



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 25, 2024

SUBJECT: Public Hearing and Resolution amending the Deschutes County 2024-2025 Fee Schedule to add new and revised fees in Health Services, Information Technology and Community Development Departments

RECOMMENDED MOTION:

Following the public hearing, move approval of Resolution No. 2024-045 to amend the Deschutes County 2024-2025 Fee Schedule and adopt new and revised fees within Health Services, Information Technology and Community Development Departments.

BACKGROUND AND POLICY IMPLICATIONS:

At the September 16, 2024 Board of Commissioners work session, staff presented proposed fee schedule amendments. The Board expressed support for proceeding with a public hearing on proposed new or revised fees from three departments as listed below.

Health Services proposes an 8% increase to Environmental Health fees, effective October 1, 2024, to cover approximately \$116,000 in increased costs to the department.

Information Technology (IT) proposes a new fee to cover staff time and resources used when assisting other cities and counties in developing technology solutions such as Dial, Community Justice dashboards, ROCS, dog licensing applications, and more. The department is frequently approached for assistance with the design, development, integration, deployment and support of databases and systems of other jurisdictions. With this fee, IT would be able to cover the associated costs of providing such assistance.

Community Development Department proposes the fee increases listed below, which would generate an estimated \$106,000 to cover increased costs to the department. These changes would be effective November 1, 2024.

- Code Enforcement - .01%
- Electrical Permits - 2%
- Onsite Wastewater Applications - 2%
- Land Use Applications - 2%
- Public Information Counter - .01%
- Advanced Planning - .01%

The proposed amended fee schedule is attached to this staff report.

BUDGET IMPACTS:

Anticipated additional revenue from new and revised fees listed.

ATTENDANCE:

Peter Gutowsky, Community Development Director
Cheryl Smallman, Business Officer, Health Services
Tania Mahood, Information Technology Director
Laura Skundrick, Management Analyst