

CLERK TO THE CODE ENFORCEMENT BOARD
SEMINOLE COUNTY
Affidavit for Reimbursement of Administrative Costs
CASE # 19-126-CEB CHA'S STUDIO INC

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
7/16/19	Open case (<i>Letter to Owner/Notice of Hearing/Agenda Item</i>)	0.75
7/16/19	Prepare agenda item	0.25
8/6/19	Prepare Posting	0.25
8/22/19	Attend Code Enforcement Board Hearing	0.50
8/23/19	Prepare and mail Findings of Fact	0.50
6/9/21	Prepare and mail letter w/ Lien Affidavit of Non-Compliance	0.50
6/9/21	Prepare agenda item	0.25
7/7/21	Prepare posting	0.25
7/22/21	Attend Code Enforcement Board Hearing	0.50
7/27/21	Prepare and mail Order Imposing Lien	0.50
5/31/24	Prepare and mail Affidavit of Compliance	0.50
	TOTAL HOURS	4.75
	HOURLY RATE	\$39.00
	TOTAL PERSONNEL COSTS	\$185.25

COSTS FOR RECORDING DOCUMENTS

Number of first page docs - 2 and Number of additional page docs - 2 (\$10.00 first page, \$8.50 each additional page)	\$37.00
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TANGIBLE GOODS OR SERVICES

Number of letters	Postage Rate	Type of Mail	Cost
5	\$0.68	Regular mail	\$3.40
5	\$8.69	Certified Mail	\$43.45
		TOTAL TANGIBLE AND/OR SERVICE COSTS	\$46.85

The Clerk to the Code Enforcement Board has incurred actual costs in the amount of **\$269.10** during the processing of this case. Said costs are supported and documented as listed above.

Signature of Clerk: _____ Date: _____