



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: Feb. 2017)

## Board Clerk Use Only

Meeting Date: 6/8/17  
Agenda Item #: R.3  
Est. Start Time: 10:30 am  
Date Submitted: 5/26/17

**Agenda Title:** **RESOLUTION Establishing Fees and Charges for Chapter 7, County Management, of the Multnomah County Code and Repealing Resolution No. 2013-159**

**Requested Meeting:** June 8, 2017 **Time Needed:** 10 minutes

**Department:** DCM **Division:** DART

**Contact(s):** Michael Vaughn, County Assessor

**Phone:** 503-988-7325 **Ext.**  **Email:** michael.vaughn@multco.us

**Presenters:** Michael Vaughn and Richard Teague, DCM/DART

## General Information

### 1. What action are you requesting from the Board?

Adopt a resolution to implement changes to service fees in the Department of County Management, Division of Assessment, Recording and Taxation and repealing Resolution No. 2013-159.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer(s) this action affects and how it impacts the results.

The Multnomah County Code provides that the Board shall establish certain fees and charges by resolution. The Board adopted Resolution 2013-159 establishing fees for MCC Chapter 7, County Management on December 5, 2013.

All existing fees and charges established by Resolution 2013-159 relating to the Department of County Management (MCC Chapter 7) remain the same, except for the following changes:

- Section 7.008 Assessment, Recording and Taxation Fees, Section (C) is updated to:
- Remove fees for copies of microfiche. Microfiche data has been digitized and copies are now made from electronic files;
- Increase fees for delinquent tax electronic files from \$50 - \$75 to conform with fees for other similar electronic files;
- Add a convenience fee for customer service counter point of sale credit or debit card transactions. DCM DART has historically assessed a convenience

fee on all card transactions. The DCM DART customer service counter will be moving their point of sale card processing from Official Payments (3rd party provider) to our main County banking merchant provider. The change is necessary to maintain our level of compliance with Payment Card Industry (PCI) standards. Prior to the change the fee was completely collected and managed by the 3rd party provider. With the change, the County will now be responsible for establishing convenience fee rate, collecting convenience fee, and maintaining process.

The new convenience fee will be 2% and charged at point of sale for all card transactions. The convenience fee is for recovery of bank charges for processing point of sale card payments only. The banking costs include account services, rental costs for card terminals, wireless fees, transactions fees per item authorization, and interchange fees.

- Section 7.405 and Section 7.410 fees are removed, to align with Amended MCC Chapter 7, approved by Board Order No. 1229 on February 18, 2016.

**3. Explain the fiscal impact (current year and ongoing).**

The fee changes recover costs for service delivery, and removes fees for services no longer being provided. Costs for services and fee collection activities utilize existing budgeted resources.

The action affects Program Offer # 72037 DART Application Support and Program Offer #72027 DART Tax Revenue Management. The primary impact is an increase in fee revenues to the County General Fund for recovery of administrative and service delivery costs associated with the programs. No other impacts have been identified.

**4. Explain any legal and/or policy issues involved.**

None.

**5. Explain any citizen and/or other government participation that has or will take place.**

None.

---

**Required Signature**

---

**Elected  
Official or  
Department  
Director:**

Marissa Madrigal /s/

**Date:**

May 26, 2017