

“Exhibit A”

Santa Rosa Fire Department Proposed Fee Adjustment Analysis FY 2019-2020

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. The Fire Department is requesting adjustments to the fee schedule to address program services.

The Fire Department has evaluated several new fees and identified proposed adjustments to the currently adopted fee schedule for several permit types that have not had a fee associated with them. 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 and has provided a fee for listed permits that are seldom or not used.

The proposed adjustments include the calculation of position costs for the following items intended to cover operating costs of providing the service:

- One Administrative Fee – new,
- Fifteen Operation Permit fees; two new and thirteen existing with no fee,
- Seven new Construction Permit fees; four new and three existing with no fee,

The proposed fee adjustments do not exceed the cost for service for these programs.

*Historically the Fire Department’s proposed fee adjustments have been calculated by the utilization of an hourly charge (currently \$146 per hour FY 18/19) 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%.

Proposed Fee Additions and Adjustments:

		PROPOSED
		FY 19-20
PERMIT NAME	TYPE	FEE
Administrative Permits/Fees		
Fire Watch – Service provided or required by the Fire Code Official for personnel and equipment costs.	New – Per Event	(Hourly Overtime Rate and equipment cost - based on billable rates FY 19/20)

Local Amendments to the California Fire Code Operational Permit		
Cannabis – Cultivation Carbon Dioxide Enrichment Systems	New – Annual	(\$365 FY 19/20)
Cannabis – Manufacturing Plant Extraction Systems	New – Annual	(\$438 FY 19/20)
Covered and Open Mall Buildings 1. Placement of retail fixtures & displays, concessions equipment, displays or highly combustible goods & similar items in a mall.	Existing No Fee - Annual or Per Event	(\$73 FY 19/20)
Covered and Open Mall Buildings 2. Display of liquid-filled or gas fired equipment in a mall.	Existing No Fee - Annual or Per Event	(\$73 FY 19/20)
Covered and Open Mall Buildings 3. The use of open-flame or flame producing equipment.	Existing No Fee - Annual or Per Event	(\$73 FY 19/20)
Fire Hydrants and Valves	Existing No Fee - Annual or Per Event	(\$73 FY 19/20)
Fumigation and Insecticidal Fogging	Existing No Fee - Annual	(\$73 FY 19/20)
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Occupancies	Existing No Fee - Annual or Per Event	(\$73 FY 19/20)
Open Flames and Torches	Existing No Fee - Annual or Per Event	(\$73 FY 19/20)
Private Fire Hydrants – To use or remove from	Existing No Fee -	(\$73 FY 19/20)

service.	Annual or Per Event	
Pyroxylin (Cellulose Nitrate) Plastics – To store or handle > 25 lbs.	Existing No Fee - Annual or Per Event	(\$219 FY 19/20)
Tire-Rebuilding Plants	Existing No Fee - Annual or Per Event	(\$292 FY 19/20)
Wood Products – To store wood chips, lumber or plywood >200 cu. ft. (lumber yards).	Existing No Fee - Annual or Per Event	(\$292 FY 19/20)
Production Facilities	Existing No Fee - Annual or Per Event	(\$292 FY 19/20)
Live Audiences	Existing No Fee - Annual or Per Event	(\$292 FY 19/20)
2016 California Fire Code – Construction Permits		
Solar Plan Review for Residential Installations	New Plan Review and Inspection	(\$182 FY 19/20)
As-Built Plan Review Changes from approved plans	New Plan Review	(\$146 FY 19/20)
High Piled Combustible Storage Installations	New Plan Review and Inspection	(\$328 FY 19/20)
Vegetation Management Plan Review and Field Inspection For Properties located in the Wildland-Urban Interface Area (WUI)	New Plan Review and Inspection	(\$292 FY 19/20)
Battery Systems – To install stationary storage battery systems having a liquid >50 gallons.	Existing No Fee - Plan Review and Inspection	(\$292 FY 19/20)
Gates and Barricades Across Fire Apparatus	Existing No Fee -	(\$219 FY 19/20)

Access Roads – To install or modify.	Plan Review and Inspection	
Gas Detection System – A construction permit is required for installation of or modification to gas detection systems.	Existing No Fee - Plan Review and Inspection	(\$365 FY 19/20)

Analysis of Cost Rates – Administrative Permit/Fees

California Fire Code - One Administrative Fee:

Fire Watch – Service provided or required by the Fire Code Official for personnel and equipment costs (**New**).

Position(s)	Description of Activity	Hours	Hourly Rate	Fee
Personnel: Fire Marshal, Assistant Fire Marshal, Fire Inspector, Deputy Chief, Battalion Chief, Fire Captain, Engineer, Firefighter. Equipment: Fire Engine, Fire Truck, Staff Vehicle	Fire Watch detail	Per Event	Hourly Overtime Rate - based on billable rates.	Calculated based on personnel and equipment needs or requirement of event.
Total Fee:				

Analysis of Cost Rates – Operating Permits:

California Fire Code – Fifteen Operation Permit fees; two new and thirteen existing:

Cannabis – Cultivation Carbon Dioxide Enrichment Systems (New)

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	2.5	\$146	\$365
Total Fee:				\$365

Cannabis – Manufacturing – Plant Extraction System (New)

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	3	\$146	\$438
Total Fee:				\$438

Covered and Open Mall Buildings

1. Placement of retail fixtures & displays, concessions equipment, displays or highly combustible goods & similar items in a mall.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Covered and Open Mall Buildings

2. Display of liquid-filled or gas fired equipment in a mall.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Covered and Open Mall Buildings

3. The use of open-flame or flame producing equipment.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	146	\$73
Total Fee:				\$73

Fire Hydrants and Valves - To use or operate.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Fumigation and Insecticidal Fogging

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Review report if provided, coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Liquid or Gas-Fueled Vehicles or Equipment in Assembly Occupancies

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Open Flames and Torches – Use of torches to remove paint or to use open flames in a wildfire area.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Private Fire Hydrants – To use or remove from service.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	.5	\$146	\$73
Total Fee:				\$73

Pyroxylin (Cellulous Nitrate) Plastics – To store or handle >25 lbs.

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	1.5	\$146	\$219
Total Fee:				\$219

Tire-Rebuilding Plants

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	2	\$146	\$292
Total Fee:				\$292

Wood Products – To store wood chips, lumber or plywood >200 cu. ft. (lumber yards).

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	2	\$146	\$292
Total Fee:				\$292

Production Facilities

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	2	\$146	\$292
Total Fee:				\$292

Live Audiences

Position	Description of Activity	Hours	Hourly Rate	Fee
Fire Inspector	Coordinate inspection, pull file, review, drive to/from site, inspect, document, return file and login results	2	\$146	\$292
Total Fee:				\$292

Analysis of Cost Rates – Construction Permits:

Solar System Plan Review – Residential Installation

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept., phone calls/e-mails.	.5	\$146	\$73.00
Fire Inspector	Accept & coordinate inspection request, pull file, review, drive to/from site, inspect, document, return, file and login results	.5	\$146	\$73.00
Total Fee:		1.25		\$182.50

As-Built Plan Review (Changes from approved plan)

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept., phone calls/e-mails.	.5	\$146	\$73.00
Community Development Technician - Fire	Plan Review processing: Return package to City Hall, wrap up, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Total Fee:		1		\$146

High Piled Combustible Storage Installation

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept., phone calls/e-mails.	.75	\$146	\$109.50
Community Development Technician - Fire	Plan Review processing: Return package to City Hall, wrap up, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Fire Inspector	Accept & coordinate inspection request, pull file, review, drive to/from site, inspect, document, return, file and login results	1	\$146	\$146.00
Total Fee:		2.25		\$328.50

Vegetation Management Plan Review and Field Inspection

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept, phone calls/e-mails.	.50	\$146	\$73.00
Community Development Technician - Fire	Plan Review processing: Return package to City Hall, wrap up, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Fire Inspector	Accept & coordinate inspection request, pull file, review, drive to/from site, inspect, document, return, file and login results	1	\$146	\$146.00
Total Fee:		2		\$292.00

Battery Systems – To install stationary storage battery systems having a liquid >50 gallons.

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept, phone calls/e-mails.	.50	\$146	\$73.00
Community Development Technician - Fire	Plan Review processing: Return package to City Hall, wrap up, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Fire Inspector	Accept & coordinate inspection request, pull file, review, drive to/from site, inspect, document, return, file and login results	1	\$146	\$146.00
Total Fee:		2		\$292.00

Gates and Barricades Across Fire Apparatus Access Roads – To install or modify.

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept, phone calls/e-mails.	.50	\$146	\$73.00
Community Development Technician - Fire	Plan Review processing: Return package to City Hall, wrap up, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Fire Inspector	Accept & coordinate inspection request, pull file, review, drive to/from site, inspect, document, return, file and login results	.50	\$146	\$73.00
Total Fee:		1.5		\$219.00

Gas Detection System – A construction permit is required for installation of or modification to a gas detection system.

Position	Description of Activity	Hours	Hourly Rate	Fee
Community Development Technician - Fire	Plan Review processing: Intake, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Plans Examiner	Pull file, review, research (aerial), document findings, print, file, login, transmit to Bldg. Dept, phone calls/e-mails.	1	\$146	\$146.00
Community Development Technician - Fire	Plan Review processing: Return package to City Hall, wrap up, log plan, revenue administration, input and generate permit, file administration, phone, e-mail or fax service.	.25	\$146	\$36.50
Fire Inspector	Accept & coordinate inspection request, pull file, review, drive to/from site, inspect, document, return, file and login results	1	\$146	\$146.00
Total Fee:		2.5		\$365.00

The Santa Rosa Fire Department historically has 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 Fees set forth in this Exhibit shall be effective on July 1, 2019, and per approved City Council Ordinance adjusted each July thereafter, to reflect the percentage change in the Bureau of Labor Statistics San Francisco/Oakland/San Jose Consumer Price Index – All Urban Consumers (CPI-U) which occurred over the prior year ending April.