



**Public Health Department  
of Mendocino County**  
*Healthy People, Healthy Communities*



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**Environmental Health**

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**Date:** April 2, 2024  
**To:** Honorable Board of Supervisors  
**From:** Mendocino County Division of Environmental Health  
**Subject:** New Proposed Fee Explanation

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The division is bringing forward new fees in order to account for all services being provided. There are also new fees proposed to allow for greater equity within the consumer protection program. Below is a brief description and justification for the proposed new fees:

**1. School Kitchen & Satellite School Kitchen \$597 & \$416:**

Previously school kitchens were included as add-on to three food facility permit types. Those being:

- i. Restaurant over 650 square feet \$1206
- ii. Restaurant under 650 square feet \$1021
- iii. Low Risk Minimal Food Preparation \$811

The division found that regardless of the size, the amount of food preparation, or equipment on-site that all school kitchens are mandated by the State to receive at least 2 inspections a year. By including school kitchens with minimal food preparation in the Low-Risk Minimal permit type those fees had to account for at least 2 site inspections in order to meet the State mandate. By creating a facility type just for schools this will allow some low-risk minimal facilities to require only 1 site inspection a year. This change will allow the permit fee for low risk minimal to decrease from \$811 to \$319. This will also provide clarity within our facility types and allow the times spent at school kitchens to be better tracked. The division proposes two categories in order to account for the school kitchens that do little to no food preparation on-site. Those kitchens will fall into the satellite school kitchen category.

**2. Low Risk Minimal – Limited Food Preparation \$597**

This proposed fee will be in addition to the existing low risk minimal permit type. This permit seeks to recognize those food facilities operating as described in the California Retail Food code. It represents a higher level of food preparation than the existing low

risk minimal permit type. This permit will create 2 categories of low-risk food facilities with permit fees of \$319 and \$597. This permit will support the progression of facility types as operators expand their offerings and is in line with the State code.

3. **Mobile Food facility Permit \$818.** The division is proposing to create 3 categories within the Mobile Food facility's permit type. Where previously there was one category with a fee of \$818 now there will be 3.
  - a. Mobile Food Facility Category A \$324
  - b. Mobile Food Facility Category B \$602
  - c. Mobile Food Facility Category C \$690

These categories separate those operators selling prepackaged only from those conducting some on-site food preparation. The middle category will apply to those operators conducting limited food preparation as defined in the California Retail Food Code. The final category will encompass all high-risk food preparation types. By creating these categories with a risk-based approach the division hopes to streamline the inspection times required. This series will allow for equity across the mobile permit vendors.

#### 4. **Temporary Food Facilities**

The division conducted another fee study in greater detail for the temporary event permit types. This was done in conjunction with the community event permit types as the two go hand in hand. There can be no temporary event booth without the event itself. Staff developed detailed process maps to ensure services were being overlapping between the 2 permit types. For example, a portion of the drive time to an event had previously been applied to booths at an event but will now be solely applied to the event permit. In addition to improving overall process the division is proposing a new lower category within the temporary event series:

- a. Temporary Non-Hazardous – Prepackaged Only \$76
- b. Temporary Non-Hazardous 3 Event or More – Prepackaged Only \$80

The addition of these categories will create 3 permit types that can occur either at a single event or across multiple events. Vendors will have the choice between a prepackaged food permit, a non-hazardous booth permit, or a temporary hazardous food booth permit. They will also be able to obtain one of these permits for a one-time occurrence or multiple.

5. **Food Handler Class Registration \$187**
  - a. The new fee is proposed to address the allowance to register to attend the food handler class without purchasing the course materials.
6. **Septic Pumper Application \$50**

The division found that this fee of \$50 is in the septic pumper section of County Code but was lacking from the master fee sheet. This addition seeks to address that discrepancy. This fee will be reviewed by the division to determine if it is achieving full

cost recovery for the service provided. If an adjustment is found to be warranted, then the division will bring the fee back to the BOS in the fall fee hearing with a concurrent revision of County Code.

**7. California Coastal Commission Project Referral \$515**

The division occasionally receives project referrals directly from the California Coastal Commission. The division found that there was no associated fee outside of the EH referral fees included in Planning & Building Services and seeks to address that in order to achieve full cost recovery.

**8. Agricultural-Commercial-Industrial Water Well Permits**

The division is proposing new permits in order to comply with Governor's Executive Order N-3-23/N-7-2022. The additional requirement of having a site review by a licensed geologist or hydrogeologist has necessitated these new fees. The division has contracted for the review of these applications and found that a professional review came at an average of \$3000. These new fees incorporate both that review as well as the staff time for the routine review. Application within the Ukiah Valley Area Basin will require an additional review by the Basin's licensed staff prior to permit issuance. Those costs are at the discretion of the Basin and the division will not be collecting them at this time.

- a. Agricultural-Commercial-Industrial Water Well Permit inside UVAB \$2023
- b. Agricultural-Commercial-Industrial Water Well Permit outside UVAB \$4023