

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Alisa Hasbrouck, Environmental Public Health Manager
Veronica Shaw, Deputy Director of Public Health

DATE: February 13, 2023

SUBJECT: MOTION: Approve Port Townsend Heritage Association's Request for 25% Reduction in Temporary Food Service Fees

STATEMENT OF ISSUE:

Jefferson County Public Health, Environmental Health Division, requests Board approval of Port Townsend Heritage Association's Request for 25% Reduction in Temporary Food Service Fees.

ANALYSIS:

Port Townsend Heritage Association has requested a 25% reduction of their temporary food service permit fee. According to the Environmental Health fee schedule, non-profit 501(c)(3) organizations may receive a 25% reduction in their permit fee with a BOH resolution if backfilled with General Funds. BOCC Policy 74-95 requires a resolution for fee waivers. Jefferson County Public Health currently has adequate General Fund dollars in the Environmental Public Health budget to cover this small amount.

FISCAL IMPACT:

The total amount of Port Townsend Heritage Association's temporary food service permit fee is \$181.00; the amount of the 25% fee reduction is \$45.25.

RECOMMENDATION:

MOTION: Public Health requests that the Board of Commissioners approve a motion to approve Port Townsend Heritage Association's request for 25% reduction in temporary food service fees.

REVIEWED BY:


Mark McCauley, County Administrator

2/8/23
Date

Approved by the Board of
Jefferson County Commissioners

Greg Brotherton, Chair



Email: foodsafety@co.jefferson.wa.us
Website: www.jeffersoncountypublichealth.org
Tel: 360.385.9444 Fax: 360.379.4487

For Office Use:

Date Rec'd _____ Receipt# _____
Amt. _____ Check# _____
Permit# _____ Category _____
Comments: _____

Request for 25% Reduction in Temporary Food Service Fees

Qualifying 501(c)(3) organizations may request a 25% reduction in temporary food service fees. Requests will be considered by the Board of County Commissioners (BOCC). It may take up to two months to process a request. County general funds must be available to reimburse Environmental Public Health for all fee reductions, for the reduction to be given.

The purpose of the organization must be charitable, religious, educational, scientific, literary, test for public safety, foster national or international amateur sports competition, or to prevent cruelty to animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Name of

Organization:

Port Townsend Heritage Association

Address:

90 Cedarview Dr., PT

Phone

No:

(925) 698-6891

IRS EIN (Tax
ID) #:

87-3591154

Contact Person:

Tracy Wirta

Purpose of

Organization:

PTHA is a collaboration of individuals who wish to promote and share the heritage and history of Port Townsend and its environs.



Attach Temporary Food Service Permit application



Attach your organization's IRS Exemption Determination Letter as proof of non-profit status

I attest that the organization named above meets the criteria above, and I am requesting a 25% reduction in temporary food service fees for the event(s) indicated on the attached permit application.

Tracy Wirta

Signature, Applicant

11/1/2022

Date

BOCC Approval:

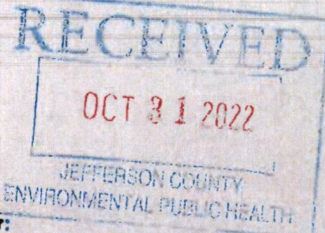
Signature, Chair of BOCC

Date



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

PORT TOWNSEND HERITAGE ASSOCIATION
90 CEDARVIEW DRIVE
PORT TOWNSEND, WA 98368-2502



Date: 01/31/2022
Employer ID number: 87-3591154
Person to contact: Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending: December 31
Public charity status: 509(a)(2)
Form 990 / 990-EZ / 990-N required: Yes
Effective date of exemption: November 08, 2021
Contribution deductibility: Yes
Addendum applies: No
DLN: 26053722002841

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



Email: foodsafety@co.jefferson.wa.us
Website: www.jeffersoncountypublichealth.org
Tel: 360.385.9444 Fax: 360.379.4487

For Office Use:
Date Rec'd 11/2/22 Receipt# 123693171
Amt. 181.00 Check# CREDIT
Permit# 22-169 Category Medium Risk
Comments: Recurring

Temporary Food Service Application

Answer the following questions to determine what type of permit you need:

- ☐ I will be handling/preparing/cooking/serving meats, poultry, and or seafood from raw product.
☐ I will be cooking/heating foods at my commissary, and placing them in refrigeration or in ice to cool down (soup, chili made from scratch, chowder).

If you checked a box above, you will need a **HIGH RISK** permit, unless you are only demonstrating.



Business Information

Business Name <u>Port Townsend Heritage Assoc.</u>	Mailing Address <u>90 Cedar View Dr. Port Townsend, WA 98368</u>	Email <u>port.townsend.heritage@gmail.com</u>
Person In Charge <u>Tracy Wirta</u>	Phone Number <u>925-698-6890</u>	Food Handler Card Info <u>1177T32JNRA01W24</u> Name: <u>Tracy Wirta</u> Exp: <u>4/8/2024</u>

Permit Type

Low Risk Items limited to specific foods, see pages 3-4	☐ \$67 Single Event/Additional Single Event ☐ \$336 Annual (Art Walks, Open House) ☐ \$101 Recurring Event—per location
Medium Risk Food Foods to be prepared and held hot or cold, see pages 3-4	☐ \$149 Single Event ☒ \$181 Recurring Event—per location - <u>requesting 25% discount for 501(c)(3) non profit</u> ☐ \$86 Additional Single Event, same menu
High Risk Food cooked or served from raw animal products or required advanced cooking and cooling in an approved kitchens, see pages 3-4	☐ \$149 Single Event ☐ \$240 Recurring Event—per location ☐ \$86 Additional Single Event, same menu
Demonstrator	☐ \$67 Single Event ☐ \$279 Multiple Demonstrator Event
Late Fees	☐ 50% of the permit fee. Apply if we do not receive your application within 10 calendar days of the event.
Permit Exempt Items limited to specific foods, see page 3	☐ \$28 - annual (multiple events)

Make checks payable to JCPH. You can also pay with credit and debit cards. 360.385.9444

Event Information

Event Name <u>PTHA Holiday Soiree</u>	Event Date: <u>Dec 9 - 2 to 4 pm</u> Event Time: <u>Dec 10 - 11 am to 4 pm</u> <u>Dec 11 - 12 to 2 pm</u> <u>Dec 14 - 12 to 2 pm</u>	Event Location <u>Pettygrove House</u> <u>1000 B Street, Port Townsend</u> <u>WA 98368</u>
Event Coordinator <u>Tracy Wirta</u>	Phone <u>Dec 16 - 2 to 4 pm</u> <u>925-698-6891</u>	Email <u>Port Townsend Heritage@gmail.com</u>

Water, Ice, and Wastewater

Water Source <u>Municipal</u>	Wastewater disposal <u>City Sewer</u>
Ice Source <u>Purchase at QFC or Safeway</u>	

Qualifying 501(c)(3) organizations may request a 25% reduction in temporary food service fees. Requests will be considered by the Board of County Commissioners (BOCC). It may take up to two months to process a request.

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FOOD PREPARATION PROCEDURES

JEFFERSON COUNTY
ENVIRONMENTAL PUBLIC HEALTH

Example: In the first example listed below, thawing chicken is the first preparation step used, so that box is given a "1". Cutting or assembling the thawed chicken is the second preparation step used, so that box is given a "2". After the chicken is assembled, it is then portioned. The Portion/Package is therefore given a "3". Numbers are used in succession until all food preparation steps for that menu item have been completed.

Section A: At the Approved Kitchen (attach or enclose commissary letter):

Where is the Approved Kitchen? Name _____ Address _____

When is the Approved Kitchen Going to be used for Preparing Food? Date _____ Time(s) _____

Menu Item	Thaw to 41°F or less	Cut/ Assemble	Cook to Appropriate Temperature	Cool to 41°F Within 6 Hours	Cold Holding 41°F or less	Reheat to 165°F	Hot Holding 135° or above	Portion/ Package	Transport < 41°F or > 135°F
Example: Chicken	Step 1	Step 2			Step 4			Step 3	Step 5

Section B: At the booth:

Menu Item	Thaw to 41°F or less	Cut/ Assemble	Cook to Appropriate Temperature	Cold Holding 41°F or less	Hot Holding 135° or above	Reheat to 165°F	Portion/ Package	Other/ Serve
Example: Chicken/Hamburger			Step 2	Step 1				Step 3

Equipment list: Identify equipment used in your temporary food establishment (check all boxes that apply).

FOOD PREPARATION EQUIPMENT

Hand wash station required for open food ☐ 5 gallon insulated container with a continuous flow spigot and catch bucket ☒ Plumbed hand sink ☒ Water 100°F - 120°F ☒ Soap & paper towels	Cooking/Reheating equipment ☐ Grill/BBQ ☐ Fryer ☐ Smoker ☐ Oven ☐ Other	Cold/Hot holding equipment ☐ Ice Chest ☒ Refrigerator ☐ Steam Table ☐ Grill/BBQ ☐ Other
Floor and Overhead coverage ☐ Tarp ☐ Wood ☐ Canopy/Tent Other:	Sanitizer/Dishwashing ☐ Open Container ☐ Wiping towels ☐ Bleach/Sanitizer (1 tsp bleach/gallon of cold water)	Produce Washing ☒ Produce purchased pre-washed and processed ☐ Produce washed and processed in an approved kitchen

By signing below, I understand that issuance and retention of a permit to operate a Temporary Food Establishment will only include serving those items listed in this application and only for the event dates listed. Any change of person in charge, menu, or event dates, requires approval by the Environmental Health Department and may require resubmission of this application. All service will be in compliance with the Rules and Regulations of Washington State (WAC 246-215) and the Local Board of Health Ordinance Chapter 8.05 Jefferson County Code. Your temporary permit must be posted at each event. Failure to post your permit may result in revocation of the operating permit. Failure to obtain a valid TFS permit prior to event may result in the following: (a) immediate closure, and/or (b) submission of TFS application after event for review, (c) submission of TFS permit application fee (d) 50% of TFS permit application fee as a late fee.

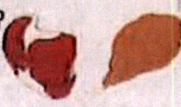
Tracy Wirta
Print Name

Tracy Wirta
Signature

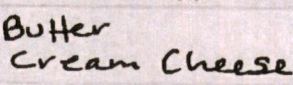
11/1/2022
Date



What is Your Temporary Food Establishment's Risk Level?

Do you cook and cool foods at your approved kitchen?
Do you prepare meat from a raw state?  ☒ Yes ☐ No

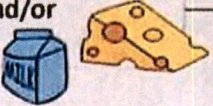
☒ Yes → **Food Level 3
"High Risk"**

☐ No → Do you cold-hold, or heat, commercially pre-cooked foods?  ☒ Yes ☐ No

☒ Yes → **Food Level 2
"Medium Risk"**

☐ No → Do you prepare foods that don't require cooking (sandwiches, wraps, etc.) or multi-ingredient items made with fresh fruits/produce (salads, fruit cups, salsa, cole slaw, etc.)?  ☒ Yes ☐ No

☒ Yes → **Food Level 2
"Medium Risk"**

☐ No → *Cucumber Slices* → Do you refrigerate/freezing meats, dairy and other temperature sensitive foods specifically for sale (no preparation and/or consumption)?  ☒ Yes ☐ No

☒ Yes → **Risk Level 1
"Limited Risk"**

☐ No → Do you serve commercially prepared appetizer trays? ☒ Yes ☐ No

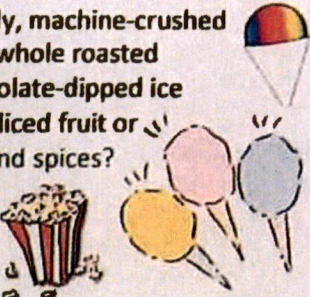
☒ Yes → **Risk Level 1
"Limited Risk"**

☐ No → Do you prepare any non-temperature sensitive foods onsite? (Bakery)  ☒ Yes ☐ No

☒ Yes → **Risk Level 1
"Limited Risk"**

☐ No → Do you serve espresso drinks?  ☒ Yes ☐ No

☒ Yes → **Risk Level 1
"Limited Risk"**

☐ No → Do you serve ONLY popcorn, cotton candy, machine-crushed iced drinks, shaved ice, corn on the cob, whole roasted peppers, roasted nuts and peanuts, chocolate-dipped ice cream bars, chocolate-dipped bananas, sliced fruit or vegetables for sampling, or dried herbs and spices?  ☒ Yes ☐ No

☒ Yes → **Exempt**



A Holiday Soiree 2022

at the Historic Pettygrove Mansion



Presented by the Port Townsend Heritage Association
Sponsored by Vintage Hardware and Lighting

December 9th
2:00 to 4:00 pm

December 11th
12:00 to 2:00 pm

December 14th
12:00 to 2:00 pm

December 10th
11:00 am to 1:00 pm
or 2:00 to 4:00 pm

Tickets: \$50.00
per person
ages 12 years and up

December 16th
2:00 to 4:00 pm

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JEFFERSON COUNTY
ENVIRONMENTAL PUBLIC HEALTH

Advanced ticket purchase only. No tickets at the door.
Limited number of tickets. Mansion address with ticket purchase.

Admission includes:



Mansion Tour

Due to age Pettygrove Mansion is not ADA accessible.

Presentation of the Mansion's History



Live Harp Music



Victorian Punch & Holiday Treats



Victorian Parlor Games

First Annual

PTHA Fundraiser

Ticket sales fund PTHA's programs;
including Uptown walking tours,
hosting the PT Victorian Heritage
Festival and support of Port
Townsend's heritage and history.
PTHA is a 501(c)(3) non-profit.
Your contribution may be tax deductible.

Tickets and information at www.PortTownsendHeritage.org
email: PortTownsendHeritage@gmail.com phone: 360-344-8434

Benjamin Pettygrove Mansion Built 1890



O & M Inspection Report Manual Data Entry & Payment Processing Fee	49.00	2.00	51.00	
Recording Fee	75.00	4.00	79.00	Plus the Auditors Office recording fee
Notice to Title Rescission	385.00	19.00	404.00	Plus recording fee and fee for filing & removing Notice to Title
ONSITE SEWAGE DISPOSAL				
Sewage Disposal Permits				
New Conventional	653.00	33.00	686.00	Valid for 3 years
New Alternative	950.00	48.00	998.00	Valid for 3 years
New septic tank and/or pump chamber only	390.00	20.00	410.00	Issued in conjunction with an existing sewage disposal system or community system
New Community or Commercial:				
Conventional	824.00	41.00	865.00	Base Fee - Valid for 3 years
Alternative	1,053.00	53.00	1,106.00	Base Fee - Valid for 3 years
Each Connection	103.00	5.00	108.00	Add to base permit fee
Development and Review Financial Assurance and System Operation Agreements	99.00	5.00	104.00	Per Hour
Septic Permit with SPAAD (conventional)	351.00	18.00	369.00	
Septic Permit with SPAAD (alternative)	652.00	33.00	685.00	
Repair (see below for specific fees)	-	-	Based on Permit	Applies to existing installed sewage disposal system; the Technical Assistance/Plan Review hourly rate will be charged for repairs where the applicants require additional assistance
Repair - Conventional	326.00	16.00	342.00	
Repair - Alternative	475.00	24.00	499.00	
Repair - Septic tank and/or pump chamber only	195.00	10.00	205.00	
Repair - Community or Commercial: Conventional	412.00	21.00	433.00	Applies to existing installed sewage disposal system; the Technical Assistance/Plan Review hourly rate will be charged for repairs where the applicants require additional assistance
Repair - Community or Commercial: Alternative	527.00	26.00	553.00	
Modification or Reserve Area Designation	296.00	15.00	311.00	
Expansion	617.00	31.00	648.00	
Redesign	197.00	10.00	207.00	Applies to pending or active but not installed
Reinspection	246.00	12.00	258.00	
Annual Operating Permit for Holding Tanks	154.00	8.00	162.00	
Evaluation of Existing System/Monitoring Inspection				
Septic system only	383.00	19.00	402.00	
Septic system plus water sample	432.00	22.00	454.00	
Retest/Reinspection	197.00	10.00	207.00	
On Site Sewage - Building and Planning				
Subdivision Review Base Fee	592.00	30.00	622.00	Plus Per lot fee
Boundary line adjustment or Lot Certification base review fee	232.00	12.00	244.00	Plus Per lot fee
Planned rural residential development review fee	232.00	12.00	244.00	
Per lot fee	103.00	5.00	108.00	For Subdivision Review, Boundary Line Adjustment and Planned Rural Residential Development Review fees
Pre application meeting fee	232.00	12.00	244.00	
Density exemption review fee	148.00	7.00	155.00	
Field Work for Density Exemption Review	99.00	5.00	104.00	Per Hour
Building Application Review:				
Residential - Individual OSS	148.00	7.00	155.00	Review after Building Permit issued, is same fee
Commercial - Individual OSS	296.00	15.00	311.00	Review after Building Permit issued, is same fee
Community OSS	296.00	15.00	311.00	Review after Building Permit issued, is same fee
Revised Site Plan Review	75.00	4.00	79.00	Review of resubmission before Building Permit is issued
Other				
Waiver/Variance Application	272.00	14.00	286.00	
Waiver/Variance Hearing	444.00	22.00	466.00	
Wet season evaluation	617.00	31.00	648.00	
General environmental health review fee	99.00	5.00	104.00	Per Hour
Licenses				
Installer, Pumper, Operator (maintenance person)	617.00	31.00	648.00	
Retest	246.00	12.00	258.00	
Homeowner Authorization	12.00	1.00	13.00	
Annual Certificate Renewal	342.00	17.00	359.00	
Delinquent Renewal after January 31	617.00	31.00	648.00	
FOOD SERVICE ESTABLISHMENTS				
Annual Permit Fees (Based on menu Complexity & seating - menu changes may change category)				
Category 1	264.00	13.00	277.00	
Category 2	371.00	19.00	390.00	
Category 3	623.00	31.00	654.00	
With lounge, add	264.00	13.00	277.00	Separate lounge area
With catering, add	371.00	19.00	390.00	
Annual Permit Issued after September 1	50% of fee	5% of 50% fee	Based on Permit	50% of Annual Permit Fee
Temporary Permits Application Fees				
Single Event (Medium and High Risk)				
Initial Application (First Event)	142.00	7.00	149.00	Not to exceed 21 days at your location
Additional Event (Same Menu Only)	82.00	4.00	86.00	Not to exceed 21 days at your location
Organized Recurring Event (e.g. Farmers Market)				
Limited Menu	172.00	9.00	181.00	Not to exceed 3 days a week at a single location
Complex Menu	229.00	11.00	240.00	Not to exceed 3 days a week at a single location
Low Risk Foods (Limited to Specific Listed Foods)				
Single	64.00	3.00	67.00	
Recurring	96.00	5.00	101.00	
Annual (Art Walks, Open House)	320.00	16.00	336.00	
Demonstration				
Single	64.00	3.00	67.00	
Event, per location	266.00	13.00	279.00	
Permit Exempt	27.00	1.00	28.00	
25% Reduction for 501(c)(3) and households that meet USHHS Poverty Guidelines*	75% of fee	5% of 75% fee	Based on Permit	* With BoH Resolution & backfilled with General Funds.
Late Fee for Temporary Permits	50% of fee	5% of 50% fee	Based on Permit	Additional (Paid when application is submitted less than 7 days prior to the event)
Other Food Fees				
New Establishment	229.00	11.00	240.00	
New Owner/Change of Owner	144.00	7.00	151.00	
Waiver/Variance	115.00	6.00	121.00	Per Hour; for review and/or approval
Reopening Fee	115.00	6.00	121.00	Per Hour
Manager's Course	307.00	15.00	322.00	
Pre-opening inspection	115.00	6.00	121.00	Per Hour
Food Service Plan Review	115.00	6.00	121.00	Per Hour; for review and/or approval
Reinspection				

Plan, Document and Waiver/Variance Review	396.00	20.00	416.00	+\$104/hour for > 4 hours and 5% of total cost for addtl hours for Technology Fee
WATER				
Application Fee	236.00	12.00	248.00	Inspection of well construction, decommission & reconstruction
Determination of Adequate Water Supply base fee	148.00	7.00	155.00	Tech Assist and Document Review is billed at the hourly rate
Well Inspection & Water Sample for Loan	197.00	10.00	207.00	
Well Site Inspection-Proposed public water supply	469.00	23.00	492.00	
LIVING ENVIRONMENTS				
Water Recreation Facilities Operation Permit				
Single Swim Pool (in operation for < 6 months of the year)	339.00	17.00	356.00	
Single Swim Pool (in operation for ≥ 6 months of the year)	432.00	22.00	454.00	
Single Spa Pool (in operation for < 6 months of the year)	297.00	15.00	312.00	
Single Spa Pool (in operation for ≥ 6 months of the year)	432.00	22.00	454.00	
Single Wading Pool (in operation for < 6 months of the year)	246.00	12.00	258.00	
Single Wading Pool (in operation for ≥ 6 months of the year)	432.00	22.00	454.00	
Spray Pool or Pools (in operation for < 6 months of the year)	122.00	6.00	128.00	
Spray Pool or Pools (in operation for ≥ 6 months of the year)	185.00	9.00	194.00	
Each Additional Swim, Spa, or Wading Pool (in operation for < 6 months of the year)	73.00	4.00	77.00	
Each Additional Swim, Spa, or Wading Pool (in operation for ≥ 6 months of the year)	98.00	5.00	103.00	
Reinspection	99.00	5.00	104.00	Per Hour plus associated lab costs
Plan Review	99.00	5.00	104.00	Per Hour
Indoor Air (Tobacco)				
Compliance Enforcement	99.00	5.00	104.00	Per Hour
Reinspection	99.00	5.00	104.00	
Rebuttal Application	197.00	10.00	207.00	

Note: 2021 Fees have been adjusted per Ordinance 12-1209-96, Section 4 - Annual Fee Indexing: Fixed amount fees established by this ordinance shall be adjusted annually on the first business day of January (Adjusted Date) by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index - US City Average for All Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics for the United States Department of Labor.

The annual fee adjustment shall be calculated as follows: each fee in effect immediately prior to the Adjustment Date will be increased by the percentage increase in the CPIW as reported for the month of September preceding the Adjustment Date. Increases will be rounded to the nearest dollar. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed 5 percent per year.

STATE OF WASHINGTON
County of Jefferson

IN THE MATTER OF A POLICY
FOR CONSIDERATION OF
FEE WAIVER REQUESTS
ASSOCIATED WITH
COUNTY ORDINANCES

}
}
}
}
}

RESOLUTION NO. 74-95

WHEREAS, Federal, State and local laws require public agencies to treat all parties equally, so there is no potential for discrimination; and,

WHEREAS, Jefferson County Ordinances establish fees to, in part, compensate the general public for costs associated with the review of projects or activities, provision of services; and,

WHEREAS, requests are submitted to the Board of County Commissioners for waiver of fees by individuals and organizations, and;

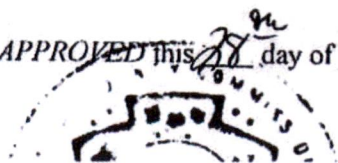
WHEREAS, the following findings are made with regard to the matter of requests for the waiver of fees:

- 1) The waiver of fees for one party and not another can be viewed as discriminatory, unless there is a stated policy when and under what circumstances said waiver would occur.
- 2) The Washington State Constitution prohibits the gift of public funds and the waiving of fees can amount to a gift as the costs associated with providing services are shifted entirely to the public for the benefit of the applicant.
- 3) Fees set by County Ordinance do not differentiate between worthy causes or worthy organizations and are to be applied equally to private individuals and public agencies.
- 4) The waiving of fees creates a budget impact for the department not receiving the fees.

NOW, THEREFORE, BE IT RESOLVED, that there may be circumstances where the requested waiver of fees may be in the public interest and of public benefit for a project or activity and the public should participate by the waiving of the fee(s).

BE IT FURTHER RESOLVED, to assure that all parties requesting a waiver of fees are treated equally and to determine if the requested waiver of fees is in the public interest and of public benefit, the following policy (Attachment A to this Resolution) is hereby adopted.

APPROVED this 28th day of August, 1995.



JEFFERSON COUNTY

ATTACHMENT "A" RESOLUTION NO. 74-95
POLICY FOR CONSIDERATION OF
FEE WAIVER REQUESTS

POLICY STATEMENT

The waiving of fees for individuals or organizations may be seen as: 1) being a gift of public funds, 2) being a discriminatory act, and 3) having an impact on individual County department/funds budgets. Jefferson County has determined that there may be circumstances, however, where the public interest and public benefit in a project or activity is such that the public should participate by the waiving of fees associated with such a project or activity.

REQUEST AND DEPARTMENT RECOMMENDATION:

All requests for waiver of fees shall be made in writing to the department administering the fee to be waived.

The Department will forward the request to the Board of County Commissioners with their recommendation for approval or denial.

APPROVAL CRITERIA:

The Jefferson County Board of Commissioners shall review all requests to waive the fees associated with any individual project or activity. Requests may only be approved when the following criteria can be met:

- 1) There is substantial public interest and benefit in the project or activity to the degree said project or activity could be a County project or activity, but is not because an alternative method for the project/activity was found.
- 2) Any and all similar requests will receive the same approval regardless of the person or organization requesting the waiver.
- 3) A corresponding amount from a Fund, to be designated by the Board of Commissioners at the time of the approval, will be transferred to the Department where the fee is waived.