



**LEE COUNTY**  
SOUTHWEST FLORIDA

**INTERNAL FEES  
AND  
CHARGES  
MANUAL**

**MARCH 2009**

**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:**  
**PHONE: 533-8348**

**Pete Eckenrode**

**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: 278-7070**

**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: 278-7070**

**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:  
PHONE:**

**CLINT DEAN  
533-7310**

**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:  
PHONE:**

**CLINT DEAN  
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:  
PHONE:**

**CLINT DEAN  
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:  
PHONE:**

**CLINT DEAN  
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:  
PHONE:**

**CLINT DEAN  
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:  
PHONE:**

**CLINT DEAN  
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:  
PHONE:**

**CLINT DEAN  
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, closed captioning, 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: PAUL ARTHUR**  
**PHONE: 533-2101**

**DEPARTMENT/DIVISION:**

**INDEPENDENT/PUBLIC RESOURCES**

**PROGRAM:**

**GRAPHICS**

**REVENUE ACCOUNT STRING:**

**KD 51915 00100 369900 9006**

**INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:**

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

**Special Events:**

Creative Design	\$25.00-50.00
Plaques	
10 x 15 Walnut	\$14.00 each
(includes certificate, plexi-glass, nails and assembly)	

**CONTACT PERSON:**  
**PHONE:**

**PAUL ARTHUR**  
**533-2101**

**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.

Pre Sort Cost \$ .037 per piece

**CONTACT PERSON: PAUL ARTHUR**  
**PHONE: 533-2101**

**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:**

<b><u>DESCRIPTION</u></b>	<b><u>UNIT QUANTITY</u></b>	<b><u>UNIT PRICE</u></b>
Letterhead (County)	250	\$11.56
Petty Cash Report (pick up at duplicating)	25	\$ 1.46
Petty Cash Voucher (pick up at duplicating)	50	\$ 3.49
Second Sheets (for County Letterhead)	500	\$ 10.58

**CONTACT: PAUL ARTHUR**  
**PHONE: 533-2101**

**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:  
PHONE:**

**LORI BORMAN  
533-2103**

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

**PROGRAM: VIDEO PRODUCTION**

**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

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 RESOURCES**

**PROGRAM: VIDEO REPRODUCTION**

**REVENUE ACCOUNT STRING: KD 51915 00100 369900 9006**

**INDICATE BELOW THE BASIS FOR CALCULATING THE CHARGE ASSESSED:**

The following charges apply if Public Resources provides the tapes:

120 minute Tape	\$2.00 per tape
160 minute Tape	\$4.00 per tape
120 minute DVD	\$4.00 per dvd

**CONTACT PERSON: PAUL ARTHUR**  
**PHONE: 533-2101**

**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:**                                    **335-1609**

**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:**                                    **335-1609**

**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:  
PHONE:**

**SUSAN RILEY  
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:  
PHONE:**

**MARILYN RAWLINGS  
338-3233**

**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:  
PHONE:**

**MARILYN RAWLINGS  
338-3233**

**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:                               694-3334**