

## City of Tigard Nuisance Code Enforcement -- Administrative Fee Calculation

Instructions: Enter your rating for 1-6 (required), and 8, 10, 12, 15, 17, 19 as appropriate.

1.	EFFORT	1	1 = Active attempt to correct violation. 2 = Minor attempt to correct violation. 3 = Little or no effort to correct violation
2.	PROMPTNESS OF RESPONSE	1	1= Very prompt response. 2= Delayed response. 3 = Dilatory response.
3.	DEGREE OF COOPERATION	1	1= Highly cooperative. 2 = Reluctant but voluntary. 3 = Uncooperative.
4.	CAUSE OF THE VIOLATION	1	1 = Unintentional or caused by others. 2 = Negligence. 3 = Intentional or Reckless Disregard.
5.	KNOWLEDGE/AWARENESS	1	1 = Unaware action constituted a violation. 2 = Reasonably should have known. 3 = Aware from previous enforcement, permits, etc.
6.	SEVERITY OF THE VIOLATION	1	1 = No fire, life safety, injury, or property damage hazard. 2 = No fire, life safety, or injury hazard; some damage to property or environment. 3 = Fire, life safety, or injury hazard; significant damage. to property or environment.
7.	SUM OF 1 - 6	6	
		X \$25.00	
8.	<u>FULL BASE PENALTY</u>	\$150.00	(Sum of 1 -6) x \$25.00
 <u>TIMELY COMPLIANCE</u>			
9.	30 DAY COMPLIANCE	0	1 = Yes, if complied after Time Line but within 30 days. 0 = Not within 30 days.
10.	DISCOUNTED BASE PENALTY	0	Base Penalty Discounted 50% for compliance within 30 days.
11.	TIME LINE COMPLIANCE	0	1 = Yes, if complied within Time Line. 0 = Not within Time Line.
12.	TIME LINE PENALTY	0	Base Penalty Reduced to zero for compliance within Time Line.
 <u>LATE COMPLIANCE</u>			
13.	MONTHS IN VIOLATION	0	Months in violation from first notice. 0 = <1; 1 = >1; 2 = >2; 3 = >3.
14.	LATE COMPLIANCE PENALTY	\$0.00	Number of months times base penalty.
15.	<u>TOTAL FIRST VIOLATION PENALTY</u>	\$150.00	<u>TOTAL PENALTY FOR FIRST VIOLATION</u>
16.	COMPASSIONATE ADJUSTMENT	0%	Enter 0, 25, 50, OR 100 (leave off the percent sign)
17.	<u>ADJUSTED FIRST VIOL. PENALTY</u>	\$150.00	<u>TOTAL ADJUSTED PENALTY FOR FIRST VIOLATION</u>
 <u>REPETITION OF THE SAME VIOLATION WITHIN 24 MONTHS:</u>			
18.	2ND REPEAT VIOLATION	0	1 = Yes, 0 = No for second same violation withing 24 months.
19.	2ND REPEATER PENALTY	0	\$250.00
20.	3RD REPEAT VIOLATION	0	1 = Yes, 0 = No for third same violation withing 24 months.
21.	3RD REPEATER PENALTY	0	\$250.00
22.	<u>TOTAL PENALTY</u>	\$150.00	<u>TOTAL PENALTY THIS VIOLATION</u>

Please complete memoranda on othe side.

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## City of Tigard Nuisance Code Enforcement -- Administrative Fee Memoranda

INSTRUCTIONS: Enter notes as to the basis for the entries on page 1.

1. EFFORT
  
2. PROMPTNESS OF RESPONSE
  
3. DEGREE OF COOPERATION
  
4. CAUSE OF THE VIOLATION
  
5. KNOWLEDGE/AWARENESS
  
6. SEVERITY OF THE VIOLATION
  
8. 30 DAY or TIMELINE COMPLIANCE
  
15. COMPASSIONATE ADJUSTMENT