



DEVELOPMENT SERVICES

To: Mayor and Town Council

From: Mary Branch, RS, Health & Code Compliance Supervisor

Through: Harlan Jefferson, Town Manager
Rebecca Zook, Executive Director of Development and Infrastructure Services
Khara C. Dodds, AICP, Director of Development Services

Re: Town Council Meeting –April 26, 2022

Agenda Item:

Consider and act upon an ordinance amending Appendix A, “Fee Schedule” to the Town’s Code Of Ordinances by adding a new subsection (f), “Proration Of Annual Fees,” to section XX, “Health And Sanitation Fees” including the addition of late payment charges.

Description of Agenda Item:

This year, in accordance with the Town’s Strategic Plan, we will be implementing plans to change the renewal cycles on Health Permits for permanent food and beverage establishments. Currently, Health Permits expire at random times of the year. We will be moving to one unified cycle where all Health Permits will expire and be required to be renewed at the same time, annually. It is our goal to structure the fees in which the renewal date is at the beginning of the calendar year with the first renewal cycle to commence at the beginning of 2023. In preparation, we will have to reconcile the current expiration cycles with a new unified one which will entail adjusting businesses permit fees this year.

This endeavor will assist all pertinent staff involved with permitting to be aligned and consistent. This ultimately reduces potential oversight of expired food establishment permits simultaneously establishing late payment charges for those businesses that fail to timely renew an annual permit. Key points of the ordinance amendment include:

- Unifying renewal cycle for annually permitted food establishments.
- Advising to prorate all annual health and sanitation fees in 2022 so that all annual food establishment permit fees will be due and owing on February 1, 2023, annually thereafter.
- Determines that it will be beneficial and advantageous to include late payment charges for those who fail to timely renew an annual permit.
- Will assist with enforcement by providing a uniform date when all such fees must be paid.

Strategic Plan

This initiative completes a 2021-2022 Strategic Plan Action, “Action 1.13, Annual Health Permit Renewal Deadline.”

Budget Impact: The budgetary impact from this ordinance amendment could result in additional revenues if businesses fail to renew their annual health permits in a timely manner resulting in late fees being assessed.

Legal Obligations and Review:

This amended ordinance has been reviewed by Terrence Welch of Brown & Hofmeister, L.L.P., as to form and legality.

Attached Documents:

1. Draft ordinance amending Health and Sanitation Fees Section of Appendix A.
2. Comparison City Survey

Town Staff Recommendation:

Town staff recommends approving an ordinance amending Appendix A, “Fee Schedule” to the Town’s Code Of Ordinances by adding a new subsection (f), “Proration Of Annual Fees,” to section XX, “Health And Sanitation Fees” including the addition of late payment charges.

Proposed Motion:

I move to approve an ordinance amending Appendix A, “Fee Schedule” to the Town’s Code Of Ordinances by adding a new subsection (f), “Proration Of Annual Fees,” to section XX, “Health And Sanitation Fees” including the addition of late payment charges.