

To: Board of Health

From: Joyce Jensen, REHS, CP-FS, Supervisor, Disease Prevention Section
Scott E. Holmes, MS, REHS, Manager, Environmental Public Health

Date: September 13, 2013

Re: Modifying prorated fees for body art establishments, child care programs and food establishments

Current ordinances provide for prorating fees for a new establishment permit when it is issued within six months of the permit renewal date. For example, the food establishment permit year is April 1 to May 31 of the following year. In FY 13 a permit for a new food establishment issued between April 1 and November 30 was \$480. However, a permit for a new food establishment issued after November 30 was prorated at 67%, and cost \$321.60. This reduced fee reflects lower costs for fewer inspections.

However, it is not uncommon to receive an application for a new permit for new food establishment very close to May 31. If the ordinance were strictly applied, the Department would charge for a new permit right up to May 31 and then charge for a renewal permit on June 1. Thus, a new restaurant that wanted to open on May 15 would be charged for a new permit (\$480 in FY13), which would be good from May 15 to May 31. Then they would have to renew their permit on June 1 (\$330 in FY13).

Staff has never been comfortable with this as it seemed unfair. Instead, historically staff have simply extended the length of the new permit until the end of the next complete permit year. Thus, the restaurant would receive a permit that would be good for slightly more than a year.

Staff has been advised by the city attorney that it would be prudent to incorporate language into the ordinance to clarify this practice.

Staff recommends that the Board of Health approve the proposed changes to proration of fees for body art establishments, child care programs and food establishments.