



BOARD OF BUSINESS & NEIGHBORHOOD SERVICES
CONFERENCE ROOM T-260
INDIANAPOLIS-MARION COUNTY, INDIANA

September 26, 2024

ATTENDANCE:

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

Abbey Brands, Director
Camille Blunt
Kate Warpool
Katherine Chi

INTRODUCTIONS:

Ms. Abbey Brands called the meeting to order at 3:02 p.m. and board members Ms. Camille Blunt, Ms. Katherine Chi, and Ms. Kate Warpool were announced.

ADOPTION OF MINUTES:

The Board of Business and Neighborhood Services approved the business meeting minutes of July 25, 2024. Motion made by Ms. Blunt. Motion seconded by Ms. Chi. Motion carried.

The Board of Business and Neighborhood Services approved the business meeting minutes of August 22, 2024. Motion made by Ms. Warpool. Motion seconded by Ms. Brands. Motion carried.

REPORTS:

2024-C10-035 Contract: DBNS Alley Rehabilitation 2024

Allows the Director of the Department of Business and Neighborhood Services to enter into an agreement with Calumet Civil Contractors, Inc. for rehabilitation and reconstruction services for 14 alleys as part of the DBNS Alleyway Repair and Illegal Dumping Mitigation Program.



Financial Information: \$1,761,695.00

Funding Source: CALD Fund

Ms. Eva Flick, Deputy Director of BNS Administration, shared that Calumet Civil Contractors, Inc. was the lowest responsive responsible bidder for the rehabilitation and reconstruction services for the fourteen alleys selected for the DBNS Alleyway Repair and Illegal Dumping Mitigation Program. Ms. Flick reminded the board that the overall program aimed to clean up and restore alleyways to their intended use as a part of the right-of-way. Ms. Flick stated that outside of this program, the department would have the litter abatement vendors clean the alleys and the Department of Public Works (DPW) operations would go out and clear the trees and brush out of the alley ways so that they were usable public rights-of-way again.

Ms. Blunt asked Ms. Flick how the alleys were selected for reconstruction or rehabilitation. Ms. Flick explained that the department evaluated several different data sources that originated as Mayor's Action Center (MAC) complaints and internal department reports for illegal dumping cases. The data was layered together, and heat maps were created and evaluated. Ms. Flick stated that DBNS staff members, Ms. Caitlin Morgan and Mr. Andrew Bagnara, were instrumental in developing these heat maps and going through the data. Ms. Flick stated that more than fourteen alleyways were identified as potential alleys needing rehabilitation. However, after taking "field trips" to verify that the alleys identified needed rehabilitation, the list was narrowed down to fourteen alleyways and sent to the project management team.

Ms. Blunt asked Ms. Flick for clarification on what types of MAC complaints were used to determine the alleyways. Ms. Flick stated that the MAC complaints were evaluated based off the illegal dumping complaints and pothole/repair requests. Ms. Brands added that DPW had multiple repair request options like "problem in alley" and "alley chuck holes." Ms. Brands stated that Jean Shank, with DPW, pulled all the cases from 2019 to present for the department to evaluate. Since the data spanned over five years, it was necessary to go out to the potential alleyways and determine which ones needed to be restored. Some of the original alleyways had work done to them, but they would still be on the list of alleys for future review.

Ms. Blunt asked if the fourteen alleyways were in one area. Ms. Brands stated that the fourteen alleyways were spread out across seven different council districts. Some districts had multiple alleyways, which was logical when considering where alleys were located throughout the city. Ms. Brands pointed out that the central part of the county had more alleyways. Ms. Flick added that some council districts would not be part of the alleyway program since they mainly had neighborhoods not on public streets with alleyway access. Ms. Brands added that the department had been communicating with the City-County Council and she would be presenting the program in greater detail to the Council in a couple of weeks.

Ms. Blunt asked Ms. Flick if the bidding process for the alleyway program was done through DPW or DBNS. Ms. Flick stated that the bidding process was performed through DBNS. The program manager, American Structurepoint, Inc., assisted with the bidding process so the department was very thankful for their expertise in navigating this process.

Ms. Blunt asked Ms. Flick if the Office of Minority & Women’s Business Enterprises (OMWBE) had reviewed and made sure that Calumet Civil Contractors, Inc. met the utilization requirements for a bid of this kind. Ms. Flick stated that the post-bid documents had been submitted to OMWBE for their review, so it was still pending. Ms. Flick shared that the participation submitted in the bid was lower than what the department had hoped for, but Ms. Flick figured that OMWBE would work with Calumet Civil Contractors, Inc. to see if they could improve participation numbers before the final award of the contract. Ms. Blunt questioned what would happen if the utilization rates were not approved after the board approved the resolution. Mr. Jacob Miller, Chief Financial Officer, stated that the purchasing division would not allow the department to put a contract through without having the minimum approval from OMWBE attached, even if the board were to approve the resolution.

MOTION: Ms. Blunt moved to adopt Resolution 2024-C10-035. Seconded by Ms. Warpool. Motion carried.

2024-C10-036 Contract: CRS Recertification and Flood Mapping Services

Allows the Director of the Department of Business and Neighborhood Services to amend the existing professional service agreement with Christopher B. Burke Engineering, LLC.

Financial Information: \$50,000.00 increase

Funding Source: Permits Fund (15009)

Ms. Alena Jones, Administrator of Infrastructure and Stormwater Development, stated that this was an amendment to the three-year professional service agreement with Christopher B. Burk Engineering, LLC to increase the compensation limit from \$100,000.00 to a new limit of \$150,000.00. Ms. Brands asked for clarification from Ms. Jones that this contract was related to the regulatory requirements with FEMA and the inspections the department needed to conduct to maintain its permit. Ms. Jones confirmed that Ms. Brands was correct and shared that this contract had to do with the technical review of certain documents and the continued support with the routine visits for the community rating system program.

Ms. Warpool asked Ms. Jones if the \$50,000.00 increase was to the original compensation rate of the three-year contract and questioned when that contract was set to expire. Mr. Miller clarified that the \$50,000.00 was added to ensure that the department had enough money to

get through the final year of the three-year contract. Mr. Miller stated that the contract was due to expire September 30, 2025.

Ms. Brands shared that the department had passed the new flood plain ordinance, which required Christopher B. Burke Engineering, LLC's expertise and ate into more of the original contract funds.

MOTION: Ms. Warpool moved to adopt Resolution 2024-C10-036. Seconded by Ms. Blunt. Motion carried.

2024-C10-037 Contract: Develop Indy, Inc.

Authorizes the Director of the Department of Business and Neighborhood Services to renew the existing agreement with Develop Indy, Inc. for one (1) additional year.

Financial Information: \$126,050.00 increase

Funding Source: Permits Fund (15009)

Ms. Alena Jones, Administrator of Infrastructure and Stormwater Development, requested the approval of the agreement with Develop Indy, Inc. for professional permitting and licensing ombudsman services.

Ms. Brands shared that this agreement helped cover the department's share of cost for OpenCounter, which was software shared with the Department of Metropolitan Development (DMD) and the rest of the city for investment and other development services.

Ms. Warpool asked if there was currently an ombudsman. Ms. Flick stated that the current ombudsman was Mr. Ike McCoy. Ms. Brands added that Mr. McCoy had just taken over the ombudsman position a couple of months ago and he was eager to "jump in" and help with processes.

MOTION: Ms. Blunt moved to adopt Resolution 2024-C10-037. Seconded by Ms. Chi. Motion carried.

2024-C10-038 Contract: Tourism Tomorrow, Inc.

Authorizes the Director of the Department of Business and Neighborhood Services to renew the existing agreement with Tourism Tomorrow, Inc. for one (1) additional year.

Financial Information: \$40,000.00 increase



Funding Source: Permits Fund (15009)

Ms. Alena Jones, Administrator of Infrastructure and Stormwater Development, requested board approval to renew the contract with Tourism Tomorrow, Inc. for an additional year of professional film and media ombudsman services.

Ms. Brands asked if this was related to the Develop Indy, Inc. film services and wondered if the name had changed. Mr. Miller believed Tourism Tomorrow, Inc. was an affiliate of Visit Indy. Mr. Miller clarified that the distinction between this contract and the previous was that the previous contract was an affiliate of the Indy Chamber. Ms. Brands thanked Mr. Miller and clarified that Visit Indy helped oversee the Film Indy project. When individuals wanted to come and film on sidewalks, this group would connect these individuals with the department for permitting needs.

MOTION: Ms. Blunt moved to adopt Resolution 2024-C10-038. Seconded by Ms. Warpool. Motion carried.

2024-C10-039 Contract: Boarding Services

Allows the Director of the Department of Business and Neighborhood Services to renew the services agreement with C.P. Total Construction, LLC for one (1) additional year.

Financial Information: \$975,000.00 (No increase to rates of compensation)

Funding Source: Unsafe Building Fund

Ms. Jacqie Heikes, Deputy Director of Property and Land Use Services, recommended that the board approve the resolution to authorize the renewal of the current services agreement with a Minority Business Enterprise (MBE) certified vendor, C.P. Total Construction, LLC for unsafe building boarding and securing services, increasing the contract not-to-exceed (NTE) limit by \$325,000.00 for the new contract NTE of \$975,000.00.

Ms. Blunt asked Ms. Heikes for clarification on what type of work was included under this contract. Ms. Heikes stated that the primary job was to board vacant homes. Ms. Brands added that the department would give the property owner notice to board and if the property owner was unable to fix the issue in a certain number of days, the vendor would board up the home. Ms. Blunt asked if the property owner then received a lien. Ms. Heikes stated that the homeowner was billed for the work performed initially and if the bill remained unpaid for about thirty-three days, it would move forward as a lien.

Ms. Warpool asked Ms. Heikes if she knew how many days the homeowner had to secure their property after notice. Ms. Heikes believed the notice was fifteen days for the owner to secure the property. The department would then reinspect the property and if it had not been boarded, it would be assigned to the vendor. The vendor would have between five or ten days to board

the property properly. Ms. Heikes stated that the turnaround from first inspection to the department boarding the home was between twenty-five and thirty days.

Ms. Blunt asked Ms. Heikes to explain what would cause a property to need boarded. Ms. Blunt pointed out that there were vacant houses in neighborhoods that were not boarded up. Ms. Heikes shared that the ordinance required any vacant structure to have weather-tight windows and doors, secured and locked doors, or basically no openings where weather or exterior intrusion was possible.

Ms. Warpool asked Ms. Heikes if the fees would not be assessed for the homeowner if the homeowner was able to secure or board the property before the vendor arrived, after the second inspection. Ms. Heikes confirmed that there would be no charges since the vendor would not be utilized.

MOTION: Ms. Warpool moved to adopt Resolution 2024-C10-039. Seconded by Ms. Blunt. Motion carried.

2024-C10-040 Contract Amendment: HWG Mowing Abatement Services

Allows the Director of the Department of Business and Neighborhood Services to amend the agreement with Einstein Eckstein Lawn and Tree Service, LLC for High Weeds and Grass Mowing Abatement Services to increase the compensation NTE limit.

Financial Information: \$280,000.00 NTE

Funding Source: BNS Permit Fund

Ms. Jacqie Heikes, Deputy Director of Property and Land Use Services, recommended that the board approve the resolution for the Woman-Owned Business Enterprise (WBE) and MBE certified vendor, Einstein Eckstein Lawn and Tree Service, LLC, contract not-to-exceed limit to increase from \$240,000.00 to \$280,000.00 to fund the remainder of the 2024 mow season.

Ms. Chi asked Ms. Heikes what the reason was for the increased funds. Ms. Heikes shared that there were initially four vendors at the beginning of the season, but the number of vendors went down to three. One of the vendors sold his company and the new owner elected not to participate in the program. Ms. Heikes stated that she had anticipated an increase since the work was spread across three vendors rather than four. Ms. Heikes shared that this would ensure that vendors would be paid for any remaining mows at the end of the season.

MOTION: Ms. Chi moved to adopt Resolution 2024-C10-040. Seconded by Ms. Warpool. Motion carried.

2024-C10-041 Contract Amendment: Spay/Neuter and Medical Services

Allows the Director of the Department of Business and Neighborhood Services to enter into a new agreement with Humane Society of Indianapolis.

Financial Information: \$300,000.00

Funding Source: City-County General Fund

Ms. Kelly Diamond, Deputy Director of Indianapolis Animal Care Services, recommended the board approve the new one-year agreement with the Humane Society of Indianapolis for spay/neuter and medical services.

Ms. Blunt asked for clarification that the animals were transported to the Humane Society of Indianapolis for care and then transported back to the shelter. Ms. Diamond stated that Ms. Blunt was correct.

MOTION: Ms. Warpool moved to adopt Resolution 2024-C10-041. Seconded by Ms. Blunt. Motion carried.

2024-C10-043 Contract: SignalRay Services

Allows the Director of the Department of Business and Neighborhood Services to amend the contract with SignalPET, LLC.

Financial Information: \$40,000.00

Funding Source: City-County General Fund

Ms. Kelly Diamond, Deputy Director of Indianapolis Animal Care Services, shared that the contract was for an additional year with SignalPet, LLC for their SignalRay services, which was a technology used by the shelter to help with analyzing and diagnosing radiographs and x-rays. This service helped the veterinarian by expediting the care process, especially if the veterinarian was not onsite. The contract was increasing by \$20,000.00 for a new not-to-exceed limit of \$40,000.00.

MOTION: Ms. Chi moved to adopt Resolution 2024-C10-043. Seconded by Ms. Blunt. Motion carried.

2024-C10-044 Contract Amendment: Spay/Neuter and Medical Services



Allows the Director of the Department of Business and Neighborhood Services to amend the contract with Pet Vaccination Clinic, LLC.

Financial Information: \$75,000.00

Funding Source: City-County General Fund

Ms. Kelly Diamond, Deputy Director of Indianapolis Animal Care Services, requested that the current services agreement with Pet Vaccination Clinic, LLC for spay/neuter and medical services be increased from \$40,000.00 to a new not-to-exceed limit of \$75,000.00 to fund the remaining year of the contract term.

Ms. Brands shared that, by law, an animal had to be spayed or neutered to be adopted from the shelter. The more opportunities there were to knock out the spay and neutering of shelter animals, the better chances there were for adopted animals to go home same day.

MOTION: Ms. Warpool moved to adopt Resolution 2024-C10-044. Seconded by Ms. Chi. Motion carried.

NEW BUSINESS:

Ms. Brands shared that the full City-County Council approved ACS to become its own agency, which will take effect January 1, 2025. There may be some ACS contracts during the next couple of board meetings that require approval. Starting January 1, 2025, they will have their own board and handle their own contracts.

ADJOURNMENT:

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:24 p.m.

Respectfully submitted,

Jessica Knight
License & Board Liaison

