

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
ADMINISTRATIVE ORDER NO. 14**

TITLE: COMPUTATION OF WORK CHARGES

DEPTS. AFFECTED: ALL

EFFECTIVE DATE: AUGUST 2011

For all work performed for others for which a billing is to be made at completion, costs shall be computed monthly and recorded. Billing shall be made as soon as possible after completion of the work.

Computation of the costs to be used for billing for work performed for others shall be as follows:

1. Special Improvement Ordinance

The costs of labor, material and equipment (at State Highway Department Rental Rates) for work performed under a special improvement ordinance shall include charges for labor plus 40% overhead plus material and equipment at cost:

Example:

Labor	XX
40% overhead (Labor only)	XX
Material	XX
Equipment (State Highway Department Rates)	XX
Total Billing Cost	XX

2. Private persons or companies

The costs of labor, material and equipment (at Associated General Contractors' Rental Rates) for work performed for private persons or companies shall include charges for labor plus 40% overhead plus material and equipment at cost:

Example:

Labor	XX
40% overhead (labor only)	XX
Material (cost + 15% overhead)	XX
Equipment (A.G.C. Rates)	XX
Total billing cost	XX

3. Interdepartmental charges-except Garage

The costs of interdepartmental work shall include charges for labor plus (40%) overhead plus material at cost.

Example:

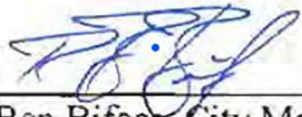
Labor	XX
40% overhead (labor only)	XX
Material (at cost)	XX
Equipment costs	XX
Total billing cost	XX

4. Garage

The Garage has its own lengthy procedure which is not incorporated into this Administrative Order.

5. General Fund Departments

General Fund Departments should complete work charge computations for Enterprise Fund Departments and SID charges.



R. Ben Bifoss, City Manager

History: Supersedes Executive Order #341 dated January 5, 2005

Cross-Ref: