



Christy Boone
Berrien Resa
711 St. Joseph Avenue
Berrien Springs, MI 49103

5/19/26

Dear Mrs. Boone,

The City Commission has approved the school's request to collect your 2026 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.69 per parcel fee, totaling \$3,208.19, is a fair and reasonable amount to charge for this service.

The following is an explanation of the total cost to the city:

Data Processing Charge	\$3,507.00	
Internet Access Connection Fee	\$386.25	
Postage & Mailing Service Fees		\$1,392.54
Checks	\$77.25	
Envelopes		\$283.25
City Staff Wages	\$3,625.90	
City Staff FICA	\$277.37	
Mileage	\$75.00	
Total	\$9,624.56	

\$9,624.56 divided by 3 schools = \$3,208.19

\$3,208.19 divided by 1,904 parcels = \$1.69 charge per parcel

Attached to this letter is the invoice. Please pay the annual fee of **\$3,208.19** to the City of Buchanan. If you have any questions or feel the fee is not acceptable, please contact me.

Sincerely,

Courtney Baham
Accounting Specialist & HR Coordinator
cbaham@cityofbuchanan.com
269.695.3844 Ext. 13