

**CLERK TO THE CODE ENFORCEMENT BOARD  
SEMINOLE COUNTY**

Affidavit for Reimbursement of Administrative Costs

**CASE # 19-112-CEB MIGUEL A, MARIA, MIGUEL LEON**

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    |
|-----------------------|----------------------------------------------------------------------------|----------|
| 6/5/19                | Open case                                                                  | 0.75     |
| 6/5/19                | Prepare agenda item                                                        | 0.25     |
| 7/25/19               | Prepare Findings of Fact                                                   | 0.50     |
| 7/26/19               | Prepare and mail letter with Findings of Fact                              | 0.50     |
| 9/23/19               | Prepare and mail letter w/ Affidavit of Non-Compliance / Notice of Hearing | 0.50     |
| 10/17/19              | Prepare agenda item                                                        | 0.25     |
| 10/23/19              | Prepare Lien Order - Non-Compliance                                        | 0.50     |
| 10/24/19              | Prepare Lien Order - In Compliance                                         | 0.50     |
| 10/28/19              | Prepare and mail Order In Compliance                                       | 0.50     |
| 3/10/20               | Prepare and mail letter Lien Reverting to Original Amount                  | 0.50     |
| 11/5/24               | Prepare and mail Affidavit of Compliance                                   | 0.50     |
|                       |                                                                            |          |
| TOTAL HOURS           |                                                                            | 5.25     |
| HOURLY RATE           |                                                                            | \$39.00  |
| TOTAL PERSONNEL COSTS |                                                                            | \$204.75 |

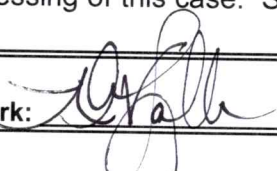
**COSTS FOR RECORDING DOCUMENTS**

Number of first page docs - 2 plus Number of additional page docs - 1 **\$ 28.50**  
(\$10.00 first page, \$8.50 each additional page)

**TANGIBLE GOODS OR SERVICES**

| Number of letters             | Postage Rate | Type of Mail   | Cost    |
|-------------------------------|--------------|----------------|---------|
| 6                             | \$0.69       | Regular mail   | \$4.14  |
| 6                             | \$9.64       | Certified Mail | \$57.84 |
| TOTAL TANGIBLE AND/OR SERVICE |              |                | \$61.98 |

The Clerk to the Code Enforcement Board has incurred actual costs in the amount of **\$295.23** during the processing of this case. Said costs are supported and documented as listed above.

Signature of Clerk: 

Date: 2/7/25