



# Memorandum

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**Date:** July 29, 2015  
**To:** Mayor Keil and the Seguin City Council  
**From:** Pamela Centeno, Director of Planning and Codes  
**RE:** Re-Inspection Fees and Mowing Services Fee

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In order to adequately recover the costs of services provided by the Planning and Codes Department, the following fee increases are being proposed for adoption:

## **Re-Inspection Fees**

The re-inspection fees for building, mechanical, electrical, plumbing, swimming pools and sign inspections are currently \$25.00. A re-inspection incurs costs for staff time as well as vehicle costs for a repeat visit to the site being re-inspected. Neighboring cities' re-inspection fees range from \$35.00 to \$75.00. The current fee of \$25.00 does not cover the costs adequately, therefore staff is proposing to increase the re-inspection fees to \$50.00.

## **Property Owners Mowing Services Fee**

The City of Seguin currently hires a contractor to mow lots where weedy lot violations have been unaddressed. In addition to the mowing fee from the contractor, the City of Seguin charges a mowing service fee of \$50.00 and administrative fees in the amount of \$35.46. The process for addressing weedy lots in the city limits involves numerous steps including receiving and documenting complaints, inspecting possible violations, notifying property owners of violations, re-inspecting violations, and coordinating mowing services with the contractor (which includes additional inspections, photograph documentation, processing invoices, etc.) Once the properties are mowed staff bills the property owners and files liens on properties with unpaid bills. The costs for these steps include staff time as well the costs for office supplies, printing, copying, and postage. Based on these costs staff is proposing to combine the \$35.46 administrative fees with the \$50.00 mowing service fee, increasing it to \$150.00. This will increase the fee from \$85.46 to \$150.00. The proposed \$150.00 fee will be charged to property owners in addition to the actual cost of the mowing invoice from the contractor.