

**TWIN OAKS BOARD OF ALDERMEN  
NOTICE OF WORK SESSION  
TWIN OAKS CITY HALL  
WEDNESDAY, DECEMBER 16, 2020, 6:00 P.M.  
TWIN OAKS, MO 63021**

To balance both the need for continuity of government and protection of the health and safety of our residents, business persons and employees, this meeting of the Board of Aldermen will not be open to public attendance *in person* but shall be accessible by the public by telephone (audio only) or by using their tablet/laptop/pc (audio/video) at:

**Telephone:** (312) 626-6799

**Computer:** <https://us02web.zoom.us/j/5197276201?pwd=SHZXODU1cGtKOWJNSTFUUFRSQnY5Zz09>

**Webinar ID:** 519-727-6201

**Passcode:** 9YgwmB

The Board apologizes for any inconvenience these requirements may pose but it is extremely important all measures in compliance with the orders issued by public health authorities be taken to protect employees, residents, and elected officials during these extraordinary times.

TENTATIVE AGENDA

1. Reciprocal Recreation Agreement with City of Ballwin
2. Occupancy Permit Fees and Inspections
3. Adjournment

Frank Johnson  
City Clerk

POSTED: December 14, 2020, 3 p.m.

**Please note:** Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 636-225-7873. Copies of public records for this agenda are available for public inspection before and at the time of the meeting.

**Memo to:** Board of Aldermen  
**From:** Frank Johnson, City Clerk  
**Subject:** Occupancy Fees  
**Date:** December 11, 2020

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**STAFF RECOMENDATION**

- Set the occupancy permit fee at \$100 for single-family residential and \$45 for multifamily residential. Use St. Louis County for all residential inspections.

**CURRENT FEE STRUCTURE**

The City of Twin Oaks currently charges \$150 for an occupancy permit for single-family residential and \$75 for multifamily residential. These are higher than what many neighboring municipalities charge:

<b>Municipality</b>	<b>Single-family</b>	<b>Multifamily</b>
Twin Oaks	\$150	\$75
Ballwin	\$125	\$40
Kirkwood	\$75	\$40
Valley Park	\$35	\$50
Manchester	\$25	N/A

The single-family residential inspections are performed by St. Louis County at a cost to the City of \$95 per inspection and the multifamily (apartment) inspections are performed by John Williams at a cost of \$75 per inspection. The fees collected are used to cover these “hard costs” as well as the administrative time (“soft costs”).

At this time, staff is recommending two changes to the occupancy permit process.

**1. Have St. Louis County perform all multifamily inspections.**

The main reasons for this change include:

- St. Louis County is able to perform the inspections at a reduced cost of \$45 per inspection, compared to the current cost to the City of \$75 per inspection.
- Ensures a uniform approach to enforcement of building codes and equal treatment of residents throughout the city.
- When maintenance issues do arise, allows for closer coordination of mechanical, electrical, plumbing permits.
- There are also potential legal issues with having a City employee perform work for the City as an independent contractor.

**2. Reduce the occupancy permit fees to \$100 for single-family and \$45 for multifamily.**

An analysis of the city's expenditures finds that we can reduce these fees without significantly impacting revenue.

- The total amount collected is only a fraction of the revenue the city generates each year (\$1,900 in 2019 and \$5,850 in 2020).
- The amount charged will still cover the hard costs incurred by the City (\$1,241.50 in 2019 and \$5,455 in 2020), so the net impact will be minor.