

# COMPLIANCE BASED REINSPECTION FEES

Proposed Recovery of Reinspection Costs for  
Enforcement of Minimum Property Maintenance Standards

# Reinspection

- Follow-up inspection conducted on a date specified by the enforcement officer or inspector
- Verifies that an ordered remedial action has been taken and that the non-compliance or violation no longer exists
- Scheduled to allow the property owner a reasonably sufficient time to correct any noted non-compliance or violation

## Reinspection Fee

- Any fee charged for an inspection other than the initial inspection when required work has not or was not completed and results in additional trips to the site by the enforcement officer or inspector

## Purpose

- To recover costs incurred by enforcement officials and inspectors who spend considerable time investigating, inspecting and reinspecting properties throughout the City of Manitowoc in an effort to ensure compliance with the municipal code or applicable state codes

# Intent

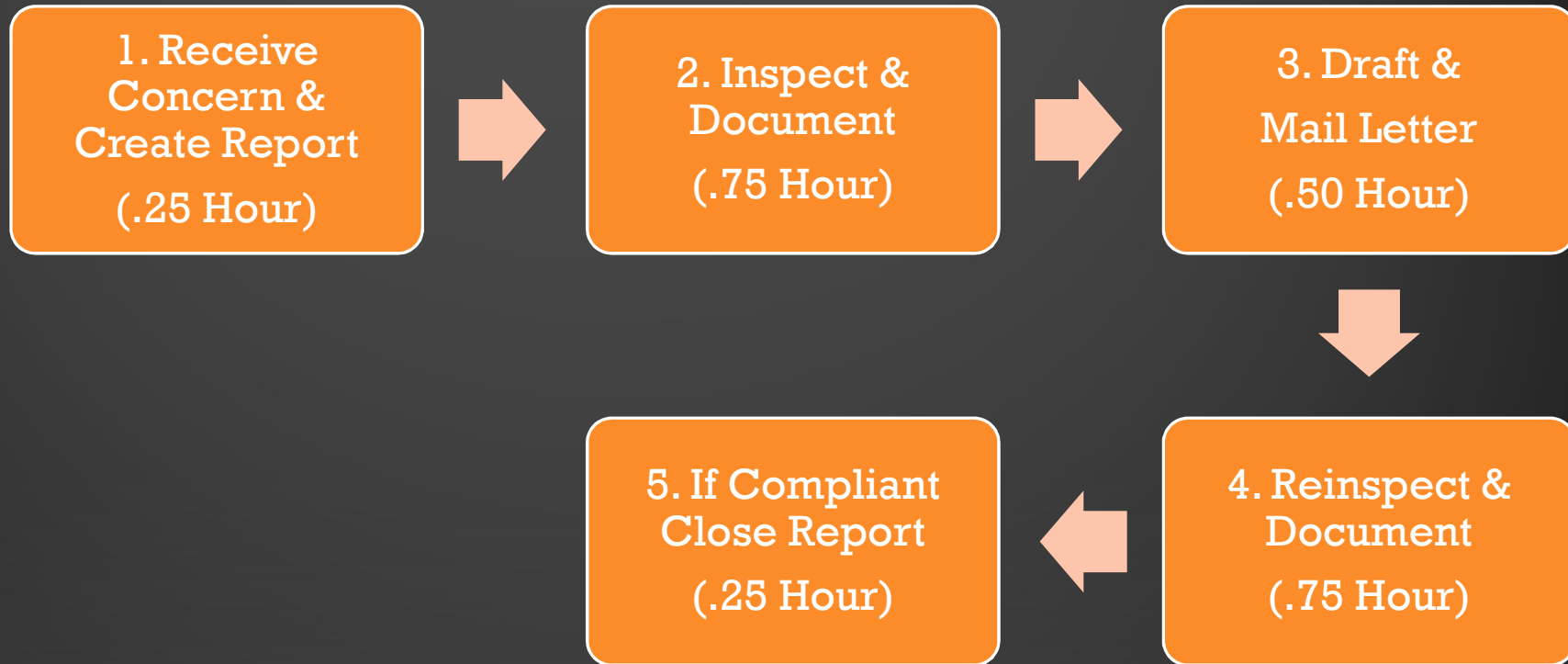
- A reinspection fee is an appropriate method to recover costs incurred for investigation and additional inspections made by enforcement officials and inspectors
- If the property owner fails to comply by the date specified in the courtesy notice sent to them informing them of existing violations on their property and a date for compliance
- The assessment and collection of reinspection fees shall not preclude the imposition of any administrative or judicial penalties or fines for violations of the municipal code or applicable state codes

Staff Time  
e Compliant

Reinspection Cycle

tus = Compliant

Staff Hours Total



## Staff Time e Non-Compliant

staff hours each  
n-compliant cycle

staff hours already  
ested

single issue that  
ults in 2 non-compliant  
pection cycles equals  
total of 13.5 staff hours

1. Reinspection  
Site Non-Compliant  
& Document  
(.75 Hour)



2. Create Report &  
Download Photos  
(.50 Hour)



3. Contact Owner  
(.25 Hour)



6. Meet  
City Attorney  
Pre-Trial & Trial  
(1.5 Hour)



5. Draft Citation  
Report & Issue  
Citation in TRACS  
(1 Hour)



4. Draft & Mail  
Letter  
(.50 Hour)



7. Reinspect &  
Document  
(.75 Hour)



8. Compliant?  
Close Report  
(.25 Hour)

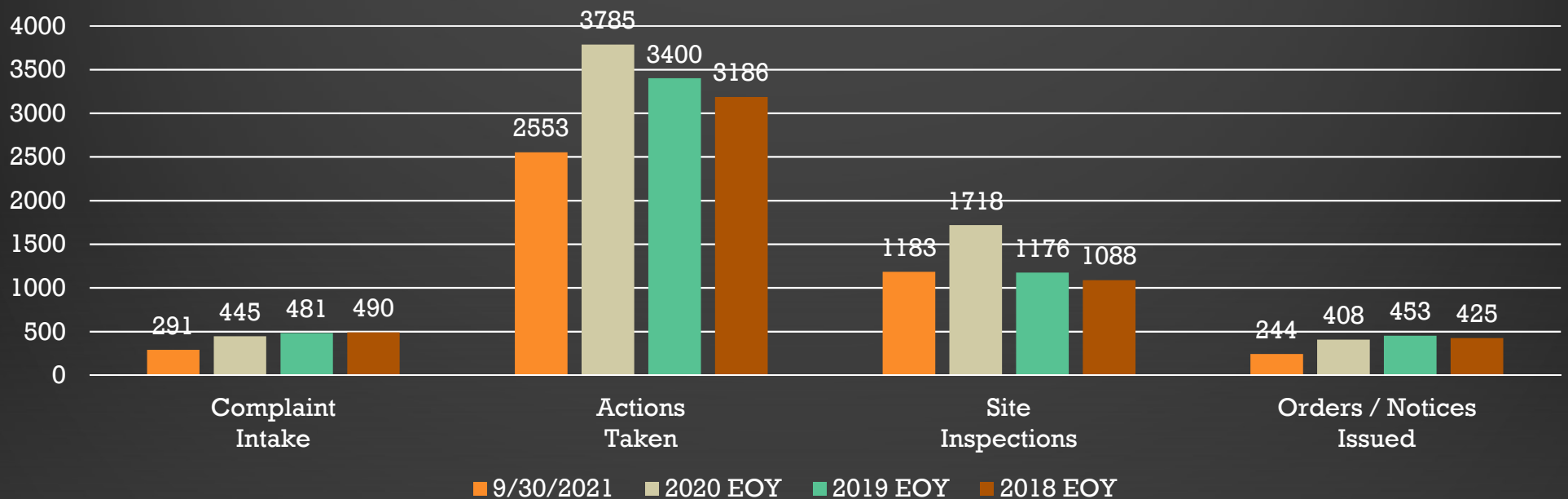


9. Non-Compliant ?  
Schedule &  
Repeat Cycle  
(.25 Hour)



# 3 Year Comparison Includes Year to Date

Minimum Housing & Property Maintenance Violation Data



It is estimated that issues requiring a reinspection account for approximately 75% of total site inspections. And of those required reinspections it is estimated that 75% will be non-compliant.



# Proposed Reinspection Fee Schedule Options

## Option 1

- Reinspection
- 1<sup>st</sup> Compliant.....\$ N/C
- 1<sup>st</sup> Non-Compliant.....\$50.00
- 2<sup>nd</sup> Non-Compliant.....\$75.00
- Each Subsequent Reinspection
- Non-Compliant.....\$150.00

## Option 2

- Reinspection
- 1<sup>st</sup> Compliant.....\$ N/C
- 1<sup>st</sup> Non-Compliant.....\$75.00
- 2<sup>nd</sup> Non-Compliant.....\$100.00
- Each Subsequent Reinspection
- Non-Compliant.....\$200.00

# Next Steps

- Consult with City Finance Department on Fee Assessment Process
- Consult with City Attorney on Required Ordinance Language
- Request Placement on the next Public Safety Committee Agenda