

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

<u>CATEGORY:</u> Financial/Fiscal/Budget	<u>CODE NUMBER:</u> AC-3-22
<u>TITLE:</u> Internal Fees and Charges Manual (Appendix "F")	<u>ADOPTED:</u> 07-03-96
	<u>AMENDED:</u> 10/03/00; 02/27/01
	<u>ORIGINATING DEPARTMENT:</u> County Administration

PURPOSE/SCOPE:

This Manual is a part of this Administrative Code and is under separate cover as Appendix "F", Internal Fees and Charges Manual.

POLICY/PROCEDURE:

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

All requests shall be submitted on the Lee County Internal/External Fees Manual form included as Page 2 of this Code. (Pink Sheet)

The pink sheet must be completed, signed by the Department Director, forwarded to the County Attorney and County Manager. After approval the County Manager will forward to Public Resources to update the Internal Fees Manual.

**LEE COUNTY
INTERNAL/EXTERNAL FEES MANUAL**

1. ACTION REQUESTED:
FEE ACTION REQUESTED:

WHY NEW FEE/REVISION IS NECESSARY:

2. DEPARTMENTAL CATEGORY:

3. REQUESTED DATE:

4. TYPE OF FEE:

_____ INTERNAL FEE:
_____ EXTERNAL FEE:

5. REQUESTOR:

A. DEPARTMENT _____

B. DIVISION _____

BY: _____

6. FEE REQUESTED:

_____ ESTABLISH NEW FEE
_____ REVISE EXISTING FEE
_____ FEE NUMBER: _____

7. BACKGROUND:

8. STAFF RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

DEPARTMENT DIRECTOR

COUNTY ATTORNEY

COUNTY MANAGER

10. COUNTY MANAGER ACTION:

_____ APPROVED
_____ DENIED
_____ OTHER