



## Agenda Item Summary

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### **Submitted By**

Mike Charley, Public Health Director

### **Reviewed By**

LKS

### **Agenda Item Title**

**First Reading of an Ordinance Amending Chapter 18 ("Business Licensing"), Article 2 ("Fee Schedule") of the Oak Park Village Code Regarding Temporary Food Establishment and Mobile Food License Fees**

### **Overview**

The Health Department is recommending the Village Board amend the Temporary Food Establishment license and annual Mobile Food license fees within of Chapter 18 ("Business Licensing"), Article 2 ("Fee Schedule").

### **Staff Recommendation**

Approve the Ordinance.

### **Fiscal Impact**

The fee schedule amendments would create a projected \$4,050 in additional annual revenue.

### **Background**

Staff is recommending that the "Mobile Food Establishment" fee schedule be amended. The amendment provides for fees that are commiserate with the staff time and resources required to review applications, conduct pre-operational and routine mobile food establishment inspections. Mobile Food Establishments have recently been required by the Illinois Department of Public Health to be classified by IDPH risk category (I, II or III). This required classification of mobile food establishments will require additional Health staff inspections. The fiscal impact projection is an additional \$850 in annual revenue.

Staff is recommending two amendments to "Temporary Food Establishment" license fee. The first amendment is to require a \$100 fee/application/event. The current fee schedule requires an annual \$100 fee/year, not per application/event. The fiscal impact projection is an additional \$2,000 in annual revenue. This fee amendment would affect approximately 15 temporary food vendors/year by requiring those vendors/businesses to pay \$100 per event application.

The second Temporary Food Establishment amendment is to create a \$100 late fee for temporary food applications received less than ten (10) calendar days prior to the event. The amendment also states that applications received by the Village less than three (3) days prior to an event shall not be accepted by the Village. The primary goal of this amendment is to incentivize temporary food vendors to submit temporary food applications to the Health Department in a timely manner, providing Health Department sufficient time

to review and approve applications. The fiscal impact projection is an additional \$1200 of annual revenue.

**Alternatives**

The Board could seek additional information and/or request Village Attorney review prior to a second reading and adoption of the Ordinance.

**Previous Board Action**

Chapter 18 ("Business Licensing"), Article 2 ("Fee Schedule") was amended in 2015. At that time the "Temporary Food Establishment" fee was increased from \$96 to \$100.

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A

**Intergovernmental Cooperation Opportunities**

N/A

**Performance Management (MAP) Alignment**

N/A