Fee Type	Task	Responsible Dept.	Est. Time (hrs)	Hourly Rate	Cost
Annual Registration – Vacant Lots	Track down Property owner, Process application & enter into database	Code Enforcement	1	$ 60.51	$ 60.51
Annual Registration – Vacant Lots	Review property compliance plan	Code Enforcement	0.15	$ 60.51	$ 9.08
Annual Registration – Vacant Lots	Invoicing/Receivables	Finance	0.15	$ 58.79	$ 8.82
Annual Registration – Vacant Lots	Initial site verification (drive-by or inspection)	Code Enforcement	0.5	$ 60.51	$ 30.26
Annual Registration – Vacant Lots	Printing, mailing, and supplies	Code Enforcement			$ 5.00
				Actual Costs	$ 113.66
				Proposed Fee	**$ 100.00**

Annual Registration – Vacant Buildings

Fee Type	Task	Responsible Dept.	Est. Time (hrs)	Hourly Rate	Cost
Annual Registration – Vacant Buildings	Track down Property owner, Process application & enter into database	Code Enforcement	1	$ 60.51	$ 60.51
Annual Registration – Vacant Buildings	Invoicing/Receivables	Finance	0.15	$ 58.79	$ 8.82
Annual Registration – Vacant Buildings	Review property compliance & security plan	Code Enforcement	0.75	$ 60.51	$ 45.38
Annual Registration – Vacant Buildings	Initial site inspection (walk-through)	Code Enforcement	0.75	$ 60.51	$ 45.38
Annual Registration – Vacant Buildings	Printing, mailing, and supplies	Code Enforcement			$ 5.00
				Actual Costs	$ 165.09
				Proposed Fee	**$ 150.00**

MONITORING FEE

Fee Type	Task	Responsible Dept.	Est. Time (hrs)	Hourly Rate	Cost
Monthly Monitoring Fee – All Vacant Properties	Site inspection & documentation	Code Enforcement	1.5	$ 60.51	$ 90.77
Monthly Monitoring Fee – All Vacant Properties	Update case file & database	Finance	0.3	$ 58.79	$ 17.64
Monthly Monitoring Fee – All Vacant Properties	Issue follow-up letters/notices	Code Enforcement	0.75	$ 60.51	$ 45.38
Monthly Monitoring Fee – All Vacant Properties	Printing, mailing, and supplies	Code Enforcement			$ 5.00
				Actual Costs	$ 158.78
				Proposed Fee	**$ 150.00**