



MEMORANDUM

TO: Board of County Commissioners
Nick Lelack, County Administrator

FROM: Peter Gutowsky, Community Development Director
Sherri Pinner, Sr. Management Analyst

DATE: October 20, 2021

SUBJECT: Recommended Revisions to CDD Fee Waiver Policy

I. SUMMARY

Effective January 4, 2006, the Deschutes County Board of Commissioners approved Ordinance Nos. 2006-001, 2006-002 and 2006-003, delegating authority to administer and approve septic permit, building permit and land use permit fee waiver requests to the Community Development Director and County Administrator (DCC 13.08, 15.04.160 and 22.08.010).

Since 2013, CDD has approved 28 fee waivers for a total of \$61,841, of this amount \$47,600 was waived for one local jurisdiction and one district and \$14,241 was waived for 26 individual customers.

In an effort to align the Fee Waiver Policy with current practice, reduce the amount of personal information collected on applicants and make clear actions needed for fee waiver request(s), approval authority and the appeal process, CDD proposes the changes discussed below.

II. RECOMMENDED FEE WAIVER POLICY REVISIONS:

Attached is a draft Fee Waiver Policy including the revised recommended language along with a copy of the original policy with recommended changes highlighted in yellow. Information highlighted in yellow indicates language recommended to be removed.

Specific recommended changes are discussed below:

Policy Guidelines:

- Remove item #2 – CDD no longer budgets for a hardship account within the CDD budget.
- Remove item #3 – CDD no longer budgets for a hardship account within the CDD budget.
- Remove note to item #4 - CDD does not require community service in exchange for waived fees.
- Update language in item #5 to reflect proposed “Affidavit of Indigence and Request for Fee Waiver Form” as being the form to complete.

Financial Hardship:

- Update item #2 to indicate applicant would submit a Request for Fee Waiver form.

- Remove item #3 – Community Service in Lieu of Fees.

Affidavit of Indigence and Request for Fee Waiver Form:

- The information on this form has been revised to eliminate personal information such as:
 - Date of Birth
 - Social Security Number
 - Marital Status
 - Information of everyone living within the household
- Employment and Income eliminates duplicate wage information and eliminates household member information.
- Property and Assets eliminates bank and savings account numbers, balances and bank branch. Additionally, eliminates real estate information, credit card information and vehicle information.
- Monthly Expenses has been updated to exclude medical, child support and court ordered payments as well as removes language related to community service.

Release to Obtain Information for Verification would be removed completely.

Fee Waiver Request Form information has been greatly reduced and included in the proposed Affidavit of Indigence and Request for Fee Waiver Form.

III. PROPOSAL/RECOMMENDATION:

CDD recommends:

Approval of proposed revisions to the Affidavit of Indigence and Fee Waiver Policy.