

Fee Type

Annual Registration – Vacant Lots
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Annual Registration – Vacant Buildings

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MONITORING FEE

Monthly Monitoring Fee – All Vacant Properties
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Task	Responsible Dept.	Est. Time (hrs)
Track down Property owner, Process application & enter into database	Code Enforcement	1
Review property compliance plan	Code Enforcement	0.15
Invoicing/Receivables	Finance	0.15
Initial site verification (drive-by or inspection)	Code Enforcement	0.5
Printing, mailing, and supplies	Code Enforcement	

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Track down Property owner, Process application & enter into database	Code Enforcement	1
Invoicing/Receivables	Finance	0.15
Review property compliance & security plan	Code Enforcement	0.75
Initial site inspection (walk-through)	Code Enforcement	0.75
Printing, mailing, and supplies	Code Enforcement	

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Site inspection & documentation	Code Enforcement	1.5
Update case file & database	Finance	0.3
Issue follow-up letters/notices	Code Enforcement	0.75
Printing, mailing, and supplies	Code Enforcement	

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Hourly Rate	Cost
\$ 60.51	\$ 60.51
\$ 60.51	\$ 9.08
\$ 58.79	\$ 8.82
\$ 60.51	\$ 30.26
	\$ 5.00

Actual Costs	\$ 113.66
Proposed Fee	\$ 100.00

\$ 60.51	\$ 60.51
\$ 58.79	\$ 8.82
\$ 60.51	\$ 45.38
\$ 60.51	\$ 45.38
	\$ 5.00

Actual Costs	\$ 165.09
Proposed Fee	\$ 150.00

\$ 60.51	\$ 90.77
\$ 58.79	\$ 17.64
\$ 60.51	\$ 45.38
	\$ 5.00

Actual Costs	\$ 158.78
Proposed Fee	\$ 150.00