



DEPARTMENT OF ADMINISTRATION & FINANCE  
FINANCE DIVISION

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January 28, 2010

Mayor Devine & Common Council Members  
7525 W Greenfield Ave.  
West Allis, WI 53214

RE: Administrative Charge for Snow Removal and Weed Cutting

Honorable Mayor and Council Members:

In October of 2001, the Common Council approved a \$60.00 minimum charge for any property the City is required to mow. The cost the City absorbs doing this work has increased significantly since the above approval. After researching the actual cost of investigating the property, checking on the mowing and/or snow removal, preparing the bill, processing the paperwork and mailing costs, it is determined that the minimum charge of \$60.00 is not adequate enough to cover the costs.

It is in the best interest of the city to increase the minimum charge. This would be done two ways. For work done by our contractors, which includes time and cost generated by the Building Inspection, the minimum charge would be \$150.00 (cost done with fixed cost divided by three plus variable costs) For mowing and/or snow removal done by the Public Works Department the increased minimum charge would be \$100.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Schmid", written over a white background.

Gary Schmid  
Manager of Finance/Comptroller