



Interdepartmental Memorandum

CITY OF SAINT PAUL

Date: August 27, 2012

To: Ricardo Cervantes, Director of Department of Safety and Inspections

From: Steve Magner, Manager of Code Enforcement

Subject: Code Enforcement Administrative Fee

Please see the attached spreadsheet for the numbers and calculations

We obtained the 2011 actual count of Excessive Consumption bills, and the counts of work orders issued. The EC bills were calculated only at the \$50 rate because there are very few billed at the higher, \$75 or \$150, rate. The calculation for all work orders used the \$115 administrative fee.

For 2011 we calculated that we billed about \$771,825. Using the 2011 numbers, if we had billed all, all Excessive Consumption and Work Order administrative fees, at \$115 the billing would have been \$884,925. At an administrative fee of \$120 the billing would have increased to \$923,400.

For 2013 we recommend changing the Excessive Consumption fee to a single, rather than tiered, fee per event and increasing the base amount from \$50 to \$120. We recommend increasing the administrative fee for all Work Orders to \$120 from \$115. A flat fee of \$120 per incident more accurately reflects the cost of inspector and staff time and will assist in the recoupment of the costs of consumption fees for repeat visits.

With this consistent schedule in place, we estimate the 2013 billing for Code Enforcement activity to be between \$900,000 and \$1,020,000, for 8000 to 8500 work orders and ECs.

<u>2011 Actual</u>	<u>Count</u>	<u>\$115</u>	<u>\$50</u>	
Parks WO	5156	\$592,940		
Contractor WO	799	\$91,885		
EC	<u>1740</u>		\$87,000	
	7695	\$684,825	\$87,000	\$771,825 Total billed

If all at:

<u>From 2011 Counts:</u>	<u>Count</u>	<u>\$115</u>	<u>\$120</u>
Parks WO	5156	\$592,940	\$618,720
Contractor WO	799	\$91,885	\$95,880
EC	<u>1740</u>	<u>\$200,100</u>	<u>\$208,800</u>
	7695	\$884,925	\$923,400
			\$38,475

2013 Billing Estimates: IF

<u>Count</u>	<u>\$115</u>	<u>\$120</u>
6500	\$747,500	\$780,000
7000	\$805,000	\$840,000
7500	\$862,500	\$900,000
8000	\$920,000	\$960,000
8500	\$977,500	\$1,020,000
9000	\$1,035,000	\$1,080,000