

# Administrative Cost Estimator

12/12/2017

Property Address: 406 DeCordre Ct (15-1420)

Date case originated: 8/25/2015

Date case complied: 11/30/2017

Total time: 27 months

## Number of Hearings

Violation Hearings: 1  
 Massey Hearings: 1  
 Lien Reduction Hearings: 0

## Mailing Expense

Regular 1st Class:	\$0.44	<u>6</u>	\$2.64
Certified Mail:	\$5.10	<u>1</u>	\$5.10

Photographs (per page)	\$0.50	<u>1</u>	\$0.50
------------------------	--------	----------	--------

Filing Fees	\$10.00	<u>2</u>	\$20.00
-------------	---------	----------	---------

Months Open	\$50.00	<u>27</u>	\$1,350.00
-------------	---------	-----------	------------

Covers code officer's monthly inspections and follow-up, file maintenance, correspondence/communications with property owner / tenant / management and other departments.

## Code Enforcement Secretary

Up to three Hearings	\$150.00	<u>1</u>	\$150.00
Each additional Hearing	\$75.00	<u>0</u>	\$0.00

Covers hearing prep: NOV, postings, notarizations, order preparation, minutes, summary sheets, correspondence, filings with Clerk of Court.

Code Compliance Manager	\$75.00	<u>1</u>	\$75.00
-------------------------	---------	----------	---------

Covers review of initial notice, review of case file for recommendation and review with attorney

City Attorney (per hour)	\$125.00	<u>1</u>	\$125.00
--------------------------	----------	----------	----------

Covers the cost of case preparation (written & oral communication) for appeals, disputed cases or those with legal representation requiring review above & beyond the norm.

Hearings	\$150.00	<u>2</u>	\$300.00
----------	----------	----------	----------

Cover SM/CEB review and hearing time, recording secretary, code staff & management hearing time, attorney hearing time, MIS or SLC set up.

Commision Meeting	\$275.00	<u>0</u>	\$0.00
-------------------	----------	----------	--------

Covers cost to advertise, copies, review time for commissioners/attorney/city manager time at hearing, post hearing correspondence and processing / filing fees.

**Total Estimated Cost: \$2,028.24**