NINE STEP PLANNER
BOARD OF COUNTY COUNCILORS WORK SESSIONS

This form needs to be reviewed and approved by the board **before** a work session is scheduled.

REQUESTED BY: Chair Boldt and County Manager

1. **TOPIC: Fee waiver program**

2. **WORK SESSION**: See attached proposed agenda.

3. **TIME FRAME**:

LENGTH OF TIME NEEDED: 2 hours
DESIRED DATE: 3rd or 4th week of April 2016
SCHEDULED DATE OF WORK SESSION: _____

4. **TIMING CONSIDERATIONS**:
April allows staff time to prepare a work session and ask councilors about the topics of interest to them. It also allows program adjustment, if this is the BOCC's desire, for consideration by the end of 2016.

5. **DESIRED RESULTS**:
Give the BOCC the opportunity to learn more about the characteristics and consequences of the fee waiver program. Give the BOCC an opportunity to consider if they want to retain the existing program, revise it, change the program, or have no program.

6. **IMPACTS (COMMUNITY/FINANCIAL/STAFF/OTHER)**:
Impacts could be considerable based on the BOCC's decision. Any decision will impact the development community, department budgets, and department administration.

7. **POLICY IMPLICATIONS**:
Impacts could be considerable based on the BOCC's decision. Any decision will impact the development community, department budgets, and department administration. Staff will prepare a policy paper for review by councilors before the work session.

8. **ISSUES TO BE CONSIDERED**: See attached agenda proposal.

9. **RECOMMENDED ACTION**:
Schedule work session.

APPROVED FOR SCHEDULING:

Signature of requestor:

_____   DATE:_____

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Preliminary Work Session Agenda

1. Fee waiver purpose
2. Fee waiver program scope
3. Administrative consequences
4. Budget consequences
5. Results of program
6. Best practices
7. Deliberation and direction to staff
    a. Maintain program?
    b. Prepare to change program (provide guidance on parameters)?
    c. Prepare new program ideas (provide parameters)?
    d. Prepare to terminate program (provide parameters)?
    e. Other options?