Board of Aldermen Request for Action

MEETING DATE: 11/17/2026 **DEPARTMENT:** Development

AGENDA ITEM: Resolution 1651 - approving Amendment No.1 to the Service Agreement with IBTS for inspection and review services, including an updated fee schedule.

REQUESTED BOARD ACTION

A motion to approve Resolution 1651, approving Amendment No.1 to the service agreement with supplemental agreement no.1 with the Institute for Building Technology and Safety (IBTS) for building inspection and plan review services and an updated fee chart.

SUMMARY

The City entered into an agreement for Building Inspection and Plan review services with IBTS by approving Resolution 607 on June 5, 2018. The city initially engaged IBTS due to an increase in permits anticipated and only one uncertified inspector on staff. There was significant turnover with inspectors during this time, including one inspector on active-duty military for multiple months. The city expended $29,197.00 for the work conducted in 2020 and 2021. The last payment to IBTS was $1800.00 in January of 2022. By 2022, staffing was complete, with two certified inspectors and these services were no longer needed. The Development department anticipates supplemented inspection services will be needed in 2027 and budgeted funds for this purpose. This Resolution is to adopt Amendment No. 1 to that original agreement, as well as an updated fee chart from IBTS dated 2023.

PREVIOUS ACTION

On June 5, 2018, the Board approved Resolution 607 for a Service Agreement with IBTS for inspection and plan review services.

POLICY ISSUE

Protect public safety by supplementing inspection services due to increase commercial construction

FINANCIAL CONSIDERATIONS

This will be paid out of the adopted FY2027 Development Department Budget

ATTACHMENTS

- ☐ Ordinance
- ☐ Contract
- ☒ Resolution
- ☐ Plans
- ☐ Staff Report
- ☐ Minutes
- ☒ Other: Amendment No. 1 and 2023 Fee Chart

RESOLUTION 1651

A RESOLUTION APPROVING AMENDMENT NO. 1 TO THE SERVICE AGREEMENT WITH SUPPLEMENTAL AGREEMENT NO.1 WITH THE INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY (IBTS) FOR BUILDING INSPECTION AND PLAN REVIEW SERVICES AND AN UPDATED FEE CHART

WHEREAS, at the Board meeting on June 5, 2018, the City approved Resolution 607 approving a service agreement with. (IBTS) for building inspection and plan review services; and

WHEREAS, after becoming fully staff with certified inspectors, the development department has not used IBTS's supplemental services, but now anticipates additional supplemental services will likely be needed in 2027; and

WHEREAS, the first amendment to the Service Agreement updates the terms of the original agreement in accordance with legal advice and adopts the IBTS 2023 Fee Chart with a total budgeted amount of $15,000.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT Amendment No. 1 to the original Service Agreement with IBTS for additional services and the 2023 Fee Chart are hereby approved in a form substantially similar to the attached **Exhibit A**, and the Mayor is authorized to sign the agreement on behalf of the City.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 17th day of November, 2026.

_____
Damien Boley, Mayor

ATTEST:

_____
Linda Drummond, City Clerk

AMENDMENT NO. 1
TO THE
SERVICE AGREEMENT
BETWEEN
INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY
AND
THE CITY OF SMITHVILLE, MISSOURI

This Amendment No. 1 ("Amendment") is made and entered into as of the 17th day of November, 2026 (the "Amendment Effective Date"), by and between the City of Smithville, Missouri ("Jurisdiction") and the Institute for Building Technology and Safety ("IBTS"), and amends the Service Agreement between Jurisdiction and IBTS dated June 5, 2018 (the "Service Agreement"). The Service Agreement, as amended by this Amendment, is referred to as the "Agreement."

WHEREAS, the Service Agreement is a cooperative purchase agreement made available to Jurisdiction through the Master Agreement between the Mid-America Regional Council ("MARC") and IBTS; and

WHEREAS, Section 7.0 of the Service Agreement provides that the rate of compensation and the handling fees will be negotiated as appropriate, and Section 15.0 provides that the Service Agreement may be amended by a writing signed by both parties and approved as required by law; and

WHEREAS, MARC has approved an updated fee schedule for services provided by IBTS under the Master Agreement, and the parties desire to adopt that fee schedule for the services Jurisdiction has selected; and

NOW, THEREFORE, in consideration of the mutual promises contained in the Agreement, the parties agree that the Service Agreement is amended as follows:

1. **Rates of Compensation.** Jurisdiction accepts the updated rates of compensation for the service(s) checked below, which are set out in the addendum attached to this Amendment as Exhibit 1 and incorporated by reference:

    [X] Addendum A – Building Department Services & Fees
    [ ] Addendum B – Floodplain Services & Fees
    [ ] Addendum C – Stormwater Services & Fees
    [ ] Addendum D – GOVmotus™ Permitting Software and Fees (Reserved for Future Use)
    [ ] Addendum E – Energy and Green Building Services and Fees (Reserved for Future Use)
    [ ] Addendum F – Planning and Zoning Services and Fees
    [ ] Addendum G – Property Maintenance Services and Fees

    (a) Effective on the Amendment Effective Date, Exhibit 1 (Addendum A – Building Department Services & Fees) replaces and supersedes in its entirety Attachment B – Building Code Department Services & Fees to the Service Agreement, and every reference in the Service Agreement to Attachment B shall be deemed a reference

to Exhibit 1. Jurisdiction's selection of services under Section 3.0 of the Service Agreement is otherwise unchanged.

(b) The rates in Exhibit 1 apply only to services performed on or after the Amendment Effective Date and, for services priced on a per-permit basis, only to permit applications received by Jurisdiction on or after the Amendment Effective Date. Services performed and permit applications received before the Amendment Effective Date remain subject to the rates in Attachment B. Nothing in this Amendment grants IBTS additional compensation for services rendered before the Amendment Effective Date.

(c) The rates in Exhibit 1 are the total compensation payable by Jurisdiction for the services described in Exhibit 1. No MARC administrative fee, handling fee, or other charge will be added to the Exhibit 1 rates unless separately agreed in a writing signed by Jurisdiction. Jurisdiction continues to use the Invoice Process under Section 6.0 of the Service Agreement.

(d) Hourly inspector or plan-review services under Section 2.0 of Exhibit 1 (Augmentation) shall be provided only upon a written request from Jurisdiction's Program Manager stating the scope, anticipated duration, and a not-to-exceed amount for the assignment. IBTS shall not bill in excess of the not-to-exceed amount without a further written request from Jurisdiction.

2. **Section 20.0 – Notices.** The points of contact in Section 20.0 of the Service Agreement are updated as shown below:

All contractual notices shall be addressed to:

Institute for Building Technology and Safety (IBTS)	**City of Smithville, Missouri**
ATTN: Contracts 45207 Research Place Ashburn, VA 20147 Legal@ibts.org 703-481-2000	ATTN: Cynthia Wagner, City Administrator 107 W. Main St. Smithville, MO 64089 cwagner@smithvillemo.org 816-532-3897

All technical notices shall be addressed to:

Institute for Building Technology and Safety (IBTS)	**City of Smithville, Missouri**
ATTN: Contracts 45207 Research Place Ashburn, VA 20147 Contracts@ibts.org 703-481-2000	ATTN: Cynthia Wagner, City Administrator 107 W. Main St. Smithville, MO 64089 cwagner@smithvillemo.org 816-532-3897

3. **Appropriation.** Jurisdiction's obligation to make payments under the Agreement is subject to the annual appropriation of funds by the Board of Aldermen for that purpose. If sufficient funds are not appropriated for any fiscal year, Jurisdiction may terminate the Agreement, or the affected services, on written notice to IBTS, and Jurisdiction shall remain liable only for services performed before the effective date of that notice.

4. **Statutory Certifications.** Concurrently with its execution of this Amendment, IBTS shall deliver to Jurisdiction the sworn affidavit required by Section 285.530, RSMo affirming IBTS's enrollment and participation in a federal work authorization program with respect to employees working in connection with the contracted services and that IBTS does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. IBTS further certifies, pursuant to Section 34.600, RSMo, that it is not currently engaged in, and shall not for the duration of the Agreement engage in, a boycott of Israel as defined in that section.

5. **No Other Changes.** Except as expressly modified by this Amendment, the terms and conditions of the Service Agreement remain unchanged and in full force and effect. In the event of a conflict between this Amendment and the Service Agreement, this Amendment controls.

6. **Counterparts.** This Amendment may be executed in counterparts, each of which is an original and all of which together constitute one instrument. Signatures delivered electronically or by PDF are effective as originals.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 as of the Amendment Effective Date.

INSTITUTE FOR BUILDING TECHNOLOGY AND SAFETY	**CITY OF SMITHVILLE, MISSOURI**
By: _____	By: _____
Name: Anjuma Goswami Karkera	Name: Damien Boley
Title: Chief Executive Officer	Title: Mayor
Date: _____	Date: November 17, 2026
	ATTEST:
	_____
	Linda Drummond, City Clerk

EXHIBIT 1

ADDENDUM A – BUILDING DEPARTMENT SERVICES & FEES

(MARC-approved 2023 fee schedule; replaces Attachment B to the June 5, 2018 Service Agreement)

ADDENDUM A

BUILDING DEPARTMENT SERVICES & FEES

1.0 BUILDING DEPARTMENT SERVICES

IBTS can provide complete or partial Building Department Services, including, administration, permitting systems, plan reviews, permit approvals, certificate of occupancy approvals, and electronic record keeping. Permit applicants can come to the Jurisdiction's office to get permits, submit plans for plan reviews, or for Zoning and FEMA certifications.

Permit Applications
Citizens/contractors may go to each Jurisdiction's city/town hall or other designated location to apply for a permit and submit the required documentation for the permit. A local Jurisdiction staff person will enter and/or review the submitted information, receive the payment and submit to IBTS for review. Notifications are sent immediately to IBTS staff that Plan Reviews are pending.

Plan Reviews
As directed by the Jurisdiction, IBTS staff will conduct the plan reviews to check for compliance with federal, state and local building code requirements. The following presents the type of reviews (commercial and residential) that can be conducted, if selected by the Jurisdiction.

- Building codes
- Electrical codes
- Plumbing codes
- Mechanical codes
- Energy codes
- Accessibility
- Flood determinations
- Landscape/land use/lighting
- Fire codes
- Other local requirements

Permit Approvals & Issuance
Once plans are approved, IBTS will notify the Jurisdiction. The Jurisdiction having authority remains in control in order to issue permits, and each Jurisdiction can hold the approval for issues or concerns. This provides the opportunity to hold final issuance for any reason the Jurisdiction may deem necessary.

Inspections
Once the permit is issued and the project is under construction, IBTS will provide inspections on the construction project, based upon the structure type of occupancy. If the Jurisdiction chooses, IBTS may, at jurisdiction direction, provide each contractor with a direct telephone number and email address in order to schedule the inspections.

Certificates of Occupancy
After the final inspection or the Certificate of Occupancy (CO) inspection is completed, IBTS will then communicate their approve for the CO issuance to the Jurisdiction. The Jurisdiction at that time, just like the permit, has the authority to withhold that CO for any reason they deem necessary. This provides each Jurisdiction with ultimate control of allowing the occupancy of the structure.

2.0 AUGMENTATION OF EXISTING BUILDING DEPARTMENT SERVICES

IBTS can provide a la carte' services describe in this addendum. Jurisdictions may elect to utilize IBTS for specific tasks within each service description. Exact details of the individual tasks within each service are to be outlined between IBTS and the Jurisdiction. Because each Jurisdiction's needs are different and if needed, each Jurisdiction may elect to specifically call out in their individual Service Agreement each of the tasks needed within each service and include those descriptions as part of their Service Agreement.

Services provided a la carte' are billed at either task and/or hourly rates, according to the deliverable.

AUGMENTATION FEE STRUCTURE

Residential Plan Review Fees: $175.00 per hour
Commercial Plan Review Fees: $200.00 per hour

Residential Inspections: $150.00 per inspection*
Commercial Inspections: $200.00 per inspection*

Full Time Inspector: $175 per hour

**Inspections are per trade, not per site visit. Example, if during the foundation pour inspection, an inspector looks at foundation/footing and underground plumbing - that is two (2) inspections for a total of $200.00.*

RESIDENTIAL BUILDING FEE SCHEDULE			
ITEM	**Sq. Ft.**	**Plan Review**	**Inspections**
New Construction/Additions	0-3,000	$330	$1,200
	3,001-5,000	$492	
	>5,001	$630	
New Modular	All	$192	$300^
Alter/Repair	Plan Review Not Required	na	$300^
	Non Structural Support Modifications	$96	$300^
	With Structural Support Modifications	$132	$450^
	With Structural Support Modifications & Egress Changes	$216	$600^
New Manufactured Housing	All	na	$300
New Detached Accessory	Over 400 sq. ft.	$132	$300^
New Portable Building	Over 400 sq. ft.	$96	$300^
Structure Relocation	All	$240	$300
Swimming Pool	For pools required by ICC and city codes to be inspectexd.	$96	$450
MISCELLANEOUS			
1st Re-Inspection	n/a		n/a
2nd Re-Inspection			$150
3rd Re-Inspection			$300
Roofing Inspection			$300
Electrical Meter Change			$150
Mechanical Trade Inspection			$150
Electrical Trade Inspection			$150
Plumbing Trade Inspection			$150
Demolition			$150
Change of Occupancy			$150
Change of Contractor			n/a
Permit Extensions			n/a
Decks			$300
Temporary Pole			$150
All Stop Work Orders			$300
Flood Determination Review			$150
Hourly Rate			$150

^ Add trade permit fees when required

COMMERICAL CONSTRUCTION/ALTERATION/ADDITION BUILDING FEE SCHEDULE

GROUPS	OCCUPANCY	SQUARE FOOTAGE		Plan Review Fees Includes 1 Re-review	Fees for Additional Plan Review Rounds	Inspection Fees
		Minimum	Maximum			
A	ASSEMBLY (Section 303)	0	2,500	$ 638	$250	$ 2,100
		2,501	4,500	$ 1,073		
		4,501	10,000	$ 2,138		$ 2,475
		10,001	50,000	$ 3,000	$400	$ 4,500
		50,001	100,000	$ 5,250		$ 6,750
		100,000	300,000	$ 7,200		$ 13,500
		300,001 +		$7,200 + .04 per sq. ft. over 300,000	$500	$13,500 + .04 sq.ft. over 300,000
1-2, 1-3	HEALTH CARE, INSTITUTIONAL, OR DETENTION (Includes Limited Care & Assisted Living) (Section 308)	0	2,000	$ 638	$250	$ 1,650
		2,001	5,000	$ 1,073		$ 2,475
		5,001	10,000	$ 2,138		$ 3,150
		10,001	20,000	$ 2,700	$400	$ 6,750
		20,001	30,000	$ 3,900		$ 8,700
		30,001	50,000	$ 5,625		$ 11,700
		50,001	100,000	$ 6,750		$ 19,500
		100,001	300,000	$ 9,000	$500	$ 36,000
		300,001 +		$9,000 + .04 per sq. ft. over 300,000		$36,000 + .04 sq.ft. over 300,000
M & B	BUSINESS OR MERCANTILE (Sections 304 and 309)	0	3,000	$ 675	$200	$ 1,238
		3,001	10,000	$ 1,350		$ 2,850
		10,001	30,000	$ 2,550		$ 4,350
		30,001	80,000	$ 3,600	$300	$ 7,800
		80,001	150,000	$ 4,950		$ 16,500
		150,001	300,000	$ 8,250		$ 24,000
		300,001 +		$8,250 + .04 per sq. ft. over 300,000		$24,000 + .04 sq.ft. over 300,000
E & 1-4	EDUCATIONAL & DAYCARE (Section 305 and 308.6)	0	5,000	$ 1,073	$250	$ 2,475
		5,001	10,000	$ 1,875		$ 3,150
		10,001	30,000	$ 3,000		$ 7,200
		30,001	80,000	$ 5,100	$400	$ 16,500
		80,001	150,000	$ 7,950		$ 29,250
		150,001	300,000	$ 12,750		$ 74,250
		300,001 +		$12,750 + .04 per sq. ft. over 300,000	$600	$74,250 + .04 sq.ft. over 300,000

COMMERICAL CONSTRUCTION/ALTERATION/ADDITION BUILDING FEE SCHEDULE

GROUPS	OCCUPANCY	SQUARE FOOTAGE		PLAN REVIEW FEES Includes 1 Re-review	Fees for Additional Plan Review Rounds	INSPECTION FEES
		Minimum	Maximum			
F1, F2, S1,S2, & U	INDUSTRIAL OR STORAGE (Sections 306, 311 & 312)	0	10,000	$ 900	$175	$ 1,237.50
		10,001	20,000			$ 1,350.00
		20,001	50,000			$ 1,950.00
		50,001	100,000			$ 2,250.00
		100,001	200,000			$ 2,700.00
		$200,001 +		$900 + .04 per sq. ft. over 200,000		$2,700 + .04 sq.ft. over 200,000
H1, H2, H3, H4, & H5	HIGH HAZARD (Section 307)	0	2,000	$ 1,163	$175	$ 3,000.00
		2,001	5,000	$ 1,800		$ 3,750.00
		5,001 +		$1,800 + .05 per sq. ft. over 5,000		$3,750 + .05 sq.ft. over 5,000
R1, R2, R3, R4, I-1	HOTELS, DORMS, APARTMENTS, LODGING, ROOMING, & RESIDENTIAL CARE FACILITIES (not regulated by the IRC) (Section 310)	0	2,500	$ 900	$150	$ 2,475.00
		2,501	10,000	$ 2,025		$ 3,000.00
		10,001	30,000	$ 2,850		$ 7,800.00
		30,001	50,000	$ 5,250		$ 16,350.00
		50,001	150,000	$ 6,750	$225	$ 29,250.00
		150,001	300,000	$ 8,700		$ 72,750.00
		300,001 +		$8,700 + .04 per sq. ft. over 300,000		$72,750 + .04 sq.ft. over 300,00
Tenant Finish or Remodel	When any size existing building experiances a remodel, renovation or extensive repair that requires inspection and plan review.					
Hourly Rate	Plan Reviews			$200.00		
	Inspections			$175.00		

ADDENDUM B

FLOODPLAIN SERVICES AND FEES

1.0 COMPLETE FLOODPLAIN SERVICES

IBTS will provide Floodplain Enforcement (reviews and inspections), Floodplain Administration (data management and maintenance), and other Floodplain Management services (i.e., Base Flood Elevation determination, ordinance review, amendment facilitation, assistance with submittal requests for Letter of Map Revisions and Letters of Map Amendments) to the Jurisdiction. Note that any required enforcement and administration to support and maintain the National Flood Insurance Program (NFIP) for flood permits issued by the Jurisdiction prior to the start of services for the Jurisdiction are not within the Scope of this Service Agreement.

Applicants will come to the Jurisdiction's local city hall or other designated location to apply for permits, submit plans for plan reviews, or requests for Zoning and FEMA certifications. However, for inspections, site verification visits, the Applicants can call IBTS directly. All administrative documentation managed by IBTS may be sent directly to IBTS offices from the Applicant, architect, engineer or land surveyor. IBTS will evaluate and assist each Jurisdiction with evaluating the benefits of implementing the Community Rating System (CRS) as a part of its participation in the NFIP. IBTS will coordinate with the local FEMA Region office and its CRS resources to determine and analyze any benefits of the CRS program. IBTS will develop the necessary presentations and data for the Jurisdiction to determine if implementation of the CRS program would be of benefit.

Nothing in this addendum and/or Service Agreement shall be construed to conflict with 44 CFR and other state or local adopted laws, rules and regulations.

2.0 FLOODPLAIN SERVICES FEE SCHEDULE

Hourly Rate - $175

ADDENDUM C

STORMWATER SERVICES AND FEES

1.0 COMPLETE STORMWATER SERVICES

IBTS will provide Stormwater Pollution Prevention Plan (SWPPP) reviews and site inspections. These services will be provided on all residential and commercial structures as required by local, state and or federal laws regulating stormwater pollution.

SWPPP Reviews
IBTS will provide the SWPPP reviews at the same time as the Building Code reviews. IBTS will ensure that the necessary state permits have been obtained and are on file with the construction permit.

IBTS will also maintain any necessary sub-division Service Plans as allowable by regulations. The Service Plan will be reviewed only once, and thereafter, IBTS will confirm that contractors have signed the necessary agreements that they as well as the sub-contractors will follow the Service SWPPPs.

SWPPP Site Visits
IBTS will conduct SWPPP inspections at each code inspection to verify ongoing compliance of the SWPPP requirements at the job site. Records of inspection results will be recorded and archived with the construction permit for record keeping and archival purposes

In the event of a rainfall event, IBTS will conduct spot checks for records after the rainfall event has passed, but no sooner than 24hrs to allow the site manager to complete all paperwork. IBTS will verify that stormwater pollution plans are in place and remain effective after the rainfall event.

1.1 AUGMENTATION OF EXISTING STORMWATER SERVICES

IBTS can provide a la carte' services describe in this addendum. Jurisdictions may elect to utilize IBTS for specific tasks within each service description. Exact details of the individual tasks within each service are to be outlined between IBTS and the Jurisdiction. Because each Jurisdiction's needs are different and if needed, each Jurisdiction may elect to specifically call out in their individual Service Agreement each of the tasks needed within each service and include those descriptions as part of their Service Agreement.

2.0 STORMWATER SERVICE FEES - Operation

Fees for stormwater reviews and inspection are included in the fees for the building code plan reviews and inspections found in Addendum B.

2.1 STORMWATER SERVICE FEES - Augmentation

IBTS can provide a la carte' services describe in this addendum. Jurisdictions may elect to utilize IBTS for specific tasks within each service description. Exact details of the individual tasks within each service are to be outlined between IBTS and the Jurisdiction. Because each Jurisdiction's needs are different and if needed, each Jurisdiction may elect to specifically call out in their individual Service Agreement for each of the tasks needed within each service and include those descriptions as part of their Service Agreement.

STORMWATER SERVICE FEES		
Service	**Reviews**	
Hourly Rate	$225.00	

ADDENDUM D

GOVmotus™ PERMITTING SOFTWARE AND FEES

[RESERVED FOR FUTURE USE]

ADDENDUM E

ENERGY AND GREEN BUILDING SERVICES AND FEES

[RESERVED FOR FUTURE USE]

ADDENDUM F

PLANNING AND ZONING SERVICES AND FEES

1.0 COMMUNITY DEVELOPMENT MANAGEMENT

IBTS will provide complete or partial Community Development management and support. Focusing on the community's assets, current character and desires, IBTS will develop, implement, manage and conduct planning and zoning activities for the Jurisdiction. IBTS will provide information concerning zoning to the general public, builders, developers, Mayor, Jurisdiction Council and Planning Commission. In addition, IBTS will develop and recommend policies and procedures for all Planning and Zoning activities.

IBTS will provide Community Development solutions that utilize traditional concepts along with innovative ideas that will best fit each respective jurisdiction and its context. IBTS will coordinate efforts with the Jurisdiction's staff, Councils, Boards and/or Commissions to administrate the following:

- Community Development Operations (Long Range and Current)
- Community Development Services Consultation
- Site Plan, Platting and Development Review Facilitation
- Zoning Interpretation, Compliance and Enforcement
- Development, Update, or Review of Planning, Zoning and Unified Development Ordinances
- Development, Update, or Review of Comprehensive, Subarea, Neighborhood and Corridor Plans
- Staff, Council, Boards and Commissions Training and Support
- Community Engagement (Design Charettes, Community Visioning)

2.0 PLANNING AND ZONING ADMINISTRATION

IBTS will conduct enforcement of the local zoning ordinances as adopted. The Zoning Administrator will review all the required Development Permits and Approvals, Zoning Reviews and Approvals, and full administration of the Zoning Ordinance. Zoning administration will provide the following:

- Site Inspections
- Setbacks
- Accessory Use
- Traffic Corner Visibility
- Public Notification
- Nonconforming Buildings
- Landscaping / Screening
- Signs / Billboards

3.0 GRANT WRITING AND ADMINISTRATION

IBTS will provide the following grant writing and administration services to support new or improved community development projects within the Jurisdiction:

- Grant Writing and Submittal (including all necessary public processes)
- Grant Administration (including all required reporting and documentation)
- Project Management and Oversight
- Grant Consultation

4.0 HISTORIC PRESERVATION SERVICES

IBTS will provide the following historic preservation services to support effective cultural resource management within the Jurisdiction:

- Certificate of Appropriateness (COA)
- Architectural Design Guidelines
- Architectural Survey
- Local Landmark / Historic District Designation
- National Register of Historic Places (NRHP) Nomination
- Certified Local Government (CLG) Program
- Main Street Program
- Section 106 Review
- Historic Preservation Tax Credit Program (local, state, or federal)
- Historic Preservation / Cultural Resources Plan

5.0 GEOGRAPHICAL INFORMATION SERVICES (GIS)

IBTS will provide the following GIS services to support efficient land use analysis within the Jurisdiction:

- Zoning Map Creation and/or Maintenance
- Parcel Map Digitization
- Future Land Use Map Creation and/or Maintenance
- Custom Maps or Analysis (including demographic information, housing studies, etc.)
- GIS Consultation

6.0 PLANNING & ZONING FEES – Operation or Augmentation

PLANNING & ZONING APPLICATION	IBTS FEES*
Senior Planner	$150 per hour
Planner	$100 per hour
Grant Writer	$150 per hour

** MARC Fees are 1.5% of the processing fees.*
***An hourly rate is presented where a flat fee does not apply.*
****Fees do not include radius reports, court reporter, county filing fees, postage, sign or sign posting, or newspaper publication.*
*****Fees are inclusive of meeting preparation and travel expenses*

ADDENDUM G

PROPERTY MAINTENANCE SERVICE AND FEES

1.0 – Property Maintenance Inspections

IBTS will provide the inspections for the Jurisdiction to enforce the Jurisdiction's Property Maintenance ordinance. IBTS Property Maintenance Inspectors and Certified Building Officials will conduct the inspections, as authorized by the Jurisdiction, and provide the inspection results, along with any required documented evidence and or pictures as necessary to identify the violation clearly and effectively.

As a summary, the following is a list of inspections in this Service area:

- Unsafe Structures & Equipment
- Emergency Measures
- Demolition
- Rental Properties
- Vacant Structures
- Vacant Overgrown Land
- Nuisance
- Property Inspections
- Abandoned Vehicle (Forwards to police)
- Swimming Pools
- Exterior Structure
- Interior Structure
- Rubbish & Garbage
- Extermination / Infestations
- Required Facilities
- Means of Egress

2.0 – Property Maintenance Documentation
IBTS will coordinate with the Jurisdiction officials including but not limited to the Jurisdiction Attorney, the Jurisdiction Fire Chief and the jurisdiction Chief of Police on the development, approval and implementation of all the necessary forms, documentation and notices required by this effort. Citation forms will be compiled onto one common form where applicable. IBTS will coordinate with the Jurisdiction upon developing these forms, documents and notices in order to keep the number of required forms to a minimum for printing efficiency.

3.0 – Jurisdiction Responsibility
The Jurisdiction will incur all costs associated with printing, supplying and distributing of all of the necessary forms, documentation and notices required for enforcement by this effort. IBTS will provide the necessary forms, documents and notices in electronic format suitable for printing.

If needed, the Mayor and Jurisdiction Council, will appoint IBTS as an officer charged with one duty only - the issuing of Notices of Violation to vehicles for property maintenance violations.

Ordinances will be passed, and fee schedules adopted as needed by the Jurisdiction in order to pay for Services rendered by IBTS.

IBTS will provide the necessary field inspections and documentation of violations. The Jurisdiction will be responsible for any necessary court actions, injunctive reliefs and other measures needed to bring about compliance.

4.0 – Program Manager
The Jurisdiction Program Manager will initiate coordination efforts for structures, vehicles, equipment and property inspections. The Program Manager will authorize IBTS to conduct the inspections after a review of each complaint filed is completed to verify it is not a nuisance complaint. This type of coordination will prevent the jurisdiction from accruing inspection charges for complaints that are not valid. This will enable the Jurisdiction to better handle citizen disputes rather than starting and completing a case management file for a non-valid compliant.

As required, coordination between IBTS and the Jurisdiction's law and code enforcement will occur once the vehicle in question has been determined to exist. Once the VIN number is obtained, jurisdiction will obtain the required owner information so that the citation may be completed and the appropriate notice sent to the vehicle owner and if necessary, the property owner. This documentation will be copied to the Jurisdiction as well as the Jurisdiction's law and code enforcement for enforcement and authorization of towing, as necessary.

5.0 Fees

Building Official	$175	Hourly Rate
Inspection	$150	Per Inspection