

# Administrative Cost Estimator

7/19/2018

Property Address: 1610 N 25TH STREET CASE # 16-0690 UNIT 12

Date case originated: 3/23/2016

Date case complied: 7/2/2018

Total time: 27 months

## Number of Hearings

Violation Hearings: 1

Massey Hearings: 1

Lien Reduction Hearings: 1

## 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>4</u> | \$2.00 |
|------------------------|--------|----------|--------|

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

|             |         |           |            |
|-------------|---------|-----------|------------|
| 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>          </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>3</u> | \$450.00 |
|----------|----------|----------|----------|

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>1</u> | \$275.00 |
|-------------------|----------|----------|----------|

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: \$2,474.74**