

STAFF REPORT

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**SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. 2020-04, AN ORDINANCE OF THE COASTSIDE FIRE PROTECTION DISTRICT AMENDING ORDINANCE NO. 2006-01, RATE AND FEE SCHEDULE TO INCREASE, MODIFY AND ESTABLISH CERTAIN FEES**

Board of Directors of Coastside Fire Protection District:

**Recommendation:**

The Board is asked to conduct the second reading and adopt the above-referenced ordinance which was introduced at the June 2020 Board meeting.

**Background and Discussion:**

At the June 24, 2020 meeting, the Board, by a vote of 4-0, introduced Ordinance No. 2020-04. By adopting this ordinance, the District would be updating its fees for services to ensure full cost recovery. The fees were last adjusted in 2006.

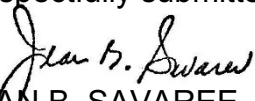
**Conclusion**

Staff recommends that the Board conduct the second reading and adopt Ordinance No. 2020-04.

**Attachments:**

1. Ordinance No. 2020-04 – redlined version
2. Ordinance No. 2020-04 – clean version

Respectfully submitted,

  
JEAN B. SAVAREE  
District Legal Counsel

**ATTACHMENT 1**

**ORDINANCE NO. 2020-04 – REDLINED VERSION**

ORDINANCE NO. 2020-04

AMENDING RATE AND FEE SCHEDULE TO INCREASE, MODIFY AND ESTABLISH CERTAIN FEES FOR THE COASTSIDE FIRE PROTECTION DISTRICT

THE COASTSIDE FIRE PROTECTION DISTRICT GOVERNING BOARD DOES HEREBY ORDAIN, as follows:

**WHEREAS**, pursuant to Health and Safety Code Section 13916, the Coastside Fire Protection District ("District") is authorized to adopt reasonable fees to cover the cost of any service which the District provides, or the cost of enforcing any regulation for which the fee is charged; and

**WHEREAS**, on December 5, 2006, the District adopted its current rate and fee schedule pursuant to Ordinance No. 2006-01; and

**WHEREAS**, the Fire Chief has recommended that certain fees and charges be increased or established to reflect costs incurred by the District in providing plan review, inspections, and other services; and

**WHEREAS**, notice of the proposed increases has been published in a newspaper of general circulation in the District and the Board has provided an opportunity to the public to comment on the proposals at a public hearing held in conjunction with a regular meeting of the Board; and

**WHEREAS**, after investigation and discussion, and consideration of the comments received at the public meeting, the Board finds the rates hereinafter set forth to be reasonable and required for the proper operation of the District; and

**WHEREAS**, the Board further finds that the amount of the fees hereinafter set forth does not exceed the amount of the estimated costs required to provide the services for which the fees are levied; and

**WHEREAS**, the Board further finds that the increases in fees affected by this Ordinance are exempt from the California Environmental Quality Act, pursuant to Section 21080(b)(8) of the Public Resources Code, because they are for the purposes of (1) meeting operating expenses, (2) purchasing or leasing supplies, equipment, and materials, (3) meeting financial reserve requirements, and (4) obtaining funds for capital projects necessary to maintain service within existing service areas.

**NOW, THEREFORE**, the Board of Directors of the Coastside Fire Protection District does hereby find, declare, order and ordain as follows:

**Section 1.** Selected fees from the District's rate and fee schedule, as set forth in Ordinance No. 2006-01, are hereby amended to reflect the increased costs of providing

each service. To this end, the following subsections of SECTION 1 of Ordinance No. 2006-01 are hereby deleted and restated in their entirety, as indicated below: subsections 1.A.1, 1.A.2, 1.A.3, 1.A.4, 1.A.5, 1.B.1, 1.B.2, 1.C.1, 1.C.2, 1.D.1, 1.E.1, 1.E.2, 1.E.3, 1.E.4, 1.E.5, and 1.E.6.

**A. Fire Protection Systems.** Unless otherwise noted, the specified fee is per system installation or system modification, and covers the permit application, one plan review, and one inspection.

1. **Automatic Sprinkler Systems (Residential):** ~~\$253.50~~ **\$413.50**, plus 50 cents per sprinkler head. This fee covers **4.25 hours of** permit application, one plan review, ~~one overhead inspection, one pressure test~~ **overhead hydro, underground flush and hydro,** and one final inspection. **\*Additional hours shall be charged at the rate of \$94.00 per hour plus \$0.50 per sprinkler head.**
2. **Automatic Sprinkler Systems (Commercial):** **\$779.50.** This fee covers **8 hours of plan review, overhead hydro, underground flush and hydro, and one final inspection.** **\*Additional hours shall be charged at the rate of \$94.00 per hour plus \$0.50 per sprinkler head.**
3. **Each additional inspection: \$154.75**
4. **Automatic Extinguishing Systems:**

Hood and Duct Systems:	\$116.00
Halon Systems:	\$116.00
Spray Booths:	\$116.00
5. **Fire Alarm Systems:** ~~\$198.50~~ **\$199.00**
6. **Fire Standpipe Systems:** ~~\$116.00~~ **\$152.00**
7. **Fire Service Lines to Private Hydrants:** ~~\$116.00~~ **\$199.00** per hydrant. Fee is per installation or modification, and covers permit application, plan review and one inspection. **The fee for each additional hydrant flowed on the same trip is \$47.00.**

**B. Hazardous Materials.**

1. **Flammable/Combustible Liquid Tanks Inspection: \$116.00.** The fee **for each additional tank inspected on the same trip is \$47.00.** Fee is per tank for each installation or modification, and covers permit application, plan review and one inspection.

2. **Liquefied Liquid Petroleum Gas (LPG) Tanks and Appurtenances Inspection:**

Less than 500 gallons: ~~\_\_\_\_\_~~ \$116.00. **The fee for each additional tank inspected on the same trip is \$47.00.**  
500 gallons or over: ~~\_\_\_\_\_~~ \$116.00

Fee is per tank for each installation or modification, and covers permit application, plan review and one inspection.

3. Medical Gas Systems **Inspection:** ~~\$171.00~~ **\$199.00** per system installation or system modification. Fee covers permit application, plan review and one inspection.

C. **Other Inspections.**

1. **Inspections of Existing and New Facilities:**

Single Family Day Care: (less than 12 persons)	<del>\$67</del> <b><u>\$94.00</u></b> per facility
Large Family Day Care: (12 or more persons)	<del>\$94.50</del> <b><u>\$188.00</u></b> per facility
Preschools:	<del>\$67</del> <b><u>\$141.00</u></b> per facility
Institutional (I-1 and I-2) less than 100 occupants:	<del>\$88.50</del> <b><u>\$94.00</u></b> per facility
Institutional 100 or more occupants:	<del>\$88.50</del> <b><u>\$94.00</u></b> per facility
Tents for Special Events (per tent, per event, per inspection):	<del>\$98.00</del> <b><u>\$105.38</u></b>
New Business License Inspections:	<del>\$55.00</del> <b><u>\$94.00</u></b> per license
Smoke Detector Inspections:	\$25.00 per smoke detector

Fee covers inspections for compliance with State and Uniform Fire Code requirements.

2. **Additional Inspections:** All other inspections conducted during regular

business hours (Monday through Friday 8:30 ~~9:00~~ a.m. to 4:30 ~~4:00~~ p.m.) shall be at the rate of ~~\$116.00~~ **\$105.00** per hour, one hour minimum charge. Inspections on holidays, weekends, or after-hours: ~~\$232.00~~ **\$231.00** minimum charge, to be paid on approval of the request PRIOR TO THE INSPECTION (2 hours minimum). A fee of ~~\$116.00~~ **\$105.00** per hour will be charged for each hour or fraction thereof above said minimum, plus applicable equipment rate charge, if any.

**D. Permits. \$201.75.** The Fee covers **up to 2 hours for** permit application, and **one** inspection for compliance with permit requirements. **\*Additional hours will be charged at the rate of \$94.00 per hour.**

1. **Permit:** \_\_\_\_\_ ~~\$116.00.~~

**E. Special Services.**

1. **Building Plan Preliminary Review/Subdivision Preliminary Review:** \$116.00 per hour.
2. **Revised (modified) Plan Review:** ~~\$61.00~~ **\$94.00** per hour or each portion thereof.
3. **Contracted Services** - Actual Costs.
4. **Fire Flow Calculations:** \$116.00 minimum charge. ~~\$116.00 per hour~~, add ~~\$25.00~~ **\$94.00** per hydrant for each hydrant done on same trip. Fee covers fire flow testing of hydrants.
5. **Duplicate Prints of Photographs:** Actual cost from vendor.
6. **Copies of Fire Code/Amendments/Public Records:** \$1.00 per page.

**Section 5, Reports to Board.** At the Board meeting following a meeting, conference or seminar for which reimbursement will be requested, Board members must briefly report on the meeting, conference or seminar attended at District expense. If multiple Board Members attended a joint report may be made.

**Section 6, Compliance with Laws.** Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

**Section 7, Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of the Coastside Fire

Protection District hereby declares that it would have adopted this Ordinance irrespective of the fact that any one or more section, subsection, sentence, clause, phrase or portion be declared invalid or unconstitutional or ineffective.

**Section 8.** Pursuant to Section 20204 of the Water Code of the State of California, this Ordinance shall take effect and be in full force and effect sixty (60) days after its final passage.

**Section 9.** Within fifteen (15) days after the adoption of this Ordinance, the Board Secretary shall have it posted in three (3) public places designated by the Board of Directors.

This Ordinance was introduced and read on the 24<sup>th</sup> day of June, 2020, and passed and adopted on the 22<sup>nd</sup> day of July, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gary Burke, President  
Board of Directors

ATTEST:

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Ginny McShane, Secretary  
Board of Directors

## ATTACHMENT 2

ORDINANCE NO. 2020-04 – CLEAN VERSION



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