

CHAPTER 8

FEES FOR MUNICIPAL SERVICES

8.01 Rates

8.03 Definition

8.02 Notification

8.04 Billings and Collections

8.01 RATES. Anyone requesting or utilizing the work or assistance of municipal employees on an individualized basis shall be charged an hourly rate for these services. These hourly rates are as follows:

City Administrator	\$55.00 per hour
City Clerk	\$40.00 per hour
Zoning Administrator/Building Official	\$50.00 per hour
Financial Director	\$40.00 per hour
Sewer, Street or Water Treatment Department Superintendent	\$40.00 per hour
Sewer, Street or Water Treatment Department Laborer	\$30.00 per hour

8.02 NOTIFICATION. When an individual receives individualized service from a City employee listed in Section 8.01, the City Administrator shall be responsible for notifying the individual who has received or will receive these services that the City will expect reimbursement pursuant to the rates outlined in Section 8.01. The City Administrator shall mail the notification and rate schedule to the individual's last known mailing address.

8.03 DEFINITION. Individualized services are those services provided by the City which primarily benefit a private property owner, developer, contractor, subcontractor, plumber, electrician or individual, but not the common good. The City Administrator shall be responsible for determining when City services have been or will be supplied on an individualized basis, and not for the common good of the City.

8.04 BILLINGS AND COLLECTION. The Financial Director shall prepare a form to be utilized by City employees for reporting time spent on projects determined to be for the benefit of an individual. When the form has been completed by a City employee, it shall be forwarded to the City Administrator for approval. Once approved by the City Administrator, the form shall be forward to the Financial

Director, who shall prepare the proposed billing in final form. The Financial Director shall send the billing to the individual's last known mailing address. These bills shall be sent on a monthly basis and all charges for the prior months shall be billed within the first ten (10) days of the following month. The charged individual shall be given thirty (30) days to pay any charges for the City services provided under this Chapter. After that date, the City may pursue any legal remedies available to it against the charged individual, and the charged individual shall be responsible for all costs connected with the collection of the delinquent billing, including, but not limited to, court costs, interest at the legal rate, and attorney fees.

