

**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	\$487 per meeting hour	Billed per quarter hour minimum	NOTE: If there is no quorum for a meeting, a minimum of \$121.75 is billed to the entity

**SPECIAL ASSESSMENTS FEES**

Description	Fee	Unit of Measure	Additional Information
Citizen Initiated MSTU/BU for:			
- Street lighting	\$800.00		
- Pond Maintenance	\$1,500.00		
- Road Improvement	\$5,000.00		
- Other	\$300.00		
In-Depth Analysis Fee	Actual cost of service		
Mailing Costs	Actual cost of mailing		

Common Facilities District Clerk Fees			
- Crescent Lakes	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.
- Indian Creek			
- Indian Point			
- Indian Ridge Villas			

**COMPTROLLER FEES**

Description	Fee	Unit of Measure	Additional Information
Non-Sufficient Funds Fees (NSF Fees)			
- If face-value of the returned payment does not exceed \$50.00	\$25.00		
- If face-value of the returned payment is more than \$50.00 but does not exceed \$300.00	\$30.00		
- 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