

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: February 7, 2023
FROM: Doug Gieryn, Public Health Director
RE: Chapter 11.11 Appendix A – Sanitarian Program License Fees - Update

General Description:

Routine update to Sanitarian Program License Fees – after two years of no increases, proposing 2.5% local fee increase and mandatory state fee increase.

Action Requested:

Motion to approve updates to Winnebago County Ordinance Chapter 11.11 – Appendix A

Procedural Steps:

Committee of Jurisdiction – Public Health
Action taken:

Meeting date: February 17, 2023
Vote:

County Board

Meeting date: March 21, 2023

Background:

The Health Department is an Agent of the State (DATCP) for the purposes of the licensing and inspection of a variety of food, lodging and other establishment types. The fees for licensing are set locally and reviewed annually to cover the reasonable costs of running the licensing program including state fees.

For 2023 the State has increased reimbursement of licenses from 10% of the state license fee amount to 11%. This results in a less than 1% increase in the total license fee. The health department has not increased fees over the past two years to assist business owner with pandemic related fiscal challenges.

To cover program costs I recommend a 2.5% increase in the local fee amount. See the attached fee chart for detailed information on the increases. This increase will cover basic program labor, training, supplies, fuel, mileage reimbursement and other program costs plus an additional 2.5% administrative costs. State code allows for up to an additional 15% in revenue from licensing fees to cover administrative costs. We've been able to keep the increase low due to staff turnover savings.

Policy Discussion:

Each year program expenses are estimated and compared with anticipated revenues. Fees are also periodically compared with adjacent and similar sized jurisdictions for consistency. See attached Fee Comparison sheet for comparison license fee costs in other jurisdictions.

Eleven percent of license fees collected are a state fee and that will increase to 12% next year.

Attachments:

Sanitarian Fee Review Worksheet, Fee Comparisons