



**INTERNAL FEES
AND
CHARGES
MANUAL**

July 2018

**INSTRUCTIONS FOR ESTABLISHING NEW FEES
OR
REVISING EXISTING FEES**

(Internal Fees and Charges Manual)

Administrative Code 3-22

Internal Fees and Charges are hereby established by **Resolution Number 01-02-44** on 02/27/01.

TO ESTABLISH A NEW INTERNAL FEE OR TO REVISE AN EXISTING INTERNAL FEE:

The County Manager has been given the authority to revise or add, without further Board approval, all fees and charges.

To **establish a new fee**, the requesting Department will submit a draft of the new fee along with the Internal Fees Manual pink sheet to the County Attorney and the County Manager for approval. After approval, the County Manager will forward the completed draft and signed pink sheet to Public Resources to update the Internal Fees Manual. Public Resources may request the clean copy in word format through email.

To **revise an existing fee**, the requesting Department will send the current fee page with strike through revisions typed in red, a clean hard copy and the Internal Fees Manual pink sheet to the County Attorney and the County Manager for approval. After approval, the County Manager will forward the revised page and signed pink sheet to Public Resources to update the Internal Fees Manual.

**INTERNAL FEES AND CHARGES MANUAL
TABLE OF CONTENTS**

COMMUNITY DEVELOPMENT

Development Services

Zoning and Development Services

COUNTY MANAGER

County Manager

Mail Center
Pre-Printed Forms
Supplements to the Codes of Laws and Ordinances

County Manager, County Lands

Capital Improvement

FACILITIES CONSTRUCTION AND MANAGEMENT

Employee Parking Fees

FLEET MANAGEMENT

Rolling and Motorized Equipment
Fleet Maintenance
Gasoline/Diesel Fuel

INDEPENDENT/ PUBLIC SAFETY

Radios
Maintenance Contract Charges
Operating Budget Charges

PUBLIC WORKS

Natural Resources

Environmental Laboratory
Charges for Services
Rental Fees

PUBLIC WORKS, continued

Solid Waste

Code Enforcement Abatement Project Property Clean Up
Utilities Division BioSolid Waste Disposal

TECHNOLOGY SERVICES

Atos Origin Charges
Telephones
 Telephones/Data Lines
 Equipment/Parts Purchases
 Future Capital Charges
 Long Distance Charges & Directory Assistance Charges
 Maintenance Contract Charges
 Service, Repair & Installation Charges
 Telephone Line/ Operating Fee Charges

Graphics
Video Production/Reproduction

TRANSIT

Fixed Route
 Commuter Special Trips

TRANSPORTATION

Operations
 Maintenance and Operations

DEPARTMENT/DIVISION:

**COMMUNITY DEVELOPMENT/DEVELOPMENT
SERVICES**

PROGRAM:

ZONING AND DEVELOPMENT SERVICES

REVENUE ACCOUNT STRING:

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

County Departments pay the same rate as external users, except as provided in LDC Section 2-462. (See External Fees and Charges Manual.)

**CONTACT PERSON:
PHONE:**

**KAREN HUTCHERSON
533-8543**

DEPARTMENT/DIVISION: COUNTY MANAGER

PROGRAM: MAIL CENTER

ACCOUNT STRING: GC5190300100.504211

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Postal charges are actual charges per item. \$.46 & up

Pre Sort charges are actual charges per item. \$.45 & up

CONTACT PERSON: JOYCE CONATSER
PHONE: 533-2492

DEPARTMENT/DIVISION: COUNTY MANAGER

PROGRAM: PRE-PRINTED FORMS

REVENUE ACCOUNT STRING: BB5120100100.504710

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

<u>DESCRIPTION</u>	<u>UNIT</u> <u>QUANTITY</u>
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Petty Cash Voucher (pick up at duplicating)	50
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Actual County quoted contract cost for Printing Services.

CONTACT PERSON: JOYCE CONATSER
PHONE: 533-2492

DEPARTMENT/DIVISION: COUNTY MANAGER

**PROGRAM: SUPPLEMENTS TO THE CODES OF LAWS AND
ORDINANCES**

REVENUE ACCOUNT STRING: GC 5190300100.505410

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Cost of the supplements-per page is as charged by vendor. Actual postage is added for external mail-outs.

**CONTACT PERSON: JOYCE CONATSER
PHONE: 533-2492**

DEPARTMENT/DIVISION: COUNTY MANAGER/ COUNTY LANDS

PROGRAM: CAPITAL IMPROVEMENT

REVENUE ACCOUNT STRING: VARIES

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Project Management Time:

Department/Divisions which charge Project Management Time for Capital Projects do so based on an annual calculation prepared by Budget Services in conjunction with the participating Department/Division. Calculation is based on:

Allocated reimbursable salaries
Fringe benefit rates @39%
Operating/Capital associated expenses
Projected project related hours

FY15/16 Project Management Hourly Rates:

County Lands	\$51.00
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CONTACT PERSON: LORI BORMAN
PHONE: 533-2308

DEPARTMENT/DIVISION:

FACILITIES CONSTRUCTION AND MANAGEMENT

PROGRAM:

**EMPLOYEE PARKING FEES
ALTERNATIVE PARKING**

REVENUE ACCOUNT STRING:

QC5121200100

Employee All-Day Parking

Second Street/Hendry Street Public Parking Lot

\$ 5.00 (tax included)

Heitman Street Public Parking Lot

\$ 5.00 (tax included)

CONTACT PERSON:

EHAB GUIRGUIS

PHONE:

533-8838

DEPARTMENT/DIVISION: FLEET MANAGEMENT

PROGRAM: ROLLING & MOTORIZED EQUIPMENT/
FLEET MAINTENANCE

REVENUE ACCOUNT STRING: JB5191059400.341210.9001

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Each County Department/Division that has rolling and motorized equipment maintained by Fleet Management is appropriated budgeted funds in order to financially support maintenance and repair costs. Budget Services calculates Department estimated total for the year and if actual charges increased/decreased adjustments are in the following year. This account covers Fleet Management's operation cost in maintaining the fleet.

CONTACT PERSON: BRAD WRIGHT
PHONE: 533-5338

DEPARTMENT/DIVISION:

FLEET MANAGEMENT

PROGRAM:

**ROLLING & MOTORIZED EQUIPMENT/
GASOLINE/DIESEL FUEL**

REVENUE ACCOUNT STRING:

JB5191059400.341210.9000

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

The cost of gasoline and diesel fuel are invoiced to each user at net delivered price, plus applicable taxes
Budget Services calculates Departments estimated totals for the year and if actual charges
increase/decrease adjustments are in the following year.

**CONTACT PERSON:
PHONE:**

**BRAD WRIGHT
533-5338**

DEPARTMENT/DIVISION: **INDEPENDENT/PUBLIC SAFETY**

PROGRAM: **RADIOS**
MAINTENANCE CONTRACT CHARGES

REVENUE ACCOUNT STRING: **KF5290352000.342900.9004**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Maintenance Contract, Operating Budget Charges - Vary per month

Maintenance Contract charges are figured each month as follows:

Maintenance Contract charges balance for the month, divided by number of months remaining in year, divided by number of users on the system during that month that are covered by the contract.

Example:

February '2000
 $\$87,970 / 12 \text{ months} / 824 \text{ users} = \8.90 per radio for the month of February.

CONTACT PERSON: **JEN WATERS**
PHONE: **533-3922**

DEPARTMENT/DIVISION: **INDEPENDENT/PUBLIC SAFETY**

PROGRAM: **RADIOS**
OPERATING BUDGET CHARGES

REVENUE ACCOUNT STRING: **KF5290352000.342900.9004**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Operating budget charges are figured each month as follows:

GCN operating budget balance for the month, divided by the number of users on the system during that month.

Example:

February '2000
 $\$329,608 / 12 \text{ months} / 2,620 \text{ users} = \10.48 per radio for the month of February.

CONTACT PERSON: **JEN WATERS**
PHONE: **533-3922**

DEPARTMENT/DIVISION: PUBLIC WORKS/NATURAL RESOURCES

PROGRAM: ENVIRONMENTAL LABORATORY/CHARGES
FOR SERVICES

REVENUE ACCOUNT STRING: OC5370800100.343900.9002

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

See **EXTERNAL FEES AND CHARGES MANUAL** for Fees.

CONTACT PERSON: RICK ARMSTRONG
PHONE: 533-8600

DEPARTMENT/DIVISION: PUBLIC WORKS/NATURAL RESOURCES

PROGRAM: ENVIRONMENTAL LABORATORY/RENTAL FEES

REVENUE ACCOUNT STRING: 001-5120-362000-0300-000-0000-00

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Lee County Utilities charges the Environmental Laboratory program \$7.50 per square foot rent annually for approximately 5,000 square feet. The lab charges the Lee County Health Department Engineering Division \$39,174.00 for the 3,000 square feet they occupy annually. This includes lights, garbage, water and sewer, lawn maintenance, use of lab equipment, and all other expenses associated with the day-to-day operations of the Environmental Laboratory. The fee is reviewed on an annual basis based upon changes to utilities and materials costs.

CONTACT PERSON: RICK ARMSTRONG
PHONE: 533-8600

DEPARTMENT/DIVISION: PUBLIC WORKS/SOLID WASTE

PROGRAM: CODE ENFORCEMENT ABATEMENT PROJECT
PROPERTY CLEAN-UP

REVENUE ACCOUNT STRING: 40100.115090

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Charges are generally calculated on an hourly basis. Personnel costs are based on the average salary and benefits of the Division personnel that perform the work. Equipment costs are based on hourly rates established by the Federal Emergency Management Agency (FEMA) guidelines. Disposal cost is in accordance with the External Fee Manual. Typical hourly charges are shown below. Any equipment which must be rented or purchased will be an additional cost. Total cost will vary depending on the size of the project.

SW PERSONNEL 1.0	\$35.77 PER HOUR
SW PERSONNEL 1.5	\$53.66 PER HOUR
STAKE BODY	\$20.60 PER HOUR
TRAILER 40 TON	\$15.50 PER HOUR
SKID STEER	\$37.00 PER HOUR
FRONT END LOADER 3 YD.	\$59.30 PER HOUR
ROLL-OFF	\$121.20 PER HOUR
PICK-UP	\$12.30 PER HOUR
CLAW TRUCK	\$52.26 PER HOUR
DUMP TRUCK	\$121.20 PER HOUR
TRACTOR	\$52.75 PER HOUR
DISPOSAL COST	See External Fee Manual

CONTACT PERSON: TRACEY LODATO
PHONE: 533-8933

DEPARTMENT/DIVISION: PUBLIC WORKS/SOLID WASTE

PROGRAM: UTILITIES DIVISION BIOSOLID WASTE
DISPOSAL

REVENUE ACCOUNT STRING: 40100.115090

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Charges are calculated on a per ton basis for biosolids delivered by the Utilities Division (or its designated contractor) to the Lee Hendry Landfill and Compost Site.

DISPOSAL COST FOR BIOSOLID MATERIAL \$27.00 per ton

CONTACT PERSON: TRACEY LODATO
PHONE: 533-8933

DEPARTMENT/DIVISION:

TECHNOLOGY SERVICES

PROGRAM:

**CONTRACTED INFORMATION TECHNOLOGY
SERVICES**

REVENUE ACCOUNT STRING:

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

The County's ITG functions, such as data processing, networking, applications development, help desk, and PC support, have been outsourced to Atos. The IGS charge is based on the cost of the contract with Atos and other expenses Atos incurs on behalf of the County.

**CONTACT PERSON:
PHONE:**

**ANDREW HUNTER
533-2300**

DEPARTMENT/DIVISION: **TECHNOLOGY SERVICES**

PROGRAM: **TELEPHONES/DATA LINES**

REVENUE ACCOUNT STRING:

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

ITG allocates ITG costs to clients for telephone and data line services, county fiber optic network and 3rd party lease charges. This allocation includes fixed and variable charges. Capital charges are allocated by the department/divisions.

CONTACT PERSON: **ANDREW HUNTER**
PHONE: **533-2300**

DEPARTMENT/DIVISION: **TECHNOLOGY SERVICES**

PROGRAM: **TELEPHONES**
 EQUIPMENT/PARTS PURCHASES

REVENUE ACCOUNT STRING: **KC5133051500.504670**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Equipment/Parts Purchases including handsets, headset, cords, etc.

CONTACT PERSON: **ANDREW HUNTER**
PHONE: **533-2300**

DEPARTMENT/DIVISION:

TECHNOLOGY SERVICES

PROGRAM:

TELEPHONES

FUTURE CAPITAL CHARGES

REVENUE ACCOUNT STRING:

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Future capital charges are quoted for the users for future telephone equipment replacement. Each department/division gets a P.O. for their purchases and furnishes ITG the RPO and purchase order information and the equipment is ordered on their behalf.

CONTACT PERSON:

ANDREW HUNTER

PHONE:

533-2300

DEPARTMENT/DIVISION: **TECHNOLOGY SERVICES**

PROGRAM: **TELEPHONES**
LONG DISTANCE CHARGES/DIRECTORY
ASSISTANCE CHARGES

REVENUE ACCOUNT STRING: **KC5133051500.504135**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Long Distance Charges/Directory Assistance Charges - Landlines:

As charged by vendor. Vendor charges are not increased by the County.

CONTACT PERSON: **ANDREW HUNTER**
PHONE: **533-2300**

DEPARTMENT/DIVISION: **TECHNOLOGY SERVICES**

PROGRAM: **TELEPHONES**
MAINTENANCE CONTRACT CHARGES

REVENUE ACCOUNT STRING: **KC5133051500.504680**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Maintenance Contract charges are figured and allocated annually based on line count per business unit.
IGS charge for phone.

CONTACT PERSON: **ANDREW HUNTER**
PHONE: **533-2300**

DEPARTMENT/DIVISION: **TECHNOLOGY SERVICES**

PROGRAM: **TELEPHONES**
SERVICE, REPAIR & INSTALLATION CHARGES

REVENUE ACCOUNT STRING: **KC5133051500.504670**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Service, Repair, or Installation calls by vendor:

CONTACT PERSON: **ANDREW HUNTER**
PHONE: **533-2300**

DEPARTMENT/DIVISION: **TECHNOLOGY SERVICES**

PROGRAM: **TELEPHONES**
TELEPHONE LINE/OPERATING FEE CHARGES

REVENUE ACCOUNT STRING: **KC5133051500.504130**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Operating budgets for fixed telephone charges are figured annually based on the number of lines per account string. This is determined by dividing the total charges by the total number of lines using the service.

IGS charges

CONTACT PERSON: **ANDREW HUNTER**
PHONE: **533-2300**

DEPARTMENT/DIVISION: TECHNOLOGY SERVICES

PROGRAM: GRAPHICS

REVENUE ACCOUNT STRING: KC5191500100.369900.9002

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Graphics charges \$33.00 per hour for labor. Additional charges are also assessed for other materials used.

CONTACT PERSON: GEORGIA SEKULSKI
PHONE: 533-2113

DEPARTMENT/DIVISION: TECHNOLOGY SERVICES

PROGRAM: VIDEO PRODUCTION/COPIES

REVENUE ACCOUNT STRING: KC5191500100.369900.9006

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Video Shooting	\$ 33.00/hr.
Editing	\$ 33.00/hr.
Graphics Production	\$ 33.00/hr.
DVD dubs (short)	\$ 8.00 ea.
Additional DVD copies	\$ 4.00 ea.
DVD- Chamber Recorded Meeting	\$ 2.00

These charges are to Lee County Departments/Divisions for video productions produced specifically for them. It includes 1 (one) DVD or digital file of the finished product. Additional copies are \$4.00 each. Any equipment which might be rented or purchased will be an additional cost. Charges take into account the costs and maintenance of the professional broadcast equipment used.

If a project is initiated by a Department and is then postponed or abandoned, said Department is responsible for any completed production work. Department will be billed within 60 days.

Copies of video production done for Lee TV Newswrap are sometimes requested by Departments. DVD or digital file copies are \$8.00 each unless the department was directly involved in the field production, then no charge.

CONTACT PERSON: GEORGIA SEKULSKI
PHONE: 533-2113

DEPARTMENT/DIVISION: TRANSIT

PROGRAM: FIXED ROUTE/COMMUTER SPECIAL TRIPS

REVENUE ACCOUNT STRING: *KI5440148600.344300.9004
Commuter Special Trips (2 hour minimum)

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Fee is based on operating cost per hour.

* This fee is collected both internally and externally.

** Transit Director may waive fee for in kind service match. Transit Director may waive 2 hour minimum if the special trip can be scheduled just prior to or immediately after existing bus service.

CONTACT PERSON: LEE COMBS
PHONE: 533-0332

DEPARTMENT/DIVISION: **TRANSPORTATION/OPERATIONS**

PROGRAM: **MAINTENANCE AND OPERATIONS**

REVENUE ACCOUNT STRING: **175-5420-344900-2500-000-0000-00**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Charges will be computed utilizing the in-house work order system for the costs associated with each job. The work order system calculates the direct cost for labor, equipment rental and materials. A multiplier of 2.11 will be added to the direct labor cost to cover labor burden, overhead and IGS charges.

CONTACT PERSON: **EHAB GUIRGUIS**
PHONE: **533-9400**