

DeKalb County Indiana

Schedule of Rates and Charges

DEKALB COUNTY CODE – DCC 4-1-7-1
DEKALB COUNTY BOARD OF COMMISSIONERS
DEKALB COUNTY SCHEDULE OF RATES AND CHARGES

**AN ORDINANCE AMENDING THE DEKALB COUNTY CODE
OF DEKALB COUNTY, INDIANA**

**AN ORDINANCE ESTABLISHING A SCHEDULE OF RATES AND CHARGES
FOR SELECTED GOOD AND SERVICES
PROVIDED BY DEKALB COUNTY LOCAL GOVERNMENT**

WHEREAS, DeKalb County, as allowed by law, establishes fee schedules and collects fees for the provision of certain goods and/or services; and

WHEREAS, the fees, rates and charges for different DeKalb County offices and departments are now typically established by means of ordinances specific to those offices and departments and there is a need for coordination between the costs for like good and services; and

WHEREAS, those individuals and organizations purchasing goods and/or services from DeKalb County have a diverse assortment of sources to consult in order to determine the costs of those goods and/or services; and

WHEREAS, having a single source that establishes many rates and charges will make it easier to provide the information to the public and to periodically review and update the fees; and

WHEREAS, there is a need to establish rates and charges for some existing goods and services for which fees were not previously established and for some new goods and services which have not heretofore been provided by DeKalb County; and

WHEREAS, there is a need to set and/or clarify policy as to if/when to charge federal, state and local governmental agencies for good and services,

WHEREAS, the existing ordinance (DCC 4-1-7) should be replaced by this more inclusive ordinance.

2009 R-4

NOW, THEREFORE, BE IT ORDAINED THAT, Ordinance DCC 4-1-7-1 (DeKalb County Schedule of Rates and Charges) be added to the DeKalb County Code to read as follows:

1. **Purpose and Intent:** The DeKalb County Indiana Schedule of Rates and Charges (hereinafter referred to as "Schedule") is intended to provide a framework by which many of the fees charged by the offices and departments of DeKalb County Government shall be established, periodically reviewed and changed as necessary. The establishment of the Schedule is also intended to provide, to the extent reasonably possible, a single source by which individuals and organizations can determine the fees established by DeKalb County Government. The initial scope of

this ordinance will likely be limited due to time and resource considerations however it is the intent that this ordinance shall be expanded over time to be a more comprehensive resource.

2. **Applicability:** This ordinance shall establish fees, rates and charges to be charged by offices of DeKalb County Government for goods and services as specified herein. This ordinance shall not establish or regulate any fines or penalties which shall instead be as established by other federal, state and local law. This ordinance shall apply to all county government offices and the appropriate fees are to be collected unless otherwise approved by the DeKalb County Commissioners. Any fee not covered by this ordinance shall remain as established by other DeKalb County ordinances. Nothing in this ordinance changes or supersedes any fees established by Federal or State Law.
3. **Coordination with DeKalb County Offices and Departments:** Where applicable, whenever a rate or charge is established for any individual office or department or for a group of offices and/or departments, the DeKalb County Commissioners (hereinafter referred to as "Commissioners") shall first consult with the appropriate offices and/or departments prior to establishing those rates and/or charges. The office(s) and/or department(s) shall assist the Commissioners in doing any studies necessary to determine the appropriate amount of the fee to be established and what federal and state laws impact the establishment of the fee. At the direction of the Commissioners, the office(s) and/or department(s) shall first follow any approval procedure required by law and shall certify their approval or recommendation to the Commissioners where appropriate.
4. **Establishment of Rates and Charges:** All rates and charges established by this ordinance are established as per attached Exhibit "A".
 - 4.1. Rates and charges shall generally be based on one or more of the following factors where allowed by law:
 - 4.1.1. Cost of materials (paper, ink/toner, media, etc.),
 - 4.1.2. Cost to provide the service (equipment, maintenance, personnel, etc.)
 - 4.1.3. Cost of similar services provided by other units of government
 - 4.1.4. Other factors deemed appropriate by the County Commissioners
5. **Charges to Governmental Agencies:** Charges to other government agencies may be waived at the discretion of the department providing the goods/services however the department is encouraged to consider the other governmental agency's policy toward charging for goods and services provided to DeKalb County Government.
6. **Charges to Non-Governmental Public Agencies:** Charges to non-governmental public agencies such as schools, libraries, Habitat for Humanity, etc may be waived with prior approval of the DeKalb County Commissioners.
7. **Payment Policy:** Payment shall be received before any goods or services are provided however an alternate payment policy may be established by an

office/department where appropriate and with the approval of the County Commissioners.

8. **Review:** The rates and charges in this ordinance shall be periodically reviewed by the Commissioners and/or the appropriate DeKalb County office(s) and/or department(s).
9. **Severability:** In the event that any one or more of the provisions contained herein shall, for any reason, be held to be unconstitutional, invalid, illegal or unenforceable in any respect, such unconstitutionality, invalidity, illegality or unenforceability shall not affect any other provisions of this ordinance.
10. **Effective Date:** This ordinance shall be in full force and effect after its passage and approval by the Board of County Commissioners of DeKalb County, Indiana and publication as required by law.
11. **Redacting of Social Security Information:** We hereby affirm that this document does not contain any Social Security numbers or any other information required to be redacted by law.
12. **Repeal Existing Ordinance:** Upon adoption of this ordinance, DCC 4-1-7 is hereby repealed.

April 6, 2009
Date of First Reading
April 6, 2009
Date of Second Reading
April 6, 2009
Date of Third Reading

PASSED AND ADOPTED by the Board of County Commissioners of DeKalb County, Indiana, on this 6th day of April, 2009.

BOARD OF COUNTY COMMISSIONERS
DEKALB COUNTY, INDIANA

William C. Ort
William C. Ort, President

Don Kaufman
Don Kaufman Vice-President

Donald Grogg
Donald Grogg, Member

ATTEST:
John Feters
John Feters, Auditor

DeKalb County Indiana
Schedule of Rates and Charges – Appendix A

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Introduction (Intent, Applicability, Payment Policy, etc)

The DeKalb County Indiana Schedule of Rates and Charges is intended to provide a framework by which many of the fees charged by the offices and departments of DeKalb County Government shall be established.

The rates and charges in this schedule supersede those fees established for the same service and/or product by other DeKalb County ordinances unless otherwise noted. The rates and charges in this schedule do not change or supersede any fees established by Federal or State Law. Any fee not covered by this schedule shall remain as established by other DeKalb County ordinances. Any additional fees due to other federal, state and/or local governmental agencies are not included in the fees established by this schedule and therefore are due in addition to the fees established by this schedule.

Charges to other government agencies may be waived at the discretion of the department providing the goods/services. Charges to non-governmental public agencies such as schools, libraries, Habitat for Humanity, etc may be waived with prior approval of the DeKalb County Commissioners.

All payments are expected before any goods or services are provided unless an alternate payment policy has been established by an office/department and has been approved by the County Commissioners

The refund policy is as otherwise established by law and/or by County procedures.

The following Offices have additional charges for services not covered by this document. Please contact the appropriate office for more information.

<u>Office</u>	<u>A sample of Documents not covered by standard rates and charges</u>
Clerk's Office-	Court documents, Passports, Marriage Licenses copies
Health Department-	Birth\Death certificates, Food Service Permits, Genealogy, Inspections, Permits
Highway Department-	
Plan Commission/BZA-	Various permits, petitions and exemptions
Soil and Water-	
Recorder's Office-	Various Document Recording Fees
Sheriff's Department-	Background checks, Accident Reports, Complaints, Hand Gun Permits

Copy, Print & Media Cost (except where otherwise established by law)

Black & White (photocopy or print)

8½" x 11" (A-size)..... \$0.10/page

11" x 17" (B-size)..... \$0.20/page

Color (photocopy or print)

8½" x 11" (A-size)..... \$0.25/page

11" x 17" (B-size)..... \$0.50/page

Large Format (photocopy or print)

18" x 24" (C-size)..... \$1.50/page [true C-size is 17" x 22"]

24" x 36" (D-size) (SIDWELL)..... \$3.00/page [true D-size is 22" x 34"]

36" x 48" (E-size)..... \$6.00/page [true E-size is 34" x 44"]

Blueprint

Any size \$0.50/page

Media Cost

Hard Copy Print..... See page costs above

Email, FTP..... No additional cost

CD or DVD..... \$1.00/disc

Diskette..... \$0.50/diskette

Other..... Variable, establish as needed (based on acquisition costs)

NOTE: Copy, print and media costs may vary as otherwise established by law for specific departments such as the Clerk's Office or the Recorder's Office. The alternate costs may apply only to specific documents and/or media types within the department or it may apply to all documents and/or media types.

Exceptions to these costs are listed on the following page(s) by department.

Assessor's Office

Faxed Documents- 50 cents per page

GIS Department

Cost to Create Special Data Sets

Rate per Hour (charged in ¼-hour increments)..... \$30.00
Rate per¼-hour \$7.50

Media Cost

See Copy, Print & Media Cost page (A-3)

GIS Dataset Cost

Presently there is not an established cost for a county-wide GIS dataset. A county-wide GIS data distribution policy will be adopted based on the County-City GIS Committee's recommendations before county-wide GIS datasets will be made available. Prior to policy being established, county-wide GIS datasets will only be provided to other governmental agencies and to firms working under contract with DeKalb County. Small, project-specific datasets confined to a limited area may be provided upon request when the GIS Department has determined there to be a benefit to the County and when a reciprocal data exchange agreement is established.

IS Department

Cost to Create Special Data Sets

Rate per Hour (charged in ¼-hour increments)..... \$30.00
Rate per¼-hour \$7.50

Media Cost

See Copy, Print & Media Cost page (A-3)