CLERK TO THE CODE ENFORCEMENT BOARD

SEMINOLE COUNTY

Affidavit for Reimbursement of Administrative Costs

CASE # 16-38-CEB Horis Mack

The Clerk to the Code Enforcement Board requests that the Development Services Department petition the Code Enforcement Board to enter an order requiring the Respondent in the above-styled case to pay the procession costs incurred by this office during the processing of said case. The below items detail the activities and associated costs for investigating this case.

DATE	PERSONNEL ACTIVITY	HOURS
2/9/16	Open case	0.50
2/9/16	Prepare agenda item	0.25
3/24/16	Prepare Findings of Fact	0.50
3/25/16	Prepare and mail letter with Findings of Fact	0.50
6/22/16	Prepare and mail letter w/ Affidavit of Non-Compliance / Notice of Hearing	0.50
8/17/16	Prepare agenda item	0.25
8/25/16	Prepare CEB Order Continuing Case to	0.25
8/29/16	Prepare and mail letter w/ Order Continuing Case to	0.50
10/14/16	Prepare agenda item	0.25
10/14/16	Prepare Posting	0.25
10/27/16	Prepare CEB Order Continuing Case to	0.25
10/28/16	Prepare and mail letter w/ Order Continuing Case to	0.50
1/13/17	Prepare Posting	0.25
1/13/17	Prepare agenda item	0.25
1/26/17	Prepare CEB Order Continuing Case to	0.25
1/27/17	Prepare and mail letter w/ Order Continuing Case to	0.50
4/20/17	Prepare agenda item	0.25
4/27/17	Prepare CEB Order Continuing Case to	0.25
4/28/17	Prepare and mail letter w/ Order Continuing Case to	0.50
7/18/17	Prepare and mail letter w/ Affidavit of Compliance / Notice of Hearing	0.50
8/11/17	Prepare Posting	0.25
8/16/17	Prepare agenda item	0.25
8/23/17	Prepare Lien Order - In Compliance	0.25
8/25/17	Prepare and mail letter w/ Lien Order In Compliance	0.50

TOTAL HOURS	8.50
HOURLY RATE	$39.00
TOTAL PERSONNEL COSTS	**$331.50**

COSTS FOR RECORDING DOCUMENTS

# of first page docs - 0 # of additional page docs - 0 $ -
($10.00 first page, $8.50 each additional page)

TANGIBLE GOODS OR SERVICES

Number of letters	Postage Rate	Type of Mail	Cost
9	$0.49	Regular mail	$4.41
9	$6.73	Certified Mail	$60.57
		TOTAL TANGIBLE AND/OR SERVICE COSTS	**$64.98**

The Clerk to the Code Enforcement Board has incurred actual costs in the amount of **$396.48** during the processing of this case. Said costs are supported and documented as listed above.

Signature of Clerk: Patricia A. Hughes Date: August 23, 2017