



DEPARTMENT OF BUILDING INSPECTIONS & NEIGHBORHOOD SERVICES

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City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

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March 31, 2010

Honorable Mayor Dan Devine & Common Council Members
City of West Allis, Wisconsin

RE: Administrative Charge for Processing a Nuisance Abandoned Property

Dear Mayor Devine & Common Council Members:

The following information is submitted as documentation of charges for Nuisance Abandoned Properties when posted and follow-up maintenance assistance is to be charged for contractor site work.

In addition to the actual contractor costs charged to the property an additional \$317.00 will be assessed for processing costs. Processing fees are as follows:

	Time Estimated
	---- Hours ----
A. Preliminary Procedures	
1. <u>Field Work</u> . Receive/Review referral, initial field inspection; pictures of property violations.	.75 to 1.00
2. <u>Office Research</u> . Check ownership (GIS & other); check foreclosure records (CCAP); contact Attorney's office for title letter report.	.50 to .75
3. <u>Office/Field Posting a Nuisance Abandoned Property (NAP)</u> . Review title report; prepare posting NOTICE; prepare billing for prepare billing for Finance Division; issue written Notice/Orders for mailing with proper affidavits; post site with 10-Day Notice.	.50 to .75
4. <u>Follow-up After 10-Day Notice</u> . Site inspection; prepare contractor work order; contact contractor with Abatement Work Order or DPW for snow or tall grass/weed abatement.	.75 – 1.00
5. <u>Site Meetings with Abatement Contractor</u> . Initial, ongoing, and final meetings and inspections for contract approval and payment; clerical processing of billing to Finance Department.	1.5 – 2.0

	Total Time
	4.25 – 5.75 Hrs.
	Average 5.0

Average time to process is 5.0 hours.

B. Inspector Cost (Salary Plus Benefits).

<u>POSITION</u>	<u>SALARY</u>	<u>BENEFITS</u>	<u>INSP. COST/HR.</u>
Code Inspector	\$21.92	\$16.44	\$38.36
Neighborhood Services Insp.	\$23.41	\$17.56	\$40.97
Building Inspector I	\$29.22	\$21.92	\$51.14
TOTALS (average)	\$74.53/3=\$24.85	\$55.92/3=\$18.64	\$130.47/3=\$43.49

C. Title Report.

1. Each time a property is researched for abandonment, the procedures include contacting the property owner(s), lien holders or foreclosure company. The procedure requires the Attorney's Office to secure a letter title report from a private agency that researches public records.
2. Report cost \$60.00 plus .5 hr. Attorney staff time (est. time). \$100.00

D. Total Estimate Cost.

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|---|----------------------|
| 1. Time (from Section A) | 5.0 hrs. |
| 2. Staff cost/hr. (from Section B) | x <u>\$43.50/hr.</u> |
| 3. Staff time estimated cost | <u>\$217.00</u> |
| 4. Title report processing (from Section C) | <u>+100.00</u> |
| 5. Total estimated cost to process NAD | <u>\$317.00</u> |

In conclusion, the current average cost to process a Nuisance Abandoned Property is estimated to be \$317.00. The amount will be charged to the property owner or billed as an assessment cost against the property when abatement is required by Order of the Director of Building Inspections & Neighborhood Services per City of West Allis Revised Municipal Code, Chapter 19.

Please feel free to contact me if you have any questions.

Respectfully submitted,



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TA/cr

cc: Paul Ziehler, City Admin. Officer
Gary Schmidt, Finance Manager