

# Administrative Cost Estimator

8/9/2018

Property Address: 308 N 19th Street (15-0351)

Date case originated: 2/19/2015

Date case complied: not complied

Total time: \_\_\_\_\_ months

Number of Hearings

Violation Hearings: 1

Massey Hearings: 1

Lien Reduction Hearings: \_\_\_\_\_

Mailing Expense			
Regular 1st Class:	\$0.44	<u>4</u>	\$1.76
Certified Mail:	\$5.10	<u>2</u>	\$10.20
Photographs (per page)	\$0.50	<u>0</u>	\$0.00
Filing Fees	\$10.00	<u>2</u>	\$20.00
Months Open	\$50.00	_____	\$0.00
<small>Covers code officer's monthly inspections and follow-up, file maintenance, correspondence/communications with property owner / tenant / management and other departments.</small>			
Code Enforcement Secretary			
Up to three Hearings	\$150.00	_____	\$0.00
Each additional Hearing	\$75.00	_____	\$0.00
<small>Covers hearing prep: NOV, postings, notarizations, order preparation, minutes, summary sheets, correspondence, filings with Clerk of Court.</small>			
Code Compliance Manager	\$75.00	_____	\$0.00
<small>Covers review of initial notice, review of case file for recommendation and review with attorney</small>			
City Attorney (per hour)	\$125.00	_____	\$0.00
<small>Covers the cost of case preparation (written &amp; oral communication) for appeals, disputed cases or those with legal representation requiring review above &amp; beyond the norm.</small>			
Hearings	\$150.00	_____	\$0.00
<small>Cover SM/CEB review and hearing time, recording secretary, code staff &amp; management hearing time, attorney hearing time, MIS or SLC set up.</small>			
Commision Meeting	\$275.00	_____	\$0.00
<small>Covers cost to advertise, copies, review time for commissioners/attorney/city manager time at hearing, post hearing correspondence and processing / filing fees.</small>			

**Total Estimated Cost: \$31.96**