



M. BARBARA CARTMILL
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

October 22, 2015

Board of County Commissioners
Clackamas County

Members of the Board:

**ADOPT A RESOLUTION AMENDING APPENDIX A, FEES OF THE CLACKAMAS COUNTY CODE TO
REPEAL THE DEPARTMENT OF TRANSPORTATION & DEVELOPMENT UTILITY PERMIT
INSPECTION FEE AND CREDIT/DEBIT CARD DEPARTMENT MANAGED SERVICE FEE**

Purpose/Outcome	Adopt a resolution repealing the utility permit inspection fee and the DTD credit/debit card department managed service fee.
Dollar Amount and Fiscal Impact	No utility permit inspection fee or credit/debit card service fee have ever been captured; so there is no net change.
Funding Source	N/A
Previous Board Action/Review	The fees were originally presented to the Board of County Commissioners on March 17, 2015. The fees were originally adopted by the Board of County Commissioners as part of the Budget adoption. A study session was held with the Board of County Commissioners regarding repeal of the two fees on September 15, 2015.
Contact Person	Diedre Landon, Administrative Services Manager – DTD @ 503.742.4411 (dlandon@clackamas.us)

BACKGROUND:

On March 17, 2015, the Department of Transportation and Development (DTD) asked the Board to adopt a utility inspection fee and a credit/debit card service fee. Approval of the utility inspection fee was in anticipation of the passage of a Senate Bill allowing counties to recoup costs associated with utilities using our right of way. Ultimately the bill did not pass. In light of this, we are asking the board to remove the fee from the adopted fee table.

Our Managing for Results performance goals include improving our customer service and streamlining the permitting process for our customers, so during the same meeting in March, DTD asked the Board to adopt a card service fee so that we could meet our customers' needs by expanding the use of credit and debit cards in the department.

As this was the department's first venture into diversifying our credit/debit card usage, we were unaware that there are two options for collecting a service fee: a department managed model and a bank managed model. The department managed model is manually collected at the front counter by our permitting staff and requires multiple transactions and the customer must sign two separate receipts; whereas, the bank managed model is collected by the bank on the back end and is shown as a separate transaction on the customer's credit card statement. Under either model, customers may choose another payment method and avoid the fee entirely.

We originally requested the adoption of a department managed model; however, as we learned more about the process, we found that the department managed model is cumbersome and confusing for both customers and staff and ultimately we recommended a bank managed model.

Because the County is not collecting the fee, we would not need to adopt a bank managed fee into the code and any minor adjustments would be done administratively by the bank; therefore we are requesting that the Board repeal the DTD department managed credit/debit card service fee. Though no County "fee" will be collected, customers will be informed that a bank service fee will apply if they choose this method of payment.

ATTACHMENTS:

Attachment A: Resolution Amending Appendix A, Fees, of the Clackamas County Code

RECOMMENDATION:

Staff recommends the Board of County Commissioners adopt the attached Resolution amending Appendix A, Fees, of the Clackamas County Code.

Respectfully submitted,


M. Barbara Cartmill, Director

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

A RESOLUTION OF THE CLACKAMAS
COUNTY BOARD OF COUNTY
COMMISSIONERS REPEALING
CERTAIN COUNTY FEES



RESOLUTION NO

NOW, THEREFORE; BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Section 1: Pursuant to Section 1.01.090 of the Clackamas County Code, the Board adopts the fees shown on the attachment which are incorporated by this reference.

Section 2: The Board hereby directs that the changes to fees shown on the attachment shall be included in Appendix A of the Clackamas County Code.

Section 3: The County shall charge all fees set by state or federal law. If such a fee is changed the County shall charge the new amount when it becomes effective.

Section 4: Pursuant to ORS 310.145, the Board classifies the fees adopted by this resolution as fees not subject to the limits of section 11b, Article XI of the Oregon Constitution.

Section 5: Effective Date. The changes to fees authorized by Section 1 of this resolution and shown on the attachments shall become effective immediately upon passage of this resolution.

DATED this ____ day of _____, 2015.

CLACKAMAS COUNTY BOARD OF COMMISSIONERS

Chair

Recording Secretary