

Charles River Public Health District Fee Analysis Project

Dover, Medfield, Needham, Sherborn



BME STRATEGIES

Agenda

Project Overview and Phase 1 Summary

Phase 2: Needham Pilot Summary & Key Takeaways

Permit Fee Calculator Customization Next Steps

Project Deliverables

CRPHD Project Overview

Phase 1: Fee Cost Analysis

Objective 1: Identify permits issued in towns, and compare CRPHD towns to like-communities, and to each other



Phase 2: Data Collection and Stakeholder Discussions

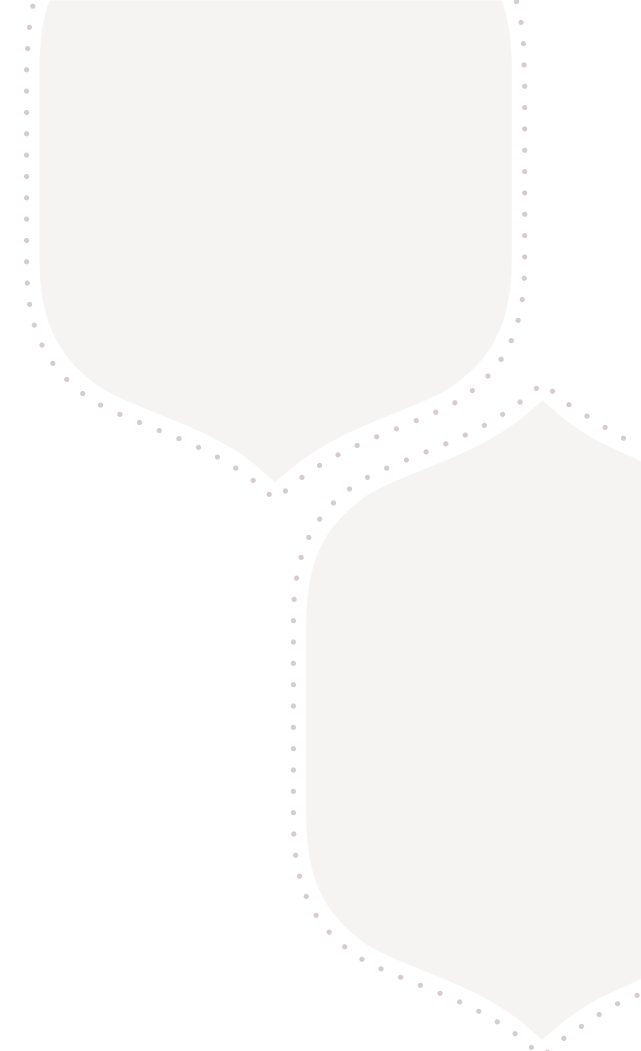
Objective 2: To assess fees against the labor time and other associated costs required to provide permit services

Final Deliverables

1. Permit Fee Calculators for each of the CRPHD municipalities
2. SOP for Calculator Utilization
3. Brief Final Report with Recommendations, including Lever Points of Fee Schedule Assessment

Phase 1: Fee Cost Analysis

Objective 1: Identify permits issued in towns, and compare CRPHD towns to like-communities and to each other



Summary of Phase 1 Protocol

Initial Review of Fee Schedules

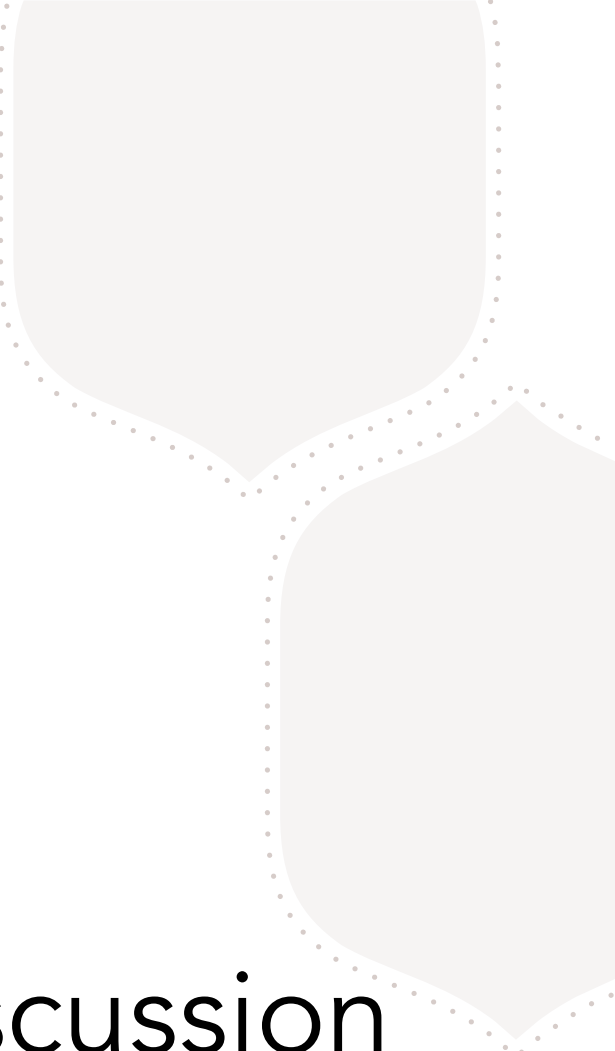
Split Fees into 3 Major Categories
(Septic, Food, and Miscellaneous)

Grouped Similar Fees for Comparison

Generated Summary Statistics
(Average and Standard Deviation)

Fee Comparison to Like-Communities





Phase 2: Calculator Customization Data Collection & Stakeholder Discussion

Objective: To assess fees against the labor time and other associated costs required to provide permit services using customized MHOA fee calculators

MHOA Permit Fee Calculator Overview

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- Developed by MHOA for local public health departments in MA to set permit fees
- Permit Fee Calculator Purpose
 - ✓ Permit fees should be based on actual costs associated with local public health departments to provide the services
 - ✓ Fee Schedules must be defensible and not arbitrary
- Calculator costs for 5-year time period
 - ✓ Recommendation to revisit costs every 5 years

Required Data Inputs for Permit Fee Calculator

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To Calculate Hourly Rate (Ahead of Sessions)

- Health Department Positions
- FTE of those Positions
- Annual Salaries for Positions
- % FTE to Permitting
- Annual Vacation Hours
- Operating Budgets (General and Permitting Operating Budget)
- COLA
- Anticipated increase/decrease in EH Staff
- Most Updated Fee Schedules

To Gather Time Inputs (During Sessions)

- Administrative time for permits and plan reviews
- Inspector time for permits and plan reviews

MHOA Permit Fee Calculator Customization

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Permit Type	Permit Duration	Admin Time (min)	Inspection Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service	Calculated Permit Fee (rounded up to nearest \$10)
FOOD								
Food Establishment Risk Category 0 (1 inspection/yr)	Annual	20	20	40	0.67	\$ 82.66	\$ 55.11	\$ 60.00
Food Establishment Risk Category 1 (1 inspection/yr)	Annual	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00
Food Establishment Risk Category 2 (2 inspections/yr)	Annual	20	150	170	2.83	\$ 82.66	\$ 234.20	\$ 240.00
Food Establishment Risk Category 3 (3 inspections/yr)	Annual	20	450	470	7.83	\$ 82.66	\$ 647.49	\$ 650.00
Food Establishment Risk Category 4 (4 inspections/yr)	Annual	20	600	620	10.33	\$ 82.66	\$ 854.13	\$ 860.00
Residential Kitchen (1 inspection/yr)	Annual	20	40	60	1.00	\$ 82.66	\$ 82.66	\$ 90.00
Caterer Base of Operations (2 inspections/yr)	Annual	20	120	140	2.33	\$ 82.66	\$ 192.87	\$ 200.00
Mobile Food No Food Service (1 inspection/yr)	Annual	20	15	35	0.58	\$ 82.66	\$ 48.22	\$ 50.00
Mobile Food With Food Service (2 inspections/yr)	Annual	20	90	110	1.83	\$ 82.66	\$ 151.54	\$ 160.00
Frozen Dessert Manufacturer (wholesale) (1 inspection/yr)	Annual	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00
Frozen Dessert Manufacturer (retail) (1 inspection/yr)	Annual	20	20	40	0.67	\$ 82.66	\$ 55.11	\$ 60.00
Farmer's Market No Food Service (1 inspection/season)	Seasonal	20	15	35	0.58	\$ 82.66	\$ 48.22	\$ 50.00
Farmer's Market With Food Service (1 inspection/season)	Seasonal	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00
Temporary Food No Food Service (less than 14 days with single event)	Temporary	20	15	35	0.58	\$ 82.66	\$ 48.22	\$ 50.00
Temporary Food With Food Service (less than 14 days with single event)	Temporary	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00

Needham Pilot Summary

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Step	Description	Time
Calculator Introduction	Needham was oriented to the calculator and the steps to customize the calculator, including gathering data inputs and previewing the time allocation exercise needed to calculate the hourly rate.	30 minutes (Needham + BME)
Working Meetings	Two working meetings were conducted for the Needham Pilot: 1. BME Strategies supported Needham in starting the exercise of allocating administrative and inspection time for each of their permits. 2. BME Strategies reviewed the time allocations and previewed permit costs with Needham.	2 hours (Needham + BME)
Allocate Inspection and Admin Time + Gather Data Inputs	Outside of working meetings, Needham continued to do the time allocation for permits on their own. Needham also gathered the required data inputs from relevant sources. Data inputs that needed to be gathered included payroll and budget.	5 Hours (Needham)
Data Review & Full Calculator Customization	BME Strategies reviewed budget and payroll sources to input and customize the calculator for Needham's use.	3 hours (BME)
Final Calculator Walkthrough	The customized calculator was shared with Needham, and BME walked Needham through what was customized and how Needham could customize it further for their use.	1 hour (Needham + BME)
	Total Time	~ 11 hours

Needham Pilot Key Takeaways

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Time allocation exercise and gathering budget & payroll documents take time



We estimate other municipalities will take a similar time of around 11 hours to customize the calculator. This time will depend on if municipal financial data is readily available and comfort with administrative and inspection time allocation.

Municipal Budgets may not be available as EH and Dept-wide budgets



The calculator requires two budget numbers: an Environmental Health budget and a Department-wide budget. We learned that budgets may not be itemized by these specific categories. BME Strategies created a resource as part of Needham's calculator to re-categorize budget line items.

Opportunity to Compare Calculated Fees to Current Fees



After the permit fee calculator is customized to a municipality, the municipality is able to see the calculated fees and current fees side-by side, giving municipalities an opportunity to reassess their fees.

Calculator Recommendations

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- ❖ Revisit Permit Fee Costs every 5 years
- ❖ Special circumstances where fees should be re-evaluated before 5 years include but are not limited to:
 - Unexpected staff reduction/addition as fees are expected to significantly change with changes in dedicated staff time
 - Large changes to budgets
 - Necessity for new permit types
 - Unexpected Cost of Living Adjustments (COLA) changes
 - Technological advancements: If permit/inspection software significantly changes administrative or inspectional time, fees should also be reevaluated to reflect that change.
 - Public Health Emergencies
- ❖ Community-Specific Needs: Calculator should be used as a planning resource for fee assessment in conjunction with other tools and information within the municipality.

CRPHD Calculator Customization Next Steps

Next Steps

- Amy McInerney will be supporting future calculator customization and use for CRPHD.

Project Deliverables

Project Deliverables

- Permit Fee Calculators for each of the CRPHD municipalities (fully customized or pre-populated with permits specific to each municipality)
- Brief Final Report with Recommendations and SOP for Calculator Customization & Utilization

Thank you!

Janice Chen - jchen@bmestrategies.com

Rebecca Han - rhan@bmestrategies.com

Karen Contador - kcontador@bmestrategies.com

