



City of West Allis Matter Summary

7525 W. Greenfield Ave. West Allis, WI 53214

File Number	Title	Status	
2010-0200	Communication	Introduced	
	Communication from the Director of Building Inspections & Neighborhood Services regarding administrative charges for processing a nuisance abandoned property.		
	Introduced: 4/6/2010	Controlling Body: Safety & Development Committee	

RECOMM	ENDATION _		J-16 a			
MOVER	SECONDER	Barczak Czaplewski Dobrowski Kopplin Lajsic Narlock Reinke Sengstock Vitale Weigel	AYE	NO	PRESENT	EXCUSED
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DEPARTMENT OF BUILDING INSPECTIONS & NEIGHBORHOOD SERVICES

414/302-8400 414/302-8402 (Fax)

City Hall 7525 West Greenfield Avenue West Allis, Wisconsin 53214

www.ci.west-allis.wi.us

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:

A.	<u>Pre</u>	liminary Procedures	Time Estimated
	1.	<u>Field Work</u> . Receive/Review referral, initial field inspection; pictures of property violations.	.75 to 1.00
	2.	Office Research. Check ownership (GIS & other); check foreclosure records (CCAP); contact Attorney's office for title letter report.	.50 to .75
	3.	Office/Field Posting a Nuisance Abandoned Property (NAP). 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 contactor 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
		Average time to process is 5.0 hours.	Total Time 4.25 – 5.75 Hrs. Average 5.0

B. Inspector Cost (Salary Plus Benefits).

<u>POSITION</u>	SALARY	<u>BENEFITS</u>	INSP. COST/HR.
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.

- 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. <u>Total Estimate Cost.</u>

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

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,

Ted Athenson

Ted Atkinson, Director

Dept. of Bldg. Insp. & Neighborhood Services

City of West Allis

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TA/cr

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