

**APPENDIX N
ADMINISTRATIVE FEES**

PUBLIC RECORDS FEES

Description	Fee	Unit of Measure	Additional Information
Single-sided copies not more than 8 ½" by 14"	\$0.15	Each page	
Two-sided copies	\$0.20	Each page	
Over-size copies	Actual cost of duplication		
Certification of a public record	\$1.00		In addition to the cost of duplication
Duplicate audio tape/DVD	\$2.00		County provided only
Request requiring over ½ hour time	Hourly salary		In addition to the cost of duplication

Service Fee for Fulfilling Extensive Public Information Requests: If the nature or volume of a public information request is such that it requires extensive use of information technology resources or extensive clerical or supervisory assistance, an additional fee may be charged. Extensive assistance is hereby determined to be more than one-half hour to research, retrieve, compile, copy, redact and/or supervise a request. The hourly salaries of all employees performing research, compiling records, copying records, redacting records and/or supervising will be charged, for the number of hours spent fulfilling the request, in addition to the actual cost of duplication as set forth hereinafter. A deposit may be required for an extensive public information request. The deposit will vary depending on the volume and nature of the information and/or research required. The deposit will be applied to the final cost of fulfilling the public information request.

CLERK OF THE BOARD FEES

Description	Fee	Unit of Measure	Additional Information
Recording Secretary Services	The average hourly rate plus benefits of the Clerk of the Board staff in accordance with the County's Compensation Plan for the appropriate Fiscal Year multiplied per meeting hour.	Billed per quarter hour minimum	If no quorum, minimum of a quarter hour is billed. A meeting hour includes the operational time for agenda preparation and web posting, attending meetings, posting notices, computerized record maintenance, completion of meeting minutes, proofreading all documents, and conversion of audio files for posting to the website.

SPECIAL ASSESSMENT FEES

Description	Fee	Unit of Measure	Additional Information
Citizen Initiated MSTU/BU for Street lighting	\$800.00		
Citizen Initiated MSTU/BU for Pond Maintenance	\$1,500.00		
Citizen Initiated MSTU/BU for Road Improvement	\$5,000.00		
Citizen Initiated MSTU/BU - Other	\$300.00		
In-Depth Analysis Fee	Actual cost of service		
Mailing Costs	Actual cost of mailing		
Common Facilities District Clerk Fees for Crescent Lakes, Indian Creek, Indian Point and Indian Ridge Villas	Loaded hourly rate for the CFD District Clerk	Loaded Hourly Rate per Actual Time Spent	This fee is based on the current hourly rate plus benefits in accordance with the County's Compensation Plan.

COMPTROLLER FEES

Description	Fee	Unit of Measure	Additional Information
Non-NSF Returned Check Fee	\$66.00		This rate will be adjusted each year based on salary rates
Non-Sufficient Funds Fees (NSF Fees) if face-value of the returned payment does not exceed \$50.00	\$25.00		
Non-Sufficient Funds Fees (NSF Fees) if face-value of the returned payment is more than \$50.00 but does not exceed \$300.00	\$30.00		
Non-Sufficient Funds Fees (NSF Fees) whichever is higher - for returned payments greater than \$300.00	\$40.00 or 5%		
Garnishment Fees	\$2.00 or as stated in garnishment order	Each deduction	Administrative cost reimbursement for garnishment against salary.

OTHER ADMINISTRATIVE FEES

Description	Fee	Unit of Measure	Additional Information
Credit Card Payment Convenience Fee	The County may add a transaction fee, equal to the cost of the transaction fee charged by the merchant provider, to all forms of credit card payments.		Payments made with a credit card may incur a convenience fee. This fee is not applicable to Appendix C - Parks and Conservation Area Fees.