



CHARLES VILLAGE COMMUNITY BENEFITS DISTRICT
"KEEPING CHARLES VILLAGE SAFE AND CLEAN"

~ **STATEMENT OF BASELINE SERVICES FOR THE COMMUNITY** ~
July 1, 2010 through June 30, 2011

I. Introduction

This document summarizes the minimum service delivery obligations of the Charles Village Community Benefits District Management Authority (Authority) within the 100 square block area of Baltimore known as the Charles Village Community Benefits District. It enumerates the supplemental safety, sanitation and outreach services the Authority will provide to Residents of the District during the period from July 1, 2010 through June 30, 2011.

II. Legal Restrictions

The Authority and Residents are subject to the laws of the State of Maryland and the laws and Ordinances of the City of Baltimore. The Authority is furthermore governed by a Board of Directors that reviews and approves its annual budget and staffing, and monitors its expenditures and activities. Therefore, both parties understand that, applicable state laws, city ordinances and laws, and Board resolutions and actions have precedence over any statement in this agreement.

The Authority and Residents understand that the Authority's legal role (as described in Baltimore City Code Article 14 Special Benefits Districts) is to supplement or enhance existing City services and resident or property owners' legal responsibilities, not to replace them. Therefore, any service not specifically enumerated in this document as the Authority's responsibility is understood to be the responsibility of the property owner, resident, City, State and/or Federal government, depending on applicable laws.

III. Services

The Authority will, to the best of its ability, provide at a minimum the services described below for Residents. However, it is understood that weather, staffing, budget restrictions or other circumstances may from time to time force temporary delays or even permanent service cutbacks. Staff time will be allocated so as to provide services wherever needed and to achieve the level of services listed below.

A. Supplemental Sanitation Services:

The Authority will:

1. *Sweep the Streets:*

Sweep every street in the District at least 4 times per month. "Sweeping" includes: sweeping loose trash and debris from sidewalks and gutters, cleaning sewer wells and storm drains, removing large litter from tree wells, and hauling the collected trash and debris to city solid waste disposal facilities.

2. *Remove Bulk Trash:*

Routinely patrol and inspect the alleys; remove large bulk trash (except fallen trees, construction trash, tires, electronics, and chemical waste)

3. *Empty Trash Baskets:*

Inspect every CVCBD trash basket at least once every weekday and on Sunday, and empty as needed or at least once a week. On Saturday, inspect and empty every trash basket on St Paul and North Charles from 25th to 33rd Streets

4. *Remove Fall Leaves:*

Assist Residents to the extent possible in the speedy removal of fallen leaves from public rights of way in the fall season (from the end of November to the beginning of December) by hiring additional sanitation staff for several days (budget permitting).

5. *Alley Cleaning:*

Clean all the alleys in the District at least once a week which means remove litter and small bulk trash, sweep where necessary, and remove large weeds.

6. *Remove Crab Grass and Weed Tree Wells:*

Assist Residents to the extent possible in the speedy removal of crab grass from the side walks and weeds from tree wells in the spring and summer seasons (from the end of May to the end of August) by hiring additional sanitation staff for several days.

7. *Collect and Publish Data:*

Routinely collect statistical data about the activities of the Sanitation program and publish statistical charts and graphs on the Authority's website.

8. *Inspect Public Parks:*

Routinely inspect public parks and other such public spaces; report needed trash removal and grass mowing to the DPW and/or Parks and Recreation.

9. *Provide Fee Based Sanitation Services for Special Events:*

Fulfill obligations under fee-for-service contracts (CSX and Vineyard Lane contracts). Also, provide basic sanitation services (such as light sweeping and removal of filled trash receptacles and bags to the City dump) for community events as requested (neighborhood associations or local organizations may be asked to pay extraordinary staff costs involved in providing this service at the rate of \$20 per staff hour).

The Authority is not permitted to:

1. Remove garbage and other materials from private property unless under a separate “fee-for-service” contract to do so (see section 8 above).
2. Remove large appliances, tires, construction materials, hazardous waste, or trees or large tree branches.
3. Remove toxic or other hazardous materials.
4. Issue Sanitation Citations or collect fines.

B. Supplemental Community Safety Services:

The Authority will:

1. *Support the Neighborhood Walkers on Patrol Program*

Organize and provide support for the Neighborhood Walkers on Patrol Program (NWOP) as requested by the NWOP Oversight Committee and as agreed to by the Executive Director.

2. *Provide “crime follow up”*

Provide the community with follow up on crimes committed in the District and develop and implement a “Victims’ Assistance” support program for residents who have been victims of crime.

3. *Provide educational services*

Develop and distribute safety education materials to the community including organizing and conducting workshops on safety issues

4. Support Community Meetings

Provide a security presence at the beginning and the end of neighborhood association and other community-related meetings held in the District, and at District events such as the Charles Village Festival as requested and approved of by the Executive Director. Neighborhood associations or local organizations may be asked to pay the extraordinary staff costs involved in providing this service.

6. Collect Data

Routinely collect statistical data about the activities of the Community Safety program and publish statistical charts and graphs on the Authority's website.

The Authority is not permitted to:

1. Make arrests.
2. Carry weapons or handcuffs.
3. Issue tickets or citations or collect fines.

C. Outreach and Communications Services:

The Authority will:

1. Website Maintenance and Email Alerts

Maintain the Authority's website, keeping it up to date and informative. Circulate via email a weekly "Crime Report", and a monthly "Grime Report"

2. Assist in Developing and Coordinating CVCBD Meetings

Assist in the development and organization of regularly scheduled Authority events such as the Spring and Fall CVCBC Meetings

3. Assist in Developing and Coordinating Community Events

Assist in the development and organization of regularly scheduled neighborhood events such as "National Night Out Against Crime" and the spring and fall "Mayor's Clean Up"

4. Develop Newsletter, Flyers, Posters, Brochures

Develop and distribute newsletters (spring and fall editions), and other flyers, posters, brochures, booklets, etc. that may be needed from time to time to advertise the above activities and to promote the District.