



LEE COUNTY
S O U T H W E S T F L O R I D A

**INTERNAL FEES
AND
CHARGES
MANUAL**

JUNE 2011

**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**, requesting Department will submit a draft of the new fee along with the Internal/External Fees Manual pink sheet to the County Manager. After approval, the County Manager will forward the completed draft and signed pink sheet to Public Resources to update Internal Fees Manual. Public Resources will update the manual with the new fee and distribute to appropriate departments.

To **revise an existing fee**, requesting Department will send the current fee page with revisions marked in red and the Internal/External Fees Manual pink sheet to the County Manager. After approval, the County Manager will forward the corrected page and signed pink sheet to Public Resources to update Internal Fees Manual. Public Resources will update the manual with the revisions and distribute to appropriate departments.

INTERNAL FEES AND CHARGES 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:

PETE ECKENRODE

PHONE:

533-8348

DEPARTMENT/DIVISION: COUNTY ADMINISTRATION/CONSTRUCTION
AND DESIGN, TRANSPORTATION, COUNTY
LANDS, NATURAL RESOURCES

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 @38%
Operating/Capital associated expenses
Projected project related hours

FY07/08 Project Management Hourly Rates:

Construction & Design	\$73.00
County Lands	\$58.00
Natural Resources	\$80.00

FY07/08 Project Management Hourly Multiplier:

Transportation Engineer Technical	\$ 2.15
Transportation Engineer Professional	\$ 2.15

CONTACT PERSON: EMMA WOLF
PHONE: 533-2311

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:

KEITH KIBBEY

PHONE:

533-8606

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:

KEITH KIBBEY

PHONE:

533-8606

DEPARTMENT/DIVISION: PUBLIC WORKS/UTILITIES

PROGRAM: RENTAL FEES

REVENUE ACCOUNT STRING: OD5360048700.36200.9000

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Annual rental rate of \$37,500 for 5,000 square foot, billed monthly at \$3,125 per month.
Building constructed by Utilities Department utilizing bond funds. Rent is paid by Natural Resources.

CONTACT PERSON: ORLANDO FIGUEROA
PHONE: 533-8147

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP (ITG)**

PROGRAM:

ATOS ORIGIN

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 Origin. The IGS charge is based on the cost of the contract with Atos Origin and other expenses Atos Origin incurs on behalf of the County.

Exact procedures recorded in the January 2000 minutes of the IT Oversight Committee.

CONTACT PERSON:

CLINT DEAN

PHONE:

533-7310

Internal Fees and Charges Manual

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP/ATOS ORIGIN**

PROGRAM:

**ITG/ATOS ORIGIN CHARGES
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. This allocation includes fixed and variable charges. Capital charges are allocated by the department/divisions.

CONTACT PERSON:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP/ATOS ORIGIN**

PROGRAM:

**TELEPHONES
EQUIPMENT/PARTS PURCHASES**

REVENUE ACCOUNT STRING:

KC5133051500.504670

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Equipment/Parts Purchases

CONTACT PERSON:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP/ATOS ORIGIN**

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:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP/ATOS ORIGIN**

PROGRAM:

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

REVENUE ACCOUNT STRING:

KC 5133051500.504135

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Long Distance Charges/Directory Assistance Charges:

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

CONTACT PERSON:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP/ATOS ORIGIN**

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.

CONTACT PERSON:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP/ATOS ORIGIN**

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:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION:

**INDEPENDENT/INFORMATION TECHNOLOGY
GROUP**

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.

CONTACT PERSON:

CLINT DEAN

PHONE:

533-7310

DEPARTMENT/DIVISION: INDEPENDENT/PUBLIC RESOURCES

PROGRAM: AUDIO/VISUAL SERVICES

REVENUE ACCOUNT STRING: KD 51915 00100 369900 9006

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

For a usual project, the actual cost for miscellaneous supplies/materials (tapes, sleeves, labels, etc.) will be \$100.00 - \$150.00 per Public Service Announcement. Any equipment which might be rented or purchased will be an additional cost. Costs will vary depending on the size of the project.

CONTACT PERSON: KEITH SMITH
PHONE: 533-2114

DEPARTMENT/DIVISION: INDEPENDENT/PUBLIC RESOURCES

PROGRAM: DUPLICATING

REVENUE ACCOUNT STRING: KD 51915 00100 369400 9002

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Digital Copy Charges	\$.02 per impression depending on quality of paper
Plastic Binding	\$.85
Tab (per set)	\$.10 each

CONTACT PERSON: LORI BORMAN
PHONE: 533-2103

DEPARTMENT/DIVISION: INDEPENDENT/PUBLIC RESOURCES

PROGRAM: MAIL CENTER

REVENUE ACCOUNT STRING: KD 51915 00100 369400 9003

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Postal charges are actual charges per item. \$.44 & up

Pre Sort charges per item are actual charges. \$.414 - .539 per piece

CONTACT PERSON: LORI BORMAN
PHONE: 533-2103

DEPARTMENT/DIVISION: **INDEPENDENT/PUBLIC RESOURCES**

PROGRAM: **PRE-PRINTED FORMS**

REVENUE ACCOUNT STRING: **KD 51915 00100 341200 9011**

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

<u>DESCRIPTION</u>	<u>UNIT QUANTITY</u>	<u>UNIT PRICE</u>
Letterhead (County)	250	\$ 8.96
Petty Cash Voucher (pick up at duplicating)	50	\$ 5.31
Second Sheets (for County Letterhead)	500	\$ 10.58

CONTACT PERSON: **LORI BORMAN**
PHONE: **533-2103**

DEPARTMENT/DIVISION:

INDEPENDENT/PUBLIC RESOURCES

PROGRAM:

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

REVENUE ACCOUNT STRING:

GC 500000100 369400 9504

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

To obtain the cost of the supplements, the invoice total is divided by the number of copies received. Actual postage is added for mail-outs plus \$1.00 handling charge.

Example:

Supplement #76

$\$2118.28/80=26.48$ (price is adjusted to \$26.45) plus \$1.95 postage plus \$1.00 handling charge=\$29.40.

CONTACT PERSON:

LORI BORMAN

PHONE:

533-2103

DEPARTMENT/DIVISION:

INDEPENDENT/PUBLIC RESOURCES

PROGRAM:

VIDEO PRODUCTION/REPRODUCTION

REVENUE ACCOUNT STRING:

KD 51915 00100 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.
VHS/DVD dubs (short)	\$ 8.00 ea.
Additional VHS/DVD copies	\$ 4.00 ea.
DV tapes (various)	\$ 8.00 to \$11.00 ea.
Beta SP production tapes	\$ 12.00 to \$27.50 ea.
Beta SP dub	\$ 8.00 plus tape cost
VHS/DVD- Chamber Recorded Meeting	\$ 2.00

These charges are to Lee County Departments/Divisions for video productions produced specifically for them. It includes 1 VHS or DVD of the finished product. Additional copies are \$4.00 each. 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. VHS or DVD copies are \$8.00 each unless the department was directly involved in the field production, then no charge.

CONTACT PERSON:

KEITH SMITH

PHONE:

533-2114

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: **CARYN AGOSTINO**
PHONE: **533-3973**

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: **CARYN AGOSTINO**
PHONE: **533-3973**

DEPARTMENT/DIVISION:

INDEPENDENT/ 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:

SUSAN RILEY

PHONE:

533-0331

DEPARTMENT/DIVISION: INDEPENDENT/ TRANSIT

PROGRAM: FIXED ROUTE/GARAGE SERVICE CONTRACTS

REVENUE ACCOUNT STRING: *KI5440148600.344300.9014
Garage Service Contacts

INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:

Charges are based on parts and labor (\$59.00/hour includes fringes), and any outside service work has a 10% surcharge.

*This fee is collected both internally and externally.

CONTACT PERSON: SUSAN RILEY
PHONE: 533-0331

DEPARTMENT/DIVISION:

**COUNTY ADMINISTRATION/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. Each month, Fleet Management invoices each operation for fixed and variable charges. This account covers Fleet Management's operational costs in maintaining the fleet and the cost of replacing the vehicle at the end of its life cycle.

CONTACT PERSON:

MARILYN RAWLINGS

PHONE:

533-5338

DEPARTMENT/DIVISION:

**COUNTY ADMINISTRATION/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, and a periodically adjusted surcharge. The surcharge is approximately 12 cents per gallon overall. The surcharge covers the costs of operating and maintaining the computerized fuel system.

CONTACT PERSON:

MARILYN RAWLINGS

PHONE:

533-5338

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: CLAY SIMMONS
PHONE: 533-9400