

Administrative Cost Estimator

3/2/2025

Property Address: 308 Ave A

Date case originated: 6/2/2023

Date case complied: 1/30/2025

Total time: 18 months

Number of Hearings

Violation Hearings: 1

Massey Hearings: 1

Lien Reduction Hearings:

Mailing Expense

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|--------------------|--------|----------|---------|
| Regular 1st Class: | \$0.60 | <u>7</u> | \$4.20 |
| Certified Mail: | \$7.25 | <u>3</u> | \$21.75 |

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|------------------------|--------|----------|--------|
| Photographs (per page) | \$0.50 | <u>1</u> | \$0.50 |
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| Filing Fees | \$10.00 | <u>4</u> | \$40.00 |
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|---------------------------|---------|----------|----------|
| Follow up and Inspections | \$50.00 | <u>4</u> | \$200.00 |
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Covers investigator's monthly inspections and follow-up, file maintenance, correspondence/communications with property owner / tenant / management and other departments.

Building Dept. Assistant

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|-------------------------|----------|-------------------|----------|
| 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.

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|--------------------------------|---------|----------|---------|
| Assistant Director of Building | \$75.00 | <u>1</u> | \$75.00 |
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Covers review of initial notice, review of case file for recommendation and review with attorney

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|--------------------------|----------|----------|----------|
| City Attorney (per hour) | \$125.00 | <u>1</u> | \$125.00 |
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Covers the cost of case preparation (written & oral communication) for appeals, disputed cases or those with legal representation requiring review above & beyond the norm.

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| Hearings | \$150.00 | <u>1</u> | \$150.00 |
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Covers SM review and hearing time, recording secretary, building staff & management hearing time, attorney hearing time, and IT set up.

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| Lien Reduction Request Hearing | \$250.00 | <u> </u> | \$0.00 |
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Total Estimated Cost: \$766.45