

Appendix B

CITY OF ALBUQUERQUE

Environmental Health Department



2024 FOOD SERVICE & RETAIL ORDINANCE

Personnel and Fee Analysis

CONSUMER HEALTH PROTECTION DIVISION



4/4/2024

Environmental Health - Consumer Health Protection Division

Fiscal Year 2024: Staffing, Fee, and
Revenue Analysis

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Staffing Analysis

The City of Albuquerque experienced a historically high turnover rate of 18.6 percent in FY 2022, and an elevated turnover rate of 16.0 percent in FY 2023. The turnover rate is calculated as the summation of the termination rate and retirement rate. While the turnover rate remained relatively stable during the pandemic in FY 2020 and FY 2021, turnover increased rapidly in FY 2022 and FY 2023. The average turnover rate during the seven-year period from FY 2017 to FY 2023 was 13.8 percent, and the range varied widely between 11.0 percent and 18.6 percent (Figure 1). This elevated rate can be attributed to a tight labor market in a post-Covid-19 economy, as well as other dynamics such as the work-from-home movement.

The Environmental Health Department (EHD) had a slightly lower Turnover rate of 15.2 percent in FY 2023, but a very high turnover rate of 26.9 percent in FY 2022, when compared to the average for all other city departments (18.6 percent). The average turnover rate during the seven-year period from FY 2019 to FY 2023 was 14.8 percent, and the range varied widely between 7.5 percent and 26.9 percent.

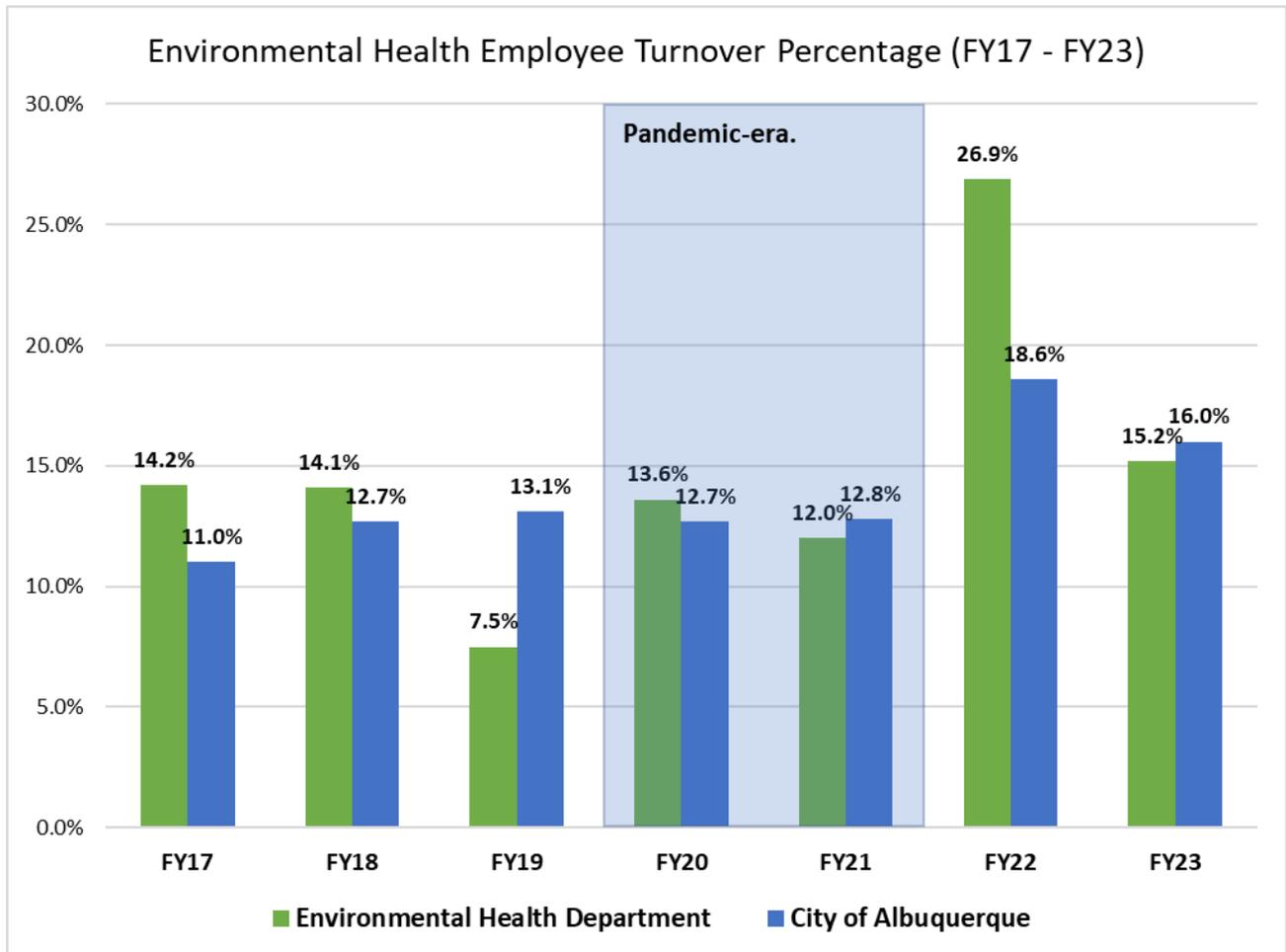


Figure 1: Fiscal Year 2017 – 2023 Employee Turnover percentages at the City of Albuquerque and the Environmental Health Department.

In FY 2023, the City hired 1,030 employees, while there were 704 terminations and 192 retirements. This resulted in a 2.4 percent increase in staffing from 5,545 on July 1st, 2022 to 5,679 on June 30th 2023 (Table 1).

Department	Begin Count	Hires & Rehires	Terminations	Retirements	Transfers In	Transfers Out	End Count	Transfer Rate	Term Rate	Retire Rate	Turnover Rate
City of Albuquerque	5,545	1,030	704	192	518	518	5,679	9.2%	12.5%	3.4%	16.0%

Table 1: Fiscal Year 2023 City of Albuquerque Employee Turnover Statistics.

In FY 2023, EHD hired six employees, while there were eight terminations and two retirements. There were six transfers in and two transfers out of the department. This resulted in no net change in staffing at the beginning and end of the fiscal year, which was 66 (Table 2).

Department	Begin Count	Hires & Rehires	Terminations	Retirements	Transfers In	Transfers Out	End Count	Transfer Rate	Term Rate	Retire Rate	Turnover Rate
Environ. Health	66	6	8	2	6	2	66	3.0%	12.1%	3.0%	15.2%

Table 2: Fiscal Year 2023 Environmental Health Department Employee Turnover Statistics.

Certain divisions within EHD have experienced higher turnover rates; data were analyzed for the five-year period from fiscal year 2019 to 2023, and turnover rates were annualized. During the period, the division with the highest annual average turnover was EPA Title V, at 28.6 percent. Two divisions, Operating Permits (Program 242) and Bio Disease Management, had elevated 20.0 percent turnover rates. The Consumer Health Division had a 15.2 percent turnover rate, on par with the average for EHD (Table 3).

Division	Begin Count	Hires & Rehires	Terminations	Retirements	Transfers In	Transfers Out	End Count	Transfer Rate	Term Rate	Retire Rate	Turnover Rate
EH-Oper Permits Prog 242	6	4	3	1	4	8	2	40.0%	15.0%	5.0%	20.0%
EH-Fugitive Dust Permits	3	-	1	-	1	-	3	0.0%	6.7%	0.0%	6.7%
EH-Veh Pollution Mgmt	8	3	1	1	2	4	7	10.7%	2.7%	2.7%	5.3%
EH-Consumer Health Protect	15	5	8	3	5	-	14	0.0%	11.0%	4.1%	15.2%
EH-EPA Title V	6	6	8	2	6	-	8	0.0%	22.9%	5.7%	28.6%
EH-Bio Disease Mgmt	3	2	3	-	2	1	3	6.7%	20.0%	0.0%	20.0%
EH-Environmental Svcs CIP	5	-	-	1	-	-	4	0.0%	0.0%	4.4%	4.4%
EH-Prog Support	4	3	4	-	5	-	8	0.0%	13.3%	0.0%	13.3%
EH-Sustainability	-	4	-	-	-	-	4	0.0%	0.0%	0.0%	0.0%
EH-Cannabis Services	-	-	-	-	1	-	1	0.0%	0.0%	0.0%	0.0%
EH-Grant Clearing	16	8	8	6	3	1	12	1.4%	11.4%	8.6%	20.0%
Environ. Health	66	35	36	14	29	14	66	4.2%	10.9%	4.2%	15.2%

Table 3: Fiscal Year 2019 – 2023 Environmental Health Division Employee Turnover Statistics. Percentages are annualized.

EHD has experienced a high turnover rate among Environmental Health Specialist IIs across its divisions. During the five-year period from fiscal year 2019 to 2023, the department experience an annual average turnover rate of 19.3 percent. Six EH Specialist II positions were filled through hires and rehires, eight

people terminated from the position, and five people retired from the position. Internal City of Albuquerque transfers were a major source of incumbents for the position. During the period, there were 16 transfers in and 10 transfers out. Even so, the begin count on July 1, 2018 was 14 and the end count on June 30th, 2023 was 13, a net loss of one employee. A primary function of the EH Specialist II position in CHPD is to conduct inspections in the field at the business of permit holders; the work-from-home movement has been at play in labor dynamics for this position (Table 4).

Department	Begin Count	Hires & Rehires	Terminations	Retirements	Transfers In	Transfers Out	End Count	Transfer Rate	Term Rate	Retire Rate	Turnover Rate
Environ. Health Specialist II	14	6	8	5	16	10	13	14.8%	11.9%	7.4%	19.3%

Table 4: Table 3: Fiscal Year 2019 – 2023 Environmental Health Division Employee Turnover Statistics. Percentages are annualized.

In February of 2022, the City’s Office of Internal Audit released Audit 22-105, Environmental Health Inspections, which addresses staffing of Inspectors (EH Specialist IIs) in the EHD Consumer Health Protection Division (CHPD). The audit concluded that not all permit holders were receiving the routine inspections required by their health permit. The audit also notes that CHPD was short-staffed by at least 50 percent. According to the audit:

“In fiscal year 2021, CHPD had 3 full-time equivalent (FTE) inspectors due to vacancies and a challenging recruitment landscape and in fiscal year 2022 additional hires brought staffing back to 8 FTE inspectors. However, the Voluntary National Retail Food Regulatory Program Standards recommend a staffing level of 1 FTE employee devoted to food for every 280-320 inspections performed per year. Given CHPD’s workload and the rate of inspections in the sample, this would equate to 16 to 18 FTE inspectors needed. Thus, the current staffing level of 8 FTE inspectors is significantly below the Voluntary National Retail Food Regulatory Program Standards’ recommended levels.”

In early fiscal year 2024, there were six filled EH Specialist II positions and one vacant, accounting for seven total budgeted positions. There were no filled or vacant EH Specialist I positions. There are two Environmental Health Supervisors and one Environmental Health Manager in the Consumer Health division. To ensure that all permit holders receive the routine inspections required by their health permit, the department would need to hire more personnel. Based on FY24 Salaries and benefit rates, the annual cost of an Environmental Health (EH) Specialist II (Grade ME4) in fiscal year 2024 is approximately \$113,000, and could grow to \$120,700 in fiscal year 2028.

Historical Revenue Analysis

Consumer Health Protection Division (CHPD) revenues were analyzed for the period FY 2017 to FY 2023. A major decline in revenue occurred in FY 2020 and FY 2021 as a result of the Covid-19 pandemic. Specifically, permit fees were refunded to food establishments during this period to mitigate negative impacts of pandemic-related health closures on businesses. Excluding those two years, permit revenues have remained relatively stable, in a range between \$1.63 million and \$1.82 million. From FY 2017 to FY 2023, CHPD revenue grew by an annual rate of about 1.0 percent (Figure 2).

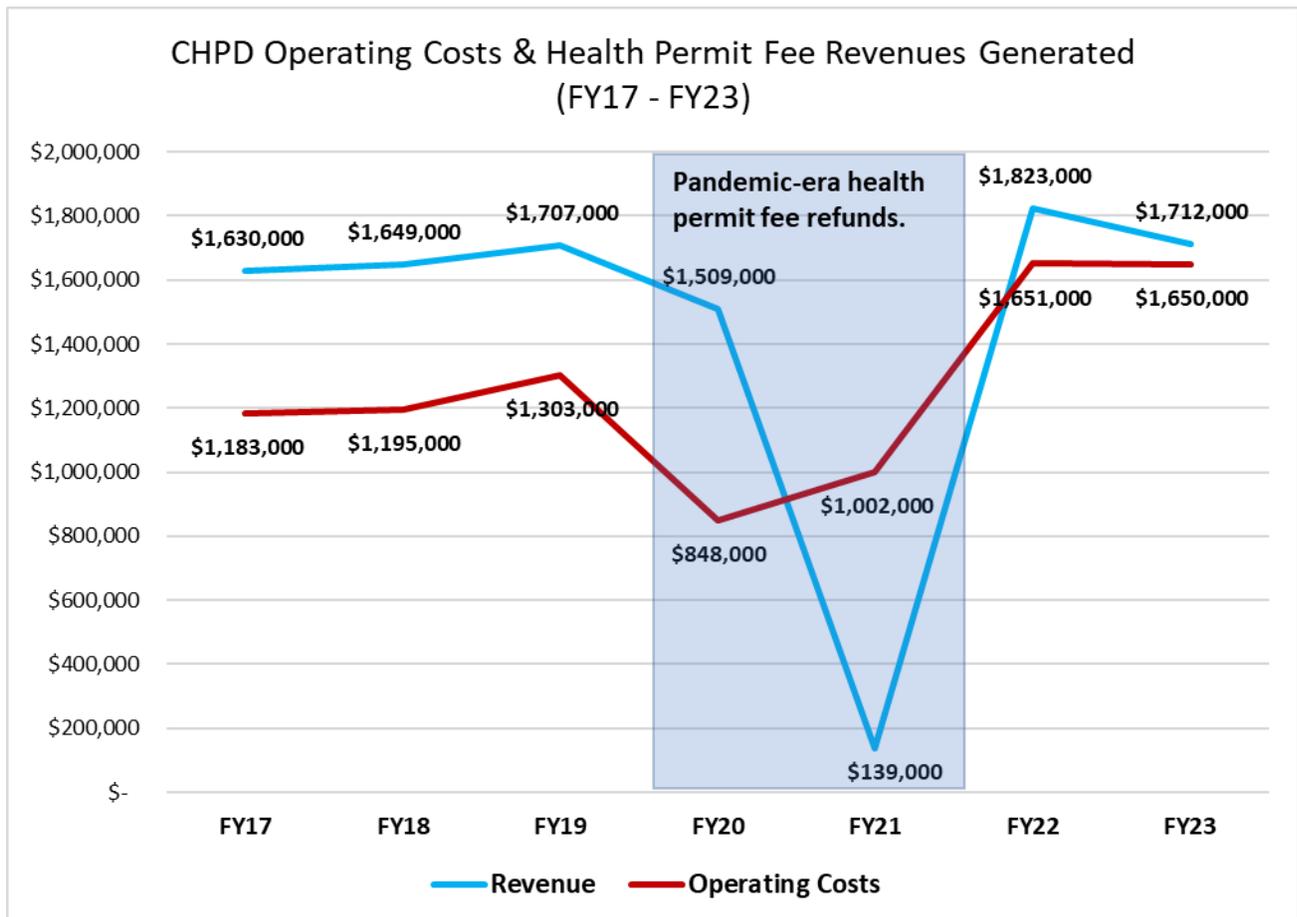


Figure 2: Fiscal Year 2017 – 2023 CHPD Revenue and Operating Costs.

Peer City Fee Comparison

The City of Albuquerque gathered and analyzed consumer health fees from eleven peer cities and counties. Metropolitan Statistical Areas (MSAs) that are approximately the size or larger than Albuquerque were selected. Albuquerque's 2022 City Population of 561,008 was the median for the group of twelve, and slightly smaller than the average of 590,255 for the group. Albuquerque's 2022 MSA population of 919,543 was smaller than both the median of 1,220,819 and average 1,473,898.

Generally, the City's fee structure is less expensive for its permit holders in nearly all categories, when compared to the peer cities group. Average minimum and maximum fees were calculated, and the resulting ranges were compared to the City's ranges. The City currently charges its permit holders a fee, which is calculated as based on the gross sales of the business. In the major categories of Food Service Establishment, Food Processor, and Retail Food, the City's fees ranges are lower. The City of Albuquerque charges \$200 to \$700 for a Food Service Establishment permit, while the average for peer cities is \$382 to \$783. For a Food Processor permit, the City also charges \$200 to \$700, while the peer cities charge \$264 to \$801. The City's fees for Retail Food permits range from \$100 to \$400, compared to an average of \$264 to \$801 in the peer cities group. It is difficult to determine what the actual average fee per permit is for the peer cities, as fee ranges are utilized. Nearly all of the cities and counties in the group utilize a fee calculation based on a multiplier, such as number of seats, square footage, number of employees, or gross sales (gross annual receipts). The conclusion is that the fees ranges charged by the City are somewhat lower, when compared to the peer cities.

The City of Albuquerque charges fixed fees for several of its permits. For these permits, the City's fees are clearly lower, when compared to the average fees charged by its peer cities group. The City's Mobile Unit permit costs \$120, which is significantly lower than the average minimum and maximum range of \$181 to \$360 charged by its peers. The same is true for Commissary/ Institutional Kitchen permits, at \$120, which is much lower than the peer city range of \$307 to \$589. Temporary Food Establishment permits range from \$25 to \$50 at the City, which are much lower than the range of \$75 to \$192 charged by its peers. The same is true for Seasonal Food Establishment permits, which are \$30 to \$50 at the City, but average \$154 to \$196 at the peer cities. Finally, Swimming Pool permits issued by the City are \$180, which is significantly lower than the of range of \$252 to \$496 among the peer cities group (Table 5).

City	Albuquerque*	*Bold indicates governing agency (County or City).			
County	Bernalillo				
State	New Mexico				
		<u>Average</u>	<u>Median</u>	<u>Minimum</u>	<u>Maximum</u>
City Population (2022)	561,008	590,255	561,008	486,248	694,800
MSA Population (2022)	919,543	1,473,898	1,220,819	765,424	2,509,489
Fees		<u>Average</u>	<u>Median</u>	<u>Minimum</u>	<u>Maximum</u>
Application Fee	\$0	\$18	\$0	\$0	\$53
Re-inspection fee**	\$0	\$106	\$110	\$0	\$205
Food Service Establishment [minimum]	\$200	\$382	\$303	\$178	\$730
Food Service Establishment [maximum]	\$700	\$783	\$748	\$425	\$1,160
Food Service Establishment [calculation]	0.003 x GAR***				
Food Processor [minimum]	\$200	\$274	\$213	\$160	\$530
Food Processor [maximum]	\$700	\$849	\$700	\$160	\$2,376
Retail Food [minimum]	\$100	\$264	\$243	\$100	\$585
Retail Food [maximum]	\$400	\$801	\$755	\$200	\$1,328
Retail Food [calculation]	0.002 x GAR***				
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [minimum]	\$100	\$296	\$200	\$100	\$530
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [maximum]	\$400	\$749	\$400	\$200	\$2,376
Bars/Taverns [minimum]	\$200	\$225	\$200	\$100	\$394
Bars/Taverns [maximum]	\$700	\$325	\$268	\$100	\$700
Mobile Unit -Self Contained [minimum]	\$120	\$254	\$235	\$120	\$540
Mobile Unit -Self Contained [maximum]	\$120	\$360	\$368	\$120	\$608
Mobile Unit (Non-self-contained) or Pushcart [minimum]	\$120	\$181	\$167	\$58	\$405
Mobile Unit (Non-self-contained) or Pushcart [maximum]	\$120	\$224	\$167	\$70	\$540
Raw Food Vending Stand	\$15	\$33	\$33	\$15	\$50
Commissary/ Institutional Kitchen, Limited Menu [minimum]	\$120	\$307	\$288	\$120	\$475
Commissary/ Institutional Kitchen, Limited Menu [maximum]	\$120	\$589	\$540	\$120	\$1,187
New Filtered Water Vendors		\$100	\$100	\$100	\$100
Renewal - Filtered Water Vendors		\$25	\$25	\$25	\$25
Temporary Food Establishment [minimum]	\$25	\$75	\$60	\$25	\$166
Temporary Food Establishment [maximum]	\$50	\$192	\$160	\$30	\$415
Seasonal Food Establishment [minimum]	\$30	\$154	\$143	\$30	\$310
Seasonal Food Establishment [maximum]	\$50	\$196	\$163	\$50	\$415
Charitable, Exempt, County/City-owned, Food Bank, etc. [minimum]	\$0	\$38	\$0	\$0	\$146
Charitable, Exempt, County/City-owned, Food Bank, etc. [maximum]	\$120	\$48	\$30	\$0	\$125
Vending Machine [minimum]	\$15	\$102	\$30	\$15	\$260
Vending Machine [maximum]	\$15	\$190	\$30	\$15	\$525
Pools [minimum]	\$180	\$252	\$239	\$75	\$525
Pools [maximum]	\$180	\$496	\$323	\$75	\$1,380
Noise	\$0	\$88	\$88	\$0	\$175
Variance Application	\$0	\$57	\$50	\$0	\$120
Source I. - Website					
Source II. - Fees					
Source III. - Pools					
Notes:					
**Compulsory inspections only, not inspections requested by permit holder.					
***GAR (Gross Annual Receipt)					

Table 5: City of Albuquerque Consumer Health Peer City Fee Comparison - Medians, Averages, Minimums, and Maximums.

Appendix A: Peer City Fees

City	Albuquerque*	*Bold indicates governing agency (County or City).			
County	Bernalillo				
State	New Mexico				
		Average	Median	Minimum	Maximum
City Population (2022)	561,008	590,255	561,008	486,248	694,800
MSA Population (2022)	919,543	1,473,898	1,220,819	765,424	2,509,489
Fees		Average	Median	Minimum	Maximum
Application Fee	\$0	\$18	\$0	\$0	\$53
Re-inspection fee**	\$0	\$106	\$110	\$0	\$205
Food Service Establishment [minimum]	\$200	\$382	\$303	\$178	\$730
Food Service Establishment [maximum]	\$700	\$783	\$748	\$425	\$1,160
Food Service Establishment [calculation]	0.003 x GAR***				
Food Processor [minimum]	\$200	\$274	\$213	\$160	\$530
Food Processor [maximum]	\$700	\$849	\$700	\$160	\$2,376
Retail Food [minimum]	\$100	\$264	\$243	\$100	\$585
Retail Food [maximum]	\$400	\$801	\$755	\$200	\$1,328
Retail Food [calculation]	0.002 x GAR***				
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [minimum]	\$100	\$296	\$200	\$100	\$530
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [maximum]	\$400	\$749	\$400	\$200	\$2,376
Bars/Taverns [minimum]	\$200	\$225	\$200	\$100	\$394
Bars/Taverns [maximum]	\$700	\$325	\$268	\$100	\$700
Mobile Unit -Self Contained [minimum]	\$120	\$254	\$235	\$120	\$540
Mobile Unit -Self Contained [maximum]	\$120	\$360	\$368	\$120	\$608
Mobile Unit (Non-self-contained) or Pushcart [minimum]	\$120	\$181	\$167	\$58	\$405
Mobile Unit (Non-self-contained) or Pushcart [maximum]	\$120	\$224	\$167	\$70	\$540
Raw Food Vending Stand	\$15	\$33	\$33	\$15	\$50
Commissary/ Institutional Kitchen, Limited Menu [minimum]	\$120	\$307	\$288	\$120	\$475
Commissary/ Institutional Kitchen, Limited Menu [maximum]	\$120	\$589	\$540	\$120	\$1,187
New Filtered Water Vendors		\$100	\$100	\$100	\$100
Renewal - Filtered Water Vendors		\$25	\$25	\$25	\$25
Temporary Food Establishment [minimum]	\$25	\$75	\$60	\$25	\$166
Temporary Food Establishment [maximum]	\$50	\$192	\$160	\$30	\$415
Seasonal Food Establishment [minimum]	\$30	\$154	\$143	\$30	\$310
Seasonal Food Establishment [maximum]	\$50	\$196	\$163	\$50	\$415
Charitable, Exempt, County/City-owned, Food Bank, etc. [minimum]	\$0	\$38	\$0	\$0	\$146
Charitable, Exempt, County/City-owned, Food Bank, etc. [maximum]	\$120	\$48	\$30	\$0	\$125
Vending Machine [minimum]	\$15	\$102	\$30	\$15	\$260
Vending Machine [maximum]	\$15	\$190	\$30	\$15	\$525
Pools [minimum]	\$180	\$252	\$239	\$75	\$525
Pools [maximum]	\$180	\$496	\$323	\$75	\$1,380
Noise	\$0	\$88	\$88	\$0	\$175
Variance Application	\$0	\$57	\$50	\$0	\$120
Source I. - Website					
Source II. - Fees					
Source III. - Pools					
Notes:					
**Compulsory inspections only, not inspections requested by permit holder.					
***GAR (Gross Annual Receipt)					

City	Albuquerque*		Las Vegas	Portland
County	Bernalillo	Bernalillo*	Clark*	Multnomah*
State	New Mexico	New Mexico	Nevada	Oregon
City Population (2022)	561,008	N/A	656,274	635,067
MSA Population (2022)	919,543	919,543	2,322,985	2,509,489
Fees				
Application Fee	\$0	\$0		
Re-inspection fee**	\$0	\$0		\$205
Food Service Establishment [minimum]	\$200	\$200	\$597	\$730
Food Service Establishment [maximum]	\$700	\$700	\$801	\$1,160
Food Service Establishment [calculation]	0.003 x GAR***	0.003 x GAR***	Sq. Feet	Seats
Food Processor [minimum]	\$200	\$200	\$530	
Food Processor [maximum]	\$700	\$700	\$2,376	
Retail Food [minimum]	\$100	\$200	\$288	
Retail Food [maximum]	\$400	\$200	\$1,187	
Retail Food [calculation]	0.002 x GAR***	0.003 x GAR***	Sq. Feet	N/A
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [minimum]	\$100	\$200	\$530	
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [maximum]	\$400	\$200	\$2,376	
Bars/Taverns [minimum]	\$200	\$100	\$268	
Bars/Taverns [maximum]	\$700	\$100	\$268	
Mobile Unit -Self Contained [minimum]	\$120	\$120	\$170	\$540
Mobile Unit -Self Contained [maximum]	\$120	\$120	\$608	\$540
Mobile Unit (Non-self-contained) or Pushcart [minimum]	\$120	\$75		\$405
Mobile Unit (Non-self-contained) or Pushcart [maximum]	\$120	\$75		\$540
Raw Food Vending Stand	\$15	\$50		
Commissary/ Institutional Kitchen, Limited Menu [minimum]	\$120	\$120	\$288	\$475
Commissary/ Institutional Kitchen, Limited Menu [maximum]	\$120	\$120	\$1,187	\$540
New Filtered Water Vendors		\$100		
Renewal - Filtered Water Vendors		\$25		
Temporary Food Establishment [minimum]	\$25	\$30	\$166	\$160
Temporary Food Establishment [maximum]	\$50	\$30	\$251	\$160
Seasonal Food Establishment [minimum]	\$30	\$50	\$127	\$160
Seasonal Food Establishment [maximum]	\$50	\$50	\$381	\$160
Charitable, Exempt, County/City-owned, Food Bank, etc. [minimum]	\$0	\$0		
Charitable, Exempt, County/City-owned, Food Bank, etc. [maximum]	\$120	\$0		
Vending Machine [minimum]	\$15			\$260
Vending Machine [maximum]	\$15			\$525
Pools [minimum]	\$180	\$75	\$525	\$310
Pools [maximum]	\$180	\$75	\$1,380	\$880
Noise	\$0			
Variance Application	\$0	\$50		
Source I. - Website				
Source II. - Fees				
Source III. - Pools				
Notes:				
**Compulsory inspections only, not inspections requested by permit holder.				
***GAR (Gross Annual Receipt)				

City	Fresno	Kansas City	Kansas City*	Tucson
County	Fresno*	Jackson*	Jackson	Pima*
State	California	Missouri	Missouri	Arizona
City Population (2022)	545,567	N/A	509,297	546,574
MSA Population (2022)	1,175,446	2,209,494	2,209,494	1,057,597
Fees				
Application Fee				
Re-inspection fee**	\$109	\$110	\$129	\$190
Food Service Establishment [minimum]	\$532	\$260	\$354	\$705
Food Service Establishment [maximum]	\$962	\$795	\$618	\$930
Food Service Establishment [calculation]	Sq. Feet/ Seats	None	Employees	Sq. Feet
Food Processor [minimum]		\$160		\$360
Food Processor [maximum]		\$160		\$590
Retail Food [minimum]	\$585	\$260	\$264	\$345
Retail Food [maximum]	\$1,060	\$795	\$1,328	\$480
Retail Food [calculation]	Sq. Feet	None	Sq. Feet	Sq. Feet
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [minimum]	\$505			\$144
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [maximum]	\$505			\$264
Bars/Taverns [minimum]	\$394			\$162
Bars/Taverns [maximum]	\$394			\$162
Mobile Unit -Self Contained [minimum]	\$316		\$325	\$315
Mobile Unit -Self Contained [maximum]	\$594		\$325	\$390
Mobile Unit (Non-self-contained) or Pushcart [minimum]	\$70	\$215	\$230	\$58
Mobile Unit (Non-self-contained) or Pushcart [maximum]	\$70	\$215	\$230	\$136
Raw Food Vending Stand				
Commissary/ Institutional Kitchen, Limited Menu [minimum]	\$377	\$260	\$444	\$410
Commissary/ Institutional Kitchen, Limited Menu [maximum]	\$1,123	\$795	\$444	\$705
New Filtered Water Vendors				
Renewal - Filtered Water Vendors				
Temporary Food Establishment [minimum]		\$55	\$59	\$60
Temporary Food Establishment [maximum]		\$55	\$306	\$105
Seasonal Food Establishment [minimum]		\$105	\$230	\$120
Seasonal Food Establishment [maximum]		\$105	\$230	\$165
Charitable, Exempt, County/City-owned, Food Bank, etc. [minimum]		\$0	\$146	\$30
Charitable, Exempt, County/City-owned, Food Bank, etc. [maximum]		\$30		\$60
Vending Machine [minimum]		\$30		
Vending Machine [maximum]		\$30		
Pools [minimum]	\$298	\$160		\$140
Pools [maximum]	\$662	\$160		\$320
Noise				
Variance Application				\$120
Source I. - Website				
Source II. - Fees				
Source III. - Pools				
Notes:				
**Compulsory inspections only, not inspections requested by permit holder.				
***GAR (Gross Annual Receipt)				

City	Salt Lake City	El Paso*	Colorado Springs	Oklahoma City
County	Salt Lake*	El Paso	El Paso*	Oklahoma*
State	Utah	Texas	Colorado	Oklahoma
City Population (2022)	204,657	677,456	486,248	694,800
MSA Population (2022)	1,266,191	872,195	765,424	1,459,380
Fees				
Application Fee		\$53		
Re-inspection fee**	\$130	\$85		
Food Service Establishment [minimum]	\$225	\$178	\$270	\$335
Food Service Establishment [maximum]	\$1,140	\$700	\$465	\$425
Food Service Establishment [calculation]	None	Sq. Feet	Sq. Feet	None
Food Processor [minimum]	\$225	\$178		\$335
Food Processor [maximum]	\$1,140	\$700		\$425
Retail Food [minimum]	\$225	\$178	\$195	
Retail Food [maximum]	\$1,140	\$700	\$715	
Retail Food [calculation]	None	Sq. Feet	Sq. Feet	N/A
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [minimum]				
Secondary Retail/ Bakery/ Delicatessen, Meat, Seafood [maximum]				
Bars/Taverns [minimum]				
Bars/Taverns [maximum]				
Mobile Unit -Self Contained [minimum]	\$200	\$167	\$270	
Mobile Unit -Self Contained [maximum]	\$350	\$167	\$385	
Mobile Unit (Non-self-contained) or Pushcart [minimum]	\$290	\$167		
Mobile Unit (Non-self-contained) or Pushcart [maximum]	\$460	\$167		
Raw Food Vending Stand				
Commissary/ Institutional Kitchen, Limited Menu [minimum]	\$270			
Commissary/ Institutional Kitchen, Limited Menu [maximum]	\$270			
New Filtered Water Vendors				
Renewal - Filtered Water Vendors				
Temporary Food Establishment [minimum]	\$70	\$79	\$75	\$50
Temporary Food Establishment [maximum]	\$415	\$158	\$330	\$250
Seasonal Food Establishment [minimum]	\$310	\$158		\$250
Seasonal Food Establishment [maximum]	\$415	\$158		\$250
Charitable, Exempt, County/City-owned, Food Bank, etc. [minimum]		\$0	\$0	\$125
Charitable, Exempt, County/City-owned, Food Bank, etc. [maximum]		\$0	\$0	\$125
Vending Machine [minimum]				
Vending Machine [maximum]				
Pools [minimum]	\$405		\$130	\$300
Pools [maximum]	\$775		\$207	\$325
Noise	\$175			
Variance Application				
Source I. - Website				
Source II. - Fees				
Source III. - Pools				
Notes:				
**Compulsory inspections only, not inspections requested by permit holder.				
***GAR (Gross Annual Receipt)				

**Environmental Health Department
Consumer Health Protection Division
Proposed Fee Table**

Food Establishment Class A	Prepackaged food only where seating is provided. Example: Some gas stations.
Food Establishment Class B	Limited Preparation of Food where seating is provided. Example: Nutrition shake establishments.
Food Establishment Class C	Advanced Preparation of Food where seating is provided. Example: Most restaurants.
Food Establishment Class D	Preparation of Food includes a special process. Example: Restaurants with sushi.
Food Processing Class A	A facility that only repackages non-time and temperature control for safety foods. Example: repackaging coffee beans from bulk to individual packages.
Food Processing Class B	A facility that manufactures food with limited preparation. Example: adding flavorings to popcorn
Food Processing Class C	A facility that manufactures food using advanced preparation. Example: Bakeries with wholesale, General Mills
Food Processing Class D	A facility that manufactures food using a special process. Example: Juice plants, reduced oxygen packaging, beef jerky
Retail Class 1	Prepackaged foods that are non-time and temperature control for safety, and food is not the primary function of the facility. Example: Old Navy, Home Depot, hotel retailers
Retail Class 2	Prepackaged foods that are non-time and temperature control for safety, and food is the primary function of the facility. Example: Small Markets
Retail Class 3	Prepackaged foods including time and temperature for safety, raw produce, limited preparation foods, and food is not the primary function of the establishment. Example: Gas Stations with hot dogs.
Retail Class 4	Prepackaged foods including time and temperature for safety, raw produce, limited preparation foods, and food is the primary function of the establishment. Example: Grocery stores
Retail Class 5	Prepackaged foods including time and temperature for safety, raw produce, and advanced preparation foods. Example: Grocery store bakery.
Retail Class 6	Prepackaged foods including time and temperature for safety, raw produce, advanced preparation foods, and food requiring a special process. Example: Sushi stands.
Concessions	Will have its own separate fees. \$150-300.
Raw Milk Permits	Add on to retail grocery. \$80
Market Permits	Allows temporary vendors access to multiple markets in the City. \$50.
Temporary Permits	Based on risk from pre-packaged to advanced preparation. \$15-\$50.
Processor Plus	Allows retail of products produced by the processor. \$100
Retail Plus	Allows retailers to have seat for up to 10 persons. \$100
Vending Machines	Based on presence of time and temperature control for safety foods. \$15-\$30.

Standalone Permit Fees	Annual Fee
Market Food Establishment-Annual	\$50
Market Food Establishment Raw Milk-Annual	\$50
Market Food Establishment-Late Season	\$30
Market Food Establishment Raw Milk-Late Season	\$30
Raw Milk Permit	\$80
Temporary Food Establishment-Prepackaged-Risk 1	\$25
Temporary Food Establishment-Limited Preparation-Risk 2	\$35
Temporary Food Establishment-Advanced Preparation-Risk 3	\$50
Temporary Mobile Food Establishment	\$100
Concessions-Prepackaged-Risk 1	\$150
Concessions- Limited Preparation-Risk 2	\$200
Concessions- Advanced Preparation-Risk 3	\$300
Vending Machine Class A Registration	\$15 per 10 machines
Vending Machine Class B Permit	\$30 per 10 machines
Food Processor Plus Permit	\$100
Retail Food Establishment Plus	\$100
Retail Food Establishment Cannabis Plus	\$100
Charitable Food Provider	\$0
Food Bank	\$0

Administrative Fees	One Time Fee
Hazard Analysis and Critical Control Point (HACCP) plan review	\$50
Variance Request	\$25
Requested Inspection	\$150
Re-Inspection Fee	\$150
Civil Penalty First Offense	\$250
Civil Penalty Second Offense	\$500
Civil Penalty Third Offense	\$1000

Primary Permit Fee Table

Food Establishment		Risk Category			
		1	2	3	4
Class Code	A	\$200	\$600		
	B		\$700	\$800	
	C			\$900	\$1,000
	D				\$1,100
Months between Inspections		18	12	6	4

Food Processing		Risk Category			
		1	2	3	4
Class Code	A		\$700		
	B		\$900		
	C		\$1,000	\$1,100	
	D				\$1,300
Months between Inspections		18	12	6	4

Food Retail		Risk Category			
		1	2	3	4
Class Code	1	\$200			
	2	\$400			
	3		\$600		
	4		\$700		
	5		\$800	\$900	
	6				\$1,000
Months between Inspections		18	12	6	4

Commissary		Risk Category			
		1	2	3	4
Class Code	1	\$400	\$600		
	2			\$800	\$1,000
Months between Inspections		18	12	6	4

Catering		Risk Category			
		1	2	3	4
Class Code	A				
	B		\$800		
	C			\$1,000	\$1,100
	D			\$1,100	\$1,200
Months between Inspections		18	12	6	4

Secondary Permit Fee Table

Food Establishment		Risk Category			
		1	2	3	4
Class Code	A	\$200	\$300		
	B		\$350	\$400	
	C			\$450	\$500
	D				\$550
Months between Inspections		18	12	6	4

Food Processing		Risk Category			
		1	2	3	4
Class Code	A		\$350		
	B		\$450		
	C		\$500	\$550	
	D				\$650
Months between Inspections		18	12	6	4

Food Retail		Risk Category			
		1	2	3	4
Class Code	1	\$200			
	2	\$200			
	3		\$300		
	4		\$350		
	5		\$400	\$450	
	6				\$500
Months between Inspections		18	12	6	4

Commissary		Risk Category			
		1	2	3	4
Class Code	1	\$200	\$300		
	2			\$400	\$500
Months between Inspections		18	12	6	4

Catering		Risk Category			
		1	2	3	4
Class Code	A				
	B		\$400		
	C			\$500	\$550
	D			\$550	\$600
Months between Inspections		18	12	6	4

Total # of Projected Permits for Each Category/Fee

of Primary Permits

Food Establishment		Risk Category			
		1	2	3	4
Class Code	A	182	9		
	B		295	77	
	C			1,694	237
	D				133
Months between Inspections		18	12	6	4

Food Retail		Risk Category			
		1	2	3	4
Class Code	1	351			
	2	219			
	3		114		
	4		32		
	5		1	13	
	6				29
Months between Inspections		18	12	6	4

Food Processing		Risk Category			
		1	2	3	4
Class Code	A		6		
	B		53		
	C			47	
	D				104
Months between Inspections		18	12	6	4

Commissary		Risk Category			
		1	2	3	4
Class Code	1				
	2			32	
Months between Inspections		18	12	6	4

Catering		Risk Category			
		1	2	3	4
Class Code	A				
	B		38		
	C				
	D				
Months between Inspections		18	12	6	4

of Secondary Permits

Food Establishment		Risk Category			
		1	2	3	4
Class Code	A	224			
	B		18	3	
	C			95	10
	D				6
Months between Inspections		18	12	6	4

Food Retail		Risk Category			
		1	2	3	4
Class Code	1	35			
	2	78			
	3		6		
	4		68		
	5		0	64	
	6				2
Months between Inspections		18	12	6	4

Food Processing		Risk Category			
		1	2	3	4
Class Code	A		0		
	B		0		
	C		0	0	
	D				0
Months between Inspections		18	12	6	4

Commissary		Risk Category			
		1	2	3	4
Class Code	1				
	2			100	
Months between Inspections		18	12	6	4

Catering		Risk Category			
		1	2	3	4
Class Code	A				
	B				
	C				
	D				
Months between Inspections		18	12	6	4

Projected Revenue from Primary Permits

Food Establishment		Risk Category			
		1	2	3	4
Class Code	A	36,400	5,400		
	B		206,500	61,600	
	C			1,524,600	237,000
	D				146,300
Months between Inspections		18	12	6	4

Food Retail		Risk Category			
		1	2	3	4
Class Code	1	70,200			
	2	87,600			
	3		68,400		
	4		22,400		
	5		800	11,700	
	6				29,000
Months between Inspections		18	12	6	4

Food Processing		Risk Category			
		1	2	3	4
Class Code	A		4,200		
	B		47,700		
	C		0	51,700	
	D				135,200
Months between Inspections		18	12	6	4

Commissary		Risk Category			
		1	2	3	4
Class Code	1				
	2			25,600	
Months between Inspections		18	12	6	4

Catering		Risk Category			
		1	2	3	4
Class Code	A				
	B		30,400		
	C				
	D				
Months between Inspections		18	12	6	4

Projected Revenue from Secondary Permits

Food Establishment		Risk Category									
		1	2	3	4						
Class Code	A	44,800	0								
	B		6,300	1,200							
	C			42,750	5,000						
	D				3,300						
Months between Inspections		18	12	6	4						
103,350											
						Food Retail		Risk Category			
						Class Code	1	7,000			
							2	15,600			
							3		1,800		
							4		23,800		
							5		0	28,800	
							6				1,000
						Months between Inspections		18	12	6	4
						78000					
Food Processing		Risk Category									
Class Code	A		0								
	B		0								
	C		0	0							
	D				0						
Months between Inspections		18	12	6	4						
Commissary		Risk Category									
Class Code	1										
	2			40,000							
Months between Inspections		18	12	6	4						
Catering		Risk Category									
Class Code	A										
	B										
	C										
	D										
Months between Inspections		18	12	6	4						

WORK CLASS PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
Adult Day Care Center RISK - 3	3	2	\$120.00	\$307-589	\$800	\$400	\$480	\$18,800
Adult Day Care Center RISK - 4	4	3	\$120.00	\$307-589	\$1,000	\$500	\$13,200	\$226,500
Adult Day Care Home RISK - 3	3	2	\$120.00	\$307-589	\$800	\$400	\$120	\$0
Adult Day Care Home RISK - 4	4	3	\$120.00	\$307-589	\$1,000	\$500	\$1,680	\$0
Assisted Living Center RISK - 3	3	2	\$120.00	\$307-589	\$800	\$400	\$0	\$0
Assisted Living Center RISK - 4	4	3	\$120.00	\$307-589	\$1,000	\$500	\$0	\$0
Assisted Living Home RISK - 3	3	2	\$120.00	\$307-589	\$800	\$400	\$0	\$0
Assisted Living Home RISK - 4	4	3	\$120.00	\$307-589	\$1,000	\$500	\$0	\$0
Childcare Center RISK - 2	2	1	\$120.00	N/A	\$600	\$300	\$0	\$1,800
Childcare Center RISK - 3	3	2	\$120.00	N/A	\$800	\$400	\$0	\$0
Childcare Center RISK - 4	4	3	\$120.00	N/A	\$1,000	\$500	\$0	\$0
Family Childcare Home RISK - 2	2	1	\$120.00	N/A	\$600	\$300	\$0	\$0
Family Childcare Home RISK - 3	3	2	\$120.00	N/A	\$800	\$400	\$0	\$0
Family Childcare Home RISK - 4	4	3	\$120.00	N/A	\$1,000	\$500	\$0	\$0
TOTAL							\$15,480	\$247,100

WORK CLASS PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
School RISK - 2	2	1	\$120.00	N/A	\$600	\$300	\$720	\$3,900
School RISK - 3	3	2	\$120.00	N/A	\$800	\$400	\$6,600	\$43,600
School RISK - 4	4	3	\$120.00	N/A	\$1,000	\$500	\$1,800	\$15,500

TOTAL **\$9,120** **\$63,000**

WORK CLASS PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
Cannabis Food Establishment RISK - 2	2	1	\$200-700	N/A	\$700	N/A	\$700	\$0
Cannabis Food Establishment RISK - 3	3	2	\$200-700	N/A	\$900	N/A	\$700	\$0
Cannabis Food Establishment RISK - 4	4	3	\$200-700	N/A	\$1,100	N/A	\$0	\$0
Cannabis Food Processing Establishment RISK - 2	2	1	\$200-700	N/A	\$700	N/A	\$0	\$700
Cannabis Food Processing Establishment RISK - 2	2	1	\$200-700	N/A	\$900	N/A	\$0	\$12,600
Cannabis Food Processing Establishment RISK - 3	3	2	\$200-700	N/A	\$1,100	N/A	\$0	\$22,000
Cannabis Food Processing Establishment RISK - 4	4	3	\$200-700	N/A	\$1,300	N/A	\$0	\$1,300
Cannabis Retail Food Establishment- Plus RISK - 2	2	1	\$100-400	N/A	N/A	\$100	\$0	\$0

Cannabis Retail Food Establishment RISK - 1	1	1	\$100-400	N/A	\$200	N/A	\$39,160	\$17,400
Cannabis Warehouse RISK - 1	1	1	\$100-400	N/A	\$400	N/A	\$100	\$0

TOTAL \$40,660 \$54,000

WORK CLASS/PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
Commissary RISK - 1	1	1	N/A	\$307-589	\$400	\$200	\$0	\$0
Commissary RISK - 2	2	1	N/A	\$307-589	\$600	\$300	\$0	\$0
Commissary RISK - 3	3	2	N/A	\$307-589	\$800	\$400	\$0	\$65,600
Commissary RISK - 4	4	3	N/A	\$307-589	\$1,000	\$500	\$0	\$0
Food Processor Plus RISK - 1	1		N/A	N/A	N/A	\$100	\$0	\$0
Food Processor RISK - 2	2	1	\$200-700	\$274-849	\$700	\$150	\$28,700	\$3,500
Food Processor RISK - 2	2	1	\$200-700	\$274-849	\$900	\$200	\$19,600	\$35,100
Food Processor RISK - 3	3	2	\$200-700	\$274-849	\$1,100	\$550	\$0	\$29,700
Food Processor RISK - 4	4	3	\$200-700	\$274-849	\$1,300	N/A	\$74,200	\$133,900

TOTAL \$122,500 \$267,800

WORK CLASS/PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
Food Establishment RISK - 1	1	1	\$200-700	\$382-783	\$200	\$200	\$135,800	\$71,600
Food Establishment RISK - 2	2	1	\$200-700	\$382-783	\$700	\$350	\$208,300	\$205,800
Food Establishment RISK - 3	3	2	\$200-700	\$382-783	\$900	\$450	\$956,000	\$1,264,950
Food Establishment RISK - 4	4	3	\$200-700	\$382-783	\$1,100	\$550	\$38,600	\$149,600
Catering			N/A	N/A	\$800	\$400	\$0	\$30,400
Retail Establishment Plus RISK - 2	2		N/A	N/A	N/A	\$100	\$0	\$0
Retail Food Establishment RISK - 1	1	1	\$100-400	\$264-801	\$200	\$200	\$202,800	\$59,800
Retail Food Establishment RISK - 1	1	1	\$100-400	\$264-801	\$400	\$200	\$0	\$86,000
Retail Food Establishment RISK - 2	2	1	\$100-400	\$264-801	\$600	\$300	\$71,800	\$70,200
Retail Food Establishment RISK - 2	2	1	\$100-400	\$264-801	\$700	\$350	\$0	\$44,100
Retail Food Establishment RISK - 3	3	2	\$100-400	\$264-801	\$900	\$450	\$18,000	\$41,400
Retail Food Establishment RISK - 4	4	3	\$100-400	\$264-801	\$1,000	\$500	\$11,200	\$30,000
Warehouse RISK - 2	2	1	\$100-400	N/A	\$400	\$200	\$18,400	\$17,200
Warehouse RISK - 3	3	2	\$100-400	N/A	\$700	\$350	\$1,200	\$2,100
TOTAL							\$1,662,100	\$2,073,150

WORK CLASS/PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
Market Food Establishment - Annual	N/A		N/A	N/A	\$50	N/A	\$4,850	\$3,850
Market Food Establishment - Annual Raw Milk	N/A		N/A	N/A	\$50	N/A	\$0	\$0
Market Food Establishment - Late Season	N/A		N/A	N/A	\$30	N/A	\$300	\$120
Market Food Establishment - Late Season - Raw Milk	N/A		N/A	N/A	\$30	N/A	\$0	\$0
Mobile Food Establishment RISK - 1	1	1	\$120.00	\$181-224	\$200	N/A	\$5,400	\$9,600
Mobile Food Establishment RISK - 2	2	1	\$120.00	\$181-224	\$700	N/A	\$960	\$7,000
Mobile Food Establishment RISK - 3	3	2	\$120.00	\$254-360	\$900	N/A	\$42,480	\$302,400
Mobile Food Establishment RISK - 4	4	3	\$120.00	\$254-360	\$1,100	N/A	\$480	\$0
Raw Milk Food Establishment RISK - 4	4	3	\$80.00	N/A	N/A	\$80	\$320	\$400
Temporary Food Establishment RISK - 1	1		\$50.00	\$75-192	\$25	N/A	\$33,300	\$3,200
Temporary Food Establishment RISK - 2	2		\$25.00	\$75-192	\$35	N/A	\$0	\$10,920
Temporary Food Establishment RISK - 3	3		\$25.00	\$75-192	\$50	N/A	\$0	
Temporary Mobile Food Establishment RISK - 3	3		N/A	\$75-192	\$100	N/A	\$0	

TOTAL	\$88,090	\$337,490
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WORK CLASS/PERMIT TYPE	RISK	Inspections Required	Current Fee	Comparable Jurisdiction Average	Proposed Primary Fee	Proposed Secondary Fee	Current Annual Revenue	Proposed Annual Revenue
Charitable Food Provider RISK - 1, 2, 3, OR 4	1, 2, 3, 4	0	\$0.00	N/A	\$0	\$0	\$0	\$0
Concessions RISK - 1	1	1	N/A	\$154-196	\$150	\$75	\$0	\$0
Concessions RISK - 2	2	1	N/A	\$154-196	\$200	\$200	\$0	\$0
Concessions RISK - 3	3	2	N/A	N/A	\$300	\$200	\$0	\$0
Vending Machine RISK - 1	1	0	\$0.00	\$102-190	\$15	N/A	\$0	\$300
Vending Machine RISK - 3	3	2	\$15.00	\$102-190	\$30	N/A	\$225	\$120
Food bank RISK - 1	N/A	1	\$0.00	N/A	\$0	N/A	\$0	\$0
TOTAL							\$225	\$420

Grand Total of All Fees	\$1,938,175	\$3,042,960
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