

CITY OF DESERT HOT SPRINGS

FIRE INSPECTION FEES AND FACILITIES USE PERMITS

February 2013

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BACKGROUND

CBIZ MHM, LLC (CBIZ) was engaged by the City of Desert Hot Springs to prepare a user fee and rate study of select City services. This study documents the City's cost of providing specific services for only the Fire Inspection Fees and Facilities Use Permits, which are both proposed new fees of the City. A comprehensive user fee and rate study will be presented at a later date.

The City of Desert Hot Springs is a contract City providing police, fire, building, planning, engineering, and administrative functions to the residents of Desert Hot Springs. The City charges a number of fees to the community for services rendered to specific individuals using the service. The City was incorporated in 1963.

OBJECTIVE, SCOPE AND METHODOLOGY

Objective

The objective of this project was to prepare a user fee and rate study of select City services that will identify all costs associated with providing specific services.

Scope

The scope of services completed by CBIZ included:

- A review of the cost of providing fire inspection and use of facilities;
- A survey of each service to determine process and time involved in providing the service;
- Review of input from affected department staff to ensure our understanding of the service provided; and
- A calculation of the full cost of each service, including indirect costs.

The scope of services for this study did not include the preparation of a formal cost allocation plan.

Methodology

In order to prepare this limited user fee and rate study, CBIZ held a kick-off meeting with the City's project liaison to discuss the methodology, timing and extent of the services to be provided. A survey for each fee was distributed to the department primarily responsible for delivering the particular service. The information requested in the survey included the name of the service, description of the service, current fee charged, primary department responsible for delivering the service, and amount of time, by employee classification, required to perform the service.

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Once the surveys were completed, we reviewed the responses and followed-up with the City's Project Liaison to discuss with the department any issues regarding the services provided, employees involved in the process, and explore whether there were fees that could be eliminated as services were no longer provided, or whether a new fee should be created for a specific service. A consolidated listing of City fees was provided to us at the outset of the study.

The methodology to determine the full cost of providing a specific service is based upon the time involved to deliver the service. We calculated a fully-burdened labor rate for each employee or contractor classification. The fully-burdened labor rate includes the following components:

- Hourly labor rate of the top step of each employee classification.
- Contracted hourly rate for contracted positions.
- Actual employee benefits for each classification including accidental death and dismemberment, auto allowance, cafeteria plan, cell phone allowance, dependent term life, social security, life insurance, Medicare, PERS, police incentives, short-term disability, uniform allowance and workers' compensation insurance.
- The departmental indirect cost rates as documented in Exhibit A. The departmental indirect cost rates were calculated by dividing the departmental indirect costs by the departmental direct costs.
- General Citywide overhead rate of 13.28% based upon the ratio of support department expenditures to line department expenditures.

California Government Code Section 66016 states, in part, "...no local agency shall levy a new fee or service charge or increase an existing fee or service charge to an amount which exceeds the estimated amount required to provide the service for which the fee or service charge is levied. If, however, the fees or service charges create revenues in excess of actual cost, those revenues shall be used to reduce the fee or service creating the excess."

The full cost of providing each service is documented by department in Exhibits B and C. The recommended fees included in each of these Exhibits were determined by staff of the City.

RESULTS

This section highlights some of the more significant changes by department. The following schedule identifies the estimated net change in revenue by department should the City charge the full cost of providing each service. The net change in revenue is based upon the assumption that the estimated number of units per year will be achieved.

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<u>Department/Division</u>	<u>Projected Annual Revenue</u>	<u>Estimated Current Annual Revenue</u>	<u>Net Change in Annual Revenue</u>
Administrative	\$ 370	\$ -	\$ 370
Fire Prevention	<u>27,005</u>	-	<u>27,005</u>
Totals	<u>\$27,375</u>	\$ -	<u>\$27,375</u>

Administrative

The Administrative Department is proposing to add one new fee as follows:

- Facilities Use Permit – rental of public facilities to the public for use of sports field space, park facilities for sport leagues and recreation programs

The full costs of providing specific Administrative services are documented in Exhibit B.

Fire Prevention

Fire fees are set by the County of Riverside. This study excluded all fees which are set by the County. Fire Prevention is proposing to add several new fees, all relating to fire inspections, as follows:

- Aerosol Products – an operational permit required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight. Direct recovery of actual inspection costs related to the inspection/permit.
- Apartments, Multi-Family Housing Complexes, Mobile Home Parks – annual inspection for the review of installed fire protection systems maintenance and operability, exiting and emergency evacuation planning and drills. Review of conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual costs based on a sliding scale against the total number of units inspected.
- Assembly – Occupant Load 300-5,000 – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly – Occupant Load > 5,000 – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly Group A-1 – Movie Theaters – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.

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- Assembly Group A-2 – Restaurants and Bars 50-299 – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly Group A-3 – Bowling Alleys and Billiard Parlors – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly Group A-3 – Churches Certificate of Inspection – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly Group A-3 – Clubs, Lounges, Recreation Halls – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly Group A-3 – Dance Studios and Ballrooms – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Assembly Group A-3 – Mortuaries and Cemetery Chapels – an operational permit is required to operate a place of assembly. Direct recovery of actual inspection costs related to the inspection/permit.
- Automobile Wrecking Yard – Direct recovery of actual inspection costs related to the inspection/permit.
- Carnival and Fairs – an operational permit is required to conduct a carnival or fair. Direct recovery of actual inspection costs related to the inspection/permit.
- Combustible – Fiber Storage – an operational permit required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet. Direct recovery of actual inspection costs related to the inspection/permit.
- Combustible – Material Storage – an operational permit is required to store in any building or upon any premises in excess of 2500 cubic feet gross volume of combustible empty packing cases boxes, barrels, or similar containers, rubber tires, rubber, cork, or similar combustible material. Storage, use and handling of miscellaneous combustible materials shall be in accordance with section 315. Direct recovery of actual inspection costs related to the inspection/permit.
- Commercial Day Care > 14 Children – the care of persons during any period of a 24 hour day where permanent sleeping accommodations are not provided. Direct recovery of actual inspection costs related to the inspection/permit.

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- Commercial Day Care < 14 Children – a home that regularly provides care, protection and supervision for 14 or fewer children, in the providers own home, for periods of less than 24 hours per day while the parents or guardians are away and is either an large family day care home or a small family day care home. Direct recovery of actual inspection costs related to the inspection/permit.
- Commercial Wrecking Yards, Junk Yards, Rubbish Handling Operations – permit required for the operation of wrecking yards, junk yards and waste material handling facilities. Direct recovery of actual inspection costs related to the inspection/permit.
- Compressed Gases – an operational permit required for the storage, use, or handling at normal temperatures and pressures of compressed gases in excess of the amounts listed in Table 105.6.8 in the 2010 California Fire Code (CFC). Direct recovery of actual inspection costs related to the inspection/permit.
- Convalescent Home – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Cryogenics – an operational permit is required to produce, store, transport on site, handle or dispense cryogenic fluids in excess of the amounts listed in table 105.6.10 of the CFC. Direct recovery of actual inspection costs related to the inspection/permit.
- Dry Cleaning Plants – an operational permit is required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment. Direct recovery of actual inspection costs related to the inspection/permit.
- Dust Producing Operations – an operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dust. Combustible dust is defined as finely divided material which at 420 microns or less in diameter and which, when dispersed in the air in the proper proportions, could ignite by a flame, spark, or other source of ignition. Combustible dust will pass through a U.S. No. 40 standard sieve. Direct recovery of actual inspection costs related to the inspection/permit.
- Explosives or Blasting Agents – an operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 33. Direct recovery of actual inspection costs related to the inspection/permit.
- Fireworks – Booths – an operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 33. Direct recovery of actual inspection costs related to the inspection/permit.

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- Fireworks – Display – an operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 33. Direct recovery of actual inspection costs related to the inspection/permit.
- Fireworks – Pyrotechnical Special Effects Materials – an operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects material within the scope of Chapter 33. Direct recovery of actual inspection costs related to the inspection/permit.
- Flammable Liquids Dispensing – Underground Storage (Service Stations) – an operational permit is required to engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments. Direct recovery of actual inspection costs related to the inspection/permit.
- Fumigation or Thermal Insecticidal Fogging – an operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used. Direct recovery of actual inspection costs related to the inspection/permit.
- General Inspection Certificate of Inspection – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Group B – Annual Business Fire Safety Inspection – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Group B – Initial Business Fire Safety Inspection – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Hazardous Materials Storage Over Exempt Amounts – an operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in table 106.6.20 of the CFC. Direct recovery of actual inspection costs related to the inspection/permit.

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- High Piled Combustible Storage – an operational permit is required to use a building or portion thereof as a high piled storage area exceeding 500 square feet. Direct recovery of actual inspection costs related to the inspection/permit.
- Hospital > 100 Beds – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Hospital < 100 Beds – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Hot Work Operations – an operational permit is required for hot work including but not limited to: (1) public exhibitions and demonstrations where hot work is conducted; (2) use of portable hot work equipment inside a structure; (3) fixed site hot work equipment such as welding booths; (4) hot work conducted within a wildfire risk area; and (5) application of roof coverings with the use of an open flame device. Direct recovery of actual inspection costs related to the inspection/permit.
- Hotels, Motels and Spa Facilities – annual inspection for the review of installed fire protection systems maintenance and operability, exiting and emergency evacuation planning and drills. Review of conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual costs based on a sliding scale against the total number of rooms inspected.
- Large Family Daycare (9-14 Children) – annual Clearance Maintenance Inspection – Direct recovery of actual inspection costs related to the inspection/permit.
- Large Family Daycare (9-14 Children) – Initial Licensing Inspection – direct recovery of actual inspection costs related to the inspection/permit.
- Liquefied Petroleum Gases > 500 Gallon Water Capacity – an operational permit is required for: (1) storage and use of LP gas (Exception: A permit is not required for individual containers with 500 gallon water capacity or less servicing occupancies in Group R-3); and (2) operations of cargo tankers that transport LP-gas. Direct recovery of actual inspection costs related to the inspection/permit.
- Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings – an operational permit is required to display operate or demonstrate liquid or gas fueled vehicles or equipment in assembly buildings. Direct recovery of actual inspection costs related to the inspection/permit.
- Mall, Covered – Display – Any Liquid or Gas Fueled Power Equipment – an operational permit is required for: (1) the placement of retail fixtures and displays, concessions equipment, displays

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of highly combustible goods and similar items in the mall; (2) the display of liquid or gas fired equipment in the mall; and (3) the use of open flame or flame producing equipment in the mall. Direct recovery of actual inspection costs related to the inspection/permit.

- Mall, Covered – Display – Use of Open Flame or Flame Producing Device – an operational permit is required for: (1) the placement of retail fixtures and displays, concessions equipment, displays of highly combustible goods and similar items in the mall; (2) the display of liquid or gas fired equipment in the mall; and (3) the use of open flame or flame producing equipment in the mall. Direct recovery of actual inspection costs related to the inspection/permit.
- Mall, Covered – Placing or Constructing Temporary Kiosks, Display Booths, Concession Equipment – an operational permit is required for: (1) the placement of retail fixtures and displays, concessions equipment, displays of highly combustible goods and similar items in the mall; (2) the display of liquid or gas fired equipment in the mall; and (3) the use of open flame or flame producing equipment in the mall. Direct recovery of actual inspection costs related to the inspection/permit.
- New Business Inspection – preliminary inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Organic Coatings > 1 Gallon per Working Day – an operational permit is required for any organic-coating manufacturing operations producing more than one gallon of organic coating in one day. Direct recovery of actual inspection costs related to the inspection/permit.
- Refrigeration Equipment – an operational permit is required to operate a mechanical refrigeration unit or a system regulated by Chapter 6 in the CFC. Direct recovery of actual inspection costs related to the inspection/permit
- Residential Board and Care (> 6) Annual Fire Clearance Maintenance Inspection – annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Schools – Private Vocational > 50 Students – Annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings, structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.
- Schools – Private Vocational < 50 Students – Annual inspection for the review of installed fire protection systems operability and maintenance, means of egress, exiting and conditions that may present a hazard to life, property or public welfare in the use or occupancy of buildings,

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structures or premises. Direct recovery of actual inspection costs related to the inspection/permit.

- Spraying or Dipping (Includes Inside Storage of Flammable or Combustible Liquids not to Exceed Exempt Amounts) – a construction permit is required to install or modify a spray room, dip tank or booth. Direct recovery of actual inspection costs related to the inspection/permit.
- Tents > 200 Square Feet or Canopies > 400 Square Feet and Other Temporary Membrane Structures – a construction permit is required to erect an air supported temporary membrane structure or a tent having an area in excess of 400 square feet. Exceptions include: (1) tents used exclusively for recreational camping purposes; (2) funeral tents and curtains or extensions attached thereto, when used for funeral services; and (3) tents and awnings open on all sides which comply with all of the following: (a) individual tents shall have a minimum size of 700 square feet; (b) the aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet; and (c) a minimum clearance of 212 feet to structures and other tents shall be maintained. Direct recovery of actual inspection costs related to the inspection/permit.
- Tire Storage > 2,500 Cubic Feet (Includes Repair of Motor Vehicles at Tire Installation Facilities) – an operational permit is required to establish, conduct or maintain storage of scrap tires and tire by-products that exceeds 2500 cubic feet of total volume of scrap tires and for indoor storage of tires and tire by products. Direct recovery of actual inspection costs related to the inspection/permit.
- Wood Products > 200 Cubic Feet – an operational permit is required to store chips, hogged material, lumber, or plywood in excess of 200 cubic feet. Direct recovery of actual inspection costs related to the inspection/permit.

CONCLUSION

This user fee and rate study has identified the full cost of providing specific services in the City of Desert Hot Springs. The amount of additional revenue generated will be dependent upon the level of cost recovery the City Council chooses to implement. It is recommended that the City review the fees periodically to address changes in service delivery.

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Department	Department Overhead Rate (1)
City Council	35.97%
City Manager	9.23%
City Attorney	0.00%
City Clerk	17.56%
Administrative Services	3.62%
Economic Development	3.65%
Police	7.10%
Fire	2.56%
Total Citywide overhead rate (2)	13.28%

- (1) The department overhead rates were calculated by dividing the department indirect costs by the direct costs of the department. Indirect department costs consist of such costs as membership dues, travel, meetings and conferences, rent, equipment maintenance, telephone, insurance, operating supplies, etc. Direct costs consist of salaries and benefits, as well as contractual services for providing direct City services.
- (2) The Citywide overhead rate is as determined by the City's cost allocation plan.

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Administrative Fee Summary
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Fee Description	Current Fee	Cost of Services	Variance	Recommended Fee/Deposit	Comments
Proposed Fees:					
Facilities Use Permit	\$ -	\$74	(74)	\$70	Fee charged per hour; include deposit of \$300

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Fee Description	Current Fee/Deposit	Cost of Services	Variance	Recommended Fee/Deposit	Comments
Proposed Fees:					
Aerosol Products	\$ -	67	(67)	65	
Apartments, Multi-Family Housing Complexes, Mobile Home Parks	-	133	(133)	130	
Assembly:					
Occupant Load 300-5,000	-	89	(89)	85	
Occupant Load > 5,000	-	178	(178)	175	
Group A-1 - Movie Theaters	-	89	(89)	85	
Group A-2 - Restaurants and Bars 50-299	-	67	(67)	65	
Group A-3 - Bowling Alleys and Billiard Parlors	-	67	(67)	65	
Group A-3 - Churches Certificate of Inspection	-	44	(44)	40	
Group A-3 - Clubs, Lodges, Recreation Halls	-	67	(67)	65	
Group A-3 - Dance Studios and Ballrooms	-	67	(67)	65	
Group A-3 - Mortuaries and Cemetary Chapels	-	67	(67)	65	
Automobile Wrecking Yard	-	111	(111)	110	
Carnival and Fairs	-	89	(89)	85	
Combustible:					
Fiber Storage	-	89	(89)	85	
Material Storage	-	89	(89)	85	
Commercial Day Care:					
> 14 Children	-	111	(111)	110	
< 14 Children	-	67	(67)	65	
Commercial Wrecking Yards, Junk Yards, Rubbish Handling Operations	-	133	(133)	130	
Compressed Gases	-	89	(89)	85	
Convalescent Home	-	133	(133)	130	
Cryogenes	-	89	(89)	85	
Dry Cleaning Plants	-	133	(133)	130	
Dust Producing Operations	-	133	(133)	130	
Explosives or Blasting Agents	-	133	(133)	130	
Fireworks:					
Booths	-	67	(67)	65	
Display	-	89	(89)	85	
Pyrotechnical Special Effects Materials	-	133	(133)	130	
Flammable Liquids Dispensing - Underground Storage (Service Stations)	-	111	(111)	110	
Fumigation or Thermal Insecticidal Fogging	-	44	(44)	40	
General Inspection Certificate of Inspection	-	44	(44)	40	
Group B:					
Annual Business Fire Safety Inspection	-	44	(44)	40	
Initial Business Fire Safety Inspection	-	44	(44)	40	
Hazardous Materials Storage Over Exempt Amounts	-	156	(156)	155	
High Piled Combustible Storage	-	156	(156)	155	
Hospital:					
> 100 Beds	-	133	(133)	130	
< 100 Beds	-	222	(222)	220	
Hot Work Operations	-	89	(89)	85	
Hotels, Motels and Spa Facilities	-	133	(133)	130	

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Fee Description	Current Fee/Deposit	Cost of Services	Variance	Recommended Fee/Deposit	Comments
Large Family Day Care (9-14 Children):					
Annual Clearance Maintenance Inspection	-	67	(67)	65	
Initial Licensing Inspection	-	111	(111)	110	
Liquefied Petroleum Gases > 500 Gallon Water Capacity	-	111	(111)	110	
Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	-	67	(67)	65	
Mall, Covered:					
Display - Any Liquid or Gas Fueled Power Equipment	-	67	(67)	65	
Display - Use of Open Flame or Flame Producing Device	-	67	(67)	65	
Placing or Constructing Temporary Kiosks, Display Booths, Concession Equipment	-	67	(67)	65	
New Business Inspection	-	44	(44)	40	
Organic Coatings > 1 Gallon per Working Day	-	156	(156)	150	
Refrigeration Equipment	-	111	(111)	110	
Residential Board and Care (> 6) Annual Fire Clearance Maintenance Inspection	-	111	(111)	110	
Schools - Private Vocational:					
> 50 Students	-	111	(111)	110	
< 50 Students	-	67	(67)	65	
Spraying or Dipping (Includes Inside Storage of Flammable or Combustible Liquids not to Exceed Exempt Amounts)	-	111	(111)	110	
Tents > 200 Square Feet or Canopies > 400 Square Feet and Other Temporary Membrane Structures	-	67	(67)	65	
Tire Storage > 2,500 Cubic Feet (Includes Repair of Motor Vehicles at Tire Installation Facilities)	-	111	(111)	110	
Wood Products > 200 Cubic Feet	-	156	(156)	155	