

Agenda Report

May 12, 2014

TO: Honorable Mayor and City Council
THROUGH: Finance Committee
FROM: Public Health Department
SUBJECT: AMENDMENTS TO THE FISCAL YEAR (FY) 2014 GENERAL FEE SCHEDULE FOR PUBLIC HEALTH

RECOMMENDATION:

It is recommended that the City Council amend the FY14 General Fee Schedule to include new fees, modify existing fees and change fee code descriptions to support Public Health's Environmental Health Division.

BACKGROUND:

The Environmental Health Division has completed a thorough review of all services and programs provided through the Division and as a result is recommending the additions, deletions and changes to the FY14 General Fee Schedule as outlined in Attachment A.

An implementation plan (Attachment B) has been developed to identify actions necessary, including stakeholder outreach and timelines, for the application of the subject fees.

In developing the proposed fees and fee modifications, appropriate indirect costs and updated staffing allocations were included to accurately capture all allowable costs consistent with the provisions of the Pasadena Municipal Code. In addition, staff conducted a comparative analysis of fees between Pasadena Public Health Department (PPHD), County of Los Angeles, and the City of Long Beach (Attachment C).

New fee codes were established to permit and inspect Cottage Food Operations, School Cafeterias, Licensed Health Care Facilities, and Body Art Facilities as required by the California Health and Safety Code. In addition, new fees are proposed to address services provided for noncompliant operators and for investigations related to Cottage Food Operations as authorized by the California Health and Safety Code.

AMENDMENTS TO THE GENERAL FEE SCHEDULE

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Mobile food facility fee codes were amended to reflect the type of mobile food facility operations based on risk. Special Event and Retail Food Processing fees were adjusted to reflect current cost of service and new fee codes were established to address the permitting of Certified Farmer's Markets, community event organizers and temporary food facilities. A food industry meeting was held on April 16, 2014. Retail food facility operators were notified through the Pasadena Chamber of Commerce of the meeting. During the meeting, the proposed new community event and temporary food facility permit fees were shared. A total of eleven industry representatives participated with no opposition from those who attended.

In completing the review, it was determined that the current fees imposed for hotels/motels and public pools were inadequate to cover the cost to complete annual inspections of hotels/motels and biannual inspections of pools. In addition, the majority of the hotels/motels offer food for guests and require an inspection of the food preparation and serving areas to ensure compliance with the California Health and Safety Code. All affected hotels and motels were notified of the proposed fees by mail and an industry meeting was scheduled for April 16, 2014 to discuss any concerns with the proposed fees. No one from the industry attended.

The proposed fees would cover the cost of Environmental Health Division inspections so that the Department can continue to protect the public's health and safety.


COUNCIL POLICY CONSIDERATION:

This action by City Council aligns with the City's Strategic Plan three-Year goal to support and promote the quality of life and local economy by ensuring the public's health through compliance to the California Health and Safety Code. This action will not result in any increased indirect and support costs, such as maintenance and IT support.

FISCAL IMPACT:

The net annual impact projected by implementing the fee amendments for the Environmental Health Division is an increase in revenues of approximately \$23,119 annually due to the changes in permitting for hotels and motels and private schools.

Respectfully submitted,

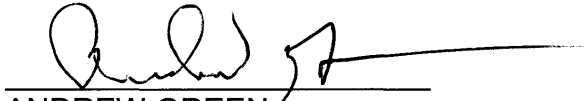

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Attachments: (3)

Attachment A: Environmental Health General Fee Schedule Proposed Additions,
Modifications and Deletions

Attachment B: Environmental Health General Fee Schedule Implementation Plan

Attachment C: Environmental Health Fee Comparisons