

# FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261  
Jack Griffin, P.E. 651.300.4264  
Ryan Stempski, P.E. 651.300.4267  
Chad Isakson, P.E. 651.300.4283

December 21, 2015

Mr. Clark Schroeder, Interim City Administrator  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, Minnesota 55042

Re: FOCUS Standard Hourly Rate Schedule  
City of Lake Elmo, Minnesota

Via Email

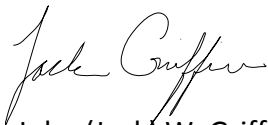
Dear Clark:

Attached please find a copy of our Standard Hourly Rate Schedule to be used for 2016. FOCUS has not increased billing rates since we started business and began serving Lake Elmo in July 2011. For the first time, the 2016 Hourly Rate Schedule reflects a billing rate increase for myself from \$118 per hour to \$120 per hour (about 1.7%) while continuing to keep the billing rates for Ryan, Chad and Frank unchanged.

Other changes to note includes the staff addition of Mark Scholle who is working primarily in the City of Victoria and the addition of a Project Engineer category with a billing rate of \$72 per hour. This category may be filled at some point in 2016 should one or more of our Graduate Engineers receive their Professional Engineering license.

We appreciate the continued opportunity to serve the City of Lake Elmo. Please contact me should you have any questions or concerns.

Sincerely,



John (Jack) W. Griffin, P.E.  
Principal, Senior Municipal Engineer

Enclosure

Cc: Cathy Bendel, Finance Director  
Julie Johnson, City Clerk

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## Standard Hourly Rate Schedule

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Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

Sr. Municipal Engineer III – Jack Griffin	\$120 / hour
Sr. Municipal Engineer II – Cara Geheren	\$112 / hour
Sr. Municipal Engineer I – Mark Scholle	\$105 / hour
Municipal Engineer II – Ryan Stempki	\$90 / hour
Municipal Engineer I – Chad Isakson	\$80 / hour
Project Engineer	\$72 / hour
Graduate Engineer – Amanda Groh	\$65 / hour
Graduate Engineer – Frank Borich	\$65 / hour

## Reimbursable Expenses Schedule

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- Vehicle Mileage reimbursed at the current Federal IRS Rate.
- Outside professional and technical services billed to the Engineer plus 10%.
- Identifiable printing and reproduction costs when incurred in the direct performance of the City's work.
- Other expenses for items and services as may be required by the City to fulfill the terms of a specific authorization.