

**CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Policy Session Worksheet**

**Presentation Date:** June 21, 2016      **Approx Start Time:** 1:30      **Approx Length:** 30 min

**Presentation Title:** Proposed Dog Services Fee Changes for FY 2016-17

**Department:** Transportation & Development, County Administration

**Presenters:** Animal Control Supervisor Kristine Wallace & Deputy County Administrator Laurel Butman

**Other Invitees:** Diedre Landon, Transportation & Development

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

We are seeking preliminary approval of proposed changes to Dog Services' fees for licensing and tags 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.*

Dog Services is proposing to discontinue current discounts on licensing fees and increase replacement tag fees for FY 2016-17 in order to cover upcoming software maintenance costs not approved as a policy level proposal during budget deliberations.

- The 25% discount for dogs with Canine Good Citizen Certification is rarely used and adds complexity to the rate structure, making it difficult to administer.
- The \$5 discount for microchipped dogs is popular but the department can no longer afford to provide this reduction.
- Tag fees for the replacement of lost dog license tags fail to cover the cost of materials, postage, or staff.

TRANSPORTATION & DEVELOPMENT	AUTHORIZING LEGISLATION	Current FEE amount	Proposed FEE amount
<b>DTD - DOG SERVICES</b>	Code §5.01.020 C		
Licensing			
Fertile 1 year		\$41	No change
2 year		\$72	No change
3 year		\$108	No change
Altered 1 year		\$24	No change
2 year		\$44	No change
3 year		\$66	No change
Note: 25% discount for dogs with Canine Good Citizen Certification. (discontinue)			
Note: \$5 discount for microchipped dogs. (discontinue)			
Tag Fee (replacement)		\$2 / tag	\$5 / tag

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

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

Is this item in your current budget?  YES       NO

Current revenue assumptions for fiscal year 2016-17 include both reductions and the lower tag fee.

What is the cost? Fees are revenues.

What is the funding source? N/A

The FY 2016-17 revenue impact of these fee changes is expected to be approximately \$100,000.

**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 – fees help to defray the costs of providing animal control services which protect the public from stray dogs and dangerous dogs.
- The software upgrade is imperative for both the Dog Sheltering and Dog Protection & Enforcement Programs to meet Managing for Results goals. The technology will improve monitoring, data tracking and will improve efficiencies while processing licenses and citations each year.

**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. Dog Services fees are governed by County Code 5.01.020.C.

**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 Approved 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 changes for integration into the FY 2016-17 budget.
2. Provide further direction to the department regarding proposed fees.
3. Reject the proposed fee changes.

**RECOMMENDATION:**

Staff respectfully recommends:

1. Approval of the proposed fee changes for Dog Services for integration into the FY 2016-17 budget.

**SUBMITTED BY:**

Division Director/Head Approval     MB    

Department Director/Head Approval   BC  

County Administrator Approval     LB    

For information on this issue or copies of attachments, please contact Kristine Wallace @ 503-722-6759