

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: *February 14, 2024*

FROM: *Doug Gieryn, Public Health Director*

RE: *Chapter 11.11 Appendix A – Sanitarian Program License Fees - Update*

General Description:

Routine annual review and update to Sanitarian Program License Fees – proposing an average 5% fee increase to meet service and programming expenses. In the past year average labor increases exceeded 10% from the new pay plan and fees were not raised at all for three years during the pandemic (2020-2023).

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 23, 2024
Vote:

County Board

Meeting date:

Background:

The Health Department is an Agent of the State (DATCP) for 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 2024, the State has increased reimbursement of licenses from 10% of the state license fee amount to 11%. The most significant increase in specific fees is for swimming pools and rec ed camps. These are due to an updated state code that has expanded inspection requirements for these facility types and increased the state licensing fee.

To continue to cover program costs, I recommend an average 5% increase in the total 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.

For the 2024-2025 license year we estimate program expenses at \$437,135 and program revenues at \$442,875.69. Per state code we are restricted to a maximum of 15% revenue over program costs to cover other expenses.

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 the attached Fee Comparison sheet for a comparison of license fee costs in other jurisdictions. Most of Winnebago's fees are lower than other comparable 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