



Greenfield Engineering & Planning

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Greenfield Common Council
10 S. State Street
Greenfield, IN 46140

Re: Modify the 2025 Budget to accommodate private inspections.

Dear Council,

The City of Greenfield currently inspects large developments with City Staff. When there are multiple subdivisions and developments occurring, inspectors from different departments must prioritize when each site is visited and no sites are fully inspected for the full day that the contractor is working and installing sanitary, water, streets, and stormwater infrastructure.

After some discussions with Mayor Titus and many applicable department heads, I am asking the Council to consider the development of a program where the City would hire consultants to do the daily inspections. City Staff would transition from limited supervision of contractors to supervision of consultants providing full time inspection services of contractor's work.

This item appeared before the Board of Public Works and Safety on September 24, 2024, and Staff was directed to proceed with the implementation of inspection consultants. A Request for Proposals has been sent to multiple engineering firms and responses are due on March 21, 2025.

This process of implementation includes creation of a Public Infrastructure Permit. The Public Infrastructure Permit needs to appear before the Plan Commission as an amendment to the Unified Development Ordinance with a recommendation back to the Common Council.

This program is proposed to work as follows:

1. City signs contracts with multiple inspection consultants for a 2-year contract.
 - a. Hourly rates and mileage to/from the site are normalized for all consultants so that a developer cannot complain about getting the expensive inspector.
 - b. Contracts would include specific inspectors who the City feels are qualified to inspect the infrastructure in accordance with City specifications.
2. Developers of subdivisions and projects that involve public infrastructure would have a Public Infrastructure Permit include language that they understand that they will pay for the services, as needed, plus 5% for City administration.
3. Staff would delegate each project to consultants based on workload, adjacent projects in the area, etc.

4. Consultants would take the project from preconstruction meeting to closeout inspection and acceptance of project.
5. Consultants would be present on site, as needed, to inspect critical installation on public infrastructure, including, but not limited to sanitary, water, streets, sidewalks, and stormwater infrastructure. They would also be present as needed for other needed inspection services such as erosion and sediment control inspections, progress meetings, etc.
6. Nothing would prevent City Staff from visiting and/or inspection of the project sites at anytime. City Staff would also be on call if the inspector has any specific questions or concerns.
7. Inspectors would submit daily inspection reports to the City and developer.
8. Each month, Staff would review consultant invoices, compare with activity on each site, and send an invoice to developer with an added 5% to cover administrative oversight.

Many have been asked how much this new process would impact the price of a residential lot in Greenfield. That depends on many variables, however Brownsburg has provided Staff some data that they have collected over 11 subdivisions. The 11 subdivisions ranged from 30 to 75 lots and the cost per lot ranged from \$125 to \$619 with the average being \$367 per lot. Note that this cost is for new development and will not have any negative impact on existing tax-payers.

This item was not included in the 2025 budget and it is recommended that for 2025 the monies be allocated from the Common Council budget. In subsequent years, it is recommended that a department budget, such as Engineering Department house this budget item. This work will not involve subdivisions already in construction so 2025 will be a starting year. Staff suggests a 2025 allocation of \$50,000.

Note that all monies expended are expected to be returned to the City with 5% administrative fees and monthly interest for any unpaid balances. The Planning Director may withhold improvement location permits for the development for any unpaid invoices.



Glen E. Morrow, PE
City Engineer

Copy: Mayor Guy Titus
Gregg Morelock, City Attorney
Lori Elmore, Clerk Treasurer