

# Administrative Cost Estimator

3/7/2018

Property Address: 3601 Crossroads Pkwy (16-2776)

Date case originated: 12/8/2016

Date case complied: 3/7/2018

Total time: 15 months

## Number of Hearings

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

## Mailing Expense

|                    |        |          |         |
|--------------------|--------|----------|---------|
| Regular 1st Class: | \$0.44 | <u>7</u> | \$3.08  |
| Certified Mail:    | \$5.10 | <u>3</u> | \$15.30 |

|                        |        |          |        |
|------------------------|--------|----------|--------|
| Photographs (per page) | \$0.50 | <u>7</u> | \$3.50 |
|------------------------|--------|----------|--------|

|             |         |          |         |
|-------------|---------|----------|---------|
| Filing Fees | \$10.00 | <u>4</u> | \$40.00 |
|-------------|---------|----------|---------|

|             |         |           |          |
|-------------|---------|-----------|----------|
| Months Open | \$50.00 | <u>15</u> | \$750.00 |
|-------------|---------|-----------|----------|

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: \$1,461.88**