

ORDINANCE NO. 2013 - 36

AN ORDINANCE TO AMEND CHAPTER 563 OF THE CITY OF VINELAND CODE, ENTITLED "RESTAURANTS."

**WHEREAS**, Chapter 563 of the City of Vineland Code establishes certain fees for retail food establishments in the City of Vineland; and

**WHEREAS**, the Vineland Health Department conducted a review of its current license and inspection fees and made certain recommendations to increase the fees collected over a three year period;

**WHEREAS**, City Council considers it in the best interest of the City to amend Chapter 563-6 entitled "Fees."

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Vineland that Chapter 563 entitled "Restaurants" be and is hereby amended as follows:

The City of Vineland Code is hereby amended and supplemented in Chapter 563, entitled "Restaurants", which shall read as follows:

§563-6. Fees; exceptions; expiration of license.

A. The fees for licenses issued under this section shall be as follows:

	Phase 1	Phase 2	Phase 3
(1) RC 1	\$ 100.00	\$ 140.00	\$ 175.00
(2) RC 2	\$ 180.00	\$ 225.00	\$ 275.00
(3) RC 3a/4a	\$ 325.00	\$ 400.00	\$ 475.00

1. Bakeries
2. Restaurants (1 to 100 seats)
3. Long-term care/assisted living units
4. Child-care centers
5. Education facilities
6. Health care facilities (less than 5,000 sq. feet).
7. Other; grocery store, deli, etc.

(4) RC 3b/4b	\$ 800.00	\$1,100.00	\$1,450.00
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1. Restaurants (101 or more seats)
2. Health care facilities (5,000 sq. feet or more)
3. Other

(5) Supermarkets	Phase 1	Phase 2	Phase 3
RC2	\$ 480.00	\$ 560.00	\$ 650.00
RC3	\$ 900.00	\$1,250.00	\$1,575.00

(6) Temporary retail food operations.

A.	1. First day of any event in a calendar year.	\$ 55.00	\$ 75.00	\$ 100.00
	2. Five dollars per day thereafter.			
	3. Fee for plan review	\$ 25.00	\$25.00	\$ 25.00

B. No change.

(7) Mobile Units

RC 1 Mobile	\$ 50.00	\$ 65.00	\$ 80.00
RC 2 Mobile	\$ 85.00	\$ 100.00	\$ 120.00

(8) The Director of the Department of Health and the Chief Financial Officer shall review bi-annually the cost accounting records for services provided herein and to adjust the fees therefor.

(9) No Change.

(10) Food establishment plan review (includes pre-open inspection).

(1) RC 1	\$ 55.00	\$ 65.00	\$ 75.00
(2) RC 2	\$ 125.00	\$ 175.00	\$ 275.00
(3) RC 3 & 4	\$ 450.00	\$ 600.00	\$ 750.00
(4) HAACP Plan (R.O.P.) Review	\$ 250.00	\$ 250.00	\$ 250.00

Phase 1 shall be effective upon enactment. Phase 2 shall take effect one-year after enactment and Phase 3 one year thereafter.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Passed first reading:

Passed final reading:

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President of Council

Approved by the Mayor:

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Mayor

ATTEST:

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City Clerk



# VINELAND

## New Jersey

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Report to City Council

7/23/2013

RE: Retail Food Establishments  
License Fee Increase



Recently I was asked to do a cost analysis regarding all fees charged for various licenses issued in the Health Department. We used direct labor costs and other direct costs to formulate a fee schedule. This was done in conjunction with John Wagner who is the economic consultant for the Electric Utility as well as time studies done by our office. The fees will be phased in over a three year period and only reflect approximately 75% of our cost of providing our service. A cost analysis will be done bi-annually to determine any cost adjustments that need to be made.

If you have any questions do not hesitate to contact me.

Dale Jones

Health Director

**VINELAND HEALTH DEPARTMENT**  
**License and Inspection Fee Analysis**  
**Fact Sheet**

**Background:** The Vineland Health Department conducted a review of its current license and inspection fees to determine the cost of providing these services. This analysis utilized accounting records, activity studies, departmental interviews and cost analysis to determine the direct cost for inspections and other related activities. After reviewing the results of the analysis a new schedule of license and inspection fees was developed, the proposed fee schedule is attached as Exhibit 1. The Health Department respectfully requests the Board of Health consider the recommended fees and approval of the proposed fees to be effective by the end of the first quarter of 2012. The proposal includes a phase in period to gradually adjust the fees over a three year period.

**What's included in the proposed fees:** The proposed fees include direct labor and labor related costs. An event study for each activity identified the labor hours typically associated with each license or inspection activity. The direct labor hours were then priced with the direct labor and labor related costs.

**How much additional revenue will the proposed fees produce:** Under the proposed phase in period an additional \$183,000 of revenue should be realized over the period. During the first year of the phase period approximately \$85,000 of additional revenue should be realized in year two \$48,000 and in year three \$50,000.

**Are all fees and licenses being adjusted:** No, the inspection fees associated with Kennels and Shelters are not changing under the proposal because these fees are fixed by State Statute. The fees for Registrar Certificates are proposed to increase from \$15 to \$20 in year 1 and remain at that level for the remainder of the phase in period.

**Conclusion:** The Health Department respectfully requests the Board of Health to approve the proposed phase in plan to adjust license and inspection fees. The proposed fees are based on the actual direct costs incurred to provided license and inspection services. In addition, approval of the proposed fee schedule will insure recovery of additional revenues for the 2012 calendar year.

**EXHIBIT 1**  
**VINELAND HEALTH DEPARTMENT**  
**License and Inspection Fee Analysis**

Line	Service List:	Typical Time Required	Current Charges	Proposed Charges			Calculated Cost
				Phase 1	Phase 2	Phase 3	
1	<b>Recreational Bathing Plan Review</b>						
2	New Facilities - One Unit	12.44 \$	250 \$	400 \$	600 \$	750 \$	747
3	Each Additional New Unit	30% of 1st Unit	\$	120 \$	180 \$	225 \$	224
4	Alterations/Minor Remodel	1.5	\$	50 \$	75 \$	100 \$	90
5							
6	<b>Public Bathing Program (per unit)</b>	10.46 \$	100 \$	275 \$	450 \$	625 \$	628
7							
8							
9	<b>Retail Food Safety Program</b>						
10	RC1	2.9 \$	70 \$	100 \$	140 \$	175 \$	174
11	RC2	4.4 \$	140 \$	180 \$	225 \$	275 \$	264
12	RC3a	7.7 \$	250 \$	325 \$	400 \$	475 \$	462
13	RC3b/4b	24.2 \$	500 \$	800 \$	1,100 \$	1,450 \$	1,453
14	RC1 Mobile	1.3 \$	35 \$	50 \$	65 \$	80 \$	78
15	RC2 Mobile	2 \$	70 \$	85 \$	100 \$	120 \$	120
16	Supermarket RC2	10.8 \$	400 \$	480 \$	560 \$	650 \$	649
17	Supermarket RC3	26.2 \$	550 \$	900 \$	1,250 \$	1,575 \$	1,574
18	Temporary Events	1.6 \$	35 \$	55 \$	75 \$	100 \$	96
19							
20	<b>Septic System Inspection Program</b>						
21	Replacement	9 \$	150 \$	280 \$	415 \$	550 \$	541
22	New System	11.8 \$	200 \$	370 \$	535 \$	700 \$	709
23							
24	<b>Well Systems</b>						
25	New Systems	5.31 \$	75 \$	155 \$	240 \$	320 \$	319
26	Existing Systems (priced the same as new systems going forward)						
27							
28	<b>Body Art</b>						
29	Plan Review **	3.75 \$	200 \$	225 \$	225 \$	225 \$	225
30	Routine Inspection	5.35 \$	100 \$	175 \$	250 \$	325 \$	321
31	Routine Inspection - Piercers	1.00 \$	25 \$	40 \$	50 \$	60 \$	60
32							
33	<b>Kennel and Shelter Inspections</b>						
34	Kennels	8.3	\$	160 \$	330 \$	500 \$	497
35	Shelters	11.2	\$	225 \$	450 \$	675 \$	674
36							
37	<b>Registrar's Certificates</b>		\$ 15	20.0 \$	20.0 \$	20.0 \$	20.0
38							
39							
40							
41	** Plan Review and Routine Inspection combined for first year for \$300 fee						

*Based on 2011 actual data  
 Does not take into consideration exp. or costs  
 Look at last time fees were adjusted  
 Food 2008 updated*