

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: Feb. 28, 2012 **Approx Start Time:** 2:00 **Approx Length:** 60 min

Presentation Title: Comprehensive Fee Schedule

Department: County Administration; Transportation & Development; Sheriff's Office; Health Housing & Human Services; Business & Community Services

Presenters: Administrator Steve Wheeler, Cam Gilmour, Lori Vicars, Rich Swift, Gary Barth

Other Invitees: n/a

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Approval of comprehensive fee schedule for inclusion in FY 2012-13 budget.

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 of proposed fees and fines allows County departments to integrate those proposals into the requested budgets they submit to the County Administrator.

FINANCIAL IMPLICATIONS (current year and ongoing):

Fee and fine changes are meant to respond to constituent and market forces and demands. For departments dependent on full cost recovery to be able to provide required levels of service, annual adjustments allow them to keep pace with economic changes.

LEGAL/POLICY REQUIREMENTS:

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

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 review at that time. The fees and fines are formally adopted by the Board of County Commissioners at a hearing in June at which they also formally adopt the budget.

OPTIONS:

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

RECOMMENDATION:

Staff respectfully recommends approval of proposed departmental fees and fines for integration into departmental budgets.

ATTACHMENTS:

1. Attachment A: Transportation & Development department fees
2. Attachment B: Sheriff's Office fees and fines
3. Attachment C: Health, Housing & Human Services department fees
4. Attachment D – County Parks fees

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval Laurel Butman

For information on this issue or copies of attachments, please contact Laurel Butman @ 503-655-8893