



# Memorandum #04-15

**Date:** March 23, 2015

**To:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH

**From:** Rose Henderson, R.N., REHS, EH Manager *RH*  
Jackie L. Reszetar, REHS, Director of Environmental Health Division *JLR*  
Andrew J. Glass, Director of Administration *AG*  
Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer *JPI*

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**Subject:** Adoption of the Proposed Southern Nevada Health District Environmental Health Division Event Coordinator Fee Schedule

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## I. BACKGROUND:

A **Special Event** is a transitory public gathering that takes place at a given location for a specific purpose. It has a defined start and stop date, with the given event not exceeding 14 consecutive days. Special Events fall into 2 broad categories:

- Traditional Special Events where there are food vendors who obtain their own food permitting through SNHD and there is usually point of sale with the individual food service vendors.
- Tasting Events where compensation is collected up front and entitles the consumer to food/beverage service associated with the event. The "tasting" booths typically do not have point of sales at the individual service areas.

An **Event Coordinator (EC)** is a designated person or the person assigned by the event sponsor who is responsible for the coordination of the food vendors and health related services at the Special Event.

The fee change proposal under current consideration is for the Event Coordinator fee associated with Traditional Special Events. Tasting Event Coordinator fees are not subject to change at the current time.

Currently the Event Coordinator fee associated with traditional special events is \$290 regardless of the event size. Environmental Health (EH) staff conducted a review of the amount of EH staff time to assure safe public health practice at special events of various sizes, both with pre-event *planning* and inspection/surveillance during the event. Overall, less time was needed for said assurance with smaller events, which based upon FY13/14 numbers comprise ~ 60% of the total

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traditional special events as compared to mid-size events that comprise ~ 30% of total (see breakdown below).

EH staff time associated with large events that comprise ~ 10% of total events, varies greatly. Some Event Coordinators (EC's) are well versed on requirements, have a good handle on the food vendors they allow at their event, are very organized and provide great support services to the vendors and the public. In such cases EC and vendor application fees cover the EH cost associated with pre-event planning and inspecting. Some EC's and their events need more SNHD assistance to get it right. SNHD does not want to raise fees for those Event Coordinators that through their good practices need minimal EH time. As such, billing after the fact to cover actual EH staff time spent above that already paid for offers a method of recovering cost in a fair manner.

**II. RECOMMENDATION:**

SNHD is currently proposing a fee schedule modification for Event Coordinator permits associated with the more traditional events, from the current \$290 for all size events to what is outlined below:

**Proposed Graduated Event Coordinator Fees**

| <b>Event Size</b> | <b>Small</b>    | <b>Medium</b>     | <b>Large</b>   |
|-------------------|-----------------|-------------------|--|
| # vendors         | 2-10            | 11-59             | 60+  |
| # EH staff        | 1               | 2-6               | 6+   |
| Recommendation    | Cut fee in half | Keep fee the same | \$290 EC fee @ application + assess hourly fee after event only if cost of doing business exceeded pre-event applications fees paid by the EC and the Temporary food vendors |
| Proposed fee      | \$145           | \$290             | \$290 + \$118/hour   |
| Late fees         |                 |                   |  |
| <7 calendar days  | 50% of fee      | 50% of fee        | 50% of Base Fee  |
| <1 business day   | 100% of fee     | 100% of fee       | 100% of Base Fee   |

**III. CONDITIONS:**

Notice of proposed fee change was posted on SNHD website and as specified in NRS 233B.060, see Attachments A and B. Please see attached record of the Public Workshop held at 330 S. Valley View Blvd. on February 18, 2015 (Attachment C) and Business Impact Statement (Attachment D). Handout entitled "Event Coordinator Permits - One Size Does Not Fit All" was also reviewed and distributed at a Nevada Restaurant Association sponsored Food Industry meeting on February 18, 2015.

RH:ps

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Attachment A: SNHD Public Notice, dated January 30, 2015

Attachment B: Las Vegas Review-Journal Affidavit of Publication, February 2, 2015

Attachment C: Public Workshop at SNHD, February 18, 2015, 9:00 a.m.

Attachment D: Business Impact Statement

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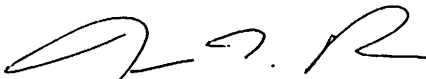
**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Southern Nevada District Board of Health (BOH) on Monday, March 23, 2015 at 5:00 p.m. in Conference Room 2 at the Southern Nevada Health District (SNHD) Public Health Center, 330 South Valley View Boulevard, Las Vegas, Nevada, pursuant to Nevada Revised Statute 439.366, for the purpose of considering adoption of the proposed SNHD Environmental Health Division Event Coordinator Fee Schedule. In case the Fee Schedule is not presented at the March 23, 2015 meeting, it will be presented for PUBLIC HEARING at the BOH regular monthly meeting on April 23, 2015 at 8:30 a.m. in Conference Room 2 at the SNHD Public Health Center.

Environmental Health Division event coordinator fees were last approved in 2010. In order to provide essential and necessary services to the Clark County public, tourist industry and the regulated community, the SNHD Environmental Health Division is proposing to change the existing Fee Schedule.

Copies of the proposed Fee Schedule are available for review at the SNHD Public Health Center, in the Environmental Health Division, 330 South Valley View Boulevard, Las Vegas, Nevada between the hours of 8:00 a.m. to 4:30 p.m. A copy of the Fee Schedule may be requested at that time at a charge of one dollar per page. The same may be viewed on the SNHD website, ([southernnevadahealthdistrict.org/public-notices.php](http://southernnevadahealthdistrict.org/public-notices.php)) or emailed upon request to Peggy Suiter at [suiter@snhdmail.org](mailto:suiter@snhdmail.org). If there are special viewing needs, please contact Ms. Suiter for assistance.

All interested persons may appear at the PUBLIC HEARING and submit data, views or arguments regarding the proposed Fee Schedule. Written data, views and arguments may also be submitted to the District Board of Health in advance of the hearing, addressed to the Chairman of the Southern Nevada District Board of Health at P.O. Box 3902, Las Vegas, NV 89127. The District Board of Health will consider fully all written and oral submissions on the proposed fee schedule prior to taking action thereon. Questions may be directed to Southern Nevada Health District's Environmental Health Division at (702) 759-1110.

  
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Jackie L. Reszetar, REHS, Director of Environmental Health  
Environmental Health Division, SNHD

30 Jan 15  
\_\_\_\_\_  
Date

Prior to the above PUBLIC HEARING at the BOH Meeting on March 23, 2015, there will be a WORKSHOP for the public to present its views on the proposed Environmental Health Division Event Coordinator Fee Schedule, to include the impact on small businesses:

1. February 18, 2015, Wednesday, 9:00 a.m., Southern Nevada Health District Public Health Center, 330 South Valley View Boulevard, Las Vegas, in Conference Room 2.

**ATTACHMENT A**

**Affidavit of Publication**

STATE OF NEVADA)  
 COUNTY OF CLARK) SS:

SOUTHERN NEVADA HEALTH DIST  
 PO BOX 3902  
 LAS VEGAS NV 89127-3902

Account # 22345  
 Ad Number 0000433051

Stacey M. Lewis, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for, was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 1 edition(s) of said newspaper issued from 02/02/2015 to 02/02/2015, on the following days:

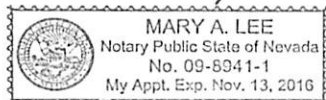
02 / 02 / 15



*Stacey M. Lewis*  
 LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 2nd day of February, 2015

Notary *Mary Lee*



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/s/ Jackie L. Reszetar, REHS,  
 Director of  
 Environmental Health  
 Date January 30, 2015  
 Environmental Health  
 Division, SNHD

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PUB: February 2, 2015  
 LV Review-Journal



Environmental Health Division  
Proposed Event Coordinator Fee Schedule  
Wednesday, February 18, 2015, 9:00 a.m.

**Workshop Minutes**

Southern Nevada Health District Public Health Center  
330 South Valley View Boulevard, Las Vegas, Nevada  
Conference Room 2

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**SNHD Present:** Jackie Reszetar, Director of Environmental Health  
Rose Henderson, Environmental Health Manager  
Peggy Suiter, Administrative Secretary

**Public Present:** Francisco Gomez, Aramark  
Glenn Savage, Citizen  
Melissa Smith, LVCVA  
Janet Denton, LVCVA

Workshop started at 9:00 a.m.

Rose Henderson, Environmental Health Manager (SNHD): (*\*Part of the beginning comments were inaudible due to recorder error.*) . . . to everyone in attendance and also it will be part of the record, a brief one page document which gives a little background concerning the issue at hand today and basically it gives the categories that we see as far as special events here in Southern Nevada (Attachment 1).

And there are typically two different types of special events, one which is a more traditional special event where there are food vendors that have point of sales at their booths. They can include temporary food establishments, annual itinerants, mobile vendors, all of which typically there is some type of public gathering and they sell food in association with an event that's overseen by an event sponsor. In those cases, if there's more than one of those vendors they are typically, there is an event coordinator and they file an application with the Health Department and they're responsible for the basic infrastructure associated with the event and to monitor any of their vendors there to assure that they're properly licensed, permitted and that they are

**ATTACHMENT C**

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appropriately set up for service, so that they are serving safe food to the public and association at the event.

There is another type of special event which we are not having under consideration today and that's tasting events. And typically, these examples would be chili tastings, wine tastings, things where an entry fee would entitle a participant of the public to food or drink associated with the events and there's not necessarily point of sale at those particular tasting booths. That will not be addressed today.

Also, there is a brief definition for an event coordinator and then also I did make note here of what the current fee, base fee for any event coordinator permit application that's associated with an event where there's point of sale booths. And currently across the board, whether it's a small, medium or large event, there is a \$290 base fee. Typically what this fee would cover is both the pre-event planning which the Health District does with the operator and then also some time in the field to evaluate infrastructure.

We did assess that currently a per hour fee which has been in place I think since probably at least 2009 has been \$118 per hour. That is what we are currently maintaining it at. And typically that \$290 would pay for approximately an hour of pre-event planning on regular time and since over 70% of our special events occur after hours, about an hour of our staff time out in the field evaluating infrastructure with special events at time and a half.

What we did find was last year after we had some public workshops, a number of members of industry looked at that graduated fee schedule. They had some concerns, which we tried to review and to take into consideration. All of the food operations leadership time, I did ask them to do additional research on the type of special events we had over the year 2014 so that we could look at possibly grouping in a more simple pattern and those smaller events which we don't have to spend that much time in the pre-event planning and the actual time evaluating infrastructure during the special event, if there was any way we could reduce that fee.

And I asked the five operational offices to look over all of their events, give me some typical values, and for the vast majority of the facilities and if you look at the chart that I have provided to you, that have 2-10 vendors associated with them, we can cover the cost of our staff's time doing business with the operators, the majority of the time, by being able to cut that fee from \$290 down to \$145. And since with smaller business we do want to be business friendly, we're going to propose that we reduce that fee for the smaller events to \$145.

For the medium events which have between 11 and 59 vendors, it takes more staff, it usually takes a larger infrastructure associated with the event because there's more of the public attending. Typically in the majority of cases with looking at a year's worth of special events, we're covering the cost except in some instances by the current \$290 fee. So that we would propose that that fee stay the same for that grouping of special events.

Now looking at the smaller events, that comprises well over 60% of our special events overall within southern Nevada. Then the medium events probably comprise about 30% of those events.

The large events, which have 60 or more vendors associated with the event, comprise probably less than 10% of our special events in southern Nevada that are the more conventional special events with point of sale at the individual vendor booths. What we are proposing for those, because there are some particularly the larger of the large events that we are not covering the cost of our staff in the pre-event planning, nor are we covering the cost of our staff going out and inspecting these events. There are a number of the larger events that have been happening year after year, where they do an exceedingly good job, they are very organized, and that \$290 in addition to whatever fees are brought in from the temporary food establishments, covers our staff time for doing the inspection and the pre-event planning with those events. We do not want those promoters to have to pay any more than what the cost is for us to get our staff out there to assure good public health practices.

So what we are proposing is that the base fee stays the same, that is what the event coordinator would pay when they come in and make application, but we would make that event coordinator aware that if they are a very large event, that we of course with all events now are keeping track of how much time we do spend with them on the pre-event planning and on the actual time spent inspecting the event. If with all the fees taken in with the temporary food establishments plus that base fee exceeds what it would cost at \$118 an hour to cover doing the work, then we will bill after the fact at \$118 per hour rate. We are not going to break out the difference between the pre-event planning which is traditionally done on regular time and the majority of events the actual inspection time is on time and a half, we're just going to keep it at the straight \$118 and not even consider the time and a half that it might take for some of these evening and weekend events.

So that gives you a bit of an overview of what we are proposing and then I would like to open this up to the floor in case you have any questions specific to these proposed fees, and we would be happy to provide any clarification that's needed. Thank you.

Melissa Smith, Las Vegas Convention and Visitors Authority: Can you hear me? Okay. I'm Melissa Smith, Las Vegas Convention and Visitors Authority. So this was very helpful. But I do have a few more questions, just so I can have a little more clarification. So I was doing most of my analysis based on the email that was sent and the draft that was sent and it's similar, but to start with, the current fees of \$290 for any size event, let's just say, let's take the medium event. So it's \$290 and then for each additional 5 currently, it's another \$120 per booth.

Ms. Henderson: May I clarify for you?

Ms. Smith: Yes.

Ms. Henderson: That's for just the tasting events. We are not considering any changing of those particular fees at this time. So tasting events are not, are not being considered right now.

Ms. Smith: Okay, but it still falls under the event coordinator, and that's where I'm getting confused. And my apologies, I was listening very carefully to make sure I was understanding the difference between the tasting and the sampling and, but the event coordinator fee or permit that is required, it does list the \$290 plus 5 additional booths at \$120 and 10 for the beverage.



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Ms. Henderson: Let me provide some clarification and it might not have been clear on, clear enough on what was sent out. We have what's called different program elements and there are different program elements for a tasting event coordinator and a traditional event coordinator. They are two completely different program elements on our fee schedule and this is strictly, and I wish I did have that in front of me as far as the actual program element, but on the actual fee schedule there are different categories. This is strictly the event coordinator that's associated with the traditional special events. There are separate program elements for a tasting event coordinator and that is totally separate from this consideration at this time.

Ms. Smith: Okay, and the tasting being, and I think we only do maybe 1 or 2 tasting events in our facilities, but they're more of a point of sale at the actual booth? Or not the point of sale, where they're actually . . .

Ms. Henderson: This is strictly point of sale at the booths. The traditional events which you see out in the park, where you know there are temporary food establishments, annual itinerants, mobile vendors out there. Tasting events such as, you know, I don't know maybe you have an example which you might want to mention within your facility, but the ones where people come into your venue and they don't pay at the individual booths but they're sampling food or beverage, that is not being considered today.

Ms. Smith: Okay, the majority of them just come in and get an event coordinator fee, pay the fee with us, and then can have X amount of exhibitors sampling. So then if that's the case, then you're not going to be charging those additional fees for that, so then, the actual hourly fees that you're talking about, the \$118? So let's talk about the large shows, so they'll pay \$290, and they have 60 plus exhibitors, some of ours have 150-300.

Ms. Henderson: This consideration is not part of that business model, because those again, you don't have point of sale at those booths, so that those are tasting events, that is not part of the conversation associated with this.

Ms. Smith: Okay, then you're going to charge the \$118 to come and make sure that they're following all of the Health . . .

Ms. Henderson: This is not, if the tasting event, this hourly fee is not part of the consideration for that. This is for traditional special events where there's point of sales at the booths. If you have a trade show where people enter the convention center and then taste various food and beverage from individual booths with no point of sale, that is not being considered for change with the current fee schedule. It's going to stay the same at the present time.

Ms. Smith: Which is? Can you just tell me what the fee is currently?

Ms. Henderson: Again, this is off the top of my head because that was not part of this conversation or part of what this proposal is. I believe currently what the fee schedule indicates for special events that are tasting events, there is a \$290 fee if it is beverage only that can include

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up to 10 beverage booths, after which for every 1-12 booths there's \$120 fee. If it is food booths it's 1-5 for \$120 and that is not part of the consideration for a change with the fee schedule.

Ms. Smith: Okay, currently that is planned to stay the same?

Ms. Henderson: That is planned to stay the same.

Ms. Smith: Okay, awesome. Then that sounds like it should affect a small amount of our shows. On the hourly fee, is there a set amount that an inspector within an hour is normally able to get to, like 5 booths, or 10 booths or?

Ms. Henderson: I believe that when the initial analysis beverage booths vs. food booths was assessed, and it was some years ago, if the booths are set up properly and ready to go, they can accomplish 5 food booths within an hour. If it's something that's simple wine tasting, even though staff have to be you know really on their mark and the operator needs to be in compliance and ready for inspection, they could do up to the amount indicated on the fee schedule. So that's where that initial assessment came and that was under best case scenarios. Sometimes there are people that are not as organized, maybe it's their first time event and they come from other areas which don't assure certain personal hygiene, you know, within a proximity of the area and it might take them a period of time to actually get the equipment so we can pass that particular vendor or food booth so that they're in compliance with our current regulations. But that was based upon averages, I, you know, back when that was initially proposed and then approved by the Board of Health.

Ms. Smith: And that was more so in an inside environment or outside, or?

Ms. Henderson: Everything was taken into consideration in making those general assessments.

Ms. Smith: And what are the current hours, you said that most of your events are in the evening or there's overtime, but what are the standard hours?

Ms. Henderson: When I did ask all of my supervisors to look at all of their events for 2014, I asked them what percentage happened during regular business hours, which a number of the things at some of the indoor venues that I think you have association with happen during regular business hours, but what it came out to is about 70% of them are actually after hours event valley wide, and that would be after 4:30 and on weekends.

Ms. Smith: Okay. I'm going to give someone else an opportunity and then I think I might have another question or two.

Ms. Henderson: Thank you, Melissa.

Francisco Gomez, Aramark: Good morning, I'm Francisco Gomez with Aramark. Thank you for those clarifications. What I'm really thinking right now is for this hearing, our line of business doesn't really get affected. You know, most of our events at the convention center they're based

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on sampling, so basically the changes will affect, and that's what I'm asking clarification, they will only affect the temporary food establishments, right?

Ms. Henderson: The event coordinator fee in association with traditional special events that typically have temporary food establishments, yes sir.

Mr. Gomez: Exactly. That being said, I want to go a little bit deeper on the question that Melissa already asked you. Just to be clear, you are grouping the events based on their size, of course, as small, medium and large, and we cannot avoid taking, let's say for instance, I want a sample so I think it will be more clear and simple to understand, let's say for Cowboy Christmas that we have 25 exhibitors, that they are going to be selling food, so therefore they're going to be pulling temporary food establishment permit. Am I correct? If I read right here, we will be considered that a medium size event, correct? Every single of our exhibitors will be pulling a permit, a temporary permit, which involves a fee that is not considered in this hearing. Our event coordinator fee, will that, what will that be?

Ms. Henderson: That will be just the base \$290, because you are 59 vendors or less.

Mr. Gomez: Correct.

Ms. Henderson: So that we would not be assessing an hourly fee after the fact. There are some special events that it will cost us more than what we will take in with the temporary food establishment fees, plus that \$290 base fee, but for most cases we can cover the cost of doing business not changing that fee amount for medium events.

Mr. Gomez: Thank you.

Ms. Henderson: So that it will just be the \$290, we would not be assessing an hourly fee with this proposal after the fact for that particular event.

Mr. Gomez: Thank you. That means, and let me just repeat, be repetitive, it's \$290 regardless if they're 11 or 59, flat \$290? It's not every 5, every 10, nothing?

Ms. Henderson: No.

Mr. Gomez: That tier is \$290, perfect. Thank you very much. Now, for the large events, which I don't really recall any that pulls more than 60 temporary food establishment permits, we do have sampling which is not considered here, I understand that, so but let's say for instance your \$118 per hour fee is for you to send a specialist to assess all the support services, the infrastructure that is going to be supporting the appropriate service for that particular business. Las Vegas Convention Center, for instance, has a very set, very repetitive, very, you can, you know what we have over there. Is there a way that you could consider to have a pre-assigned amount of hours based on the show size, knowing that we have the utilities, they're always the same? Because I can see if you're open proposal here for events that might occur in an open space where you don't have to, you don't know how long you have to stay there to appropriately assess what is

needed. But at the convention center, probably is something that can be done since we have everything occurs repetitively, you know?

Ms. Henderson: Oftentimes and it will depend upon who you set up the contract with, who is the sponsor for that event, what services they actually contract with you, because Aramark is excellent at actually having some of the things which they need, which the vendors may not anticipate bringing with them, so that that will help to shorten their time, but there's no guarantee on how well set up the vendors will be. Of course, pre-event planning and that's why our staff does as much pre-event planning as the vendor needs to have to be successful the day of the event. But, sometimes we do go out and it will vary greatly and it, and we don't want to have individuals incur more money which they have to pay when they've done a good job. This will basically, if someone is very organized, more than likely they're not going to have to pay additional after the fact. But, if they do need that additional staff time, we're tracking each one of our inspector's time out there and that they will only have to pay that additional \$118 if it's went over what all those vendors have paid plus the base fee, which the event coordinators pay.

Mr. Gomez: So basically we have to . . .

Ms. Henderson: We find that across the board this is the fairest way not having knowns for everything. That we're not going to charge any more additionally than what it costs us to do the inspection process. And we are keeping a very close eye on our inspectors' time in and time out on all of their field activities, and then we will compare that against not just what the event coordinator fee is, but since we are inspecting the vendors out there, if the fee is taken in with the applications covers the time, we will not be charging additional. It's only if it goes far and above because infrastructure concerns, because of people not being ready with every best effort of the pre-event planning taking place. So this is the fairest model which we could put together to address all needs where the smaller event operators are just paying for their time, the vast majority of time. And then the larger events, if they're organized they're not paying additional than what they're paying today. This is only for, and it's far less than 10% of the events overall that have happened annually last year that may have to pay some additional, but it will just be to cover the regular time cost of our staff. It won't even cover the time and a half, so we're being very conservative in this assessment.

Mr. Gomez: Thank you. That consideration was only because when they need to budget, the clients would like to know what is the final fee, but I understand, so thank you for that. Now, I need to ask this question, I'm sorry, because I know we're not considering that today, but since it's the sector or the part of the fees that affect us the most, when Melissa asked you about the sampling fees, you said they're not being changed for now. Is there a plan in the future, in the near future, immediate future, to change those?

Ms. Henderson: I will refer that to my Director.

Jackie Reszetar, Director of Environmental Health (SNHD): Once we finalize other things in our operational budget, then we will address that, but right now we need to keep it the same to avoid confusion.

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Mr. Gomez: Perfect.

Ms. Reszetar: To maintain consistency and that industry friendly concept.

Mr. Gomez: Thank you very much. That's it.

Glenn Savage, Las Vegas: Good morning. Glenn Savage of Las Vegas. Just a couple questions for clarification. On your chart for proposed graduated event coordinator fees, you have the proposed fee \$145 for a small operation. The \$145 does that include, and please correct me if I'm wrong, a pre-meeting, whether it's in an office here or out in the field or a phone call, that is to absorb your costs for the pre-meeting?

Ms. Henderson: Yes sir, that's exactly right. And it will vary with these smaller events, some of them are annual in nature, sometimes it's even the same event coordinator and that's why we really wanted to try and decrease the fee for these smaller events. And sometimes it is just a series of telephone calls. Sometimes with a first time event coordinator, it will warrant a meeting, but it seems like overall, and we have to look at typical and averages, of course, when we're doing this, that versus having to spend a full hour of pre-event planning, we can cut that back a little bit. Usually anything which you do there's going to be at least a minimum one hour fee. We're trying to cut back that further for these smaller events, to recognize that you know many of these events are on a very tight budget. You know, we understand the economics of things and there's very few circumstances where government decreases fees. This is something that I think we need to do for the smaller events to be understanding as to their needs. As far as typically an hour in the field, oftentimes where these are smaller events, maybe they only have one little bank of food operators, one set of restrooms, very minimal trash cans to look at, potable water concerns, so that we can typically do that in less than an hour's time, so that we're trying to be understanding with these smaller events and only take in as far as revenue what it costs us to do the actual process.

Mr. Savage: So and again, so the \$145 is really a pre-event planning meeting discussion? It's not really in the field the day of?

Ms. Henderson: That is both. That is the application fee to cover our cost of doing business with both, and again. . .

Mr. Savage: So it is both?

Ms. Henderson: It's looking at typicals.

Mr. Savage: Okay.

Ms. Henderson: So that it's just the base fee, there's nothing additional that event coordinator's going to incur. And sometimes we will not cover our cost of doing business. We've had smaller events, especially with first time event coordinators, even with every best effort to call them, sometimes they may not return our calls. We will try and ask them to come in so we can assist them in their planning. Sometimes they will not take advantage of that. We go out the day of

the event, and I have an inspector spending hours out there. Typically, I can send one inspector out. If it's problematic, they might be out there far and above that amount of time. So again, we can only base fees based upon typical.

Mr. Savage: Understand. So it would be both prior and it could also be at the time the event's happening, so . . .

Ms. Henderson: Yes sir, that's the application.

Mr. Savage: With the understanding then the larger events, the \$290 base, the \$118 per hour, again correct me if I'm wrong and I'm sure you will, that is if the event coordinator has not prepared all the garbage disposal areas, doesn't have the hand sinks in play, doesn't have dust control, doesn't have remote cold storage which is necessary to support those temporary events. And so once they get out there they see that that is not in place, that infrastructure you referred to, that \$290 has been spent and it's already past that point and now you're looking at an additional charge of \$118 an hour to get it right?

Ms. Reszetar: Let me add this, too, I just, it just came to my mind. Anything that causes us a delay outside that \$290, we have to implement that \$118 charge. And note that none of our inspectors will receive any sort of overtime.

Mr. Savage: No overtime? Okay.

Ms. Reszetar: Yeah, so the more prepared you guys are, we want to get out of there, we don't want to spend time with you guys, we want to go. So, and I also want to make mention too that when we did this analysis the first time, small events were from like 2-5, so we extended the amount that goes under the small events. Medium events, that was a smaller amount, so just letting you know in the year that we started working on this, a lot of research has done to do the best that we can to keep the costs minimal.

Mr. Savage: Okay. The other, I guess, point I'll just put it, throw out to you. I understand that you're really trying to limit this to event coordinator fees, however, when special events are budgeted, they do take into account what the overall budget for fees are, whether it's Fire Department, Building and Health District fees, and so the other thing that comes into play is your itinerant food service fees, and so that is added on to this and so the only, I guess really comment is that I would like to see some sort of cost analysis done by staff that maybe later on in this calendar year or something we can discuss that, also.

Ms. Reszetar: And let me give you the, as one of our staff members puts it, the genesis of this event coordinator permit concept. One of the commissioners asked if we would do an analysis of the event coordinator concept and we've delivered this exactly the way that they have requested. Once we get an idea of what our fees are going to be and our budget is something that's understandable, then we can go and reassess the annual itinerants and what not.

Mr. Savage: And one reason for that comment, too, thank you Director for that, is I've heard Ms. Henderson say a couple times already today about covering your costs, and I do realize that you

try to at least break even with your costs and you don't want to be in the hole so to speak, so you're trying to do that balance in your cost analysis and we understand.

The other thing I'll just throw out for a comment again with this genesis of special events is defining once again private vs. public. Recently at one of the resorts an event coordinator was talking to me and told me that she pulled temporary events plus her event coordinator fee and it was more of a tasting event, I know we're not talking about that today, but again in the spirit of continuing this discussion and understanding business needs, she ended up paying \$1,770 for a tasting event. It was only open to the National Grocers Association membership, so no one from the public could walk up and pay \$25 or \$50 or something to get in. It was limited to their association, and I asked her, well was that a private event or public? And she said it's private, you have to be a member to get in. Well, I did some quick adding and addition of what the Health District sent out, six employees, a couple trainees as part of that six employee group, and the amount of time they spent there and if my figures was correct, for a private event it appeared that \$1,730 spent, approximately maybe \$700 to \$800 were spent for staff time and I'll maybe even throw in some overhead, throw in some administrative support, and there appeared to be a profit, if you will, on that event alone of possibly \$600, \$700, \$800. So again, I think we should have a further discussion with industry and have you do your cost analysis so we can sit down at the table and break bread and talk about all the different costs that are involved in these events.

Ms. Reszetar: And just to add Glenn, we will get there in time. Maybe September, October time frame is an appropriate time to bring this up, because we are jammed with projects.

Mr. Savage: Understood, and as far as the private and public event definition, maybe we discuss that in the Food Reg committee.

Ms. Reszetar: Absolutely. Okay.

Ms. Henderson: Also I may add that if you have a question about that, since most of these events are planned well in advance, if you have questions, please send them forward and the Director can even look at it with our legal counsel and determine whether it is in fact public or private. Because there are a number of questions that have to be asked. Because there are some events and it may not have been this one, but people only have to go online, they don't have to show an affiliation and as long as they pay ahead of time online, then they are able to participate in that event and they don't double check to see if they're part of a given group, so it's not really private but they try to go under the hospices. I'm not saying. . .

Mr. Savage: I understand.

Ms Henderson: . . . that's the case there, but there have been some that have come up in the past where they say well, everyone's pre-registered, they're part of this organization, but when we look at their advertisement, anybody including anyone locally here could have just signed on, pre-paid and showed up, and that sounds pretty public, but I would defer to our legal counsel, and we would take those questions to them to make sure we're doing everything properly.

Mr. Savage: And I understand your example. In this situation, security from this resort was standing there and was making sure that people who were members got in. They had the full identifiers on them to be able to attend and the public was not.

Ms. Henderson: Please bring these issues ahead of time, if at all possible, and then we can review the situation and make that determination, because there are so many variables that have to go into an evaluation of public vs. private that we would probably have to seek some consultation to assure we're making the most prudent decision.

Mr. Savage: I think the other comment I would just make with that is I think sometimes some of these shows do come to town year after year, they have a contract, whether it's with LVCVA or Cashman Center or some of the resorts, and once they feel like that is what we did five years ago, they just kind of, I hate to say blindly, but blindly kind of pay the fees, not really understand, and then when it's after the fact, then they'll say why did I pay that fee? And so they don't know. So I think if we better define it, we get out there and do some good information, marketing if you will, what these fees are directed for and what they're about, I think both sides win.

Ms. Reszetar: And in time we'll get there.

Mr. Savage: Thank you.

Ms. Henderson: Oh, one other thing that we did find with some of these larger events which come in, their first year with us, it takes a tremendous amount of staff time. As we build those relationships, that time has been cut down where it's been a savings to the operator, and that's why we wanted to go with this type of fee structure. There's just a base fee in the beginning, but those that get more organized and are essentially doing what an event coordinator should do as far as coordinating the health and safety associated with their event, then if they're taking care of it and it's in place, we go in and just verify it and walk out, then we're not charging them additional. So that we have seen that over time, from a first to maybe a third or fourth annual event, it's taking less of our time and we don't want to charge people just a larger fee to cover the averages. It will be very specific to their event and how successfully they've organized it.

Mr. Savage: For the record, Glenn Savage again. I would go along with that and I would think that some of the representatives here in the public today have fixed locations, so they already have bathrooms, they already have a program that's already in play. I think what I was hearing from them and having conversations with them in the past, is possibly looking at some of those fixed locations to maybe look at a cost benefit analysis too as far as them being ready and making it easier and maybe they don't have to pay. And I'm not going to suggest some of the larger events that are out there in the desert, but some of those larger events sometimes play to the crowd so to speak. It's kind of by the seat of their pants and they're adding more things, hand washing stations, maybe they don't have enough, don't have enough port-a-potties, whatever, and it ends up that the Health District spends a lot of time out there. If it's a multiple days event, are you guys placed in a position where your staff has to go out and survey each and every day to ensure what's going on? So, your costs go up as far as staff time for the preparation, making sure it happens and then seeing that it happens, and so again, I would just



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suggest that you guys continue with cost analyzing your costs and what's actually going on out there.

Ms. Reszetar: I have to say, the cost analysis is a lot.

Ms. Henderson: And this actually took that into consideration, places that have a very sound infrastructure will have less staff time out there, so that they incur less of that after the fact hourly cost, so we looked at exactly that in bringing forward this proposal.

Ms. Smith: Melissa Smith again, LVCVA. So just to add what Glenn had to say as well, I would love to be invited when you have that conversation about private vs. public type of industry events. I think that would be very helpful, and no we're not here to talk necessarily about tasting anymore, but it is a big part of our world and if we could maybe have that conversation, because the proposed rates or the current rates that are on your website right now, are a little different than our clients are currently paying. So when I do the analysis, they can jump up from anywhere from the \$290 to \$7,000 for one event, and that's substantial, and then on top of it the hot hand washing stations which are a necessity and I understand the cleanliness and so on, but in our temporary structure it is very challenging to create that. And so I think we have a solution, but we are getting a lot of push back from our clients, between those two fees we're getting a lot of push back and they want to take their events elsewhere, so that's a huge economic impact on us to lose any type of show. So if we could maybe at some point when you guys are ready, obviously you're extremely busy, that we could have a conversation around all of that, that would be fantastic. And I think that that's all I have. Thank you guys very much and it sounds like this is going to be a better for our clients going forward, so I really do appreciate you working with us on that. Thank you.

Ms. Reszetar: This is a preempt to hopefully changing the future of private and public events, so we'll get there.

Ms. Smith: Okay, that sounds great. Thank you.

Ms. Henderson: Are there any other comments? If not, I would like to thank everyone for coming this morning and that I believe this is going to be considered by the Board of Health at the . . .

Ms Reszetar: At the end of the month, next week.

Peggy Suiter, Administrative Secretary (SNHD): No, not next week, next month, the March . . .

Ms. Reszetar: Oh, the March. . .

Ms. Henderson: At the March Board of Health meeting, and that is going to be an evening meeting. Peggy, do you have the date?

Ms. Suiter: I do, just a second. It is March 23<sup>rd</sup> at 5 p.m.


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Ms. Henderson: It is March 23<sup>rd</sup> at 5 p.m. here at the Valley View location. Again, thank you everyone and this concludes this public workshop.

Workshop adjourned 9:40 a.m.

  
Peggy Sutter, Administrative Secretary

*Please note that these minutes were transcribed verbatim.*

Attachment 1: Event Coordinator Permits – One Size Does Not Fit All

Attachment 2: Sign-In Sheets

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**Event Coordinator Permits - One Size Does Not Fit All**

A Special Event is a transitory public gathering that takes place at a given location for a specific purpose. It has a defined start and stop date, with the given event not exceeding 14 consecutive days.

Special Events fall into 2 broad categories:

- Traditional Special Events where there are food vendors who obtain their own food permitting through SNHD and there is usually point of sale with the individual food service vendor.
- Tasting Events where compensation is collected up front and entitles the consumer to food/beverage service associated with the event. The "tasting" booths typically do not have point of sales at the individual service areas.

An Event Coordinator (EC) is a designated person or the person assigned by the event sponsor who is responsible for the coordination of the food vendors and health related services at the Special Event.

SNHD is currently proposing a fee schedule modification for Event Coordinator permits associated with the more traditional events, from the current \$290 for all size events to what is outlined below.

< There are no fee changes currently under consideration for Tasting Events >

**Proposed Graduated Event Coordinator Fees**

| Event Size       | Small           | Medium            | Large  |
|------------------|-----------------|-------------------|--|
| # vendors        | 2-10            | 11-50             | 60+  |
| # EH staff       | 1               | 2-6               | 6+   |
| Recommendation   | Cut fee in half | Keep fee the same | \$290 EC fee @ application + assess hourly fee after event only if cost of doing business exceeded pre-event applications fees paid by the EC and the Temporary food vendors |
| Proposed fee     | \$145           | \$290             | \$290 + \$118/hour   |
| Late fees        |                 |                   |  |
| <7 calendar days | 50% of fee      | 50% of fee        | 50% of Base Fee  |
| <1 business day  | 100% of fee     | 100% of fee       | 100% of Base Fee   |

Why are we looking at making these changes?

- Looking at typical smaller events, if doesn't take as much EH staff time in pre-planning or inspecting the support services for the special event so we want to provide a savings to our smaller event organizers.
- For medium size events, the current fee of \$290 usually covers EH staff time.
- Large events vary greatly. Some Event Coordinators (EC's) are really in the know on requirements, have a good handle on the food vendors they allow at their event, are very organized and provide great support services to the vendors and the public. The application fees cover the EH cost associated with pre-event planning and inspecting. Some EC's and their events need more SNHD assistance to get it right. Billing after the fact covers the cost of doing this in a fair manner.

If you have any questions, please contact Rose Henderson, R.N., R.E.H.S. EH Manager@ (702)759-1110

ATTACHMENT 1

Southern Nevada Health District  
 Public Workshop  
 Wednesday, February 18, 2015, 9:00 a.m.  
 Southern Nevada Health District, 330 South Valley View Boulevard, Las Vegas, NV

| NAME          | COMPANY  | EMAIL ADDRESS    |
|---------------|--|------------------|
| Janet Denton  | Las Vegas Convention <sup>visitors</sup> Authority | jdenton@LVCA.com |
| MELISSA Smith | Las Vegas Convention <sup>visitors</sup> Authority | msmith@lvca.com  |
| GLENN SAUAGE  | CITIZEN -  |                  |
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ATTACHMENT 2

Southern Nevada Health District  
Public Workshop  
Wednesday, February 18, 2015, 9:00 a.m.  
Southern Nevada Health District, 330 South Valley View Boulevard, Las Vegas, NV

| NAME           | COMPANY     | EMAIL ADDRESS              |
|----------------|-------------|----------------------------|
| FRANSICO GOMEZ | ARAMARK LLC | gomez-fransico@aramark.com |
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## BUSINESS IMPACT STATEMENT

March 23, 2015

Pursuant to Nevada Revised Statutes (NRS) Chapter 237.080 *Prerequisites to adoption of rule by local government*, and NRS Chapter 237.090 *Consideration of business impact statement at hearing conducted to adopt proposed rule*; this Business Impact Statement is submitted in support of the adoption of a proposed change to the *Southern Nevada Health District Environmental Health Division Permit and Plan Review Fee Schedule* specific to the Event Coordinator Fee associated with traditional types of special events that typically have point of sale vendors associated with the special event. Consideration is not currently taking place regarding changing Tasting Event fees.

1. Comment was solicited from affected businesses pursuant to the public notices for the February 18, 2015 public workshop. The public notices were posted in the lobbies at the City of Boulder City-City Hall, Clark County Government Center, Henderson City Hall, Las Vegas City Hall, Laughlin Regional Government Center, Mesquite City Hall, North Las Vegas City Hall, and the SNHD Public Health Center; and on the SNHD Internet Website and State of Nevada Public Notice Website. The February 18, 2015 public workshop was also advertised in the LAS VEGAS REVIEW JOURNAL.
2. Public workshop was held February 18, 2015. Members of the public and the food establishment industry appeared at the workshop. An audio recording was made of the proceeding, and the verbatim testimony was transcribed. At the workshop, meeting participants were asked for comments, issues and concerns about the fees and their impacts. A handout, "Event Coordinator Permits – One Size Does Not Fit All" was provided to all participants, outlining the proposed fee changes and rationale. (This handout was also shared during a Nevada Restaurant Association sponsored industry meeting the afternoon of February 18, 2015.) It was expressed by SNHD that rationale for the updated fee consideration was to provide for a better economic fit based upon fee for actual EH time spent to assure public health. Instead of the current \$290 regardless of event size, EH staff compiled data from FY13/14 to assess staff time spent associated with typical events based upon event size (see detail of breakdown on BOH memo #04-15).
  - Fee for smaller events proposed to be reduced to 50% of the current fee providing a cost savings to ~ 60% of Event Coordinators (based upon FY 13/14 data for traditional special events).
  - Current fee of \$290 appears to cover time spent for the majority of and will be maintained for medium size events, comprising ~ 30% of event coordinators annually.
  - EH time necessary in pre-event planning and field inspection of large events (comprising ~ 10% of events annually) varies greatly.
    - To minimally impact those event coordinators who show knowledge and organized implementation of their responsibilities associated with their special event, the base application fee of \$290 shall remain the same.
    - EH shall track time spent in pre-event planning and field inspection. Time not covered by revenue taken in from Event Coordinator base fee and vendor application fees shall be billed post event to the Event Coordinator at an hourly rate of \$118.

## ATTACHMENT D

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Business Impact Statement *continued*

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3. The economic effect to the business community for the proposed modification is to provide relief to smaller event promoters, no increase in fee to coordinators of medium events and only increase fees to coordinator of larger events based upon necessary EH activity to assure public health through preventative pre-event planning and inspection intervention.
4. The cost to SNHD for this fee modification is commensurate with the revenue decrease from Event Coordinator application for smaller events, however SNHD believes this is necessary from a fairness standpoint. It is also fair that a larger event that necessitates more EH resources should pay commensurate with time spent.