

# Administrative Cost Estimator

2/7/2018

Property Address: 1114 Raymond Ave (02-9608)

Date case originated: 5/30/2002

Date case complied: 12/17/2002

Total time: 7 months

Number of Hearings

Violation Hearings: 2

Massey Hearings:           

Lien Reduction Hearings: 2

Mailing Expense			
Regular 1st Class:	\$0.44	<u>3</u>	\$1.32
Certified Mail:	\$5.10	<u>4</u>	\$20.40
Photographs (per page)	\$0.50	<u>5</u>	\$2.50
Filing Fees	\$10.00	<u>2</u>	\$20.00
Months Open	\$50.00	<u>7</u>	\$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>1</u>	\$75.00
	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>4</u>	\$600.00
	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>2</u>	\$550.00
	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: \$1,969.22**