

Environmental Health General Fee Schedule Implementation Plan

The Environmental Health Division has embarked upon a strategic and operational planning process that is designed to evaluate its role and responsibility in protecting the health, safety and well-being of the public, and to preserve and improve the quality of the environment.

The legal authority for the environmental health division is authorized in the California Health and Safety Code; California Code of Regulations Title 17 and Title 22; and local ordinances and regulations. The California Code of Regulations Title 17 outlines those services and programs that must be provided. These include: Food, Housing and Institutions, Recreational Health, Vector Control, Body Art and any additional environmentally related services and programs as directed by the City Council or the Health Officer.

In order to ensure that the Division is able to meet all the required services, the FY14 General Fee Schedule was reviewed. The goal was to identify if there was an applicable fee for all the required services and to ensure that the fees for the services provided were based on cost-of-service. Pursuant to Section 1.08.070 of the Pasadena Municipal Code (PMC), the fees charged by the City shall not exceed the cost incurred by the city in providing the service.

The fee descriptions were aligned to the definitions contained within the California Health and Safety Code and the Pasadena Municipal Code, as applicable.

Strategic Objective	Action Plan	Stakeholder Outreach	Timeline
Licensed Health Care Facilities	<p>Completed a fee study to capture the required fees for permitting and inspection based on number beds.</p> <p><i>Licensed Health Care Facilities include: General Acute Hospitals; Acute Psychiatric Hospitals; Skilled Nursing Facilities; Intermediate Care Facility; Special Hospital as defined in CHSC Section 1250(f); Chemical Dependency Recovery Facility.</i></p>	<ul style="list-style-type: none"> Schedule a meeting with the business owners to advise them of permitting and inspection requirements 	<ul style="list-style-type: none"> Meeting – May/June Anticipated date to permit and inspect – beginning July 2014

Schools	<ul style="list-style-type: none"> • Recommend adoption of new fee codes that are based on the cost of service for school cafeterias based on the type of food service • All Pasadena City Schools within our jurisdiction were permitted as restaurants in Nov 2013 	<ul style="list-style-type: none"> • Notify private schools of permitting requirements and complete a survey monkey to determine type of food service provided 	<ul style="list-style-type: none"> • Survey Monkey to be sent in May 2014 • Permit prior to the beginning of Fall 2014 • Re-issue new permits to the PCSD that align with new fees prior to new billing
Temporary Food Facilities/Certified Farmer's Markets	<ul style="list-style-type: none"> • Recommend adoption of new fee codes and descriptions to align with the definitions contained within the California Retail Food Code (CRFC). • Develop guidance documents for Community Events and Certified Farmer's Markets that can be accessed through the City website where appropriate. • Work with Business License to align permit expiration dates. 	<ul style="list-style-type: none"> • Work with Event Organizers to advise them of the permitting requirements • Work with Market Managers to ensure that all vendors meet requirements • Notify current permit holders of fee changes • Met with the food industry on April 16, 2014 and shared proposed fees. No opposition received. 	<ul style="list-style-type: none"> • Letters to be mailed to current permit holders in June if fee's are approved • By Dec 2014 – Ensure all yearly community events (e.g. CFMs, Flea Market) are permitted and inspected
Mobile Food Facilities	<ul style="list-style-type: none"> • Completed a fee study to capture the required fees for permitting and inspection based on the type of mobile food facility and commissary facilities • Descriptions were changed to reflect definitions with the CRFC and PMC 	<ul style="list-style-type: none"> • Notification of fee changes to be sent to those operators that may be impacted by a fee change. • Schedule a meeting with the Pasadena Street Vendors Association 	Letters to be mailed to current permit holders in June if fees are approved
Vending Machines	<ul style="list-style-type: none"> • Included permitting requirements in City RFP for vending machines • Need to work with Business License to identify operators that may need to obtain a permit 	<ul style="list-style-type: none"> • Collaborate with Recreation and Human Services, Finance/Purchasing to determine current vendors • Work with Business License to notify operators 	Permitting to be completed upon approval of new fee code
Cottage Food Operations	Completed a fee study to capture the required fees to conduct the registration of Cottage Food Class	Develop and post guidance documents that provide interested	Information to be available on the PHD website upon approval

	A and the permitting of Cottage Food B Operations.	persons information on how to become a Cottage Food Operator.	of new fee codes
Hotel & Motels	<ul style="list-style-type: none"> Completed a fee study to capture the required fees for permitting and inspection based on the size of facility Identified that a number of hotels/motels were offering limited food service without the proper approval and permits 	Scheduled a meeting with the hotel/motel industry to discuss concerns with proposed fee changes. No industry representatives attended the meeting.	<ul style="list-style-type: none"> Work with Business License to bill based on new fees and permit descriptions during FY15 annual billing cycle. Permits expire October 31, 2014
Body Art Facility	<ul style="list-style-type: none"> Completed a fee study to capture the required fees to conduct the registration of Body Art Practitioner and inspection and permitting of the facility 	Schedule a meeting with facilities that are currently permitted as a tattoo facility to advise them of new requirements	<ul style="list-style-type: none"> Register all body art practitioners by end of Dec 2014 Work with Business License to update billing based on new fees (May 2015)