

Proposal for Administrative Dues from Member Entities – CUCCAC

Caveat:

Implementation of any Administrative Fee or Dues provision for member entities appears to require a legislative act.

Initial Recommendation:

Recommend legal review to confirm there is no method for allowing the CUCCAC to implement a fee or dues in some manner without legislative action.

Proposed Process:

- Establish annual anticipated costs/budget
- Review and categorize participating agencies/entities
- Establish dues/fee structure based on both category and size of participating agencies/entities
- Establish annual anticipated revenues
- Propose for Commission Approval
- Communicate with participating agencies/entities to gain support.
- Take steps required to implement (legislative or otherwise)

Process Details:

Establish Costs/Budget -

1. Establish budget for active review of issues brought to the attention of the Commission
2. Establish budget for meetings, communications, audits, reviews and other actions anticipated and/or required by the Commission
3. Establish budget for communications that are either required by the Act or desired by the Commission to continue increasing participation and membership on the part of qualifying agencies and entities.
4. Establish reasonable allowance for unanticipated costs.

Review & Categorize Participating Agencies/Entities –Establish Dues/Fee Structure

1. Participating agencies comprise many different types and sizes. Participating agencies/entities need to be organized in an objective and logical (easily understood) manner. Special consideration needs to be paid to agencies/entities who are financially strapped because of their size or type.
2. Any dues/fees structure must consider these characteristics
3. Fees/dues should be structured to be nominal and not a barrier to entry or participation. Dues/fees are likely to range from \$100 - \$500 annually.

Propose for Commission Approval – Gain Participating Agencies/Entities Support

1. Once the budgets for costs and revenues are set and the dues/fees structure is determined by the task force a full public presentation needs to be made to the Commission and all questions, objections, challenges or concerns answered.
2. Assuming approval, a communication with participating agencies/entities establishing the support for the dues/fees structure, how it was established and the goals for implementation needs to be implemented. Participating agency/entity support is important, not only for ultimate approval if legislation is required, but also to keep participating agencies/entities as members and to continue to build participation throughout the State.

Implementation –

1. Steps required here will depend on the outcome of the legal analysis performed at the beginning of this initiative.
2. If legislation is required, which is likely, the appropriate individuals and process should be engaged timely to reduce any additional lost time in implementing the plan.
3. If legislation is not required (unlikely), implementation should take place after the successful completion of all earlier steps in the process.