

# City of Lincoln

## MASTER FEE SCHEDULE - ADMINISTRATIVE FEES

| Activity Description                                  | Fee                              | Charge Basis | Note |
|---|----------------------------------|--------------|------|
| 1 Providing Materials on Digital Media                |                                  |              |      |
| a) Cost of Digital Media                              | actual cost                      |              |      |
| b) Mailing Costs (Postage & Materials), if applicable | actual cost                      |              |      |
| 2 Document Reproduction                               |                                  |              |      |
| a) 8.5" x 11" - 8.5" x 17"                            | \$0.20                           | per side     |      |
| b) Oversize   | actual cost                      |              |      |
| 3 Returned Check Fee                                  |                                  |              |      |
| a) First  | \$25                             | each         |      |
| b) Each Additional                                    | \$35                             | each         |      |
| 4 EFT/ACH Return/Error                                | \$25                             | each         |      |
| 5 Finance Charge on Delinquent Accounts               | 1%                               | per month    |      |
| 6 Requests Requiring Formatting, Development, etc.    | See hourly billing rate schedule |              | [a]  |

[a] Plus outside agency/vendor review costs when applicable.