



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: 10/22/19	ITEM TIME: 11:25 to 11:55 am

FROM:	Scott Cowman - Routt County Director of Environmental Health Heather Savalox – Senior Environmental Health Specialist
TODAY’S DATE:	9/27/2019
AGENDA TITLE:	Consideration to Implement a Special/Temporary Event Coordinator Fee
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input checked="" type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
The Routt County Department of Environmental Health (RCDEH) is requesting consideration and approval from the Routt County Board of County Commissioners to implement a \$50 fee for Event Coordinators managing special/temporary (temp) events with retail food service.	
II. RECOMMENDED ACTION (motion):	
A motion by the Routt County Board of Commissioners to approve collection of \$50 Event Coordinator Fee.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (if applicable): \$500.00	
CURRENT BUDGETED AMOUNT: \$0	
PROPOSED EXPENDITURE: \$	
FUNDING SOURCE:	
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None	



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V. BACKGROUND INFORMATION:

Coordinators of temp events with retail food service are required to complete and submit an Event Coordinator Application to RCDEH two weeks prior to the start date of the event. This application provides information relative to the dates, times, and location of the event, number of visitors expected, peak visitation, anticipated food booths and the services provided onsite to retail food vendors, including: potable water supply and wastewater, electricity, waste collection, toilet and handwashing facilities, as well as a site map of the event.

Event Coordinators are responsible for distributing Temporary Event Retail Food Vendor Plan Review Forms to identified retail food vendors, which must be completed and submitted to RCDEH concurrently to ensure food safety is prioritized, that information is accurate, and vendors are licensed or can obtain necessary licenses prior to the event start date.

Staff time required to regulate temp events has been increasing as more events get added to the calendar every year. Temp events are not regulated by the CDPHE, rather they fall under local control. A food vendor license fee for temp events was developed in coordination with the Colorado Food Program Managers Group and CDPHE so that fees were consistent throughout the state (please refer to Temporary Event Retail Food Vendor Plan Review Form for fees). An Event Coordinator Fee would help cover staff time needed to review and follow up on Event Coordinator Applications and also improve cost recovery. Several Colorado county's already collect an Event Coordinator Fee including Eagle and Summit County's. Eagle County has a \$50 fee and Summit County charges \$36 with a \$10 late fee.

Event Coordinator fees would be assessed per event, and collected upon application submittal. A fee of \$50 would have generated a revenue of \$500 in 2019. **Fees would not be assessed for non-profit organizations designated with 501c-3 status provided they can demonstrate applicable documentation.**

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

Do not require an Event Coordinator Fee, implement a lower fee with a late charge.



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X. ATTACHMENTS:

- Event Coordinator Application
- Temporary Retail Food Event Vendor Plan Review Form