



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Ashley Bertrand, Assistant Finance Manager**  
**Date: December 5, 2022**  
**Item: Amend City Code Chapter 30, Section 34.04: Special/Non-Routine Services**

**Council Action Requested:**

Second Reading of Amending City Code Chapter 30, Section 34.04 regarding Special or Non-Routine Services By City Departments: Fees.

**Background Information:**

The current language in Section 34.04 requires the rate paid to be calculated based on the staff person performing the service. This requires City Departments to assign the task before being able to provide an estimate on the expense for the service. The amended language will allow staff to provide a more reasonable estimate without assigning the task, and will also ensure the City is reimbursed for all expenses associated with the service, including out-of-pocket expenses that were not included in the original ordinance.

**Financial Impact:**

Not applicable

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

Ordinance Amending Hastings City Code Chapter 30, Section 34.04 Regarding Special Or Non-Routine Services By City Departments; Fees.

**ORDINANCE NO.**

**AN ORDINANCE FOR THE CITY OF HASTINGS, MINNESOTA, AMENDING HASTINGS CITY CODE CHAPTER 30, SECTION 34.04 REGARDING SPECIAL OR NON-ROUTINE SERVICES BY CITY DEPARTMENTS; FEES**

The City Council of the City of Hastings, Dakota County, Minnesota, does hereby ordain as follows:

**SECTION 1. AMENDMENT.** The Code of the City of Hastings, County of Dakota, State of Minnesota, Chapter 30, Section 34.04 shall be amended as follows:

Any City Department that furnishes special or non-routine services to any person or organization, other than services which it is required by law to perform without fee, may charge the person or organization requesting such services ~~for the time to perform the service at a rate of two (2) times the top hourly wage for the personnel providing the service, as articulated in the current collective bargaining agreement or non-union City wage scale, plus benefits, and any out of pocket expenses, as set by council ordinance for that type of service. If no fee has been adopted for a special or non-routine service, the fee to be charged for staff time, shall be two (2) times the hourly rate paid to staff person performing such service(s) being a reasonable approximation of the total costs incurred by the City to provide the staff services.~~

**SECTION 2. SUMMARY PUBLICATION.** Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

The text amendment adopted by the Hastings City Council on \_\_\_\_\_, 2022 modifies the City Ordinance to allow the City to charge for any non-routine services for actual costs to provide such services.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Mary Fasbender, Mayor

Attest:

\_\_\_\_\_  
Kelly Murtaugh, City Clerk

Published in the \_\_\_\_\_ on [Date].