

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: March 25, 2022

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 – no fee increase for second year, language updates

Action Requested:

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

Procedural Steps:

Committee of Jurisdiction – Public Health
Action taken: Passed

Meeting date: February 4, 2022
Vote: 7-0

County Board

Meeting date: April 26, 2022

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.

This is the second year a no fee increase has been proposed due to challenges operators have faced from the pandemic.

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. The County Executive has requested for a second year the fees remain flat.

We anticipate by not increasing fees for a second year that expenses to run the program will begin to eclipse revenues. Expenses during the pandemic were a bit lower in this program due to staff time needed to assist with pandemic response. Fees will be recommended for adjustment again next year. Ten percent of license fees collected are a state fee and that will increase to 11% next year and to 12% the year after.

Attachments:

Sanitarian Fee Review Worksheet, Fee Comparisons, Draft Final Fee Schedule