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TO: Board of Health

FROM: Dr. Charles E. Sepers, Jr., PhD, MPH

DATE: December 12, 2022

RE: Action: Request Approval of Environmental Health Fee Schedule

The Appleton Health Department—in consultation with the Wisconsin Department of Agriculture, Trade, and Consumer Protection and surrounding public health jurisdictions—has reviewed the Environmental Health Division's fee schedule in earnest. Based on this detailed review, we are requesting the Board of Health's approval of proposed fee schedule changes for the 2023-2024 billing period.

The proposed fee schedule changes have three major goals: 1) adjust fees to cover program expense categories by license type more fully, 2) fully fund a 1.0 FTE Environmentalist added in the 2023 budget using external funding, and 3) offset tax levy dollars that have historically been used to fund the Division with program income.

Specific changes include:

- Fees increased overall to help more adequately cover program expense. For example, fees are now reflective of the number of staff hours required to perform necessary inspections associated with specific license types.
- We created a new pre-inspection fee category for tourist rooming houses that is lower than restaurant inspection fees to fully reflect the difference in inspection complexity.
- We created several new categories of fees to align with state policy more closely. This includes a temporary inspection fee and a penalty fee for operating without a certified food handler.
- Fees have increased to fully fund the addition of the Environmentalist II position approved in the 2023 budgetary process using external funding.
- Fees that have been determined by statute or by Council have not been changed.
- Our department requests approval of the updates which will go into effect April 1, 2023.

Please contact me at 902-832-6173 or at charles.sepers@appleton.org with any questions.