

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

**Presentation Date:** February 21, 2016      **Approx Start Time:** 2:00      **Approx Length:** 60 min

**Presentation Title:** Proposed Fee Changes for FY 2017-18

**Department:** County Administration

**Presenters:** Deputy County Administrator Laurel Butman

**Other Invitees:** Nancy Artmann, Sheriff's Office; Ed Johnson, H3S; Barb Cartmill & Diedre Landon, Transportation & Development

**WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

We are seeking preliminary approval of proposed changes the comprehensive fee schedule for inclusion in FY 2017-18 budget proposals.

**EXECUTIVE SUMMARY:**

This is the annual review of proposed fees and fines for the coming fiscal year. Each year, the Board of County Commissioners sets fees and fines along with adoption of the budget for the coming fiscal year. Early review and preliminary approval of proposed fees and fines allows County departments to integrate those proposals into the requested budgets they submit to the County Administrator. For next fiscal year, there are no fine changes proposed but there are some fee changes proposed in three departments/offices.

*For purposes of this policy session, only departments with revisions to their fees and/or fines are represented with revised, new, or discontinued items highlighted. Full fee and fine schedules are in Appendices A and B of the County Code.*

A summary of changes follows; the attachments listed below include the proposed fees for FY 2016-17 with additional explanations in most cases.

- The **Sheriff's Office** is requesting five fee increases. (Attachment A)
- The **H3S, Health Centers** program is proposing some minor fee adjustments and some wording changes. (Attachment B and C)
- **Transportation & Development** is revising some fee changes and some wording changes. (Attachment D)

**NOTE: All fee changes are highlighted in yellow on the attachments.**

**FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?     YES       NO

What is the cost? Fees are revenues.

What is the funding source? N/A

**STRATEGIC PLAN ALIGNMENT:**

This issue aligns with the following Board Strategic Priorities:

- Build public trust through good government – by ensuring that fees for service are transparent to the public and are recovering costs so that taxpayers aren't a) unduly subsidizing private activities or b) unfairly burdened
- Ensure safe, healthy and secure communities – by ensuring proper permits and inspections are acquired to ensure public health and safety

**LEGAL/POLICY REQUIREMENTS:**

Unless otherwise delegated or approved, the Board of County Commissioners establishes fees and fines as part of the annual budget adoption process

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

The Budget Committee meets for several days of review and hearings in the spring. Proposed and provisionally approved fees are at that point integrated into the Administrator's Proposed Budget and subject to further review. The Board of County Commissioners formally sets the fees and fines at the budget adoption hearing in June.

**OPTIONS:**

1. Approve the proposed fees for integration into departmental budgets.
2. Provide further direction to departments regarding proposed fees.

**RECOMMENDATION:**

Staff respectfully recommends:

1. Approval of proposed departmental fees for integration into departmental budgets; and

**ATTACHMENTS:**

1. Attachment A: Sheriff's Office Fee Changes for FY 2017-18
2. Attachment B: Health Centers Fee Changes for FY 2017-18
3. Attachment C: Health Centers Urinalysis Labs--Public Billing Rate Fee Schedule
4. Attachment D: Transportation & Development Fee Changes for FY 2016-17

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_  
 Department Director/Head Approval \_\_\_\_\_  
 County Administrator Approval \_\_\_\_\_ LB

For information on this issue or copies of attachments, please contact Laurel Butman @ 503-655-8893
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### Attachment A – Sheriff’s Office Fee Changes for FY 2017-18

Description	Authorizing Legislation	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
<b>Name of fee</b>	<b>ORS, Code #</b>	<b>"X" if yes</b>	<b>\$</b>	<b>\$</b>	<b>List amounts in other counties...</b>
Use of Large Classroom	§1.01.090	X	\$35/hour	\$50/hour	There are no other comparables for a public safety range. Rates can be gathered for membership and lane use from private shooting ranges if desired.
Use of Small Classroom		X	\$30/hour	\$35/hour	
Range: Daily Lane Use Fee		X	\$16	\$18	
Range: Specials (Ladies special, cereal event, etc.)		X	\$8	\$9	
Range Membership		X	\$199	\$219	

## Attachment B – H3S, Health Centers Fee Changes for FY 2017-18

Description	Authorizing Legislation	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT Fee Amount	PROPOSED Fee Amount	Comments
<b>HEALTH, HOUSING &amp; HUMAN SERVICES</b>							
<b>HEALTH CENTERS- Behavioral Health</b>							
<b>Urinalysis</b>	ORS 471.432, 430.375, 813.270, OAR 309-014- 0030					Range of \$12 - \$45	No longer multiple fees for the same test. We have more tests and the range encompasses these tests. Please see Urinalysis Labs--Public Billing Rate Fee Schedule (Attachment C)
Individual Test							
Full Fee					\$20		
Indigent					\$15		
Multiple (excludes LSD)							
Full Fee					\$25		
Indigent					\$15		
Multiple (includes LSD)							
Full Fee					\$45		
Indigent					\$23		
Multiple (DUH Panel)							
Full Fee					\$25		
Indigent					\$15		
Multiple (includes THC & prescription drugs)							
Full Fee					\$45		
Indigent					\$23		

Description	Authorizing Legislation	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT Fee Amount	PROPOSED Fee Amount	Comments
<b>General Billing Rates for all Behavioral Health Division Treatment Services</b>	ORS 430.630(10)(b), (d)(H), OAR 309-014-0030		x				
Skills Training Service							
Individual					\$86/hr	\$0	This fee was never the patient's responsibility; this fee is adjusted off. This fee was removed and is now billed directly to coverages/insurance only.
Group					\$45/hr	\$0	This fee was never the patient's responsibility; this fee is adjusted off. This fee was removed and is now billed directly to coverages/insurance only.
Mental Health Division Sliding Fee Scale	ORS 430.630(10)(g)(K), OAR 309-014-0030, Code §1.01.090		x		Established fees, as set forth in Code are discounted according to the client's <del>ability to pay</del> ability according to the current division sliding fee scale.	Established fees, as set forth in Code are discounted according to the <u>client's sliding scale eligibility</u> according to the current division sliding fee scale <u>per annual Federal Poverty Guidelines</u> .	Wording changes only.
<b>HEALTH CENTERS - Dental</b>							
Dental Services Sliding Fee Scale	Code §1.01.090				Established fees, as set forth above, are discounted according to the client's <del>ability to pay</del> ability according to the current division sliding fee scale.	Established fees, as set forth above, are discounted according to the client's <u>sliding scale eligibility</u> according to the current division sliding fee scale <u>per annual Federal Poverty Guidelines</u> .	Wording changes only.

Description	Authorizing Legislation	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT Fee Amount	PROPOSED Fee Amount	Comments
<b>HEALTH CENTERS- Primary Care Services</b>							
Minimum Medical Visit Charge – Patient Fee	Code §1.01.090			x	25	20	In order to reduce barriers to care and in conjunction with the community health, \$20 was deemed appropriate.
Minimum Surgical Visit Charge - Patient Fee	Code §1.01.090			x	48	20	In order to reduce barriers to care and in conjunction with the community health, \$20 was deemed appropriate.
Primary Care Services Sliding Fee Scale					Established fees, as set forth above, are discounted according to the client's ability to pay according to the current division sliding fee scale	Established fees, as set forth above, are discounted according to the client's <b>sliding scale eligibility</b> according to the current division sliding fee scale <b>per annual Federal Poverty Guidelines.</b>	Wording changes only.

## Attachment C



Clackamas Health Centers  
 Urinalysis Labs - Public Billing Rate Fee Schedule  
 Effective: **July 1, 2014**

Type of Service:	Professional Type:	Current Rate*
<b>Panel Tests</b>	<b>Lab Test - Substance Screening</b>	
6000 LabCorp test 791686	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates	\$12.00
6001 LabCorp test 791687	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates + <b>ETG</b>	\$17.50
6002 LabCorp test 791688	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, and Propoxyphene	\$12.00
6003 LabCorp test 791689	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, and Propoxyphene + <b>ETG</b>	\$17.50
6004 LabCorp test 791690	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, PCP, Methadone, Propoxyphene and Methaqualone.	\$12.50
6005 LabCorp test 791691	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, PCP, Methadone, Propoxyphene and Methaqualone + <b>ETG</b>	\$18.00
6015 LabCorp test 768860	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates + <b>OXY</b>	\$15.00
6016 LabCorp test 768872	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates + <b>ETG + OXY</b>	\$20.50
6017 LabCorp test 768884	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, and Propoxyphene + <b>OXY</b>	\$15.00
6018 LabCorp test 768895	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, and Propoxyphene + <b>ETG + OXY</b>	\$20.50
6019 LabCorp test 768932	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, PCP, Methadone, Propoxyphene and Methaqualone + <b>OXY</b>	\$15.50
6020 LabCorp test 768909	Includes Amphetamines/ Methamphetamine, Cocaine, Marijuana and Expanded Opiates Barbiturates, Benzodiazepines, PCP, Methadone, Propoxyphene and Methaqualone + <b>ETG + OXY</b>	\$21.00
<b>Individual Tests</b>		
6006 LabCorp test 798090	Methadone	\$25.00
6007 LabCorp test 798272	Methaqualone	\$25.00
6008 LabCorp test 790742	Synthetic Cannabinoids ( <b>K2, SPICE, JWH-018, JWH-073, JWH-250, JWH-122, JWH-398, JWH-200, RCS-4, AM-2201, MAM-2201, UR-144, XLR-11</b> )	\$45.00
6009 LabCorp test 737610	EtG	\$25.00
6010 LabCorp test 763404	Naltrexone	\$25.00
6011 LabCorp test 764032	Soma/Meprobamate	\$25.00
6012 LabCorp test 811061	Flexeril	\$39.00
6013 LabCorp test 790350	"Bath Salts"	\$45.00
6014 LabCorp test 763400	Buprenorphine	\$25.00

\*All labs are non-discounted and at full fee

\*These rates are subject to change as approved by Clackamas County Board of County Commissioners.

## Attachment D – Transportation & Development (DTD) Fee Changes

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables	Reason for Change
<b>DTD - Planning - Land Use Applications</b>								
Replacement Dwelling - EFU District	ZDO §1307.15			*	NEW FEE	\$500		This fee is for a new application required by state statute. If we do not adopt a specific fee for this, the general Planning Director Review fee will apply; currently the Planning Director Review fee is \$845.
Minor Modification Modification	ZDO §1307.15			x	\$235 or 25% of current fee for the application being modified, whichever is greater	\$235 or 25% of current fee for the application being modified, whichever is greater		We are not proposing any fee changes/increases in this group. We are proposing modifications to the fee description to mirror terminology used in recent amendments to the Zoning and Development Ordinance (ZDO).
Property Line Adjustment - <del>Planning Director Review</del> Type II	ZDO §1307.15			x	\$455	\$455		
Property Line Adjustment - <del>Planning Staff Review</del> Type I	ZDO §1307.15			x	\$315	\$315		
Steep Slope Review - <del>Planning Director Review</del> Type II	ZDO §1307.15			x	\$665	\$665		
Steep Slope Review - <del>Planning Staff Review</del> Type I	ZDO §1307.15			x	\$75	\$75		
Wireless telecommunication facility —( <del>Planning Director review</del> ) Type II	ZDO §1307.15			x	\$845	\$845		



Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables	Reason for Change
<b>DTD - Planning - Other Fees</b>								
Pre-Application Conference <del>(Institutional, Commercial, Multi-Family, Industrial)</del>	ZDO §1307.15			x	\$400	\$500	Washington County = \$268 City of Portland = \$500-1,785	<p>Washington County coordinates a meeting with a land use planner to review the process. City of Portland cost ranges; cost depends on whether the meeting is with a planner or a full roundtable of the different utility agencies and engineering.</p> <p>We are asking to increase all preapplication conferences to a flat \$500, nonrefundable fee and we are combining the two lines to simplify the fee table.</p>
Pre-Application Conference (All others)	<del>ZDO §1307.15</del>			*	\$300	\$500	-	
<p><del>Note: Pre-application fees will be credited toward the application fee when a corresponding land use application is submitted by the same applicant within one year of the pre-application conference.</del></p>								<p>If approved, we will no longer credit the fee back to the land use application. Even at \$500, the preapplication conference falls short of covering our full costs for coordinating and preparing for the meeting, but we believe this conference is beneficial to customers and want to maintain a reasonable cost. Choosing not to credit this fee will help our departments offset the costs of preparing for and attending the meeting.</p>

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables	Reason for Change
<b>DTD - ENGINEERING</b>								
<b>Road Right-of-Way Improvements (not requiring a development permit)</b>								
Gates on Public Roads: Preliminary Feasibility Study	Code §1.01.090; 7.03.090			X	NEW FEE	\$250	City of Portland = \$526 - 545	<p>ORS 368.056 allows for county governments to require permits for placing gates across public roads. The ORS also allows for the county to condition that the applicant pay the costs of constructing and maintaining the gate.</p> <p>Historically, gates were either constructed without permits or with a variety of generally accepted permit forms; however, at this time, the county is adopting a formal policy and application process for gates across public right of ways. The \$250 allows staff to perform initial research on the request to determine whether it is feasible before the customer makes a larger investment to prepare the necessary survey exhibits.</p>
Gates on Public Roads: Review & Permitting	Code §1.01.090; 7.03.090			X	NEW FEE	Actual Costs (50% deposit of estimated costs)	N/A - Actual Cost reimbursement.	
Fee in Lieu Of (Sidewalks)	Code §1.01.090			X	\$25 / lineal foot	Actual Construction Costs (Based on Engineer or County Estimate)	N/A - Actual Cost reimbursement.	<p>We are asking to replace the current flat rate of "\$25 / lineal foot" rate in the fee schedule and ZDO with "Actual Construction Costs," which will be based on an engineer's estimate. The estimate could be performed by an applicant's engineer for our review (which is already required per ZDO for some types of development) or by county staff. County staff will maintain a current cost spreadsheet to simplify the estimate, eliminating the need for a site visit. An applicant may always submit an engineer's estimate in lieu of the county staff estimate.</p>

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables	Reason for Change
<b>DTD - TRANSPORTATION MAINTENANCE</b>								
<b>Canby Ferry Ridership Fees</b>								
1-space Vehicle (Car/Pickup/Trailer - < up to 22 feet in length)	Code §1.01.090			X	\$4	\$5	Wheatland Ferry = \$2; Dual axle vehicle = \$6 Buena Vista Ferry = \$3; Dual axle vehicle = \$9	<p>Increase ridership fee to \$5/space per crossing. There are six spaces on the ferry, so increasing the cost of a single space ride filters through the entire fee structure.</p> <p>The department is working to install remote payment kiosks, similar to those used by county parks, to automate payment at the Ferry. The increased fees will help cover the cost of this proposed change and reduce Road Fund support of the Canby Ferry.</p> <p>We are increasing this fee to \$3/ride to pair with the increase in individual rides, but allowing us to round the cost of the pass to the nearest \$10. We are also updating the description to reflect the proposed change to ridership fees and to clarify the type of ride the pass can be used for.</p> <p>We are also updating the description to reflect the proposed change to ridership fees and to clarify the type of ride the pass can be used for.</p>
Car or Pickup with trailer < 22 feet in length	Code §1.01.090			X	\$4			
2-space Vehicle (Car/Pickup/Trailer -> more than 22 and less than 44 feet in length)	Code §1.01.090			X	\$8	\$10	Wheatland Ferry = \$4; Dual axle vehicle = \$6 Buena Vista Ferry = \$5; Dual axle vehicle = \$9	
Car or Pickup with trailer > 22 feet in length	Code §1.01.090			X	\$8			
3-space Vehicle (Large oversize - vehicle (3 spaces) -> more than 44 feet in length, vehicle using one lane)	Code §1.01.090			X	\$12	\$15	Wheatland Ferry = \$6 Buena Vista Ferry = \$9	
6-space Vehicle (Large oversize - vehicle using whole ferry)	Code §1.01.090			X	\$24	\$30	Wheatland Ferry = \$18 Buena Vista Ferry = \$18	

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables	Reason for Change
<b>DTD - TRANSPORTATION MAINTENANCE</b>								
<i>Canby Ferry Ridership Fees, Continued</i>								
Punch Pass 20 crossings (1-space vehicle)	Code §1.01.090			X	\$50	\$60	\$60 <del>\$50</del> (save \$2.00 <del>\$1.50</del> per ride)  Marion County Department of Public Works is authorized to offer ferry users a credit of 10% to be added to each purchase of \$50 or more when using a County Ferry Toll Card.	We are increasing this fee to \$3/ride to pair with the increase in individual rides, but allowing us to round the cost of the pass to the nearest \$10.  We are also updating the description to reflect the proposed change to ridership fees and to clarify the type of ride the pass can be used for.
<b>DTD - DOG SERVICES</b>								
<i>Licensing</i>								
<b>Fertile</b> Valid 0-12 months <del>1-year</del>	Code §5.01.030			X	\$41	\$41	No change to existing fees -- description change only.  (Washington County charges \$1 less for each license.)	We would like to reword the fee description to reference the license term in months rather than years. The dog license expiration date must coincide with the expiration of the animal's rabies vaccine.  The proposed change supports adjustments that can be made to a dog license expiration date when partial year licensing is needed to true-up with the rabies vaccination expiration date. We do not pro-rate partial year licenses, so we are changing the description to clarify the fee structure.
Valid 13-24 months <del>2-year</del>				X	\$72	\$72		
Valid 25-36 months <del>3-year</del>				X	\$108	\$108		
<b>Altered</b> Valid 0-12 months <del>1-year</del>	Code §5.01.030			X	\$24	\$24		
Valid 13-24 months <del>2-year</del>				X	\$44	\$44		
Valid 25-36 months <del>3-year</del>				X	\$66	\$66		