

ADMINISTRATIVE REGULATION 2021-03
MAYOR JOHN W. SUTHERS

DATE: August 12, 2021

TOPIC: Neighborhood Services Property Cleanup Administrative Fee

LEGAL AUTHORITY: City Charter §§ 3-10(b) and 15-30
City Code §§ 1.2.314, 9.6.301-9.6.315

1.0 Purpose and Scope: This Administrative Regulation updates and sets the "Neighborhood Services Property Cleanup Fee" assessed for reimbursement of costs related to the abatement of sanitation or overgrown vegetation when a private property owner refuses to complete the cleanup themselves in accordance with Part 3, Article 6 of Chapter 9 of City Code.

2.0 Terms Defined: "Neighborhood Services Property Cleanup Fee" - The fees charged to recover the costs of the City related to the abatement of sanitation or overgrown vegetation when a private property owner refuses to complete the cleanup themselves after proper notice and procedure from the City.

3.0 Procedures:

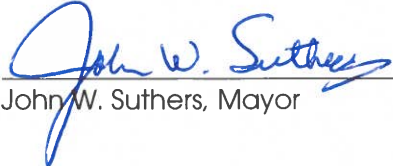
3.1 In General: Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including promulgation of administrative regulations. Fees and charges set by the Mayor shall be implemented by administrative regulation as set forth in City Code § 1.2.314. The recovery of costs related to the abatement of private property is an administrative function of the City government. Further, City Code § 9.6.306 authorizes the Code Enforcement Administrator to abate the property and seek reimbursement of said abatement costs, including a 25% surcharge for administrative costs.

3.2 Establishment of Fees and Charges: The Neighborhood Services Property Cleanup Fee shall be a "bill for service" intended to recover 100% of the direct costs of the City and its employees related to the property cleanup, which includes actual time spent traveling to and cleaning up the property and any direct material and equipment costs specific to the cleanup of the property. The hourly rate for property cleanup staff time is \$35.80. In addition to the hourly rate charged for actual time spent on the cleanup and travel time, and direct material and equipment costs, the fee will also include a 25% indirect administrative charge applied to the total internal staffing costs of each individual property cleanup job. If the cleanup is effectuated by a private contractor, the actual costs charged to the City by the private contractor will be billed, in addition to the 25% indirect administrative charge.

4.0 Miscellaneous


4.1 This Administrative Regulation shall be effective as of August 12th, 2021, and shall remain in effect until amended or rescinded.

4.2 This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.



John W. Suthers, Mayor

APPROVED AS TO FORM:



Office of the City Attorney