

**CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Policy Session Worksheet**

**Presentation Date:** May 24, 2016      **Approx Start Time:** 3:30      **Approx Length:** 30 min

**Presentation Title:** Proposed Resolution Services Fee Change for FY 2016-17

**Department:** Resolution Services & County Administration

**Presenters:** Resolution Services Director Lauren MacNeill & Deputy County Administrator Laurel Butman

**Other Invitees:** Suse Altengarten, Resolution Services

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

We are seeking preliminary approval of a proposed change to Resolution Services' fee for education in the FY 2016-17 budget.

**EXECUTIVE SUMMARY:**

This is supplemental to 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 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.*

Resolution Services is proposing to standardize its parent education (family law education) fee for FY 2016-17 in order to facilitate online payment.

RESOLUTION SERVICES	AUTHORIZING LEGISLATION	Current FEE amount	Proposed FEE amount
<b>CURRENT FEE CHANGES</b>			
Family Law Education	ORS 3.425	\$70 per class	<i>\$75 per class</i>

**NOTE: Fee change highlighted in yellow.**

**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

The FY 2016-07 revenue impact of this fee change is expected to be de minimus. However, actual revenue will be monitored throughout the fiscal year in case a budget change is needed.

**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

**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. Family Law Education fees are also governed by ORS 3.425.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

The Budget Committee meets for several days of review and hearings in the spring. Fees and fines 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 fee change for integration into the budget process.
2. Provide further direction to the department regarding proposed fees.
3. Reject the proposed fee change.

**RECOMMENDATION:**

Staff respectfully recommends:

1. Approval of the proposed fee change for Resolution Services for integration into the budget process.

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval LM

County Administrator Approval LB

For information on this issue or copies of attachments, please contact Suse Altengarten @ 503-650-5655