

# Weed Cutting - Administrative Fee Breakdown

(Proposed, w/misc. expenses added)

Activity / Description	Time Required (Hours)	Rate (\$/Hour)	Cost	Assessment Amount
Processing of Initial Complaint and paperwork	0.25	\$40.28	\$10.07	<b>Minimum \$75 Fee to respond to complaint</b>
Initial drive to property (vehicle use)	0.25	IRS Rate	\$0.73	
Site Inspection (If already cut - process ends here)	0.50	\$40.28	\$20.14	
Notify property owner of violation (hang tag, letter or personal servi	0.33	\$40.28	\$13.29	
2nd Drive to property (vehicle use)	0.25	IRS Rate	\$0.73	
2nd Site Inspection (If already abated - process ends here)	0.50	\$40.28	\$20.14	
<u>Misc. Expenses (staff time to and from parking garage; printing of hang tags &amp; notices; software related to inspections, etc)</u>			<b>\$10.00</b>	
Prepare Warrant	0.30	\$40.28	\$12.08	<b>\$225</b>
Obtain Judge's Signature on Warrant	1.00	\$40.28	\$40.28	
Prepare Contractor Work Order	0.25	\$40.28	\$10.07	
Deliver Warrant to Property Owner	0.50	\$40.28	\$20.14	
Deliver Work Order to Contractor	0.50	\$40.28	\$20.14	
Final Drive to property (vehicle use)	0.25	IRS Rate	\$0.73	<b>\$225.00 plus actual Contractor Fee</b>
Final Site Inspection	0.50	\$40.28	\$20.14	
Complete Final Paperwork	0.25	\$40.28	\$10.07	
Prepare and process Contractor Payment	0.25	\$40.28	\$10.07	
Prepare and Deliver Property Owner Assessment	0.25	\$39.17	\$9.79	
<b>Total of all Items:</b>			<b>228.62</b>	