

chargeback fee policy

[01.2023]

The City of Oconomowoc is attentive to financial costs and their resultant impact on the tax levy and taxpayers. In this era of development growth, the City incurs costs for the staff to review development proposals. As a result, the City has implemented the most equitable system of using chargeback fees. This is to ensure that costs to review development proposals are paid for by the developer responsible for the creation of those costs. A chargeback fee will be made under the following conditions:

- No chargeback fee will be assessed for general questions or inquiries by local residents or businesses. There will be no chargeback fee for activities associated with building or improving a resident's primary residence. Finally, chargeback fees for City employees' time will not be applicable to Tax Incremental Financing (TIF) Districts as staff time is allocated to the districts through the payroll process. However, chargeback fees will be assessed for outside consultants' time in the TIF districts.
- Regarding all other development activities, there will be no chargeback fee for the initial inquiry and the initial staff review meeting involving all City department heads and the associated time for preparing for that meeting. These initial steps are considered to be for information gathering purposes and are generally of limited time. However, to the extent that a developer request or inquiry involves substantial time, a chargeback may be assigned. Staff time spent after the developer's initial inquiry and after the initial staff review meeting will be charged back.
- Time that the staff incurs beyond the initial inquiry and after the initial staff review meeting will be charged back at the rates established by the City. The time incurred for which a chargeback fee will be assessed includes but is not limited to, review of plans, creation of applicable planning documents, inquiries by telephone/mail/email, creation and review of development documents, legal documents, etc. In essence a chargeback will be made for any staff time directly or indirectly connected to activities performed by staff.
- The chargeback fees shall be based on the Finance Director's determination of the costs associated with providing the service. The fees may be adjusted on an annual basis and are available on the City's website or from staff.
- The City Planner/Zoning Administrator, Planner/Community Development Specialist and Assistant DPW Director will record the billable time spent, in fifteen (15) minute increments, and submit it monthly to the Finance Department. The Finance Department will bill and collect the applicable fees.
- The City Engineer and City Attorney are contracted consulting services. The City is billed by the consultants for the time incurred in servicing a development proposal. The billing from the consultants will be charged back to the developer. Department heads will determine and submit appropriate chargebacks to the Finance Department. The Finance Department will bill and collect the applicable fee.

fees

NOTE: Fees from outside consultants, including engineering and legal services, may also be billed.

City Attorney charges based on which staff are involved and their time towards the review/project

City Planning Department

City Planner / Zoning Administrator \$164 per hour
 Planner / Community Development Specialist \$120 per hour
 DPW / Assistant Director \$140 per hour

Utility Inspections charges based on which staff are involved and their time towards the review/project

Engineering charges based on which staff are involved and their time towards the review/project