

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT MOON, FIRE MARSHAL
FIRE DEPARTMENT

SUBJECT: PROPOSED NEW AND REVISED FIRE DEPARTMENT FEES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Fire Department that the City Council, hold a Public Hearing to discuss updating City Fire Department fees and by Resolution, approve the proposed new and revised fees.

EXECUTIVE SUMMARY

The City Council will hold a Public Hearing on proposed new and revised fees for Fiscal Year (FY) 2019-20. These fees are necessary to cover the operational costs of the various services and programs the Fire Department provides to the community. The proposed fee schedules include new and revised fees for General Fund operations. Existing fees not revised will continue at their current rates.

This Staff Report contains fee proposals from the Fire Department.

BACKGROUND

Each year, the Fire Department reviews new and/or revised fees to determine if they need to be presented to Council at a Public Hearing so public input may be part of the City Council's consideration of the fees. The new and revised fees are proposed for FY 2019-20.

The Fire Department administers several programs including the Fire Permit and Certified Unified Program Agency (CUPA) programs. These programs are funded with permit, inspection and other fees established by Council resolution.

PROPOSED NEW AND REVISED FIRE DEPARTMENT FEES
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PRIOR CITY COUNCIL REVIEW

On June 6, 2017, the City Council approved a resolution with a new and revised fee schedule for the Fire Department.

ANALYSIS

The Fire Department has evaluated several fees and identified proposed adjustments to the currently adopted fee schedule. The proposed adjustments allow the continued administration of effective fire and environmental safety programs of new emerging industries as well as existing operations currently not recovering associated costs or that currently do not have a fee associated with them. The proposed fee adjustments do not exceed the cost for service for these programs.

The Santa Rosa Fire Department has historically utilized the Bureau of Labor Statistics (BLS), Bay Area, San Francisco/Oakland/San Jose Consumer Price Index – All Urban Consumers (CPI-U), which occurred over the prior year ending in April, as an appropriate cost escalator for annual fee increases. The use of this index is based on staffing costs, service and supply increases annually as a result of the cost of living in our geographical area.

The Fire Department's proposed fee adjustments have been calculated by the utilization of an hourly charge (currently \$146 per hour FY 2018-19) for fire inspections conducted by Fire Prevention Bureau personnel multiplied by the average hours necessary to conduct the activity. The rates are determined by a calculation of the average billable rate of the classes performing the inspection and plan reviews, the application of staff support based on the ratio of staff support to Fire Inspectors and plan review staff and the inclusion of overhead of 25%.

Detailed on Exhibit A, the Fire Department is proposing several new fees including; one Administrative permit fee, two new Operation Permit fees and thirteen operation permits that previously did not have a fee associated with them. There are also four new Construction Permit fees proposed and three construction permit fees that previously did not have a fee associated with them.

Exhibit A to the resolution provides the proposed Fire Department fee increases and adjustments.

FISCAL IMPACT

The proposed new and revised fees provide the revenue necessary to pay for the operating costs, either wholly or in part, associated with the various programs provided throughout the community. Without the revenue associated with the fees, maintaining the programs would create an operating deficit. If approved, the new and revised fees would increase the FY 2019-20 General Fund revenue estimates by approximately \$25,000.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

N/A

NOTIFICATION

Notice of Public Hearing was published May 24, 2019.

ATTACHMENTS

- Exhibit A – Fire Department Fees

CONTACT

Scott Moon, Fire Marshal, Fire Department – smoon@srcity.org, 707-543-3542