

**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: March 20, 2023

SUBJECT: MOTION: Approve Jefferson County Farmers Market's Request for 25% Reduction in Temporary Food Service Fees for Chef Demonstrations in Port Townsend.

STATEMENT OF ISSUE:

Jefferson County Public Health, Environmental Health Division, requests Board approval of Jefferson County Farmers Market's request for 25% reduction in temporary food service fees for chef demonstrations in Port Townsend.

ANALYSIS:

Jefferson County Farmers Market requested a 25% reduction of their temporary food service permit fee for chef demonstration events in Port Townsend. According to the Environmental Health fee schedule, non-profit 501(c)(3) organizations may receive a 25% reduction in their permit fee with a BOCC 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 amount.

FISCAL IMPACT:

The total amount of Jefferson County Farmers Market's temporary food service permit fee for chef demonstration events in Port Townsend is \$294.00; the amount of the 25% fee reduction is \$73.50.

RECOMMENDATION:

MOTION: Public Health requests that the Board of County Commissioners approve a motion to approve Jefferson County Farmers Market's request for 25% reduction in temporary food service fees for chef demonstrations in Port Townsend.

REVIEWED BY:


Mark McCauley, County Administrator

3/14/23
Date



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.**

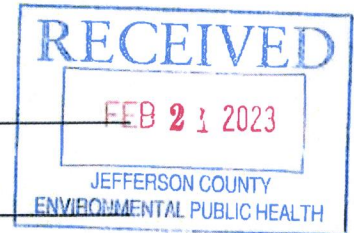
The purpose of the organization must be charitable, religious, educational, scientific, literary, test for public safety, foster national or international amateur sports competition, or to prevent cruelty to animals. The term charitable is used in its generally accepted legal sense and includes relief 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: Jefferson County Farmers Markets

Address: PO Box 1384, Port Townsend, WA Phone No: 360-379-9098

IRS EIN (Tax ID) #: 91-1673794 Contact Person: Amanda Milholland

Purpose of Organization: Supporting local farmers and artisans with vibrant marketplaces that cultivate community and provide access to healthy food for all. We lead free culinary community education.



- ☒ **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.

Amanda Milholland Digitally signed by Amanda Milholland
Date: 2023.02.15 16:03:27 -0800

2/15/2023

Signature, Applicant

Date

BOCC Approval:

Signature, Chair of BOCC

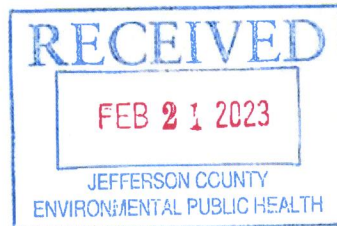
Date

INTERNAL REVENUE SERVICE
P. O. BOX 2408
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 13 2011**

JEFFERSON COUNTY FARMERS MARKET
PO BOX 1384 1027 LAWRENCE ST
PORT TOWNSEND, WA 98368-6523



Employer Identification Number:
91 1673794
DIN:
1705111110000
Contact Person:
SUSAN Y MALONEY ID# 31210
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 15, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



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

For Office Use: *batch*
 Date Rec'd 3/8/23 Receipt# _____
 Amt. 294.00 Check# 2701
 Permit# 23-14 Category Demo
 Comments: _____

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 Jefferson County Farmers Markets	Mailing Address PO Box 1384, Port Townsend, WA 98368	Email info@jcfmarkets.org
Person In Charge Amanda Milholland	Phone Number 360-379-9098	Food Handler Card Info 1177A32K2V501M24 Name: Amanda Milholland Exp: 4/15/2024

Permit Type

Low Risk Items limited to specific foods, see pages 3-4	☐ \$70.35 Single Event/Additional Single Event ☐ \$352.80 Annual (Art Walks, Open House) ☐ \$106.05 Recurring Event—per location	RECEIVED FEB 21 2023 JEFFERSON COUNTY ENVIRONMENTAL PUBLIC HEALTH
Medium Risk Food Foods to be prepared and held hot or cold, see pages 3-4	☐ \$156.45 Single Event ☐ \$189.00 Recurring Event—per location ☐ \$90.30 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	☐ \$156.45 Single Event ☐ \$253.05 Recurring Event—per location ☐ \$90.30 Additional Single Event, same menu	
Demonstrator	☐ \$70.35 Single Event ☒ \$294.00 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	☐ \$29.40 - annual (multiple events)	

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

Event Information

Event Name Port Townsend and Chimacum Farmers Market Tasting Demos	Event Date: See schedule Event Time: 9am-11am	Event Location Port Townsend Farmers Market/Chimacum Farmers Market
Event Coordinator Amanda Milholland	Phone 360-379-9098	Email info@jcfmarkets.org

Water, Ice, and Wastewater

Water Source Jefferson Healthcare/Pane d'Amore Ice Source Jefferson Healthcare/Aldrich's	Wastewater disposal Pane d'Amore
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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.

FOOD PREPARATION PROCEDURES

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 Pane d'Amore/Jefferson HC Address 617 Tyler St, Port Townsend, WA 98368

When is the Approved Kitchen Going to be used for Preparing Food? Date See schedule Time(s) 8:30am-9:30am

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
Fresh produce		Step 1			Step 3			Step 2	
Cooked produce		Step 1	Step 2				Step 4	Step 3	

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
Fresh produce		Step 1		Step 3			Step 2	
Cooked produce		Step 1			Step 3		Step 2	

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

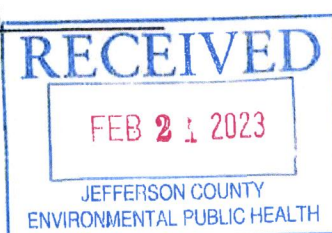
By signing below, I understand that issuance and retention of a permit to operate a Temporary Food Establishment will only include serving those items listed in this application and only for the event dates listed. Any change of person in charge, menu, or event dates, requires approval by the Environmental 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.

Amanda Milholland
Print Name

Amanda Milholland
Signature

Digitally signed by Amanda Milholland
Date: 2023.02.20 14:40:30 -08'00'

2/20/2023
Date



Use and Intent: Limited Risk Foods pose less of a risk when handled and served to the public. The intent of this list is to provide non-food establishments (art galleries, retail merchants, realtors, etc) with food options that pose a limited risk to the public.

Limited Risk Foods: Foods have been commercially prepared and only require heating and hot-holding or cold holding. No cooling or re-heating of food prior to service to the public.

- ☐ Baked goods made in a commercial facility and requires temperature control.
- ☐ Commercially prepared packages of chili, soups, baked beans or other USDA/FDA/WSDA processed foods cooked for immediate service.
- ☐ Pre-cooked corn dogs, hot dogs, ham or precooked and pre-sliced sausages (salami, prosciutto) other USDA-certified pre-cooked meats ready to eat from the original package or cooked for immediate service
- ☐ Intact (unopened) frozen packages of raw meat or raw fish sold at a farmers market with no cooking, portioning or unwrapping
- ☐ Pasteurized dairy products (cheese, cream cheese), espresso drinks, commercial beverage mixes, or commercially frozen fruit
- ☐ Pancakes, funnel cakes, donuts, or other fried dough products made from a commercial powder mix and water
- ☐ Sno-cones or other ice based drinks or foods made with commercially purchased ice and commercial syrups or mixes
- ☐ Nachos
- ☐ French fries, onion rings, other deep fried vegetables made from frozen, packaged product
- ☐ Commercially pre-washed fruit
- ☐ Onions cut on site
- ☐ Commercially made pizza from a licensed restaurant, hot held, sold by the slice
- ☐ Commercially prepared appetizer trays (vegetables, fruit), dessert or other trays prepared at a commercial facility and held and served cold

Exempt Foods:

- ☐ Popcorn and flavored popcorn prepared from commercially packaged ingredients that are not potentially hazardous;
- ☐ Cotton candy;
- ☐ Dried herbs and spices processed in an approved facility;
- ☐ Crushed ice drinks containing only ingredients that are not potentially hazardous and dispensed from a self-contained machine that makes its own ice. Drinks with potentially hazardous foods, snow cones, and shaved ice are not included;
- ☐ Corn on the cob prepared for immediate service;
- ☐ Whole peppers roasted for immediate service;
- ☐ Roasted nuts, roasted peanuts, and roasted candy-coated nuts;
- ☐ Chocolate-dipped ice cream bars prepared from pre-packaged ice cream bars produced in a food processing plant;
- ☐ Chocolate-dipped bananas prepared from bananas peeled and frozen in an approved facility; and
- ☐ Individual samples of sliced fruits and vegetables that are not potentially hazardous.

SERVE IT SAFELY

**OPEN HOUSES, ART WALKS,
PUBLIC RECEPTIONS**

Eliminate Bare-Hand Contact

- Have plenty of serving utensils
- Use toothpicks for cheese and fruit cubes

Purchase Pre-Made Food

- Cheese and salami trays
- Fruit trays
- Dessert trays

**Dispose of Food after 4
hours**

- If you are not cold holding food, you must discard all food after four hours.

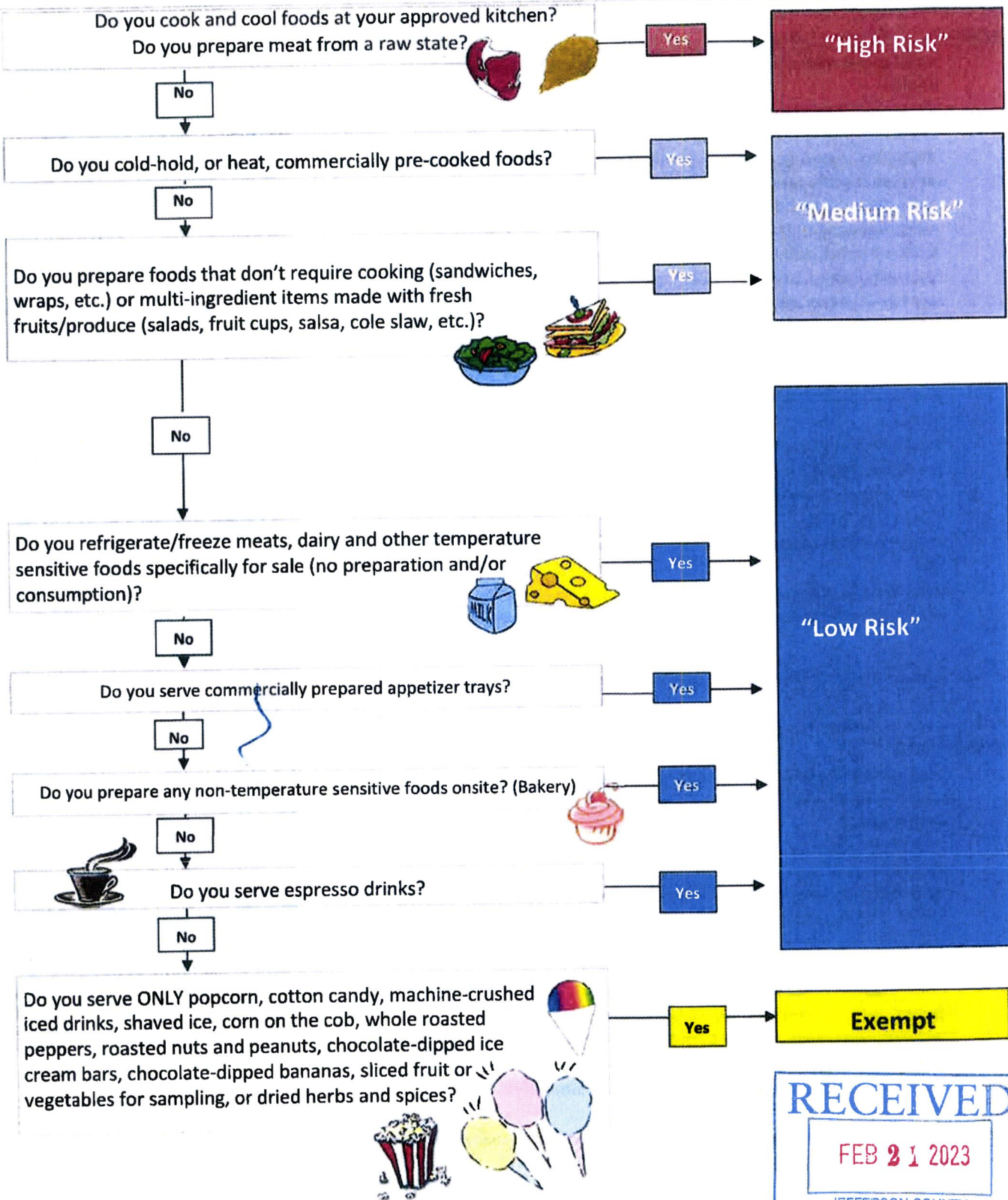


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FEB 21 2023

JEFFERSON COUNTY
ENVIRONMENTAL PUBLIC HEALTH

What is Your Temporary Food Establishment's Risk Level?



Dear Jefferson County Public Health,

On behalf of Pane d'Amore Artisan Bakery, I am writing to confirm that the Jefferson County Farmers Market/Port Townsend Farmers Market has permission to utilize the Pane d'Amore kitchen for food preparation for chef demonstrations hosted at the Port Townsend Farmers Market. Pane d'Amore and the Jefferson County Farmers Market (JCFM) have a long history of partnership with the bakery being a market vendor.

We commit to providing the following:

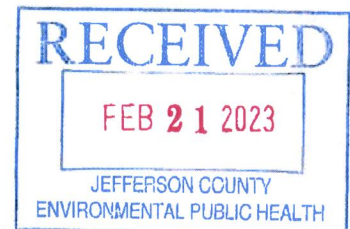
- A commercial kitchen to support the Port Townsend Farmers Market cooking demonstrations on April through September demonstration dates
- A 3-compartment sink for dishwashing as well as a prep sink for cleaning produce
- Hot and cold running water, and a mop sink for dumping water after demonstrations
- Kitchen equipment such as knives, colanders, and other food preparation and serving supplies as needed

Please contact me should you have any questions requiring our support of JCFM's culinary education program.

Sincerely,



LINDA YAKUSH



Jefferson County Farmers Markets

2023 Culinary Education Schedule

Date (Dates are flexible)	Market	Chef Name	Recipe Idea	Food worker card exp	Card number
4/15/2023, 10am-11am	Port Townsend	La Cocina Port Townsend	Tortilla	2/24/23	1177L31WY7D01G23
5/20/2023, 10am-11am	Port Townsend	Jefferson Healthcare, Arran Stark	Dish featuring cooked seasonal produce	5/2025	1177A32L6D01S25
6/04/2023 10:30am-11:30am	Chimacum, Kids' Recipes Day	Dan Rattigan	Dish featuring cooked seasonal produce	(new card coming soon) 3/8/2023	112ZD94J04A04R29
6/17/2023, 10am-11am	Port Townsend, Kids' Tasting Day	Almee Dalley-Fallat	Simple recipe with fresh produce for kids	09/24/2023	1177A328YA701D23
7/15/2023, 10:30am-11:30am	Port Townsend	Rufina Garay	Cooked dish featuring seasonal produce	Applying for new card	Chef Stark will be at demo to supervise and support
8/6/2023-10:30am-11:30am	Chimacum	Jefferson Healthcare	Dish featuring cooked seasonal produce	5/2025	1177A32L6D01S25
8/19/2023, 10:30am-11:30am	Port Townsend	Jefferson Healthcare, Arran Stark	Dish featuring cooked seasonal produce	5/2025	1177A32L6D01S25
9/16/2023, 10:30am-11:30am	Port Townsend, TOMATO TASTE-OFF	Jefferson Healthcare	Tasting fresh tomatoes	5/2025	1177A32L6D01S25



Technical Assistance/Plan Review - Minimum	109.20	
Technical Assistance/Plan Review - Per Hour	109.20	
Late Fee for Invoices	63.00	See Resolution #88-20
Case Scanning/Technology Fee	37.80	
O & M Inspection Report Manual Data Entry & Payment Processing Fee	53.55	
Recording Fee	81.90	Plus the Auditors Office recording fee
Notice to Title Rescission	425.25	Plus recording fee and fee for filing & removing Notice to Title
ONSITE SEWAGE DISPOSAL		
Sewage Disposal Permits		
New Conventional	719.25	Valid for 3 years
New Alternative	1,047.90	Valid for 3 years
New septic tank and/or pump chamber only	429.45	Issued in conjunction with an existing sewage disposal system or community system
New Community or Commercial:		
Conventional	908.25	Base Fee - Valid for 3 years
Alternative	1,161.30	Base Fee - Valid for 3 years
Each Connection	113.40	Add to base permit fee
Development and Review Financial Assurance and System Operation Agreements	109.20	Per Hour
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	360.15	
Repair - Alternative	523.95	Applies to existing installed sewage disposal system; the
Repair - Septic tank and/or pump chamber only	215.25	Technical Assistance/Plan Review hourly rate will be charged
Repair - Community or Commercial: Conventional	454.65	for repairs where the applicants require additional assistance
Repair - Community or Commercial: Alternative	580.65	
Modification or Reserve Area Designation	326.55	
Expansion	680.40	
Redesign	217.35	Applies to pending or active but not installed
Minor Site Plan Change	78.75	
Reinspection	271.95	
Operating Permit	170.10	
Annual Renewal	63.00	
Compliance Inspection	103.95	
Evaluation of Existing System/Monitoring Inspection		
Septic system only	422.10	
Septic system plus water sample	476.70	
Retest/Reinspection	217.35	
On Site Sewage - Building and Planning		
Subdivision Review Base Fee	652.05	Plus Per lot fee
Boundary line adjustment or Lot Certification base review fee	255.15	Plus Per lot fee
Planned rural residential development review fee	255.15	
Per lot fee	113.40	For Subdivision Review, Boundary Line Adjustment and Planned Rural Residential Development Review fees
Pre application meeting fee	255.15	
Density exemption review fee	162.75	
Field Work for Density Exemption Review	109.20	Per Hour
Building Application Review:		
Residential - Individual OSS	162.75	Review after Building Permit issued, is same fee
Commercial - Individual OSS	326.55	Review after Building Permit issued, is same fee
Community OSS	326.55	Review after Building Permit issued, is same fee
Revised Site Plan Review	81.90	Review of resubmission before Building Permit is issued
Soil Registration	218.40	Valid for 2 years. Future septic permit application fee will be discounted by this fee amount if submitted within 2 years.
Other		
Waiver/Variance Application	299.25	
Waiver/Variance Hearing	489.30	
Wet season evaluation	680.40	
General environmental health review fee	109.20	Per Hour
Licenses		
Installer, Pumper, Operator, Monitoring & Maintenance Specialist or Technician	680.40	Operation Monitoring & Maintenance (O, M & M)
Retest	271.95	
Homeowner Authorization	12.60	
Annual Certificate Renewal	376.95	
Delinquent Renewal after January 31	680.40	
FOOD SERVICE ESTABLISHMENTS		
Annual Permit Fees (Based on menu Complexity & seating - menu changes may change category)		
Category 1	291.90	
Category 2	408.45	
Category 3	687.75	
With lounge, add	291.90	Separate lounge area
With catering, add	408.45	
Annual Permit Issued after September 1	Based on Permit	50% of Annual Permit Fee
Temporary Permits Application Fees		
Low Risk Foods (Limited to Specific Listed Foods)		
Initial Event/Additional Single Event	70.35	Same menu only

25% Reduction for 501(c)(3) and households that meet USHHS Poverty Guidelines*	Based on Permit	*With BoCC Resolution & backfilled with General Funds.
Late Fee for Temporary Permits	Based on Permit	Additional (Paid when application is submitted less than 10 days prior to the event)
Other Food Fees		
New Establishment	253.05	
Food Service Plan Review	127.05	Per Hour; 2 hour minimum
New Owner/Change of Owner	158.55	If paying this fee AND for minor change of floor plan or equipment or for change of menu or style of service, may need to pay for Food Service Plan Review
Minor Change of Floor Plan and/or Equipment	158.55	If paying this fee AND for New Owner/Change of Owner or for change of menu or style of service, may need to pay for Food Service Plan Review
Change of Menu or Style of Service	158.55	If paying this fee AND for New Owner/Change of Owner or for minor change of floor plan or equipment, may need to pay for Food Service Plan Review
Waiver/Variance	127.05	Per Hour; for review and/or approval
Reopening Fee	127.05	Per Hour
Manager's Course	338.10	
Pre-opening inspection	127.05	Per Hour
Reinspection		
First Inspection	189.00	
Each inspection after first	315.00	
Food Handler Card		
Reissue Unexpired Food Handler Card	10.00	
SOLID WASTE		
Annual Permit Fees		
Limited Purpose Landfill	3,475.50	For the first 30 hours, then assess technical rate
Closed Landfill	2,622.90	For the first 24 hours, then assess the technical rate
Biosolid/Composting Facilities	1,233.75	For the first 11 hours, then assess the technical rate
Moderate Risk Facility	1,218.00	For the first 11 hours, then assess the technical rate
Inert Waste Landfills	590.10	For the first 5 hours, then assess the technical rate
Transfer Station	2,622.90	For the first 24 hours, then assess the technical rate
Other Solid Waste Facilities	890.40	For the first 5 hours, then assess the technical rate
Drop Boxes	874.65	For the first 8 hours, then assess the technical rate
Commercial Shooting Facilities	109.20	Per Hour
Miscellaneous Fees		
New Facility Application	715.05	
Exempt Facility Inspection	543.90	
Facility Reinspection	Based on Reinspection	
Plan, Document and Waiver/Variance Review	436.80	+\$109/hour for > 4 hours and 5% of total cost for addtl hours for Technology Fee
WATER		
Application Fee	260.40	Inspection of well construction, decommission & reconstruction
Determination of Adequate Water Supply base fee	162.75	Tech Assist and Document Review is billed at the hourly rate
Well Inspection & Water Sample for Loan	217.35	
Well Site Inspection-Proposed public water supply	516.60	
LIVING ENVIRONMENTS		
Water Recreation Facilities Operation Permit		
Single Swim Pool (in operation for < 6 months of the year)	373.80	
Single Swim Pool (in operation for ≥ 6 months of the year)	476.70	
Single Spa Pool (in operation for < 6 months of the year)	327.60	
Single Spa Pool (in operation for ≥ 6 months of the year)	476.70	
Single Wading Pool (in operation for < 6 months of the year)	270.90	
Single Wading Pool (in operation for ≥ 6 months of the year)	476.70	
Spray Pool or Pools (in operation for < 6 months of the year)	134.40	
Spray Pool or Pools (in operation for ≥ 6 months of the year)	203.70	
Each Additional Swim, Spa, or Wading Pool (in operation for < 6 months of the year)	80.85	
Each Additional Swim, Spa, or Wading Pool (in operation for ≥ 6 months of the year)	108.15	
Reinspection	109.20	Per Hour plus associated lab costs
Plan Review	109.20	Per Hour
Indoor Air (Tobacco)		
Compliance Enforcement	109.20	Per Hour
Reinspection	109.20	
Rebuttal Application	217.35	

Note: 2023 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;

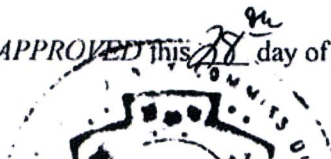
WHEREAS, the following findings are made with regard to the matter of requests for the waiver of fees:

- 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.