

EXECUTIVE SUMMARY

Issue:

Approve a revised fee schedule utilized by the Lewis County Sheriff's Office, in accordance with the provisions of RCW 36.18.040 (Attachment 1).

Recommendation:

Lewis County Sheriff's Office has comprised a list of proposed new civil process fees, and other fee adjustments, which have been reviewed by the Prosecuting Attorney's Office. Recommend approving the new fee schedule.

Background Facts:

- 1) The Sheriff's Office has not increased civil process fees since January 2018 (Attachment 2). Expenses associated with executing civil processes have increased, as well as an overall increase in the amount of civil processes performed each year.
- 2) The proposed fee schedule includes new line items to account for work being performed (deposit for Writ of Habeas Corpus), as well as revisions in the descriptions of existing fees. The proposed fee structure is standardized, easy to follow, and consistent amongst all types of processes, making it easier for both our staff and citizens to understand (Attachment 3).
- 3) Most importantly, the proposed fee adjustments will help recoup some of the costs associated with these types of civil processes. The proposed revised fee schedule will not cover all costs associated with these types of processes, but it is reasonable and comparable with fees charged by other counties.

Attachment 1 – RCW 36.18.040 Sheriff's Fees.

Attachment 2 – Current Fee Schedule to be updated.

Attachment 3 – Proposed Lewis County Sheriff's Office Fee Schedule -
Yellow highlights showing proposed fee changes.