



**BOARD OF BUSINESS & NEIGHBORHOOD SERVICES  
VONNEGUT CONFERENCE ROOM  
INDIANAPOLIS-MARION COUNTY, INDIANA**

**October 26, 2017**

**ATTENDANCE:**

The following Board of Business and Neighborhood Services members were present:

Jason Larrison, Director  
Allison Gritton  
Anthony Bridgeman

The following staff members were present:

Lucy West	Board Secretary
Courtney Bennett	Deputy Director, Construction and Business Services
Kate Trennepohl	Deputy Director, Animal Care Services
Brian Madison	Deputy Director, Property and Land Use Services
Sonya Seeder	Assistant Corporation Counsel

**INTRODUCTIONS:**

Mr. Jason Larrison called the meeting to order at 3:02 p.m. and board members Mr. Anthony Bridgeman and Ms. Allison Gritton were announced.

The following staff introductions were also made: Ms. Lucy West, Board Secretary, Ms. Courtney Bennett, Deputy Director, Ms. Katie Trennepohl, Deputy Director, Mr. Brian Madison, Deputy Director, and Ms. Sonya Seeder, Assistant Corporation Counsel.

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**ADOPTION OF MINUTES:**

The Board of Business and Neighborhood Services approved the business meeting minutes of September 28, 2017. Motion made by Mr. Bridgeman. Motion seconded by Ms. Gritton. Motion carried.

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## **REPORTS:**

Mr. Steven Webb, Chief Financial Officer, presented the 2018 budget for the Department of Business and Neighborhood Services while also providing a comparison to the 2017 budget.

Mr. Webb first went over the different funding sources. The primary funding source is the Consolidated County General Fund with two sub-funds which are the City General Fund and the Permit Fund. The City General Fund funds the ACS division and the rest of the department is funded from the Permit Fund. There is an \$276,000 increase in the ACS budget from 2017 to 2018 with a budget of over \$4.9 million. The rest of the department has a budget of just under \$21.2 million, which is an increase of \$139,000 from 2017. The second funding source is the City Cumulative Capital Improvement Fund and the budget for that fund remains the same from 2017, which is \$83,750. The City Cumulative Capital Improvement Fund is restricted to use for ACS to make Character 4 capital purchases.

Mr. Webb then went over the budget by providing a breakdown of each character level for the department in aggregate. Character 1 is for personnel services and has a budget increase of \$367,429. Character 2 is for materials and services, like uniforms, office supplies, and pet supplies, and the budget remains the same from 2017. Character 3 is for professional services and contracts, which has a budget decrease of almost \$136,000. Character 4 is for capital purchases and the budget for these items remains the same from 2017. Character 5 are internal charges from other city agencies that perform services for BNS and there is a budget increase of about \$184,000.

Mr. Webb then reviewed each character level in detail. Character 1 covers the salaries and benefits for all employees. ACS, which is funded by the City General Fund, has a Character 1 increase of \$288,115 due to the addition for four positions and the increase in the cost of health insurance. The rest of the department, which is funded by the Permit Fund, has a Character 1 increase of just over \$139,000 due to the increase in health insurance costs. Character 2 did not have any budget changes for either division due to some savings for some materials and supplies that could be used toward other necessary materials and supplies. Character 3 is for professional services the department pays for. ACS, which is funded by the City General Fund, has an increase in their Character 3 budget of almost \$4000 which will cover the increase in rent for the shelter. The rest of the department, funded by the Permit Fund, has a decrease of almost \$140,000 in order to offset some increases in the Character 5 budget. The decrease in Character 3 primarily comes from the reserves from 2017. Character 4 is for capital purchases and is funded by the Consolidated County General Fund and the City Cumulative Capital Improvement Fund. There were no changes to the budget for Character 4 items, which includes vehicles, computer equipment, and office furniture. Character 5 funds pay for services from Mayor's Action Center, Office of Corporation Counsel, Fleet Services, and any other city agencies that may provide BNS with services. ACS, funded by the City General Fund, has a Character 5 budget increase of over \$44,000 primarily due to increases of charges for the Mayor's Action Center. The rest of the department, funded by the Permit Fund, has a Character 5 budget increase of over \$139,000 due to the increases fees from

mayor's Action Center along with increases in fees from Office or Corporation Counsel and Fleet Services.

Mr. Webb stated that the department's overall increase in the budget from 2017 to 2018 is 1.6%. Mr. Webb also added or ACS from the City General Fund, the increase is 5.9% and for the rest of the department out of the Permit Fund, the increase is 0.7% from 2017 to 2018.

Mr. Bridgeman asked for clarification on why the fees from Mayor's Action Center had increased. Mr. Webb stated that there had been some improvements to their system that was a mix of technology improvements and their staffing.

Ms. Gritton asked for more explanation on the City Cumulative Capital Improvement Fund. Mr. Webb explained that the City Cumulative Capital Improvement Fund is dedicated to ACS to fund any capital improvements or purchases they would need to make, like vehicles, furniture, or building improvements. Ms. Gritton asked if the funds from the City Cumulative Capital Improvement Fund were included in the budget amount for properties and equipment in Character 4. Mr. Webb answered that it is included.

Ms. Gritton asked if the four positions mentioned in the budget would be in addition to the current positions at ACS. Mr. Webb and Mr. Larrison stated that they would be new positions added to ACS.

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## **BUSINESS POLICY AND RESOLUTIONS:**

### **2017-C10-021      Certification: Trash Liens**

Under Chapter 575 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services ("DBNS") is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to abate that property. Section 575-7(a) of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 575-7(b)(3) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Obligation:      There are a total of 58 trash cases with a total amount owed of \$35,931.17. The cases reflect outstanding fees 30 days past due as of October 26, 2017.

Funding Source              N/A

Mr. Steven Webb, Chief Financial Officer, stated that this is the highest amount of trash cases to be certified at one time, which puts this year ahead of last year. Mr. Webb stated that the increase could be due to the reorganization of the department that has added employees that are working on these cases. Mr. Webb brought up two cases with amounts over \$2,000. Mr. Brian Madison explained the procedure for cases with high dollar amounts for clean-up, which involves management looking into the cases and the types of materials on the site before clean-up is ordered.

Mr. Bridgeman asked what the collection rate for trash cases is. Mr. Webb stated that it is about 70%.

Ms. Gritton asked if trash is seasonal at all. Mr. Madison stated that to some degree it is because there may be fewer people out to see the trash and report it due to colder temperatures.

Mr. Bridgeman asked how the department handles violations on City-owned property and if they are handled differently than others. Mr. Madison stated that DMD and Renew Indianapolis have their own contracts for remediation so any complaints on those properties are referred to those agencies. Mr. Bridgeman asked what the budgets are for those agencies. Mr. Madison stated that he is not sure what their budgets are, but he does know that remediation is a part of their budgets.

Mr. Webb presented the Board with a heat map to show the sites of trash violations throughout the city. Mr. Larrison asked Ms. West to send a copy of the map to the Board members.

MOTION: Ms. Gritton moved to adopt Resolution 2017-C10-021. Seconded by Mr. Bridgeman. Motion carried.

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## **2017-C10-022      Certification: High Weeds and Grass Liens**

Under Chapter 575 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to mow and/or clean that property. Section 575-7(a) of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 575-7(b)(3) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Obligation: There are a total of 534 mowing cases with a total amount owed of \$407,844.00. The cases reflect outstanding fees 30 days past due as of October 26, 2017.

Funding Source N/A

Mr. Steven Webb, Chief Financial Officer, stated that there are fewer cases to be certified this month, which is behind the amount 2016, but 2016 was an outlier out of the past four years. Mr. Webb also stated that the high weeds and grass will continue to slow down.

Mr. Webb presented a heat map for the 2017 high weeds and grass cases throughout the city. Mr. Larrison stated that there is a correlation between the areas on the maps that have the most trash and high weeds and grass cases with complaints reported to ACS and IMPD.

Mr. Larrison asked Mr. Tom Weber, manager for Property Safety and Maintenance Services, if he thought that the high weeds and grass cases might pick up in frequency again. Mr. Weber stated that the number of complaints coming in were minimal.

MOTION: Mr. Bridgeman moved to adopt Resolution 2017-C10-022. Seconded by Ms. Gritton. Motion carried.

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**2017-C10-023 Contract: Spay and Neuter Services**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into an agreement with The Foundation Against Companion-Animal Euthanasia, Inc. a/k/a FACE Low-Cost Spay/Neuter Clinic to provide spay and neuter services for animals under the care of the Division of Animal Care Services for a term of one (1) year.

Financial Obligation: \$10,000.00

Funding Source Department of Business and Neighborhood Services

Mr. Webb, Chief Financial Officer, stated that FACE provides spay/neuter services and other important medical and surgical services. Mr. Webb added that FACE is a non-profit and has historically been a great partner with the City. Mr. Webb stated that FACE is primarily used for animals that have been adopted but have not been altered and owners can pick up their animals from FACE without the animals having to be transported back to the shelter.

Ms. Gritton asked how long the City has had contracts with these clinics. Ms. Katie Trennepohl stated that FACE has been a partner for over ten years, Low Cost Spay

Neuter Clinic has been a partner for a year, and The Humane Society has been a partner since they opened.

Ms. Trennepohl added that the contract for FACE is so low because they are doing repairs to their building and it has limited their capacity of the amount of procedures they can take on.

MOTION: Ms. Gritton moved to adopt Resolution 2017-C10-023. Seconded by Mr. Bridgeman. Motion carried.

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**2017-C10-024      Contract: Spay and Neuter Services**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into an agreement with The Humane Society of Indianapolis, Inc. Animal Welfare Center to provide spay and neuter services for animals under the care of the Division of Animal Care Services for a term of one (1) year.

Financial Obligation:      \$20,000.00

Funding Source              Department of Business and Neighborhood Services

Mr. Webb, Chief Financial Officer, stated that The Humane Society of Indianapolis provides spay/neuter services and other important medical and surgical services. Mr. Webb added that The Humane Society of Indianapolis is a non-profit and has historically been a great partner with the City. Mr. Webb went on to say that The Humane Society will provide transportation at no additional cost but they have a much lower capacity to be able to take on procedures for ACS.

MOTION: Ms. Gritton moved to adopt Resolution 2017-C10-024. Seconded by Mr. Bridgeman. Motion carried.

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**2017-C10-025      Contract: Spay and Neuter Services**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into an agreement with Low Cost Spay Neuter Clinic, Inc. to provide spay and neuter services for animals under the care of the Division of Animal Care Services for a term of one (1) year.

Financial Obligation:      \$110,000.00

Funding Source              Department of Business and Neighborhood Services

Mr. Webb, Chief Financial Officer, stated that Low Cost Spay Neuter Clinic provides spay/neuter services and other important medical and surgical services. Mr. Webb added that Low Cost Spay Neuter Clinic is a non-profit and has historically been a great

partner with the City. Mr. Webb went on to say that Low Cost Spay Neuter Clinic will provide transportation at no additional cost. Mr. Webb stated that Low Cost Spay Neuter Clinic has a much higher capacity to be able to assist, which is why they have a much larger contract amount.

MOTION: Ms. Gritton moved to adopt Resolution 2017-C10-025. Seconded by Mr. Bridgeman. Motion carried.

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**2017-C10-026      Contract: Animal Assessment and Vaccination**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into an agreement with Chandra Droke to provide health and temperament assessment and vaccination services for animals entering the animal shelter for a term of one (1) year.

Financial Obligation:      \$21,500.00

Funding Source      Department of Business and Neighborhood Services

Mr. Steven Webb, Chief Financial Officer, stated that the contract is for temperament testing and other animal assessment services that each animal is required to go through before being eligible for adoption. Mr. Webb stated that Ms. Droke has been performing these services since July and has performed well, so they would like to continue to use her for the service. Mr. Webb stated that the contract amount is doubled from 2017 because they will be increasing services in order to be able to make animals eligible for adoption much quicker.

Mr. Bridgeman asked why they didn't hire someone full-time to perform the assessments. Mr. Webb responded that the department hopes that the increase they have planned will be able to create enough of a difference that they wouldn't need someone full-time. Mr. Webb added that if the increase isn't doing enough, they can reevaluate.

Mr. Larrison asked Ms. Trennepohl if the suggestion to give the dogs treats as they walked through the kennels came from the temperament tester or from someone else. Ms. Trennepohl stated that ACS had received a grant to hire a behavioral veterinarian to come in and develop some new protocols to help get the animals adopted more easily and to assist the temperament tester to modify the assessments. Ms. Trennepohl stated that idea had come from that behavioral vet. Mr. Larrison stated that the idea to give out treats made a huge difference in the behavior of the animals when they walked through the clinic.

MOTION: Mr. Bridgeman moved to adopt Resolution 2017-C10-026. Seconded by Ms. Gritton. Motion carried.

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**NEW BUSINESS:**

Ms. Trennepohl provided an update on the October 14<sup>th</sup> and 15<sup>th</sup> Indy Mega Adoption Event stating that 85 dogs and 54 cats were adopted. Mr. Larrison stated that the foundation that supports ACS also hosted an event that was pretty well attended.

Mr. Madison stated that a neighborhood cleanup would be taking place in the We Care Neighborhood on the Westside of the city on October 31<sup>st</sup>. Mr. Madison stated that there are several volunteers for it.

Mr. Larrison asked Ms. Bennett if there was anything new going on in her area of the department. Ms. Bennett stated that employees are being offered Comp Time and Overtime to keep up with how busy things have been in construction. Ms. Bennett brought up the Circle of Lights event that would be coming up the day after Thanksgiving. Mr. Larrison added that it has been very busy.

Ms. Gritton asked if the chalk mural beat the world record. Mr. Larrison and Ms. Bennett stated that it did beat the world record.

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**ADJOURNMENT:**

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:45 p.m.

Respectfully submitted,

Lucy West  
Board Secretary