



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

September 27, 2018

ATTENDANCE:

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

Brian Madison, Director
Anthony Bridgeman
Kenneth Allen

The following staff members were present:

Lucy West Trade Board Secretary
Courtney Bennett Deputy Director, Construction and Business Services
Katie Trennepohl Deputy Director, Animal Care Services
Vaneeta Kumar Assistant Corporation Counsel

INTRODUCTIONS:

Mr. Brian Madison called the meeting to order at 3:02 p.m. and board members Mr. Anthony Bridgeman and Mr. Kenneth Allen were announced.

The following staff introductions were also made: Ms. Lucy West, Board Secretary, Ms. Courtney Bennett, Deputy Director, Ms. Katie Trennepohl, Deputy Director, and Ms. Vaneeta Kumar, Assistant Corporation Counsel.

ADOPTION OF MINUTES:

The Board of Business and Neighborhood Services approved the business meeting minutes of September 27, 2018. Motion made by Mr. Allen. Motion seconded by Mr. Bridgeman. Motion carried.

REPORTS:

Mr. Steven Webb, Chief Financial Officer, presented the 2019 budget for the Department of Business and Neighborhood Services while also providing a brief comparison to the 2018 budget. Mr. Webb stated that the budget had been formerly approved the previous Monday.

Mr. Webb first went over the three 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 Animal Care Services and there is an 11.33% increase in the ACS budget from 2018 to 2019. The rest of the department is funded from the Permit Fund which has an increase of .8% from 2018. The third funding source is the City Cumulative Capital Improvement Fund, which is restricted to use for ACS to make Character 4 capital purchases and the budget for that fund has a 13.4% increase from 2018.

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 which covers salaries and benefits for all employees. Character 2 is for materials and services, like uniforms, office supplies, and pet supplies. Character 3 is for professional service charges, which is primarily where the Permit Fund budget resides. Character 4 is for capital purchases, primarily the fleet. Character 5 are internal charges from other city agencies that perform services for BNS, like the MAC, Fleet Services, and OCC.

Mr. Bridgeman asked for clarification on the services charges. Mr. Webb explained that those charges are for professional contractual services with clinics, veterinarians, trainers, plan reviewers, and the vendors used for abatement. Mr. Webb also stated that the fund also pays the Department's rent. Mr. Bridgeman asked what was happening to facilitate the \$171,000.00 increase. Mr. Webb stated that increase would be funded primarily from a pilot program for proactive inspections for unpermitted work which is bringing in more funds and the increase in the collection of fees.

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 \$493,558 due to the intended addition of five new positions including an administrator and four more enforcement officers. The Permit Fund has a Character 1 increase of \$154,614 to support five new positions, which will include two additional proactive enforcement inspectors, one additional Building Inspector, one additional Project Development Analyst, and one employee to oversee the data and enforcement of the scooter ordinance. Character 2 did not have any major budget changes other than a slight decrease in the Permit Fund. Character 3's budget has an increase in the General Fund of over \$66,000.00 for ACS, which will cover increases in rent and in the number of hours per week that veterinary services will be available to forty hours rather than twenty. Mr. Webb added that ACS will really have \$84,000.00 available to them because of some decreases in other areas, primarily ISA services. The Permit Fund has a decrease of over \$14,000.00 due to some efficiencies that were found. Mr. Webb stated that there is an extra \$100,000.00 to go toward trash abatement. 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 in the General Fund but there was an increase in the City Cumulative Capital Improvement Fund will allow the department to purchase two vehicles. Mr. Webb stated that Permit Fund had a very large increase in Character 4 to cover the cost of replacing the aging fleet, which is made up for in a large decrease in Character 5 charges. The Character 5 budget has a very small decrease in the General Fund. The Permit Fund, again, has a large decrease in Character 5 charges.

Mr. Madison added that the Department is very excited about the opportunities that will be available in 2019 and that there will be additional officers for ACS.

BUSINESS POLICY AND RESOLUTIONS:

2018-C10-037 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 Information: There are a total of 101 trash cases with a total amount owed of \$51,478.70. The cases reflect outstanding fees 30 days past due as of October 25, 2018.

Funding Source: N/A

Mr. Steven Webb informed the Board that, year to date, the number of cases is well ahead of 2017. Mr. Webb explained that the reallocation of inspectors handling trash cases has contributed to the increase in cases along with an increase of complaints. Mr. Webb reported that the Department of Public Works has also seen a similar increase in the number of trash complaints in the public right of way. Mr. Webb reported that no cases this month exceeded the \$2,000.00 threshold that required managerial review.

Mr. Bridgeman asked if the Mayor’s Action Center could be asked to provide input on how people are making complaints, whether it is through the app or by calling. Mr. Webb responded

that he could follow-up with them about that. Mr. Madison stated they could request that with their weekly report.

MOTION: Mr. Bridgeman moved to adopt Resolution 2018-C10-037. Seconded by Mr. Allen. Motion carried.

2018-C10-038 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 Information: There are a total of 436 mowing cases with a total amount owed of \$265,740.00. The cases reflect outstanding fees 30 days past due as of October 25, 2018.

Funding Source: N/A

Mr. Steven Webb informed the Board that the number of cases is half the volume than last year due to the late season start and drier weather, which could just be an anomaly. Mr. Webb stated that the case amounts were average with those in the past. Mr. Madison added that the number of complaints was lower and the number of repeated mows were fewer. Mr. Madison stated that he would have someone from Property Safety and Maintenance come in at the end of the High Weeds and Grass season to provide an update on the program.

MOTION: Mr. Allen moved to adopt Resolution 2018-C10-038. Seconded by Mr. Bridgeman. Motion carried.

2018-C10-039 Vehicle Purchase

Authorizes the outright purchase of five (5) Ford F-250 trucks at \$29,830.25 per unit from City Ford for Animal Care Services.

Financial Obligation: \$149,151.25 (total)



Funding Source: Consolidated County General Fund and City Cumulative Capital Improvement Fund

Mr. Steven Webb explained that four of the trucks will be for the new Animal Control officers and one will replace an aging truck. Mr. Webb stated that they are going to be replacing the other aging vehicles in the ACS fleet in the future.

Mr. Allen asked if the other vehicles in the fleet were also Ford F-250s. Mr. Webb answered that they were transit vehicles and vans but they have a lot of maintenance issues because the retrofitting required to make them suitable for animal transport creates a heavier load than what they are designed for. Mr. Webb also stated that the trucks will be easier to outfit with the animal transport cages into and they will be able to transfer the cages from the trucks to another when the trucks have exceeded its useful life.

MOTION: Mr. Bridgeman moved to adopt Resolution 2018-C10-039. Seconded by Mr. Allen. Motion carried.

2018-C10-040	Contract: Spay/Neuter Services
2018-C10-041	Contract: Spay/Neuter Services
2018-C10-042	Contract: Spay/Neuter Services

Allows the Director of the Department of Business and Neighborhood Services to amend the existing agreement with The Foundation Against Companion-Animal Euthanasia, Inc. a/k/a FACE Low-Cost Spay Neuter Clinic, Humane Society of Indianapolis, Inc. Animal Welfare Center, and Low Cost Spay Neuter Clinic, Inc. to provide spay and neuter services for animals that are brought to the Indianapolis Animal Care Services shelter.

Financial Information: \$200,000.00

Funding Source: City-County General Fund

Ms. Lacey Harney, Contract Compliance Analyst, stated the \$200,000.00 amount is an aggregate between the three clinics. Ms. Harney explained that, except for Low Cost Spay Neuter Clinic, the other two clinics would receive an increase of an aggregate of \$150,000.00. Ms. Harney explained that Low Cost Spay Neuter Clinic was receiving an additional \$50,000.00 because a lot more animals are being sent to them than were anticipated.

MOTION: Mr. Bridgeman moved to adopt Resolutions 2018-C10-040, 2018-C10-041, and 2018-C10-042. Seconded by Mr. Allen. Motion carried.

2018-C10-043	Contract: Licensed Veterinary Services
2018-C10-044	Contract: Licensed Veterinary Services



Allows the Director of the Department of Business and Neighborhood Services to enter into a new agreement with Dr. Dandee White-Gibson and Dr. Kindra Grimes to perform veterinary services for animals that are brought to the Indianapolis Animal Care Services shelter.

Financial Information: \$120,000.00

Funding Source: City-County General Fund

Ms. Lacey Harney explained that the \$120,000.00 is an aggregate amount for both veterinarians that we currently have contracts with. Ms. Harney explained that there are two veterinarians so one can fill in if the other is unavailable.

MOTION: Mr. Allen moved to adopt Resolutions 2018-C10-043 and 2018-C10-044. Seconded by Mr. Bridgeman. Motion carried.

NEW BUSINESS:

Ms. Katie Trennepohl informed the Board that the recent Indy Mega Adoption event resulted in 108 adoptions but it did not make a significant impact on the shelter's population. Ms. Trennepohl stated that there were approximately 1,200 animals in the shelter's care but the shelter is only large enough to hold around 500 animals at a time so foster homes are being relied on heavily. Ms. Trennepohl stated that the number of intakes has not increased much compared to last year but the euthanasia rate is down 50%.

ADJOURNMENT:

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:44 p.m.

Respectfully submitted,

Lucy West
Board Secretary