

**MEMORANDUM**

**TO:** HACSA Board of Commissioners

**FROM:** Larry A. Abel, Deputy Director

**AGENDA ITEM TITLE:** ORDER/In the Matter of Amending the Agency's Personnel Policy

**AGENDA DATE:** March 19, 2003

**I MOTION**

IT IS MOVED THAT THE ORDER BE APPROVED WHICH AMENDS THE AGENCY'S PERSONNEL POLICY.

**II ISSUE**

Amendment of the Personnel Policy to include a section on Service Fees.

**III DISCUSSION**

**A Background/Analysis**

The Agency's Personnel Policy closely follows Lane County's policies. The Agency's policy concerning service fees contains no provision for payment of services. In today's context of limited budgets and increasing need - a reasonable charge for certain services is simply practical. The proposed amendment adds a section on Service Fees to the Personnel Policy making HACSA's policy similar to Lane County's with the identical fee structure.

**B. Alternatives/Options**

The amendment can be adopted in full as described, modified, or returned to the Agency for further analysis.

C. Recommendation

Passage of the proposed Motion.

D. Timing

The Personnel Policy would be amended as of the date the Order is signed.

**IV IMPLEMENTATION/FOLLOW-UP**

Same as item III D.

**V ATTACHMENT**

Attachment A.  
Housing and Community Services Agency  
Amendment to Personnel Policy

**IN THE BOARD OF COMMISSIONERS  
OF THE HOUSING AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON**

**ORDER NO.**

**)In the Matter of Amending the  
)Agency's Personnel Policy**

**WHEREAS**, HACSA's Personnel Policy closely follows Lane County's policies;  
and


**WHEREAS**, the Agency wishes to amend the Personnel Policy to include a  
section on Service Fees; **NOW, THEREFORE IT IS HEREBY**

**ORDERED**, that upon the approval of this Board Order, the Agency's Personnel  
Policy be amended to include a section on service fees as attached.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2003

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Chairperson, HACSA Board of Commissioners

**APPROVED AS TO FORM**  
Date 3/10/03 Lane County  
  
**OFFICE OF LEGAL COUNSEL**

In the Matter of Amending the Agency's Personnel Policy

**ATTACHMENT A**  
**HOUSING AND COMMUNITY SERVICES AGENCY**  
**AMENDMENT TO PERSONNEL POLICY**

**XXXII. Service Fees**

- A. Copy Service. Consistent with state law, a photocopying service fee is established at \$.25 per page, subject to the following exceptions:
- Certified copies.....\$2.00 per page
  - Board orders and resolutions (under consideration or within 30 days of approval).
  - 1<sup>st</sup> copy.....Free
  - Additional copies.....\$ .25 per page
- B. Draft Transcribing Fee. A fee will be charged for copies or transcriptions of minutes of meetings and special public hearings for all requests for minutes of meetings. The purpose of the fees is to defray administrative and copying costs. Fees will be charged according to the following schedule:
- Special transcription requests (i.e. tapes):
  - Original copy..... \$3.25/hr
  - Additional copies.....\$ .25 per page
- C. Cassette Tapes, Research and Duplication. HACSA shall recover administrative costs for research, materials and labor, as has been pre-determined as reasonable administrative costs according to the following schedule:
- Initial Research and Tape Copy.....\$20.00
  - Each hour thereafter, the charge will be in direct relationship to the cost of the employee providing the service.
- D. Requests for Information Fee. When it is appropriate as determined by the Executive Director, a minimum fee, equivalent to the hourly rate of the position Executive Secretary shall be charged for research and time spent copying and/or collating requested information. When requests for information require, in the judgment of the Executive Director, the excising of nonpublic information and research necessitating the use of staff with specialized or professional expertise, then the Executive Director may charge the actual hourly rate of the staff personnel assigned to obtain and furnish the requested information. Charges will be computed on the quarter-hours and the requestor will be provided with the hourly rate to be charged at the initiation of the request.