



City of Bonner Springs – Property Maintenance Inspection Proposal

The City of Bonner Springs is interested in 3rd party professional assistance with enforcing the ordinances that address property maintenance. Utilizing the city's existing Service Agreement with IBTS, city staff will oversee IBTS's systematically inspect of all properties within the city limits. IBTS personnel will drive by each property in the city and will complete a full inspection of identified properties with deficiencies as defined by ordinance.

Once deficiencies are identified IBTS staff will follow city ordinance and coordinate with city staff to:

1. Document the onsite conditions including photos
2. Notify the property owner of deficiencies and cure period
3. Discuss notice with property owner, if IBTS is contacted
4. Re-inspect the property
5. Work with city staff to Issue a summons if deficiencies are not removed
6. Support prosecutor in preparation of hearing
7. Testify during court hearing
8. Re-inspect as needed and work with property owners
9. Testify as needed
10. Document Resolution

Based on experience, it is anticipated that most deficiencies will be resolved prior to a summons being issued. It is IBTS's approach to work with the property owner on resolving the deficiencies. IBTS will explain the ordinance and when necessary work out a plan/timeline for resolving the deficiency.

Below is Attachment J from the IBTS Service Agreement which is the Property Maintenance Fee Schedule. It lists items that will be identified during the project. IBTS will invoice the city each month for work completed.

IBTS is prepared to start on this project in April. The pace of inspections will be driven by direction of city staff in coordination with the prosecutor. If a significant number of summons are issued it may be appropriate to delay further inspections until the courts workload has reduced.

Thanks you for your consideration and I look forward to further discussions at your convenience.



Curt Skoog

IBTS/MARC MASTER AGREEMENT ADDENDUM
Property Maintenance Services and Fees, Attachment J

J5.0 – Fees

PROPERTY MAINTENANCE FEE SCHEDULE			
ITEM		1st Inspections includes violation letter and re-inspection	Additional Inspections as required
Dangerous or Unsafe Structures and Equipment	Residential	\$ 150	\$ 100
	Non-residential and Multi-Family	\$ 250	\$ 150
	Equipment, Fences, Out-buildings	\$ 50	\$ 40
Structure/Equipment Violation (other than Dangerous/Unsafe Buildings)	Residential	\$ 75	\$ 50
	Non-residential and Multi-Family	\$ 100	\$ 75
	Equipment, Fences, Out-buildings	\$ 50	\$ 40
Stop Work Order, Do Not Occupy Order		\$ 75	\$ 75
Unlawful Structure		\$ 250	\$ 150
Demolition		\$ 200	\$ 100
Rental Inspections	Apartment unit and rental home	\$ 100	\$ 50
	Multiple apartment and duplex units	\$ 85	\$ 40
Interior Property	Garbage, refuse, broken or worthless items, animal feces, etc.	\$ 100	\$ 50
	Infestation	\$ 50	\$ 40
	Unfit for human habitation (Not in Dangerous/Unsafe Buildings Code)	\$ 150	\$ 100
Exterior Property	Garbage, refuse, trash containers in front yard, unstacked firewood, limb piles, broken or worthless items, animal feces, weeds, building supplies, auto parts, etc.	\$ 50	\$ 40
	Porch, stairs, decks, balconies, handrails, guards	\$ 100	\$ 50
	Hard surfaces unsafe to vehicles and pedestrians	\$ 50	\$ 40
	Illegal Camping	\$ 50	\$ 40
	Pool of Water - swimming pool, pond, reservoir, other receptacles	\$ 75	\$ 50
Vehicles, Trailers, Campers, RVs, Motorcycles and Boats	Inoperable and unlicensed	\$ 50	\$ 40
	Improperly parked	\$ 50	\$ 40
	Used as living quarters	\$ 75	\$ 50
Nuisances Not Described Above		\$ 50	\$ 40
Assistance to Police and Prosecutor in preparing citations and court preparation.		\$100 per hour, plus travel costs	
Attendance and testimony at court and administrative Hearings		\$100 per hour, plus travel costs	
Preparation and organizing administrative hearings, i.e. placing legal notices, mailing letters, preparing documents, etc.		\$100 per hour, plus travel costs	
Residential property owner research		\$15 each	
Commercial property owner research		\$25 each	
Postage		Actual Cost	
Information from title company - ownership and encumbrance reports, ownership lists, etc.		Actual Cost	
Work Not Described Above		\$100 per hour, plus travel costs	