

**DANE COUNTY**  
**POLICY AND FISCAL NOTE**

|                                              |                                                |                               |
|----------------------------------------------|------------------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update                | Substitute No. _____          |
| Sponsor: JACKSON                             |                                                | Resolution No. 2025 RES-366   |
| Vote Required:                               |                                                | Ordinance Amendment No. _____ |
| Majority                                     | Two-Thirds <input checked="" type="checkbox"/> |                               |

Title of Resolution or Ord. Amd.:

**AUTHORIZING APPROVAL OF AN ADMINISTRATIVE FEE IN LICENSED ESTABLISHMENTS IN DANE COUNTY**

**Policy Analysis Statement:**

Brief Description of Proposal -

Proposing to add a \$37.50 administrative fee for licensed establishment reinspections that can be done through mail/email correspondence. As a fee funded program, the licensed establishment program shall insure that revenue covers the cost of the program work. Similar to license fees, these additional fees shall be determined by Board of Health, established by the County Board, and published publicly.

Current Policy or Practice -

Currently these administrative reinspections are not being charged and requires staffing time for documenting compliance.

Impact of Adopting Proposal -

This change supports the true cost for providing these administrative functions, and allows for high quality, customer focused services while maintaining a balance budget.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- ☐ No Fiscal Effect  
☒ Results in Revenue Increase  
☐ Results in Expenditure Increase  
☐ Results in Revenue Decrease  
☐ Results in Expenditure Decrease

Budget Effect (check all that apply)

- ☐ No Budget Effect  
☒ Increases Rev. Budget  
☐ Increases Exp. Budget  
☐ Decreases Rev. Budget  
☐ Decreases Exp. Budget  
☐ Increases Position Authority  
☐ Decreases Position Authority  
Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

The administrative fee insure that the program remains 100% funded by revenue from the program and insures the program service is able to continue to be sustained by these user fees. The amount of additional revenue is indeterminate, as it cannot be projected in advance and will depend on the number of reinspection's conducted.

**Expenditure/Revenue Changes:**

|                      | Current Year |          | Annualized |          |            | Current Year |          | Annualized |          |
|----------------------|--------------|----------|------------|----------|------------|--------------|----------|------------|----------|
|                      | Increase     | Decrease | Increase   | Decrease |            | Increase     | Decrease | Increase   | Decrease |
| Expenditures -       |              |          |            |          | Revenues - |              |          |            |          |
| Personal Services    |              |          |            |          |            |              |          |            |          |
| Operating Expenses   |              |          |            |          |            |              |          |            |          |
| Contractual Services |              |          |            |          |            |              |          |            |          |
| Capital              |              |          |            |          |            |              |          |            |          |
| Total                | \$0          | \$0      | \$0        | \$0      | Total      | \$0          | \$0      | \$0        | \$0      |

**Personnel Impact/FTE Changes:**

Revenue from the fee increase will be used to support the true cost of the services provided, and sustain the current positions within the program per FDA Retail Food Standards and DATCP agent contract.

**Prepared By:**

|              |                                     |           |                      |
|--------------|-------------------------------------|-----------|----------------------|
| Agency:      | Public Health Madison & Dane County | Division: | Environmental Health |
| Prepared by: | Bonnie Armstrong                    | Date:     | 2/9/26               |
| Reviewed by: |                                     | Phone:    | 608-216-3494         |
|              |                                     | Date:     |                      |