



To Protect and Promote the Health and the Environment of the People of Kittitas County

Memorandum

To: Kittitas County Board of Health & Board of County Commissioners
From: James Rivard & Mark Larson, Environmental Health Supervisor & Health Officer
Subject: Proposed 2013 Public Health Fee Schedule
Date: November 21, 2012

The following summary analysis is provided for your review.

- Proposed Fee Schedule: Exhibit A
- Department and Division Hourly Rates: Will remain the same in 2013, because no increases in staff salaries are proposed.
- No Proposed Fee Changes: Administrative, Community Health, or Health Promotion Service Fees (Exhibit A, Attachments 1,3,4, and 5). Environmental Health Services proposes some fee increases (Exhibits A – F; Exhibit A, Attachment 2).
- Proposed 2013 Redefined/New Environmental Health Fees: Exhibit B provides a detailed calculation review of each redefined/new environmental health fee and Exhibit C provides a description of each fees purpose.
- Updated Fee Calculation Methodology: New this year in the cost recovery model is the addition of charges related to the Health Officer's rate of \$113.00/hour instead of \$108.00/hour and incidental expenses not being captured by the department's current indirect allocation plan rate. Please refer to Exhibit F for a complete breakdown of the new incidental expenses that are proposed. As in past years, cost recovery is the focus of this process.
- Continuation of Cost Recovery: KCPHD is working to achieve cost recovery which began in 2012. Fee increases were capped at a \$50.00 increase and staff was instructed to phase additional increases in over a three-year period of time.

Exhibit E presents information on fees that are scheduled to increase in 2013 between \$40.00 – \$50.00. One fee in Exhibit E is scheduled to decrease, which is the replacement of a food handler's card from \$12.00 to \$6.00. Twelve fees in Exhibit D are scheduled to remain the same in 2013. All other Environmental Health permits will increase an average of \$25.67 due to the change in the incidental expenses cost and the department striving to recover cost associated with services offered.

- Fee Rounding Policy: For the first time since its inception, the proposed Fee Schedule has a draft fee rounding policy.
- Late Fee Grace Period Staff Recommendation: Remove seven-day grace period as applicants are already sent renewal reminders, phone calls and this will align procedures with other Environmental Health programs.
- Other mechanisms to provide KCPHD with a stable source of funding are still being explored and KCPHD may need the BOCC and BOH to reconvene in 2013 to establish additional fee increases or a revenue source.