



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

May 24, 2018

ATTENDANCE:

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

Brian Madison, Director
Kevin Sifferlen
Kenneth Allen
Allison Gritton

The following staff members were present:

Lucy West	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 3:03 p.m. and board members Mr. Kevin Sifferlen, Mr. Kenneth Allen, 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, and Ms. Vaneeta Kumar, Assistant Corporation Counsel.

ADOPTION OF MINUTES:

The Board of Business and Neighborhood Services approved the business meeting minutes of April 26, 2018. Motion made by Mr. Allen. Motion seconded by Mr. Sifferlen. Motion carried.

REPORTS: None



BUSINESS POLICY AND RESOLUTIONS:

2018-C10-015 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(3)(b) 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 179 trash cases with a total amount owed of \$111,889.52. The cases reflect outstanding fees 30 days past due as of May 24, 2018.

Funding Source: N/A

Mr. Steven Webb informed the board that the cases on the certification are from the past three months and the number of cases per month in that time is consistent with the number of cases of previous months. Mr. Webb stated that year to date the number of cases is higher than last year due to the reorganization of the trash program. Mr. Webb added that the expense per case is also consistent with previous months. Mr. Webb informed the Board that there is one case with a large amount due to the large materials and rubbish on the property.

MOTION: Mr. Sifferlen moved to adopt Resolution 2018-C10-015. Seconded by Mr. Allen. Motion carried.

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| 2018-C10-016 | Contract: Plan Review & Inspection Services |
| 2018-C10-017 | Contract: Plan Review & Inspection Services |
| 2018-C10-018 | Contract: Plan Review & Inspection Services |
| 2018-C10-019 | Contract: Plan Review & Inspection Services |
| 2018-C10-020 | Contract: Plan Review & Inspection Services |
| 2018-C10-021 | Contract: Plan Review & Inspection Services |
| 2018-C10-022 | Contract: Plan Review & Inspection Services |

Allows the Director of the Department of Business and Neighborhood Services to enter into an agreement with Beam, Longest and Neff, LLC, Christopher B. Burke Engineering, LLC, DLZ Indiana, LLC, The Etica Group, Inc., Fritz Engineering, LLC, Jacobi, Toombs & Lanz, Inc. and SAFEbuilt, LLC to provide plan review and inspection services for a term of two (2) years.

Financial Obligation: \$1,000,000.00 total

Funding Source: BNS Permit Fund

Ms. Lacey Harney explained that the vendors provide plan review services for structural and infrastructure plans and they also provide infrastructure inspections. Ms. Harney further explained that the department had made a request for qualifications and the five vendors previously contracted will be returning along with two new vendors. Ms. Harney stated that Fritz Engineering, LLC and SAFEbuilt, LLC are the two new vendors and they will be providing structural and infrastructure plan review.

Mr. Allen requested clarification on the contracts that did not require any money. Ms. Harney explained that infrastructure inspections are paid for by the developers and not the department.

Ms. Gritton asked if any of the companies are certified Minority and Women Business Development enterprises. Ms. Harney responded that Jacobi, Toombs & Lanz, Inc. and DLZ Indiana, LLC are both Minority Business Enterprises (MBEs).

Ms. Gritton asked if all of the contracts will expire at the same time. Ms. Harney responded that all of the contracts will expire at the same time.

MOTION: Mr. Allen moved to adopt Resolutions 2018-C10-016, 2018-C10-017, 2018-C10-018, 2018-C10-019, 2018-C10-020, 2018-C10-021, and 2018-C10-022. Seconded by Ms. Gritton. Motion carried.

NEW BUSINESS:

Mr. Madison introduced Ms. Vaneeta Kumar as the new Assistant Corporation Counsel for the Board. Mr. Madison announced Ms. Sonya Seeder's promotion from Assistant Corporation Counsel to Administrator for the Bureau of License and Permit Services.

ADJOURNMENT:

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:13 p.m.

Respectfully submitted,

Lucy West
Board Secretary