

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Mark McCauley, County Administrator

FROM: Barbara Dykes Ehrlichman, Civil Deputy Prosecuting Attorney
Brenda Huntingford, County Auditor
Joe Nole, County Sheriff
Ken Hugoniot, Jefferson County Public Records Act Administrator
Amanda Hamilton, County Clerk
Pinky Feria Mingo, Director of Environmental Health Division, Public Health

DATE: November 13, 2023

SUBJECT: **WORKSHOP and POTENTIAL ACTION** re: Public Hearing for Ordinances and Resolutions Relating to Fees Charged by County Departments and Offices

STATEMENT OF ISSUE: In June 2023, the Board adopted Ordinance No. [02-0612-23](#) to streamline and make more transparent the method for adopting fee schedules for county departments and offices. The previous method of adopting and amending fee schedules by ordinance lacked transparency and was cumbersome for county offices and departments with few resources. As a result, inaccurate fees were left in the code which did not reflect the current fee schedule used by the department or office.

Under new chapter [3.80](#) of the Jefferson County Code (JCC), fee schedules are now adopted by resolution. To affect the transition, county departments and offices are encouraged to bring their fee schedules current by the end of the year, by eliminating the fees in the code and adopting a new fee schedule by resolution. Thereafter, the department or office can adopt new fees by resolution.

To accomplish this goal for a number of departments and offices at once, the Prosecuting Attorney's Office put together the necessary ordinances and resolutions for five departments to be considered together for the Board's review. The fee changes for all five offices/departments will be presented to the Board in a workshop format. In this package of five ordinances and resolutions, there are only a few minor changes to fee schedules, all of which can be discussed at the workshop and through the public hearing process. The five offices/departments are: (1) the County Auditor; (2) the County Sheriff; (3) the Public Records Act Administrator; (4) the Superior Court Clerk; and (5) the Department of Public Health. After the workshop, the Board will determine whether to send the ordinances and resolutions through the public hearing process.

Ordinances and Resolutions are attached for each department.

ANALYSIS: The Board has already made the decision to convert fee schedule adoption to resolution. These ordinances and fee resolutions implement the new chapter [3.80](#) JCC, and will help update our system and rid the code of inaccurate fee schedules.

FISCAL IMPACT: Staff time will be saved and fees will be kept up to date. This will reduce expenditures.

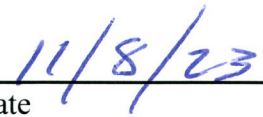
RECOMMENDATION: Listen to the presentation, ask questions, and approve a Hearing Notice, for hearing to be held on November 27, 2023 at 10:30 a.m. (Hybrid)

Contact: Barbara Dykes Ehrlichman, Civil DPA, 360-385-9248
behrlichman@co.jefferson.wa.us

REVIEWED BY:



Mark McCauley, County Administrator



Date

Please publish 2 times: November 15 and 22, 2023
Contact Person: Adiel McKnight

Bill to: Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

NOTICE OF PUBLIC HEARING

2023 Public Fee Changes for the County Auditor, the County Sheriff, the Public Records Act Administrator, the County Clerk, and the Department of Public Health (Environmental Health)

NOTICE IS HEREBY GIVEN that a public hearing is scheduled by the Jefferson County Board of Commissioners for **MONDAY, November 27, 2023 at 10:30 a.m.** in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID). Notice of said hearing is to be published in the official newspaper of Jefferson County.

This public hearing is to allow the Board of County Commissioners to consider and hear public testimony regarding five ordinances and five resolutions that would update public fee schedules for five offices/departments in county government: Auditor's Office, Sheriff's Office, Public Records Act (PRA) Administrator, Clerk's Office, and the Department of Public Health / Environmental Health Division. There will be some code changes contained in these ordinances to implement a new system of fee adoption under Chapter 3.80 of the Jefferson County Code for each of these departments. At the conclusion of the public hearing, the Board of County Commissioners may or may not take-action on the five ordinances and five resolutions.

The information is available for viewing on the County website by clicking on:
www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) - Board of Commissioners – BOCC Agenda Packet – 2023 Weekly Agenda Items – 27 November 2023– 112723

You are welcome to participate in this hearing. You will need to join the meeting by 10:30 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link:
<https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**

To view documents or watch this meeting live with no participation, go to www.co.jefferson.wa.us Follow the links under "*Quick Links: Videos of Meetings: Today.*" If you experience difficulties joining the meeting or viewing documents please call 360-385-9100 to report any issues.

In addition, written testimony is also invited beginning on November 15, 2023 through the end of the Public Hearing on November 27, 2023, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by going to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – 27 November 2023 – 112723

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

Signed this 13th day of November, 2023.
JEFFERSON COUNTY
BOARD OF COMMISSIONERS
/S/Greg Brotherton, Chair