

**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: Marty Snell, Community Development Director

1. **TOPIC:** Cost of Service and Fee Study for Community Development
2. **WORK SESSION:**  
Marty Snell, Community Development Director
3. **TIME FRAME:**  
LENGTH OF TIME NEEDED: 60 minutes  
DESIRED DATE: March 16, 2016  
SCHEDULED DATE OF WORK SESSION: \_\_\_\_\_
4. **TIMING CONSIDERATIONS:**
5. **DESIRED RESULTS:** To inform and orient the County Council on the following:
  - (1) Basis of current fee schedule for building, land use review (planning) and permit center.
  - (2) Current cost of service and revenue by program area (building, planning, permit center).
  - (3) Review of cost recovery data and cost recovery policy.
  - (4) Review of comparable data in other jurisdictions using sample projects.
  - (5) Review of options to amend the fee schedule.
  - (6) Review of phasing in changes to fees with phasing in the new permit system.
6. **IMPACTS (COMMUNITY/FINANCIAL/STAFF/OTHER):** The last cost of service and fee study Community Development undertook was 2008/2009. That effort resulted in the July 2009 adoption of a revamped fee schedule, with little substantive discussions about cost recovery policy. While there have been some minor changes to the fee schedule since 2009, three significant experiences supported the need for a cost of service and fee study in 2015: 1) the increase of the department's costs, 2) the increase in workload and fee revenue, and 3) the replacement of a legacy permit system in 2016. The conclusion of the study will result in a recommendation to modify fees charged in building, planning and the permit center.
7. **POLICY IMPLICATIONS:** Understanding the cost of service and fee study work will help facilitate a fruitful discussion about what cost recovery policies could or should be for each of the three program areas – building, planning and the permit center. Changes to fees will be based on current data, to include the total cost of the program areas.
8. **ISSUES TO BE CONSIDERED:** Three issues are central to this work session: 1) staffing/workload levels and the cost of programs, 2) cost recovery policies by program area, and 3) need for and timing of changes to fees relative to the phasing of a new permit system.
9. **RECOMMENDED ACTION:** The Board will be asked to consider cost recovery policies by program area and will be asked to move forward on changes to the fee table in a phased, systematic approach.

**APPROVED FOR SCHEDULING:**

Signature of requestor:

  
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Martin L. Snell  
Community Development Director

DATE: 2/8/16