

## **Jefferson County Industrial Development Agency**

### **Policy: Fee Calculation and Billing for Application and Administrative Fees**

---

#### **Approved By:**

JCIDA Board of Directors

#### **Effective Date:**

January 8, 2026

---

#### **1. Purpose**

This policy ensures that all application and administration fees associated with projects submitted to the Jefferson County Industrial Development Agency (JCIDA) are accurately calculated, properly documented, and promptly billed in full compliance with the JCIDA Fee Schedule.

---

#### **2. Scope**

This policy applies to all JCIDA staff and third-party consultants responsible for processing applications, managing projects, and handling financial transactions related to JCIDA-sponsored incentives and programs.

---

#### **3. Definitions**

- **Fee Schedule:** The current fee structure as adopted and periodically updated by the JCIDA Board of Directors.
- **Application Fee:** A non-refundable fee submitted with a formal application to JCIDA.
- **Administration Fee:** A fee typically based on project size or bond amount, assessed to cover the cost of managing and administering the project or financial assistance.
- **Project Applicant:** The business or entity submitting a project or financial assistance request to JCIDA.

---

## **4. Policy Guidelines**

### **4.1 Fee Schedule Compliance**

- All fees must be assessed strictly according to the most recent, board-approved JCIDA Fee Schedule.
- The fee schedule shall be made publicly available on the JCIDA website and included in application materials.

### **4.2 Calculation of Fees**

- Application Fees:
  - Shall be calculated as a fixed amount listed in the Fee Schedule.
  - Must be paid in full at the time of application submission.
- Administration Fees:
  - Shall be calculated based on the total project cost or other metrics defined in the Fee Schedule (e.g., percentage of bond issuance).
  - Calculations must be reviewed and approved by the Chief Executive Officer or designee and provided to the Board of Directors during the approval process.
  - A written record of the calculation must be maintained in the project file.

### **4.3 Invoicing and Billing**

- Invoices for administration fees shall be issued upon:
  - Final approval of financial assistance, or
  - Execution of final documents (e.g., PILOT agreements, bond issuance documents).
- Payment terms shall be specified in the invoice (e.g., net 30 days).
- No project shall proceed to financial closing without payment in full or a written payment plan approved by the Board of Directors.

#### **4.4 Fee Adjustments**

- Any adjustments, waivers, or exceptions to the fee schedule must be:
  - Approved in writing by the JCIDA Board of Directors.
  - Documented in the project file along with justification.

#### **4.5 Recordkeeping and Auditing**

- All fee calculations, invoices, payment receipts, and related correspondence shall be retained in the project file.
- An annual internal review of fee calculations and billing practices shall be conducted to ensure compliance with this policy and the Fee Schedule.

---

### **5. Responsibilities**

- **Chief Executive Officer:** Oversight of policy implementation and approval of all fee calculations and exceptions.
- **Project Staff:** Ensure correct fee assessment, invoice generation, and recordkeeping.
- **Chief Financial Officer:** Issue invoices, monitor accounts receivable, and report outstanding fees to the Chief Executive Officer.

---

### **6. Enforcement**

Non-compliance with this policy may result in delays in project approvals, financial closings, or suspension of agency support for the project until compliance is achieved.

---

### **7. Review and Updates**

This policy shall be reviewed and updated as needed to reflect changes to the JCIDA Fee Schedule or agency procedures.