



Marco Island Police Department

51 Bald Eagle Drive
Marco Island, Florida, 34145



Executive Summary

Administrative Fee – Code Enforcement Magistrate

Introduction:

This item is presented to City Council for consideration of an update to the City's administrative fee assessed during Code Enforcement Magistrate hearings.

Background:

The current administrative fee was last updated in 2014 with City Council approval of Resolution 15-31 (included in the packet). The City currently assesses a \$50 administrative fee for all cases heard before the Code Enforcement Magistrate.

A recent review of the actual costs associated with processing and hearing code enforcement cases indicates that the City incurs an average cost of approximately \$144 per case. These costs include, but are not limited to, magistrate services, code enforcement officer time, administrative support, and required mailings. Based on this analysis, the City incurs an approximate deficit of \$94 per case, equating to roughly \$24,000 annually in unrecovered costs associated with Magistrate cases. Supporting documentation detailing these costs is included in the agenda packet.

Additionally, a survey of surrounding jurisdictions shows that administrative fees for similar hearings typically range from \$120 to \$250 per case. Supporting documentation of this comparison is also included.

Next Steps:

Based on this analysis, staff requests that Council review the current administrative fee and consider an adjustment to more accurately reflect the City's actual costs associated with each case. Staff recommends setting the fee at \$175.