

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Board of Commissioners

**SUBJECT: ASSESSING FEES FOR SERVICES PROVIDED BY COUNTY
TO OUTSIDE AGENCIES AND ORGANIZATIONS**

1.0 Purpose

County departments, upon Board of Commissioners' approval, may enter into written agreements to provide services to outside agencies and organizations. The following establishes policy and procedure regarding the establishment of fees for services rendered.

2.0 General Policy

It shall be the policy of Marion County to establish fees for services to outside agencies which equal the cost of personnel (including fringe benefits), and use of any equipment, materials and supplies. Additionally, an administrative charge shall be levied, to reflect the time required to administer the service.

3.0 Policy Guidelines/Procedures

- a. Written agreements shall detail costs and administrative charges.
- b. The administrative charges shall be credited to the Management Services Fund (140).
- c. A department head may delete the administrative charges only with approval from the County Administrator.
- d. To obtain approval to delete administrative charges, a department head must submit a written justification to the County Administrator.
- e. Upon review of the request to delete, the Administrative Officer will inform the department head of his decision in writing.

Adopted: 4/84
Revised: 10/91
Revised 6/96