COLUMBIA COUNTY
Land Development Services

ST. HELENS, OR 97051
230 Strand St.
Direct (503) 397–1501
www.co.columbia.or.us

MEMORANDUM

TO: Board of County Commissioners

FROM: Suzie Dahl, Land Development Services Director

DATE: June 16, 2022

RE: Amend Board Order 16-2021: Implement a Technology Fee to Land Development Services Building and Planning Program Fees and Public Health On-Site Wastewater Program Fees *and* round up fees to the nearest dollar.

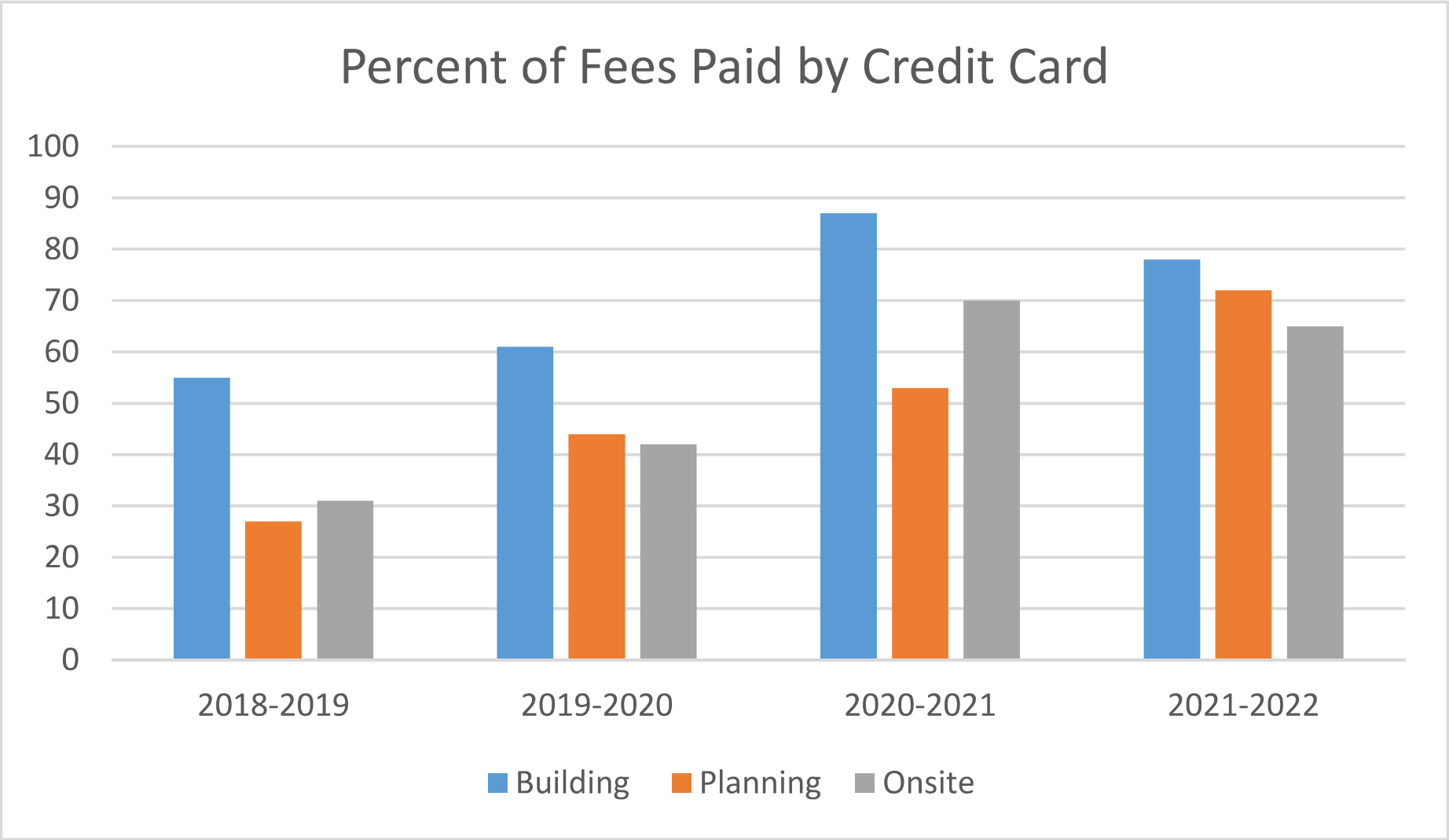
Pending before the Board is a proposal to impose a 3% technology fee on permits under the Building Inspection Program, fees under the On-Site Wastewater Program, and Planning Program Fees. At the end of the public hearing on this proposal, the Board of Commissioners requested additional information from staff on the financial impact of this fee. Representatives from LDS, Finance and Counsel have met in a joint effort to meet this request.

The permitting system operates under a software package provided by the state. That system has a limited reporting function that reports out revenues by program areas (Building/Planning/On-Site) but not by permit type. Because a mixture of fees are billed through this program, some that would be subject to the proposed fee and some that are not, there currently exists no way to reliably estimate the income that would be generated by the technology fee. What we can say with certainty, through May of the current fiscal year these three program areas will generate over $1,725,000 and 75% of those fees were paid by credit card. Current projections show the County will pay over $31,000 in merchant fees for those credit card transactions.

In light of this information, and particularly the inability to project the exact revenue generated by the proposed technology fee, staff recommends that the Board move forward with a modified technology fee of 2% for the upcoming fiscal year. Based on the numbers above, and keeping in mind that the technology does not apply to all fees imposed by these program areas, staff is confident that a 2% fee will offset some but not all of the merchant fees incurred in the coming fiscal year.

Imposing this reduced fee will permit the county to track the revenue it generated by such a fee and compare it to the merchant fees incurred during the 2022-2023 fiscal year. The intention is that staff will report results to the Board in April/May of next year along with recommendations for any adjustments necessary to meet the intent behind the fee to cover the cost of merchant fees and technology needs for the Building/Planning/On-Site programs.

Attachments: Chart of credit card usage from FY 2019 thru current 2022
Report of Payments Received by Payment Method for current FY 2022


Percent of Fees Paid by Credit Card
100
90
80
70
60
50
40
30
20
10
0
2018-2019
2019-2020
2020-2021
2021-2022
Building
Planning
Onsite

Payments Received
by Payment Method

All Department Totals Current FY 2022

Report run by: Suzie Dahl
Building Official
5033977242
suzie.dahl@columbiacountyor.gov

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ultiple modules the set payment amount will not equal the sum of the payments within a module

Cash		
Payments:		$20,082.59
Check		
Payments:		$424,265.12
Void payments from 07-01-2021 through 05-25-2022:		$(15,015.43)
Adjusted payments from 07-01-2021 through 05-25-2022:		$409,249.69
Refunds:		$(7,399.62)
Credit Card		
Payments:	$553,307.92	
n 07-01-2021 through 05-25-2022:	$(399.53)	
rom 07-01-2021 through 05-25-20	$552,552.23	
Refunds:	$(356.16)	
Payments:	$747,012.01	
n 07-01-2021 through 05-25-2022:	$(4,510.24)	
rom 07-01-2021 through 05-25-20	$742,501.77	
		75%
Payments:		$1,300,319.93
Void payments from 07-01-2021 through 05-25-2022:		$(4,909.77)
Adjusted payments from 07-01-2021 through 05-25-2022:		$1,295,410.16
Refunds:		$(356.16)

Payments:	$1,744,667.64
Void payments from 07-01-2021 through 05-25-2022:	$(19,925.20)
Adjusted payments from 07-01-2021 through 05-25-2022:	$1,724,742.44
Refunds:	$(7,755.78)

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Payments Received by Payment Method

FY 2022 YTD Building Totals

Report run by: Suzie Dahl
Building Official
5033977242
suzie.dahl@columbiacountyor.gov

Report options selected:
Start date and time: 7/1/21 12:00 am
End date and time: 5/25/22 11:59 pm
Cashier: -All-
Module: Building TOTALS
Office: No Office,Online,LDS
Payment method: -All-
Separate Online: Yes
Note: When set payments include records from multiple modules the set payment amount will not equal the sum of the payments within a module

Cash		
Payments:		$12,709.77
Check		
Payments:		$297,149.49
Void payments from 07-01-2021 through 05-25-2022:		$(13,449.43)
Adjusted payments from 07-01-2021 through 05-25-2022:		$283,700.06
Refunds:		$(2,078.86)
Credit Card		
Credit Card - Office		
Payments:	$309,774.18	
Void payments from 07-01-2021 through 05-25-2022:	$(140.53)	
Adjusted payments from 07-01-2021 through 05-25-20	$309,277.49	
Refunds:	$(356.16)	
Credit Card - Online		
Payments:	$683,148.52	
Void payments from 07-01-2021 through 05-25-2022:	$(2,418.24)	
Adjusted payments from 07-01-2021 through 05-25-20	$680,730.28	
		77%
Payments:		$992,922.70
Void payments from 07-01-2021 through 05-25-2022:		$(2,558.77)
Adjusted payments from 07-01-2021 through 05-25-2022:		$990,363.93
Refunds:		$(356.16)

Report Totals:

Payments:	$1,302,781.96
Void payments from 07-01-2021 through 05-25-2022:	$(16,008.20)
Adjusted payments from 07-01-2021 through 05-25-2022:	$1,286,773.76
Refunds:	$(2,435.02)

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Payments Received by Payment Method

Report run by: Suzie Dahl
Building Official
5033977242
suzie.dahl@columbiacountyor.gov

FY 2022 YTD Planning Totals

Report options selected:
Start date and time: 7/1/21 12:00 am
End date and time: 5/25/22 11:59 pm
Cashier: -All-
Module: Planning TOTALS
Office: No Office,Online,LDS
Payment method: -All-
Separate Online: Yes
Note: When set payments include records from multiple modules the set payment amount will not equal the sum of the payments within a module

Cash			
		Payments:	$5,151.11
Check			
		Payments:	$73,213.73
		Void payments from 07-01-2021 through 05-25-2022:	$(1,566.00)
		Adjusted payments from 07-01-2021 through 05-25-2022:	$71,647.73
		Refunds:	$(2,062.00)
Credit Card			
Credit Card - Office	Payments: $179,001.33		
Credit Card - Online	Payments: $23,877.25		
	Void payments from 07-01-2021 through 05-25-2022: $(2,092.00)		
	Adjusted payments from 07-01-2021 through 05-25-20 $21,785.25		72%
		Payments:	$202,878.58
		Void payments from 07-01-2021 through 05-25-2022:	$(2,092.00)
		Adjusted payments from 07-01-2021 through 05-25-2022:	$200,786.58

Report Totals:

Payments:	$281,243.42
Void payments from 07-01-2021 through 05-25-2022:	$(3,658.00)
Adjusted payments from 07-01-2021 through 05-25-2022:	$277,585.42
Refunds:	$(2,062.00)

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Payments Received by Payment Method

FY 2022 YTD Onsite Totals

Report run by: Suzie Dahl
Building Official
5033977242
suzie.dahl@columbiacountyor.gov

Report options selected:
Start date and time: 7/1/21 12:00 am
End date and time: 5/25/22 11:59 pm
Cashier: -All-
Module: Onsite TOTALS
Office: No Office,Online,LDS
Payment method: -All-
Separate Online: Yes
Note: When set payments include records from multiple modules the set payment amount will not equal the sum of the payments within a module

Cash		
	Payments:	$2,221.71
Check		
	Payments:	$53,901.90
	Refunds:	$(3,258.76)
Credit Card		
Credit Card - Office	Payments:	$64,532.41
	Void payments from 07-01-2021 through 05-25-2022:	$(259.00)
	Adjusted payments from 07-01-2021 through 05-25-20	$64,273.41
Credit Card - Online	Payments:	$39,986.24
		65%
	Payments:	$104,518.65
	Void payments from 07-01-2021 through 05-25-2022:	$(259.00)
	Adjusted payments from 07-01-2021 through 05-25-2022:	$104,259.65

Report Totals:

Payments:	$160,642.26
Void payments from 07-01-2021 through 05-25-2022:	$(259.00)
Adjusted payments from 07-01-2021 through 05-25-2022:	$160,383.26
Refunds:	$(3,258.76)