

AGREEMENT FOR “ONE STOP SHOP” SERVICE LEVEL / COST SHARING

WHEREAS, the County of Kenton Kentucky (hereinafter “County”), a municipal corporation, and Planning and Development Services of Kenton County (hereinafter “PDS”), duly created and existing pursuant to the provisions of KRS Chapter 147, et. seq. entered into an interlocal agreement in 2019 for unified “one stop shop” program services; and

WHEREAS, the parties wish to provide, by this separate Agreement, for the extent of the services that PDS shall provide to the County from this time forward; now, therefore, the parties are

AGREED that PDS shall provide the services set forth below to the County and that the County shall pay PDS the funds set forth below each service and that both the County and PDS shall signify their understanding and approval of these terms through a signature from their duly-qualified officers.

- 1. BOARD OF ADJUSTMENT SERVICES:** zoning ordinance administration supported by the Kenton County Joint Board of Adjustment. PDS shall:
 - a. Process and review applications.
 - b. Set meeting times and dates.
 - c. Provide meeting notifications and mailings.
 - d. Develop Findings of Fact regarding the applicant’s request in accordance with Kentucky Revised Statutes (KRS) 100.243 and provide a written report and recommendation to board members.
 - e. Attend meetings to provide the presentation and answer questions.
 - f. Provide and set up the meeting room.
 - g. Take and prepare the minutes.
 - h. Maintain all records as provided for in state law.
 - i. Provide legal counsel at all meetings.

The cost of this service will be borne by board of adjustment application fees; cost-sharing from/billing to the County for thirty five (35) percent of PDS’ costs to provide these services; and, the PDS General Fund for the balance.

- 2. CODE ENFORCEMENT SERVICES:** preemptive *and* complaint-driven codes administration and enforcement supported by the Kenton County Joint Code Enforcement Board. Selection of this service option shall require a separate written agreement between the County and PDS stipulating:
 - a. The maximum number of preemptive codes enforcement hours for which the County shall be responsible to pay PDS each month, which may not be changed more frequently than quarterly throughout the fiscal year.
 - b. The specific codes administration and enforcement activities/challenges on which the

County would like PDS to focus with the preemptive hours.

Beyond this, PDS shall:

- a. Seek out violations of the zoning ordinance, International Property Maintenance Code, and model nuisance code.
- b. Respond to complaints of the local zoning ordinance, International Property Maintenance Code, and model nuisance code.
- c. Provide customer support.
- d. Issue notices of violation, citations, and final orders.
- e. Testify before the Board.
- f. Provide and set up the meeting room.
- g. Take and prepare the minutes.
- h. Provide legal counsel.
- i. Maintain lienholder priority via the registry database required by KRS 65.8836.

The cost of this service will be borne by the County. PDS will bill each County monthly for all [one hundred (100) percent] of PDS' costs to provide these services as determined by the actual time spent by PDS employees, billed pursuant to a schedule of fees based on a set hourly rate per PDS department. The schedule of fees shall be annually reviewed, set, and approved by the PDS Management Board. The schedule of fees shall be based on PDS overall personnel costs including related employee benefits per department, as well as the department's allocated share of general administrative or overhead expenses. Postage, mileage, and other out-of-pocket charges (i.e., lien recording fees) specifically related to the County's project(s) will also be billed monthly and paid by the County.

3. RENTAL PROPERTY INSPECTION SERVICES: program administration. PDS shall provide inspections as required by the local rental licensing/inspection program.

The County shall:

- a. Administer the rental license program.
- b. Provide PDS with a list of properties requiring inspection.
- c. Provide an administrative warrant, if necessary to pursue inspections.
- d. Provide legal counsel to guide the program.

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- 4. DEVELOPMENT PERMITTING SERVICES:** local zoning ordinance and Kentucky Building Code administration (local and state jurisdiction) with appeals to the Kenton County Building Code Appeals Board, PDS shall:
- a. Review site plans.
 - b. Issue zoning permits.
 - c. Provide inspections for commercial development.
 - d. Provide customer support related to zoning codes.
 - e. Review building plans.
 - f. Issue building permits.
 - g. Provide onsite inspections.
 - h. Issue certificates of occupancy.

The cost of this service will be borne by: building, electric, and zoning permit fees; and, the PDS General Fund for the remainder.

- 5. GIS MAPPING / ANALYTICS SERVICES:** GIS support and analytics for One Stop Shop participating jurisdictions. PDS shall: provide twenty-five (25) hours of GIS mapping and technical support/analysis to each jurisdiction subscribing to PDS One Stop Shop services. The cost of this service will be borne by the PDS General Fund.

- 6. Vacant Foreclosed Property Registry Services:** Kenton County Vacant Foreclosed Property Registry program administration. PDS shall provide each jurisdiction with data from the Kenton County Vacant Foreclosed Properties Registry for use by police and other jurisdictional personnel. The cost of this service will be borne by registration fees and the PDS General Fund for the balance.

COUNTY OF _____

Attest:

Fiscal Court Clerk

Judge/Executive

Date

**PLANNING AND DEVELOPMENT SERVICES
OF KENTON COUNTY**

Attest:

Sharmili Reddy
Executive Director

Chairman

Date

Part ____ of ____ Parts.