



Board of Health Environmental Health Fee Schedule Briefing

Agenda!

1. **What's a fee schedule?**
2. **Board of Health role**
3. **Phase 1 adoption process**
4. **Work plan for phase 2**
5. **Questions**

What is a fee schedule?

A set of adopted fees associated with permits, application reviews, enforcement actions, Health Officer Orders, and other Environmental Health regulatory work.



What is a fee schedule?

- Established by the local board of health
- Enforced through the local health officer and his/her authorized representative
- Funds EH activities associated with private business and other government agencies

Components of the Fee Schedule

Five Sections

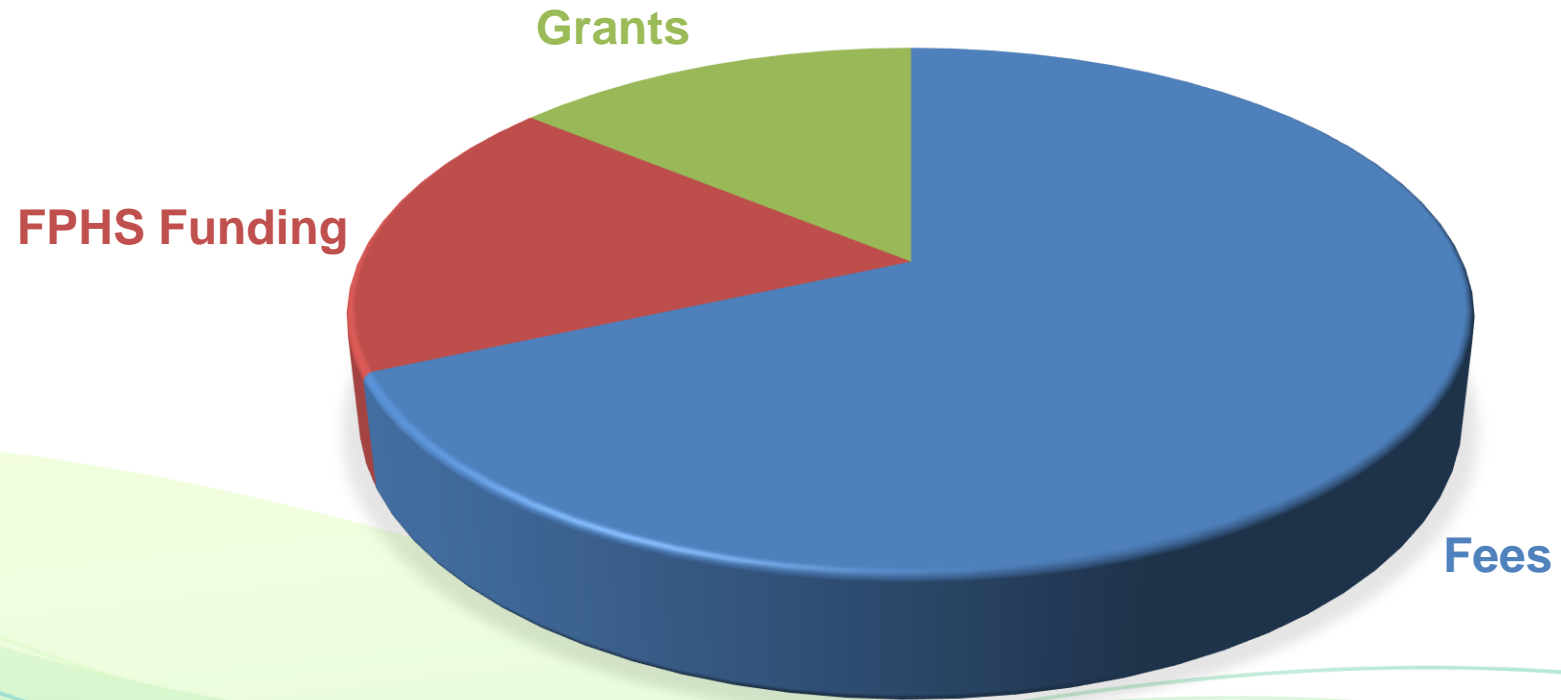
- Food Safety
- Land Use
- Safe Environments
- Solid Waste
- Vital Records

Activities

- Annual permits
- Plan review
- Enforcement
- Construction permits
- Clearance reviews
- Septic monitoring and maintenance
- Contractor certification
- Birth and death certificates

Budgetary Relevance

ENVIRONMENTAL HEALTH FUNDING SOURCES IN
2022 BUDGET AMENDMENT 1



Board of Health Role

RCW [70.05.060](#)

Powers and duties of local board of health.

Each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people within its jurisdiction and shall:

- (1) Enforce through the local health officer or the administrative officer appointed under RCW [70.05.040](#), if any, the public health statutes of the state and rules promulgated by the state board of health and the secretary of health;
- (2) Supervise the maintenance of all health and sanitary measures for the protection of the public health within its jurisdiction;
- (3) Enact such local rules and regulations as are necessary in order to preserve, promote and improve the public health and provide for the enforcement thereof;
- (4) Provide for the control and prevention of any dangerous, contagious or infectious disease within the jurisdiction of the local health department;
- (5) Provide for the prevention, control and abatement of nuisances detrimental to the public health;
- (6) Make such reports to the state board of health through the local health officer or the administrative officer as the state board of health may require; and

(7) Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules of the state board of health: PROVIDED, That such fees for services shall not exceed the actual cost of providing any such services.

District's Typical Adjustment Procedure

- Adjusted by previous year's negotiated COLA
- EH staff reach out to stakeholders in summer
- Present to BOH in late summer / early fall for adoption in time for budget process
- Effective November 1st for Food Safety, January 1st for all others



Adopting a new Fee Schedule

- Currently only have a fee schedule through the District via Interlocal Agreement (ILA) with Snohomish County
- District cannot dissolve until Department has its own fee schedule



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Adopting a new Fee Schedule

- Will be inserted into Title 1 of the BOH code
- Only Elected Officials on the BOH can vote



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Phase 1 Fee Adoption Process

Anticipated Project Timeline

- Fee Schedule Introduction
- Outreach to stakeholder groups on potential adjustments

July 2023

- Present fee schedule adjustments to BOH
- Have Public Hearing at BOH
- Format fee schedule into ordinance

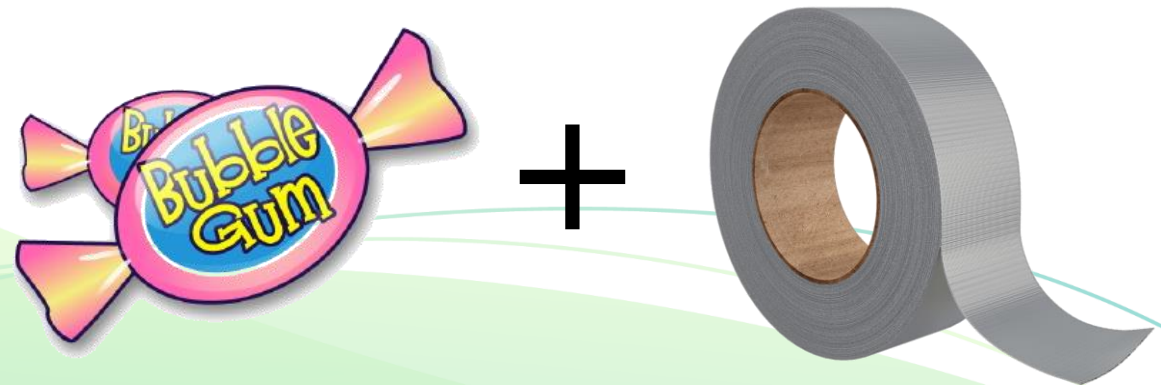
August 2023

- Final presentation to BOH for action

September – October 2023

Phase 1: Scope of Work

- Start with existing District fee schedule
- Adjust for 2023 Cost of Living
- Reach out to major stakeholder groups for feedback
- Adopt a new Department fee schedule
- Do not anticipate any significant controversy since no major changes and COLA is easy to justify



Desired Future Condition

- Full cost recovery at the program and individual fee level
- Fees in parity with other LHJs and other county departments
- Fee schedule adjustments approved in multi-year packages



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Work Plan for Phase 2

- Perform a fee study including:
 - How our fees compare with other LHJs
 - What full cost recovery looks like for other LHJs and other county departments
 - What the process looks like for other LHJs and county departments to adjust their fees
 - Analyze current finances to determine shortfalls and surpluses
 - Analyze time and activity tracking to improve data
 - Gather legal opinion on fee use

Work Plan for Phase 2

- Develop proposals for:
 - Full cost recovery
 - What's included, expectations, plans for phasing up if necessary
 - Multi-year adjustment package for BOH approval
 - Possibly 2 year presented for approval in Spring in time for 2024-25 budget process
 - Work up to 5 year with BOH approval
- Perform outreach to stakeholders for proposals

Next Meeting

- Discuss each of the five fee schedules
- Review the proposed fee adjustments
- Hear any comments from the public



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Questions?

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