



**INTERNAL FEES  
AND  
CHARGES  
MANUAL**

**October 2021**

**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.

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**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. \$ .45 & up

Pre Sort charges are actual charges per item. \$ .46 & 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:**

<b><u>DESCRIPTION</u></b>	<b><u>UNIT</u></b> <b><u>QUANTITY</u></b>
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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:** 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:                    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	\$38.42 PER HOUR
SW PERSONNEL 1.5	\$57.62 PER HOUR
STAKE BODY	\$25.46 PER HOUR
TRAILER 40 TON	\$18.49 PER HOUR
SKID STEER	\$35.47 PER HOUR
FRONT END LOADER 4 YD.	\$76.27 PER HOUR
ROLL-OFF	\$136.57 PER HOUR
PICK-UP	\$12.78 PER HOUR
CLAW TRUCK	\$53.22 PER HOUR
DUMP TRUCK	\$136.57 PER HOUR
TRACTOR	\$52.98 PER HOUR
DISPOSAL COST	See External Fee Manual

**CONTACT PERSON:                    MARY KAY DITCH  
PHONE:                                    533-8932**



**DEPARTMENT/DIVISION:            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 bio-solids delivered by the Utilities Division (or its designated contractor) to the Lee Hendry Landfill and Compost Site.

DISPOSAL COST FOR BIOSOLID MATERIAL            \$36.28 per ton

**CONTACT PERSON:                        MARY KAY DITCH  
PHONE:                                        533-8932**

**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 3<sup>rd</sup> 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**