101022121	HR - PERF	PERF	619.31		
	Subtotal for Human Resources						13,315.20		
	Subtotal for Fund 101 General						1,607,191.82		
Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
	Public Works								
VEN001625	R and T Auto Supply Inc	APP031817	2/11/2016	201013345	MVH-EQUIP REPAIR	Tire repair	236.00		
VEN001723	S K Osborne	APP031819	2/11/2016	201013345	MVH-EQUIP REPAIR	Equip repair	1,216.74		
VEN000589	Duke Energy	APP031849	2/12/2016	201013341	MVH-ELECTRIC	Farr Hills	143.17	58726	2/16/2016
VEN000589	Duke Energy	APP031850	2/12/2016	201013341	MVH-ELECTRIC	SR 32 and Shamrock RAB lig	49.64	58726	2/16/2016
VEN000332	Cargill	APP031859	2/12/2016	201013231	MVH-SUBGRADE MATERIAL	Deicer	21,051.27		
VEN002336	Citizens Westfield	APP031866	2/16/2016	201013349	MVH-SERVICES	Mill St	157.42	58724	2/16/2016
VEN000589	Duke Energy	APP031949	2/19/2016	201013341	MVH-ELECTRIC	Electric	1,494.49	58736	2/19/2016
VEN000332	Cargill	APP032009	2/22/2016	201013231	MVH-SUBGRADE MATERIAL	Deicer	4,135.03		
VEN000332	Cargill	APP032011	2/22/2016	201013231	MVH-SUBGRADE MATERIAL	Deicer	16,947.00		
VEN002123	Westfield-Washington Schools	APP032013	2/22/2016	201013226	MVH-VEHICLE GAS/ SUPPLI	Diesel Nov Dec Jan	2,834.58		
VEN002123	Westfield-Washington Schools	APP032013	2/22/2016	201013360	MVH-VEHICLE REPAIR	Fleet Maint Nov Dec Jan	1,658.33		

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Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
Public Works									
VEN001622	Quality Truck and Trailer	APP032016	2/22/2016	201013345	MVH-EQUIP REPAIR	Battery	115.00		
VEN001622	Quality Truck and Trailer	APP032016	2/22/2016	201013345	MVH-EQUIP REPAIR	Parts	85.78		
VEN000879	Heritage-crystal Clean	APP032019	2/22/2016	201013349	MVH-SERVICES	January services	651.06		
VEN000975	Indiana Oxygen Company	APP032022	2/22/2016	201013345	MVH-EQUIP REPAIR	supplies	29.08		
VEN000589	Duke Energy	APP032023	2/22/2016	201013341	MVH-ELECTRIC	161st RAB	183.73	58790	2/24/2016
VEN001459	North Central Co-Op	APP032031	2/22/2016	201013226	MVH-VEHICLE GAS/ SUPPLI	unleaded fuel	3,698.70		
VEN001809	Southeastern Equipment	APP032231	3/1/2016	201013345	MVH-EQUIP REPAIR	Equip repair	12,421.31		
VEN003284	Practical Property Group	APP032234	3/1/2016	201013349	MVH-SERVICES	Snow removal 2/23	4,102.46		
VEN000949	IN.GOV	APP032235	3/1/2016	201013349	MVH-SERVICES	Annual fee	95.00		
VEN000332	Cargill	APP032236	3/1/2016	201013231	MVH-SUBGRADE MATERIAL	Salt	26,156.39		
VEN001912	The Brickman Group	APP032237	3/1/2016	201013349	MVH-SERVICES	Snow event 2/15	3,234.95		
VEN004182	The Hoosier Co	APP032238	3/1/2016	201013472	MVH-EQUIP	Marker Post	413.00		
VEN000596	E and B Paving Inc	APP032239	3/1/2016	201013231	MVH-SUBGRADE MATERIAL	Cold mix	392.40		
VEN001671	Rieth-Riley Construction	APP032240	3/1/2016	201013231	MVH-SUBGRADE MATERIAL	Cold mix	514.80		
VEN001676	Riverview Hospital	APP032241	3/1/2016	201013349	MVH-SERVICES	CDL physical	130.00		
VEN000589	Duke Energy	APP032368	3/4/2016	201013341	MVH-ELECTRIC	Farr Hills	79.04	58814	3/7/2016
VEN000589	Duke Energy	APP032368	3/4/2016	201013341	MVH-ELECTRIC	Farr Hills	38.58	58814	3/7/2016
VEN001459	North Central Co-Op	APP032399	3/7/2016	201013226	MVH-VEHICLE GAS/ SUPPLI	Premium DX	668.33		
VEN002336	Citizens Westfield	APP032454	3/8/2016	201013349	MVH-SERVICES	Mill St	135.86	58816	3/8/2016
VEN000589	Duke Energy	APP032461	3/8/2016	201013341	MVH-ELECTRIC	Traffic signal 16098	39.47		
VEN000589	Duke Energy	APP032461	3/8/2016	201013341	MVH-ELECTRIC	1800 191st	236.13		
Subtotal for Public Works							103,344.74		
Subtotal for Fund 201 Motor Vehicle Highway (MVH)							103,344.74		

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Fund No. Fund Name									
202 Local Road and Street (LRS)									
Public Works									
VEN002842	Precision Concrete Inc	APP031996	2/22/2016	202013432	LRS-SIDEWALK	Trip Hazard Removal, Grassy	9,790.00		
VEN001731	Sagamore Ready Mix LLC	APP032014	2/22/2016	202013472	LRS-EQUIPMENT	Materials	751.50		
VEN001072	James H Drew Corp	APP032184	2/29/2016	202013349	LRS-SERVICES	Signal repair at Greyhound C	4,260.43		
VEN000530	Delello and Sons Asphalt	APP032397	3/7/2016	202013349	LRS-SERVICES	Remove and replace damage	1,200.00		
Subtotal for Public Works							16,001.93		
Subtotal for Fund 202 Local Road and Street (LRS)							16,001.93		
Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN002727	Steve Miller	APP031690	2/5/2016	203012229	FIRE-UNIFORMS		50.00	58594	2/5/2016
VEN001537	Payroll	APP031744	2/9/2016	203012111	FIRE-SALARY	Payroll 2/11	180,065.75	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	203012120	FIRE-FICA AND MEDICARE	FICA 2/11	10,623.90	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	203012120	FIRE-FICA AND MEDICARE	Medicare 2/11	2,434.62	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	203012121	FIRE-PERF	PERF 2/11	33,393.27	500000004	2/10/2016
VEN001417	Napa Auto Parts	APP031772	2/9/2016	203012360	FIRE-VEHICLE MAINT		848.48		
VEN002372	Rush Truck Center	APP031773	2/9/2016	203012360	FIRE-VEHICLE MAINT		558.34		
VEN001625	R and T Auto Supply Inc	APP031775	2/9/2016	203012360	FIRE-VEHICLE MAINT		1,024.49		
VEN001193	Koorsen Fire and Security	APP031776	2/9/2016	203012472	FIRE-EQUIP		2,045.00		
VEN000951	Indiana Alliance of Hazardous Materials	APP031787	2/10/2016	203012350	FIRE-SUBSCRIPTIONS/DUE		200.00		
VEN001942	The Uniform House, Inc	APP031789	2/10/2016	203012229	FIRE-UNIFORMS		93.75		
VEN003505	Smartstop Dry Cleaners	APP031790	2/10/2016	203012229	FIRE-UNIFORMS		40.00		
VEN000180	Ball State University	APP031791	2/10/2016	203012334	FIRE-TRAVEL/TRAINING/SE		1,595.00	58732	2/18/2016
VEN001459	North Central Co-Op	APP031792	2/10/2016	203012226	FIRE-VEHICLE GAS/SUPPLIE		2,369.63		
VEN001729	Safety Tech Inc	APP031794	2/10/2016	203012472	FIRE-EQUIP		633.00		
VEN002336	Citizens Westfield	APP031853	2/12/2016	203012342	FIRE-WATER/SEWER	Fire line Sta 83	213.55	58724	2/16/2016
VEN002336	Citizens Westfield	APP031853	2/12/2016	203012342	FIRE-WATER/SEWER	Domestic Sta 83	533.61	58724	2/16/2016
VEN001846	Stoops Freightliner	APP031856	2/12/2016	203012360	FIRE-VEHICLE MAINT		97.46		
VEN002148	Witmer Public Safety Group	APP031858	2/12/2016	203012472	FIRE-EQUIP		397.00		
VEN000405	Citizens Energy Group	APP031865	2/16/2016	203012328	FIRE-GAS/HEAT	Gas/Heat	1,255.57	58723	2/16/2016
VEN002336	Citizens Westfield	APP031867	2/16/2016	203012342	FIRE-WATER/SEWER	Sta 82	304.68	58724	2/16/2016
VEN002336	Citizens Westfield	APP031901	2/16/2016	203012342	FIRE-WATER/SEWER		395.79	58724	2/16/2016

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Fund No. Fund Name									
203 Fire Operating									
Fire							900.88	58728	2/16/2016
VEN002336	Citizens Westfield	APP031902	2/16/2016	203012328	FIRE-GAS/HEAT	Sta 83			
VEN001653	Regions Insurance Inc	APP031923	2/17/2016	203012339	FIRE-INSURANCE	Jan renewal 1st quart inst	2,279.00	58730	2/17/2016
VEN001988	Travelers	APP031926	2/17/2016	203012339	FIRE-INSURANCE	Jan renewal 1st quart inst	3,798.00	58731	2/17/2016
VEN000589	Duke Energy	APP031949	2/19/2016	203012341	FIRE-ELECTRIC	Electric	3,582.59	58735	2/19/2016
VEN002336	Citizens Westfield	APP031953	2/18/2016	203012342	FIRE-WATER/SEWER	Fire Service Charges	92.33	58735	2/19/2016
VEN002048	Vectren	APP031955	2/19/2016	203012328	FIRE-GAS/HEAT	Sta 82	350.57	58737	2/19/2016
VEN002046	Van's Electrical Systems	APP031973	2/22/2016	203012360	FIRE-VEHICLE MAINT		24.13		
VEN002028	UPS	APP031975	2/22/2016	203012333	FIRE-POSTAGE		13.51		
VEN001637	Ray's Trash Service	APP031976	2/22/2016	203012349	FIRE-SERVICES		31.35		
VEN000040	Adam Robinson	APP031998	2/22/2016	203012334	FIRE-TRAVEL/TRAINING/SE		1,260.00	58793	2/25/2016
VEN001459	North Central Co-Op	APP032031	2/22/2016	203012226	FIRE-VEHICLE GAS/SUPPLIE	unleaded fuel	662.40		
VEN001537	Payroll	APP032042	2/22/2016	203012111	FIRE-SALARY	2 25 payroll	176,809.26	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	203012120	FIRE-FICA AND MEDICARE	FICA	10,426.87	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	203012120	FIRE-FICA AND MEDICARE	Medicare	2,438.55	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	203012121	FIRE-PERF	PERF	32,789.93	500000010	2/23/2016
VEN000903	Hoosier Fire Equipment	APP032130	2/24/2016	203012472	FIRE-EQUIP		1,834.55		
VEN003505	Smartstop Dry Cleaners	APP032133	2/24/2016	203012229	FIRE-UNIFORMS		12.00		
VEN000644	Enviro-max Inc	APP032145	2/25/2016	203012343	FIRE-BUILDING MAINTENAN		677.75		
VEN001248	LifeServices EAP	APP032179	2/26/2016	203012119	FIRE-HEALTH AND DENTAL	1st quart EAP Fire	410.70	58796	2/26/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032207	2/29/2016	203012119	FIRE-HEALTH AND DENTAL	March Med Ins	56,159.85	58798	2/29/2016
VEN001615	Public Safety Medical Services	APP032209	2/29/2016	203012354	FIRE-MEDICAL EXAMS/TEST		82.80		
VEN000644	Enviro-max Inc	APP032210	2/29/2016	203012343	FIRE-BUILDING MAINTENAN		528.00		
VEN002986	IAAI	APP032212	2/29/2016	203012350	FIRE-SUBSCRIPTIONS/DUE		480.00		
VEN002104	Westfield Fire Dept	APP032213	2/29/2016	203012334	FIRE-TRAVEL/TRAINING/SE		8,380.00		
VEN001988	Travelers	APP032215	2/29/2016	203012339	FIRE-INSURANCE	Pkg and Umbrella 1st quart	4,027.00	58799	2/29/2016
VEN000513	DavisVision	APP032219	3/1/2016	203012119	FIRE-HEALTH AND DENTAL	Vision Ins prem	797.04	58800	3/1/2016
VEN000534	Delta Dental	APP032309	3/2/2016	203012119	FIRE-HEALTH AND DENTAL	March dental ins prem	4,938.63	58803	3/2/2016
VEN002336	Citizens Westfield	APP032351	3/4/2016	203012342	FIRE-WATER/SEWER	Sta 82	195.01	58804	3/4/2016
VEN002336	Citizens Westfield	APP032351	3/4/2016	203012342	FIRE-WATER/SEWER	Sta 83	135.35	58804	3/4/2016
VEN000903	Hoosier Fire Equipment	APP032366	3/4/2016	203012472	FIRE-EQUIP		1,101.95		
VEN000739	Frontier	APP032376	3/4/2016	203012349	FIRE-SERVICES	PSB bldg	60.05	58817	3/8/2016
VEN000644	Enviro-max Inc	APP032402	3/7/2016	203012343	FIRE-BUILDING MAINTENAN		538.16		

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Fund No. Fund Name									
239	Law Enforcement								
	Police								
VEN003685	Saint Marys University of Minnesota	APP031755	2/9/2016	239002334	LAW ENFORCEMENT-TRAV	Tuition - Staley	1,715.00		
VEN001596	Pro Train	APP031767	2/9/2016	239002334	LAW ENFORCEMENT-TRAV	STOPS Instructor PowerPoint	80.00		
VEN001596	Pro Train	APP031767	2/9/2016	239002334	LAW ENFORCEMENT-TRAV	STOPS Instructor Recertificati	295.00		
VEN001684	Taser International	APP031821	2/11/2016	239002334	LAW ENFORCEMENT-TRAV	Taser cartridges for training	2,450.22		
VEN001684	Taser International	APP031821	2/11/2016	239002473	LAW ENFORCEMENT-LEAS	4 Tasers, cartrides and holste	4,369.85		
VEN000747	Galls	APP031822	2/11/2016	239002473	LAW ENFORCEMENT-LEAS	Gun Mount	581.79		
VEN000747	Galls	APP031822	2/11/2016	239002473	LAW ENFORCEMENT-LEAS	4 Stinger flashlights and char	1,021.64		
VEN002376	Fields Outdoor Adventures	APP031980	2/22/2016	239002334	LAW ENFORCEMENT-TRAV	Blank round for training	60.00		
VEN001612	Public Agency Training Council	APP031990	2/22/2016	239002334	LAW ENFORCEMENT-TRAV	FTO School - Mitchell, Larriso	1,580.00		
VEN000012	A W Direct	APP031991	2/22/2016	239002473	LAW ENFORCEMENT-LEAS	Lockout Tools	189.95		
VEN000747	Galls	APP032027	2/22/2016	239002473	LAW ENFORCEMENT-LEAS	Barrier tape, D Cell holder, fir	743.98		
VEN000747	Galls	APP032027	2/22/2016	239002473	LAW ENFORCEMENT-LEAS	Blackhawk sling adapter	112.24		
VEN001612	Public Agency Training Council	APP032028	2/22/2016	239002334	LAW ENFORCEMENT-TRAV	Basic Criminal Investigation -	295.00		
VEN000317	CALEA	APP032032	2/22/2016	239002334	LAW ENFORCEMENT-TRAV	CALEA Conference	1,300.00		
VEN000410	City Of Westfield	APP032107	2/23/2016	239002334	LAW ENFORCEMENT-TRAV	2016 Operating Expenses	8,380.00	58805	3/4/2016
VEN003746	PATC	APP032108	2/23/2016	239002334	LAW ENFORCEMENT-TRAV	Drug Investigation Conference	495.00		
VEN001800	Sirchie Fingerprint Labs	APP032111	2/23/2016	239002473	LAW ENFORCEMENT-LEAS	Latent print kits for patrol	880.90		
VEN000083	Amanda Aiyar	APP032112	2/23/2016	239002334	LAW ENFORCEMENT-TRAV	Book for college class	27.27		
VEN001993	Treasurer Of State	APP032180	2/26/2016	239002334	LAW ENFORCEMENT-TRAV	Breath Test Certification - Ab	300.00		
VEN001993	Treasurer Of State	APP032180	2/26/2016	239002334	LAW ENFORCEMENT-TRAV	Breth Test Certification - Reb	300.00		
	Subtotal for Police						25,177.84		
	Subtotal for Fund 239 Law Enforcement						25,177.84		

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Fund No.	Fund Name								
268	Emergency Medical and Equip								
	Fire								
VEN004133	Reliable Pharmaceutical Returns LLC	APP031774	2/9/2016	268012224	EMS-OPERATING SUPPLIES		150.00		
VEN000065	Airgas Mid America	APP031788	2/10/2016	268012224	EMS-OPERATING SUPPLIES		406.94		
VEN000266	Bound Tree Medical	APP031796	2/10/2016	268012224	EMS-OPERATING SUPPLIES		35.84		
VEN000266	Bound Tree Medical	APP031855	2/12/2016	268012224	EMS-OPERATING SUPPLIES		366.82		
VEN001050	IU Health Ball Memorial Hospital	APP031857	2/12/2016	268012472	EMS-LEASE EQUIPMENT		323.31		
VEN000348	CDW Government Inc	APP032002	2/22/2016	268012472	EMS-LEASE EQUIPMENT	50% EMS Toughbooks / Tabl	8,204.43		
VEN000403	Ciproms Inc	APP032132	2/24/2016	268012349	EMS-SERVICES		1,780.55		
VEN000266	Bound Tree Medical	APP032134	2/24/2016	268012224	EMS-OPERATING SUPPLIES		4,786.67		
VEN000637	EMSAR-indiana	APP032135	2/24/2016	268012224	EMS-OPERATING SUPPLIES		300.00		
VEN000266	Bound Tree Medical	APP032208	2/29/2016	268012224	EMS-OPERATING SUPPLIES		1,279.88		
VEN001849	Stryker Sales	APP032211	2/29/2016	268012224	EMS-OPERATING SUPPLIES		200.01		
VEN000266	Bound Tree Medical	APP032365	3/4/2016	268012224	EMS-OPERATING SUPPLIES		694.87		
VEN000065	Airgas Mid America	APP032367	3/4/2016	268012224	EMS-OPERATING SUPPLIES		38.02		
VEN000637	EMSAR-indiana	APP032463	3/8/2016	268012224	EMS-OPERATING SUPPLIES		125.00		
VEN004043	Arrow Internation	APP032464	3/8/2016	268012224	EMS-OPERATING SUPPLIES		557.72		
VEN000065	Airgas Mid America	APP032468	3/8/2016	268012224	EMS-OPERATING SUPPLIES		49.11		
	Subtotal for Fire						19,299.17		
	Subtotal for Fund 268 Emergency Medical and Equip						19,299.17		

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Fund No. Fund Name									
269	Training Facility Center								
	Public Safety (Police and Fire)								
VEN002191	City of Noblesville Utilities	APP031844	2/12/2016	269014342	TRAINING FAC-WATER/SE	Jan Sewer charge	20.33	58725	2/16/2016
VEN002048	Vectren	APP031845	2/12/2016	269014328	TRAINING FAC-HEAT/GAS	Training Facility	234.88	58727	2/16/2016
VEN000589	Duke Energy	APP031848	2/12/2016	269014341	TRAINING FAC-ELECTRIC	Training Facility	487.94	58726	2/16/2016
VEN000405	Citizens Energy Group	APP031854	2/12/2016	269014342	TRAINING FAC-WATER/SE	Training Facility	24.03	58723	2/16/2016
VEN001717	Russ Shoaf	APP031997	2/22/2016	269014343	TRAINING FAC-BUILDING M		57.71	58794	2/25/2016
VEN000405	Citizens Energy Group	APP032119	2/23/2016	269014342	TRAINING FAC-WATER/SE	Training Facility	99.87	58788	2/24/2016
VEN002048	Vectren	APP032204	2/29/2016	269014328	TRAINING FAC-HEAT/GAS	Training Facility	189.27		
VEN000589	Duke Energy	APP032273	3/1/2016	269014341	TRAINING FAC-ELECTRIC	Training Facility Const Temp	224.40	58813	3/7/2016
VEN000589	Duke Energy	APP032273	3/1/2016	269014341	TRAINING FAC-ELECTRIC	Training Facility Fire Dept	248.68	58813	3/7/2016
VEN002191	City of Noblesville Utilities	APP032373	3/4/2016	269014342	TRAINING FAC-WATER/SE	Feb sewer charge	20.33	58811	3/4/2016
	Subtotal for Public Safety (Police and Fire)						1,607.44		
	Subtotal for Fund 269 Training Facility Center						1,607.44		
Fund No. Fund Name									
301	Eastside TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP032419	3/7/2016	301018349	EASTSIDE TIF SERVICES	Services for Jan	765.00		
VEN000961	Indiana Dept Of Transportation	APP032420	3/7/2016	301018280	EASTSIDE TIF DEBT SERVIC	SIB loan pmt	236,290.90		
	Subtotal for RDC						237,055.90		
	Subtotal for Fund 301 Eastside TIF								
Fund No. Fund Name									
305	Grand Junction TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP032419	3/7/2016	305018349	GRAND JUNCTION TIF-SER	Grand Junction	1,100.00		
	Subtotal for RDC						1,100.00		
	Subtotal for Fund 305 Grand Junction TIF								

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Fund No. Fund Name									
309	Eagletown TIF								
	RDC								
VEN002225	Butler Fairman and Seufert Inc	APP031779	2/9/2016	309018349	EAGLETOWN TIF SERVICES	ROW Services and CN activit	11,000.00		
VEN001469	O W Krohn and Associates	APP032419	3/7/2016	309018349	EAGLETOWN TIF SERVICES	Eagletown TIF projections	150.00		
	Subtotal for RDC						11,150.00		
	Subtotal for Fund 309 Eagletown TIF						11,150.00		
Fund No. Fund Name									
313	2012 and 2013 COIT BAN Construction								
	Grand Park								
VEN001710	RQAW Corp	APP031754	2/9/2016	313015474	2012-13 COIT BAN-CONSTR	TreeHopper Building Design	1,925.05		
VEN004261	Alpha 5 Design LLC	APP032414	3/7/2016	313015474	2012-13 COIT BAN-CONSTR	Brickman Building Architectur	810.00		
	Subtotal for Grand Park						2,735.05		
	Subtotal for Fund 313 2012 and 2013 COIT BAN Construction						2,735.05		
Fund No. Fund Name									
314	2012 and 2013 COIT BAN Interest Ph II								
	Clerk Treasurer								
VEN001652	Regions Bank	APP031952	2/11/2016	314008381	2012-13 COIT BAN-INTERES	Tax Bond Anticiation note of 2	313,750.00	500000019	3/11/2016
	Subtotal for Clerk Treasurer						313,750.00		
	Subtotal for Fund 314 2012 and 2013 COIT BAN Interest Ph II						313,750.00		
Fund No. Fund Name									
555	Safe Routes Grant-Park								
	Public Works								
VEN001521	Parsons Brinckerhoff Inc	APP031994	2/22/2016	555013349	SAFE ROUTES GRANT-PAR	Oak Trace SRTS replaces P	17,274.28		
	Subtotal for Public Works						17,274.28		
	Subtotal for Fund 555 Safe Routes Grant-Park						17,274.28		
Fund No. Fund Name									
582	SR32-216th TE Grant								
	Public Works								
VEN000562	DLZ	APP032311	3/2/2016	582013349	SR32-216TH TE GRANT SER	Monon Trail 6 7 PE Services	9,850.01		
	Subtotal for Public Works						9,850.01		
	Subtotal for Fund 582 SR32-216th TE Grant						9,850.01		

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Fund No. Fund Name									
585	MPO 151st Culvert Protec Grant								
	Public Works								
VEN001788	Shrewsberry and Associates LLC	APP032346	3/3/2016	585013349	MPO 151	CULVERT PRO GR 151st Culvert Replacement	1,015.98		
VEN001788	Shrewsberry and Associates LLC	APP032347	3/3/2016	585013349	MPO 151	CULVERT PRO GR 151st Culvert Replacement	948.61		
	Subtotal for Public Works						1,964.59		
	Subtotal for Fund 585 MPO 151st Culvert Protec Grant						1,964.59		
Fund No. Fund Name									
590	Town Rd 156-166 Grant								
	Public Works								
VEN001710	RQAW Corp	APP031905	2/16/2016	590013349	MPO TOWN RD 156-166 SE	Towne Rd 156th to 166th repl	20,095.00		
	Subtotal for Public Works						20,095.00		
	Subtotal for Fund 590 Town Rd 156-166 Grant						20,095.00		
Fund No. Fund Name									
591	Round 156-Spring M Grant								
	Public Works								
VEN002225	Butler Fairman and Seufert Inc	APP032000	2/22/2016	591013349	ROUND 156-SPRINGM SERV	156th and Springmill RAB repl	22,613.31		
	Subtotal for Public Works						22,613.31		
	Subtotal for Fund 591 Round 156-Spring M Grant						22,613.31		
Fund No. Fund Name									
592	Round 161-Oak Grant								
	Public Works								
VEN002019	United Consulting Engineers	APP031999	2/22/2016	592013349	ROUND 161-OAKRIDGE SER	161st Oak Ridge CE replaces	6,833.93		
	Subtotal for Public Works						6,833.93		
	Subtotal for Fund 592 Round 161-Oak Grant						6,833.93		
Fund No. Fund Name									
595	Monon Trail Grant								
	Public Works								
VEN000562	DLZ	APP031765	2/5/2016	595013349	MONON TRAIL GRANT 191-2	Monon 7 R/W Eng.	1,625.79		
VEN000562	DLZ	APP032313	3/2/2016	595013349	MONON TRAIL GRANT 191-2	Monon 7 R/W Eng.	29,136.86		
	Subtotal for Public Works						30,762.65		
	Subtotal for Fund 595 Monon Trail Grant						30,762.65		

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Fund No.	Fund Name									
599	MPO Grey-Oak Grant									
	Public Works									
	VEN000103	American Structurepoint Inc	APP031778	2/9/2016	599013349	MPO GREY-OAKRIDGE GRA	Oakridge GHP RAB replaces	2,120.00		
	Subtotal for Public Works							2,120.00		
Subtotal for Fund 599 MPO Grey-Oak Grant										

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Fund No. Fund Name									
640	Sports Campus Operating								
	Grand Park								
VEN000589	Duke Energy	APP031785	2/10/2016	640015341	SPORTS CAMPUS-ELECTRI	General	5,622.49	1193	2/16/2016
VEN000589	Duke Energy	APP031785	2/10/2016	640015341	SPORTS CAMPUS-ELECTRI	Diam	3,865.33	1193	2/16/2016
VEN000589	Duke Energy	APP031785	2/10/2016	640015341	SPORTS CAMPUS-ELECTRI	Field	3,448.78	1193	2/16/2016
VEN001653	Regions Insurance Inc	APP031924	2/17/2016	640015339	SPORTS CAMPUS-INSURAN	Jan renewal 1st quart inst	1,552.50	1194	2/17/2016
VEN001988	Travelers	APP031925	2/17/2016	640015339	SPORTS CAMPUS-INSURAN	Jan renewal 1st quart inst	2,586.00	1195	2/17/2016
VEN002336	Citizens Westfield	APP031960	2/19/2016	640015341	SPORTS CAMPUS-ELECTRI	General	204.83	1196	2/19/2016
VEN002336	Citizens Westfield	APP031960	2/19/2016	640015341	SPORTS CAMPUS-ELECTRI	General	180.89	1196	2/19/2016
VEN002336	Citizens Westfield	APP031960	2/19/2016	640015341	SPORTS CAMPUS-ELECTRI	Field	542.67	1196	2/19/2016
VEN002336	Citizens Westfield	APP031960	2/19/2016	640015341	SPORTS CAMPUS-ELECTRI	Diam	723.56	1196	2/19/2016
VEN002336	Citizens Westfield	APP031960	2/19/2016	640015341	SPORTS CAMPUS-ELECTRI	Field	616.14	1196	2/19/2016
VEN002336	Citizens Westfield	APP031960	2/19/2016	640015341	SPORTS CAMPUS-ELECTRI	Diam	825.08	1196	2/19/2016
VEN000739	Frontier	APP031961	2/19/2016	640015224	SPORTS CAMPUS-OPERATI	711 E 191 Diam	222.44	1197	2/19/2016
VEN000739	Frontier	APP031961	2/19/2016	640015224	SPORTS CAMPUS-OPERATI	5 E 191 Field	232.99	1197	2/19/2016
VEN002228	Indiana Sports Properties	APP032147	2/25/2016	640015349	SPORTS CAMPUS-SERVICE	January management fees	21,500.00		
VEN001988	Travelers	APP032216	2/29/2016	640015339	SPORTS CAMPUS-INSURAN	Pkg and Umbrella 1st quart	1,233.40	1198	2/29/2016
VEN001988	Travelers	APP032216	2/29/2016	640015339	SPORTS CAMPUS-INSURAN	Pkg and Umbrella 1st quart	1,507.49	1198	2/29/2016
VEN001469	O W Krohn and Associates	APP032354	3/4/2016	640015349	SPORTS CAMPUS-SERVICE	Nov and Dec	507.50		
VEN001912	The Brickman Group	APP032355	3/4/2016	640015349	SPORTS CAMPUS-SERVICE	Snow events on 11/21 1/21 11	450.00		
VEN000678	Faegre Baker Daniels	APP032356	3/4/2016	640015349	SPORTS CAMPUS-SERVICE	GP Contract review	1,225.00		
VEN002228	Indiana Sports Properties	APP032428	3/8/2016	640015349	SPORTS CAMPUS-SERVICE	Sales Commission for Jan	3,645.00		
VEN000739	Frontier	APP032455	3/8/2016	640015224	SPORTS CAMPUS-OPERATI	711 E 191st	214.94	1200	3/8/2016
VEN000739	Frontier	APP032455	3/8/2016	640015224	SPORTS CAMPUS-OPERATI	5 E 191st	225.49	1200	3/8/2016
VEN002336	Citizens Westfield	APP032456	3/8/2016	640015341	SPORTS CAMPUS-ELECTRI	Field	372.69	1199	3/8/2016
VEN002336	Citizens Westfield	APP032456	3/8/2016	640015341	SPORTS CAMPUS-ELECTRI	Diam	496.92	1199	3/8/2016
VEN002336	Citizens Westfield	APP032456	3/8/2016	640015341	SPORTS CAMPUS-ELECTRI	General	124.23	1199	3/8/2016
VEN002336	Citizens Westfield	APP032456	3/8/2016	640015341	SPORTS CAMPUS-ELECTRI	Field	398.31	1199	3/8/2016
VEN002336	Citizens Westfield	APP032456	3/8/2016	640015341	SPORTS CAMPUS-ELECTRI	Diam	534.44	1199	3/8/2016
VEN002336	Citizens Westfield	APP032456	3/8/2016	640015341	SPORTS CAMPUS-ELECTRI	General	131.48	1199	3/8/2016
	Subtotal for Grand Park						52,990.59		
	Subtotal for Fund 640 Sports Campus Operating						52,990.59		

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	Fund Name								
641	Supplemental Reserv								
	Administration								
VEN001537	Payroll	APP031744	2/9/2016	641001349	SUPPLE RESERV CONTR S	Payroll 2/11	31,100.62	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	641001349	SUPPLE RESERV CONTR S	FICA 2/11	1,928.18	500000004	2/10/2016
VEN001537	Payroll	APP031744	2/9/2016	641001349	SUPPLE RESERV CONTR S	Medicare 2/11	450.98	500000004	2/10/2016
VEN000739	Frontier	APP031959	2/12/2016	641001349	SUPPLE RESERV CONTR S	Census	626.82	58742	2/19/2016
VEN001537	Payroll	APP032042	2/22/2016	641001111	CENSUS-SALARY	2 25 payroll	30,762.27	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	641001120	CENSUS-FICA AND MEDICA	FICA	1,907.28	500000010	2/23/2016
VEN001537	Payroll	APP032042	2/22/2016	641001120	CENSUS-FICA AND MEDICA	Medicare	446.02	500000010	2/23/2016
VEN001537	Payroll	APP032412	3/7/2016	641001349	SUPPLE RESERV CONTR S	sal	38,635.96		
VEN001537	Payroll	APP032412	3/7/2016	641001349	SUPPLE RESERV CONTR S	fica	2,395.39		
VEN001537	Payroll	APP032412	3/7/2016	641001349	SUPPLE RESERV CONTR S	MED	560.23		
	Subtotal for Administration						108,813.75		
	Subtotal for Fund 641 Supplemental Reserv						108,813.75		

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Fund No. Fund Name									
651	Infrastructure Improv								
	Public Works								
VEN002234	Land Collective LLC	APP031762	2/9/2016	651013474	INFRASTRUCTURE IMPRO	Junction - DDs and CDs 2016	135,000.00		
VEN003419	Dore and Associates Contracting	APP031763	2/9/2016	651013474	INFRASTRUCTURE IMPRO	Approved change order for ext	1,750.00		
VEN002038	USI Consultants, Inc	APP031906	2/16/2016	651013474	INFRASTRUCTURE IMPRO	Supplement Agreement 1 Con	4,124.00		
VEN001890	Techlite Corp	APP031928	2/17/2016	651013474	INFRASTRUCTURE IMPRO	161st Street Decorative Lights	90,280.00		
VEN002019	United Consulting Engineers	APP031993	2/22/2016	651013474	INFRASTRUCTURE IMPRO	Monon Trail over SR 32 and T	23,230.00		
VEN000961	Indiana Dept Of Transportation	APP032161	2/25/2016	651013474	INFRASTRUCTURE IMPRO	161st and Oakridge roundabo	10,157.14		
VEN002234	Land Collective LLC	APP032183	2/29/2016	651013474	INFRASTRUCTURE IMPRO	Junction - DDs and CDs 2016	135,000.00		
VEN000589	Duke Energy	APP032229	3/1/2016	651013474	INFRASTRUCTURE IMPRO	Monon Trail Phase 6 Service	5,932.35	58812	3/7/2016
VEN002842	Precision Concrete Inc	APP032232	3/1/2016	651013474	INFRASTRUCTURE IMPRO	Lakeville Crossing and Scatte	1,469.00		
VEN000473	Crider and Crider	APP032233	3/1/2016	651013474	INFRASTRUCTURE IMPRO	Replaces PO2008 corr app n	134,656.73		
VEN000473	Crider and Crider	APP032233	3/1/2016	651013474	INFRASTRUCTURE IMPRO	Replaces PO2008 corr app n	87,250.00		
VEN000473	Crider and Crider	APP032233	3/1/2016	651013474	INFRASTRUCTURE IMPRO	188th St Extension increase t	43,916.59		
VEN002709	Lochmueller Group Inc	APP032269	3/1/2016	651013474	INFRASTRUCTURE IMPRO	Amend 5 for Mill St Design	4,279.97		
VEN001521	Parsons Brinckerhoff Inc	APP032314	3/2/2016	651013474	INFRASTRUCTURE IMPRO	Midland 4 Wheeler On Calls	4,336.25		
VEN003009	Hagerman Inc	APP032364	3/4/2016	651013474	INFRASTRUCTURE IMPRO	Junction - Cost Estimating Se	9,900.00		
	Subtotal for Public Works						691,282.03		
	Subtotal for Fund 651 Infrastructure Improv						691,282.03		
Fund No. Fund Name									
701	Payroll								
	Clerk Treasurer								
VEN002177	Indiana Members Credit Union	APP031677	2/3/2016	701008930	PAYROLL-INS. DED	Reim empl HSA	986.92	16488	2/3/2016
VEN003131	Huntington Bank	APP031747	2/9/2016	701008131	PAYROLL-EMPLOYER'S FIC	FICA	29,829.35	700000002	2/10/2016
VEN003131	Huntington Bank	APP031747	2/9/2016	701008132	PAYROLL-EMPLOYER'S ME	Medicare	6,976.22	700000002	2/10/2016
VEN003131	Huntington Bank	APP031747	2/9/2016	701008921	PAYROLL-FEDERAL WITHH	Federal	56,523.11	700000002	2/10/2016
VEN003131	Huntington Bank	APP031747	2/9/2016	701008922	PAYROLL-EMPLOYEE FICA	FICA	29,829.37	700000002	2/10/2016
VEN003131	Huntington Bank	APP031747	2/9/2016	701008922	PAYROLL-EMPLOYEE FICA	Medicare	6,976.22	700000002	2/10/2016
VEN003131	Huntington Bank	APP031747	2/9/2016	701008922	PAYROLL-STATE WITHHOL	State	15,042.03	700000003	2/10/2016
VEN000959	Indiana Dept Of Revenue	APP031748	2/9/2016	701008923	PAYROLL-STATE WITHHOL	COIT	5,095.29	700000003	2/10/2016
VEN000959	Indiana Dept Of Revenue	APP031748	2/9/2016	701008923	PAYROLL-STATE WITHHOL	COIT	350,446.72	700000004	2/10/2016
VEN001537	Payroll	APP031749	2/9/2016	701008110	PAYROLL-NET SALARIES	net sal	16,055.83	700000001	2/10/2016
VEN000163	Aul Retirement	APP031786	2/10/2016	701008931	PAYROLL-401A MATCHING-	Emp Contri and loan pmts	66.25	16492	2/10/2016
VEN001686	Robert Dine	APP031802	2/10/2016	701008931	PAYROLL-401A MATCHING-	Loan 1 reim			

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Fund No.	Fund Name								
701	Payroll								
	Clerk Treasurer								
VEN000948	IN Family and Social Services Admin	APP031803	2/10/2016	701008140	PAYROLL-SUPPORT WITHH	Child Support 2/11	2,102.42	700000006	2/11/2016
VEN000703	Fire Fighters Credit Union	APP031804	2/10/2016	701008141	PAYROLL-UNION DUES	Union Dues	1,915.64	16490	2/10/2016
VEN001864	Supporting heroes	APP031805	2/10/2016	701008991	PAYROLL-MISC	Supporting Heroes	120.88	16493	2/10/2016
VEN001583	Police and Firemen's Insurance	APP031806	2/10/2016	701008930	PAYROLL-INS. DED	Police and Firemens Ins	70.85	16491	2/10/2016
VEN001550	PERF	APP031825	2/11/2016	701008133	PAYROLL-PERF	Civilian PERF	36,855.11	700000007	2/11/2016
VEN000008	77 Police and Fire Fund	APP031826	2/11/2016	701008133	PAYROLL-PERF	Non civilian PERF	50,508.84	700000005	2/11/2016
VEN000813	Gregory Binter	APP031827	2/11/2016	701008110	PAYROLL-NET SALARIES	Shorted hours in error on time	100.81		
VEN000058	AFLAC	APP031828	2/11/2016	701008930	PAYROLL-INS. DED	Ins Prem	7,773.62	16495	2/11/2016
VEN000920	Huntington National Bank	APP032044	2/22/2016	701008131	PAYROLL-EMPLOYER'S FIC	FICA	29,587.57	700000009	2/24/2016
VEN000920	Huntington National Bank	APP032044	2/22/2016	701008132	PAYROLL-EMPLOYER'S ME	Medicare	6,919.67	700000009	2/24/2016
VEN000920	Huntington National Bank	APP032044	2/22/2016	701008921	PAYROLL-FEDERAL WITHH	Federal	55,639.93	700000009	2/24/2016
VEN000920	Huntington National Bank	APP032044	2/22/2016	701008922	PAYROLL-EMPLOYEE FICA	FICA	29,587.61	700000009	2/24/2016
VEN000920	Huntington National Bank	APP032044	2/22/2016	701008922	PAYROLL-EMPLOYEE FICA	Medicare	6,919.64	700000009	2/24/2016
VEN000959	Indiana Dept Of Revenue	APP032045	2/22/2016	701008923	PAYROLL-STATE WITHHOL	State	14,959.87	700000011	2/24/2016
VEN000959	Indiana Dept Of Revenue	APP032045	2/22/2016	701008923	PAYROLL-STATE WITHHOL	COIT	5,039.73	700000011	2/24/2016
VEN001537	Payroll	APP032052	2/22/2016	701008110	PAYROLL-NET SALARIES	net sal	349,286.22	700000012	2/24/2016
VEN000163	Aul Retirement	APP032115	2/23/2016	701008931	PAYROLL-401A MATCHING-	Employee contributions and lo	14,753.13	700000008	2/24/2016
VEN000948	IN Family and Social Services Admin	APP032125	2/24/2016	701008140	PAYROLL-SUPPORT WITHH	Child support	2,102.42	700000010	2/24/2016
VEN000703	Fire Fighters Credit Union	APP032128	2/24/2016	701008141	PAYROLL-UNION DUES	Union Dues	1,884.20	16497	2/24/2016
VEN001864	Supporting heroes	APP032129	2/24/2016	701008991	PAYROLL-MISC	Employee Contributions	120.88	16499	2/24/2016
VEN001583	Police and Firemen's Insurance	APP032131	2/24/2016	701008930	PAYROLL-INS. DED	Ins prem	70.85	16498	2/24/2016
VEN000058	AFLAC	APP032195	2/29/2016	701008930	PAYROLL-INS. DED	Disability prmts	7,773.62	16500	2/29/2016
VEN000126	Anthem Blue Cross Blue Shield	APP032206	2/29/2016	701008930	PAYROLL-INS. DED	March Med Ins	5,101.61	16501	2/29/2016
VEN000513	DavisVision	APP032218	3/1/2016	701008930	PAYROLL-INS. DED	Retired and Cobra	29.56	16502	3/1/2016
VEN001550	PERF	APP032263	3/1/2016	701008133	PAYROLL-PERF	civilian perf	36,639.15		
VEN000008	77 Police and Fire Fund	APP032264	3/1/2016	701008133	PAYROLL-PERF	non civilian perf	50,508.84		
VEN000534	Delta Dental	APP032310	3/2/2016	701008930	PAYROLL-INS. DED	March Dental ins prem	4,124.51	16504	3/2/2016
VEN000058	AFLAC	APP032330	3/2/2016	701008930	PAYROLL-INS. DED	Group Aflac ins prem	2,024.96	16505	3/2/2016
VEN000058	AFLAC	APP032331	3/2/2016	701008930	PAYROLL-INS. DED	Group Disability ins prem	2,928.32	16503	3/2/2016
VEN000920	Huntington National Bank	APP032410	3/7/2016	701008131	PAYROLL-EMPLOYER'S FIC	fica	30,318.89	700000014	3/8/2016
VEN000920	Huntington National Bank	APP032410	3/7/2016	701008132	PAYROLL-EMPLOYER'S ME	med	7,090.85	700000014	3/8/2016
VEN000920	Huntington National Bank	APP032410	3/7/2016	701008132	PAYROLL-EMPLOYER'S ME	med	7,090.71	700000014	3/8/2016

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Fund No. Fund Name									
701	Payroll								
Clerk Treasurer									
VEN000920	Huntington National Bank	APP032410	3/7/2016	701008921	PAYROLL-FEDERAL WITHH	fed	56,658.79	700000014	3/8/2016
VEN000920	Huntington National Bank	APP032410	3/7/2016	701008922	PAYROLL-EMPLOYEE FICA	fica	30,318.85	700000014	3/8/2016
VEN000959	Indiana Dept Of Revenue	APP032411	3/7/2016	701008923	PAYROLL-STATE WITHHOL	state	15,318.40	700000016	3/8/2016
VEN000959	Indiana Dept Of Revenue	APP032411	3/7/2016	701008923	PAYROLL-STATE WITHHOL	coit	5,148.72	700000016	3/8/2016
VEN001537	Payroll	APP032413	3/7/2016	701008110	PAYROLL-NET SALARIES	NET SAL	358,822.93	700000017	3/8/2016
VEN000163	Aul Retirement	APP032432	3/8/2016	701008931	PAYROLL-401A MATCHING-	loan pmts	14,597.50	700000013	3/8/2016
VEN000948	IN Family and Social Services Admin	APP032433	3/8/2016	701008140	PAYROLL-SUPPORT WITHH	Child Support	2,102.42	700000015	3/8/2016
VEN001583	Police and Firemen's Insurance	APP032434	3/8/2016	701008930	PAYROLL-INS. DED	Ins Prem	70.85	16507	3/8/2016
VEN001864	Supporting heroes	APP032435	3/8/2016	701008991	PAYROLL-MISC	Emp Contributions	120.88	16508	3/8/2016
VEN000703	Fire Fighters Credit Union	APP032436	3/8/2016	701008141	PAYROLL-UNION DUES	Union Dues	1,884.20	16506	3/8/2016
VEN000008	77 Police and Fire Fund	APP032444	2/25/2016	701008133	PAYROLL-PERF	Non Civilian PERF	50,508.84	700000018	2/27/2016
VEN001550	PERF	APP032445	2/25/2016	701008133	PAYROLL-PERF	Civilian PERF	36,639.15	700000019	3/8/2016
Subtotal for Clerk Treasurer							1,859,969.75		
Subtotal for Fund 701 Payroll							1,859,969.75		

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Fund No. Fund Name									
900	Stormwater								
	Stormwater								
VEN001537	Payroll	APP031743	2/9/2016	900016111	STORM-SALARY	Storm	9,735.14	900000002	2/10/2016
VEN001537	Payroll	APP031743	2/9/2016	900016120	STORM-FICA AND MEDICAR	FICA	563.97	900000002	2/10/2016
VEN001537	Payroll	APP031743	2/9/2016	900016120	STORM-FICA AND MEDICAR	Medicare	131.91	900000002	2/10/2016
VEN001537	Payroll	APP031743	2/9/2016	900016121	STORM-PERF	PERF	1,254.42	900000002	2/10/2016
VEN002234	Land Collective LLC	APP031764	2/9/2016	900016309	STORM-CONSULTING FEES	Riperian Corridor Modeling by	12,680.44		
VEN002424	IUPPS	APP032021	2/22/2016	900016309	STORM-CONSULTING FEES	Tickets	713.45		
VEN001537	Payroll	APP032043	2/22/2016	900016111	STORM-SALARY	Storm payroll	10,158.02	900000003	2/24/2016
VEN001537	Payroll	APP032043	2/22/2016	900016120	STORM-FICA AND MEDICAR	FICA	590.19	900000003	2/24/2016
VEN001537	Payroll	APP032043	2/22/2016	900016120	STORM-FICA AND MEDICAR	Medicare	138.03	900000003	2/24/2016
VEN001537	Payroll	APP032043	2/22/2016	900016121	STORM-PERF	PERF	1,331.24	900000003	2/24/2016
VEN000005	3D Company Inc	APP032228	3/1/2016	900016474	STORM-CONSTRUCTION C	6" SSD for misc. stormwater p	722.00		
VEN003887	Jill Boswell	APP032244	3/1/2016	900016370	STORMWATER-REFUND		3.85		
VEN003887	Jill Boswell	APP032244	3/1/2016	900016370	STORMWATER-REFUND	OP	0.79		
VEN002424	IUPPS	APP032401	3/7/2016	900016309	STORM-CONSULTING FEES	Jan tickets	763.80		
VEN003909	ASAP Aquatics	APP032408	3/7/2016	900016433	STORM-INFRASTRUCTURE	Lake Care	830.00		
VEN001537	Payroll	APP032409	3/7/2016	900016111	STORM-SALARY	sal	9,853.22	900000004	3/7/2016
VEN001537	Payroll	APP032409	3/7/2016	900016120	STORM-FICA AND MEDICAR	fica	571.29	900000004	3/7/2016
VEN001537	Payroll	APP032409	3/7/2016	900016120	STORM-FICA AND MEDICAR	med	133.61	900000004	3/7/2016
VEN001537	Payroll	APP032409	3/7/2016	900016121	STORM-PERF	perf	1,271.19	900000004	3/7/2016
VEN002234	Land Collective LLC	APP032431	3/8/2016	900016309	STORM-CONSULTING FEES	Riperian Corridor Modeling by	5,575.00		
Subtotal for Stormwater							57,021.56		
Subtotal for Fund 900 Stormwater							57,021.56		

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Fund No. Fund Name									
950	Trash								
	Trash								
VEN001637	Ray's Trash Service	APP031589	2/5/2016	950017851	TRASH-RES QRTLTY FEE CO		197,779.69	36229	2/5/2016
VEN002155	Worrell	APP032220	3/1/2016	950017223	TRASH-OFFICE SUPPLIES	Trash Storm Invoice Freight	15.00		
VEN000345	Cave and Company Printing	APP032221	3/1/2016	950017337	TRASH-PRINTING	Envelopes	446.00		
VEN003887	Jill Boswell	APP032244	3/1/2016	950017349	TRASH-ADM SERVICES		1.40		
VEN003887	Jill Boswell	APP032244	3/1/2016	950017370	TRASH-REFUND		15.85		
VEN001637	Ray's Trash Service	APP032387	3/7/2016	950017851	TRASH-RES QRTLTY FEE CO		30,818.83		
	Subtotal for Trash						229,076.77		
	Subtotal for Fund 950 Trash						229,076.77		
	Posted Invoices Total						6,239,716.77		

Un-Posted Invoices

Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No. Fund Name								
640	Sports Campus Operating							
	Grand Park							
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Ma	5,326.06	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Ma	5,543.44	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Iri	4,541.81	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Iri	4,727.19	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Iri	9,269.00	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Cl	8,262.02	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Cl	10,951.98	Approved
VEN002228	Indiana Sports Properties	API0002487	3/1/2016	640015349	Sports Campus-Services	Sports Campus-Services	21,500.00	Approved
VEN000733	Freije Engineered Solutions Co	API0002487	3/1/2016	640015343	Sports Campus-Bldg Maint	Sports Campus-Bldg Maintena	532.86	Approved
VEN000733	Freije Engineered Solutions Co	API0002487	3/1/2016	640015343	Sports Campus-Bldg Maint	Sports Campus-Bldg Maintena	1,087.96	Approved
	Subtotal for Grand Park						71,742.32	
	Subtotal by Fund 640 Sports Campus Operating						71,742.32	
	Un-Posted Invoices Total						71,742.32	

Credit Memos

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
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Credit Memos

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	Fund Name						
101	General						
	Police						
VEN000080	Almost Home Boarding Kennel	ACP000797	3/2/2016	101002355	Police-K-9 Maint	Police-K-9 Maint	325.00
	Subtotal for						325.00
	Informatics						
VEN002032	US Bank	ACP000780	2/3/2016	101007337	IT-Printing	IT-Printing	87.72
VEN002032	US Bank	ACP000781	2/22/2016	101007337	IT-Printing	IT-Printing	1,315.74
VEN000604	Eastern Engineering Supply	ACP000796	2/22/2016	101007223	IT-Office Supplies	IT-Office Supplies	1,262.51
	Subtotal for						2,665.97
	Subtotal by Fund 101 General						2,990.97
Fund No.	Fund Name						
268	Emergency Medical and Equip						
	Fire						
VEN000065	Airgas Mid America	ACP000775	2/10/2016	268012224	EMS-Operating Supplies	EMS-Operating Supplies	406.94
	Subtotal for						406.94
	Subtotal by Fund 268 Emergency Medical and Equip						406.94
Fund No.	Fund Name						
701	Payroll						
	Clerk Treasurer						
VEN001550	PERF	ACP000798	3/1/2016	701008133	Payroll-PERF	Payroll-PERF	36,639.15
VEN000008	77 Police and Fire Fund	ACP000799	3/1/2016	701008133	Payroll-PERF	Payroll-PERF	50,508.84
	Subtotal for						87,147.99
	Subtotal by Fund 701 Payroll						87,147.99
	Credit Memo Total						90,545.90

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Posted Invoices Total

Un-Posted Invoices

Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	Fund Name							
640	Sports Campus Operating							
	Grand Park							
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Ma	5,326.06	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Ma	5,543.44	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Iri	4,541.81	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Iri	4,727.19	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Iri	9,269.00	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Ci	8,262.02	Approved
VEN001912	The Brickman Group	API0002391	12/7/2015	640015349	Sports Campus-Services	GP-Diamond Brickman CA Ci	10,951.98	Approved
VEN002228	Indiana Sports Properties	API0002487	3/1/2016	640015349	Sports Campus-Services	Sports Campus-Services	21,500.00	Approved
VEN000733	Freije Engineered Solutions Co	API0002487	3/1/2016	640015343	Sports Campus-Bldg Maint	Sports Campus-Bldg Maintena	532.86	Approved
VEN000733	Freije Engineered Solutions Co	API0002487	3/1/2016	640015343	Sports Campus-Bldg Maint	Sports Campus-Bldg Maintena	1,087.96	Approved
	Subtotal for Grand Park						71,742.32	
	Subtotal by Fund 640 Sports Campus Operating						71,742.32	
	Un-Posted Invoices Total						71,742.32	

Credit Memos

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Credit Memo Total							

Westfield City Council March 14, 2016

The Westfield City Council met in regular session on Monday March 14, 2016 at the Westfield City Hall. Members present were Chuck Lehman, Jim Ake, Steve Hoover, Bob Horkay, Cindy Spoljaric, Joe Edwards, and Mark Keen. Also present were Clerk-Treasurer Cindy Gossard and City Attorney Brian Zaiger.

President Chuck Lehman called the meeting to order at 7:00 p.m.

Approval of Minutes:

Cindy Spoljaric made a motion to approve February 8, 2016 minutes as amended. Jim Ake seconded. Vote: Yes-7; No-0. Motion carries.

Guest:

None

Claims:

Bob Horkay made a motion to approve the claims as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Miscellaneous Business/Special Presentations

Special Recognition: Western Governors University

Todd Burtron introduced this item giving an overview of the partnership between the City and WGU.

Chancellor Allison Barber spoke about WGU and their programs and presented a check to the City for \$1500 to go towards scholarships.

Special Presentation: Informatics-Video recording of Council Meeting

Informatics Director Chris Larson spoke regarding the request to video council meetings and the costs involved.

Miscellaneous Business: Library Board Re-Appointment

Jim Ake made a motion to re-appoint Dan Pitcock to the library board. Steve Hoover seconded the motion. Vote: Yes; No-0. Motion carries.

Old Business:

Ordinance 15-46: Centennial North PUD District Amendment (Wilshire)

Council Introduction – January 11, 2016

APC Public Hearing: February 1, 2016

APC Recommendation: February 16, 2016

Adoption Consideration – March 14, 2016

Pam Howard presented this item stating the modifications to the existing PUD.

Mark Keen made a motion to approve Ordinance 15-46 as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Ordinance 16-04: Keenland Park PUD Amendment

Council Introduction – February 8, 2016

APC Public Hearing and Recommendations – March 7, 2016

Adoption Consideration – March 14, 2016

Amanda Rubadue presented this item stating it would allow for an additional housing style selection (Farmhouse Style, various elevations) be added to the 6 previous styles in the development.

Steve Hoover made a motion to approve Ordinance 16-04 as presented. Bob Horkay seconded. Vote: Yes-7; No-0. Motion carries.

Resolution 16-104: Adoption of Amended Personnel Policies, Procedures and Benefits Manual

Council Introduction – February 8, 2016

Adoption Consideration – March 14, 2016

Brian Zaiger presented this item stating the minimal changes to the manual.

Jim Ake made a motion to approve Resolution 16-104 as presented. Joe Edwards seconded. Vote: Yes-7; No-0. Motion carries.

New Business:

Ordinance 16-06: Indianapolis Hebrew Congregation PUD District

Council Introduction: March 14, 2016

APC Public Hearing: April 4, 2016

APC Recommendation – April 18, 2016

Adoption Consideration: May 9, 2016

Matt Skelton presented this item which requests to rezone the entire IHC real estate to the IHC PUD Ordinance. The request allows for expansion of the existing cemetery.

Forward on to APC

Ordinance 16-07: Springmill Trails PUD District Amendment-Northview Christian Life Church

Council Introduction: March 14, 2016

APC Public Hearing – April 4, 2016

APC Recommendation – April 18, 2016

Adoption Consideration: May 9, 2016

Jesse Pohlman presented going over the request for the amendment to the Springmill Trails PUD which would allow for 23,000 sq. ft. church to be built on the property.

Jon Dobosiewicz answered questions and discussed concerns of council.

Forward on to APC

Ordinance 16-08: Stormwater Fee Schedule for the City of Westfield

Council Introduction: March 14, 2016

Public Hearing: April 11, 2016

Adoption Consideration: April 11, 2016

Jeremy Lollar presented detailing the need to establish a Westfield Storm Water District and to adopt stormwater user fees, which would be billed quarterly.

This item will move on for Public Hearing

Resolution 16-105: Village Farms Neighborhood Plan-Comprehensive Plan Amendment

Council Introduction: March 14, 2016

APC Public Hearing – April 4, 2016

APC Recommendation – April 18, 2016

Adoption Consideration – May 9, 2016

Jesse Pohlman presented this item giving a brief overview of the plan.

HOA board member, Larry Hudson commented on resident's concerns and items of interest the neighborhood would like to see addressed under this plan.

Forward on to APC

Resolution 16-106: Junction Sub-District Addendum Comprehensive Plan Amendment

Council Introduction – March 14, 2016

APC Public Hearing – April 4, 2016

APC Recommendation – April 18, 2016

Adoption Consideration – May 9, 2016

Matt Skelton presented this item giving an overview from where the plan started to where it is currently.

Jesse Pohlman explained the enhancement of usable land, the overview of the plaza and the phases and timeline of these actions taking place. Jesse went over the terminology used when speaking of the Junction area.

Forward on to APC

Resolution 16-107: City of Westfield Consolidation of Funds

Council Introduction – March 14, 2016

Adoption Consideration – March 14, 2016

Brian Zaiger presented this item stating the Resolution allows for funds to be transferred from the GP construction fund to GP operations fund.

Mark Keen made a motion to approve Resolution 16-107 as presented. Jim Ake seconded. Vote: Yes-6; No-1 (C. Spoljaric). Motion carries.

Council Discussion of Unauthorized and Temporary Signage

CITY COUNCIL COMMENTS:

Chuck spoke about the new Internal Controls Guidelines

Steve Hoover updated on APC

MAYOR COMMENTS:

Legislation ended last Thursday March 10th there was some good that came out of this session

Census should finish up by mid-April

Grand Park visitor spending went up

With no further business the meeting was adjourned at 9:00 p.m.

Clerk-Treasurer

President

