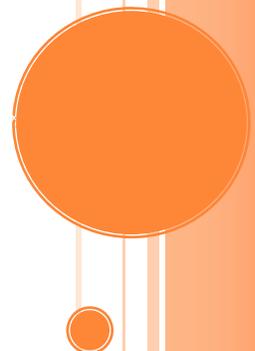


**CITY OF POMPANO BEACH  
FIRE PREVENTION DIVISION  
FEE STUDY**

**APRIL 2021**



## **CITY OF POMPANO BEACH FIRE PROTECTION FEE STUDY**

### **PURPOSE**

The primary mission of the Pompano Beach Fire Prevention Bureau is to enforce Fire and Life Safety Codes in the city. The Bureau has three primary areas of responsibility. These three areas are as follows: Fire Inspection of Buildings, New Construction Plan Review, and Fire Investigation

This study will review the current fees of the City of the Fire Prevention Bureau and as it relates to Fire Inspection of Buildings and New Construction Plan Review. This study will also make recommendations for any changes to the Fee Structure.

The Department has requested the study to recommend changes to the Fee Structure to change from a fixed fee for the Plan Review portion of the fees to a percentage rate based on the Construction Value of the project under review. This process is compatible with the Building Best Permit Fees of the City of Pompano Beach, which is the standard procedure for assessing Building Permit Fees. This change will meet the Best Practices for the industry.

The Annual Inspection Fees will continue to be a fixed fee that are based on the square footage of the commercial properties. Residential Annual Inspection Fees will continue to be a fixed amount per unit.

The Fire Plan Review Fees are in addition to the Building Permit Fees, which have been recently updated by the City.

### **MISSION STATEMENT**

#### **ALWAYS HERE; ALWAYS READY**

The highly trained and dedicated members of Pompano Beach Fire Rescue provide the highest level of care and professional emergency services to our diverse community with respect, integrity and compassion.

*“....our success rests on our ability to allocate funds responsibly, to attract and retain high-performing people who will celebrate the diversity of our community”*

## **STUDY METHODOLOGY**

This study focuses on establishing the cost to perform the service and the revenue generated from the permit fees. This method will consider the ability of the fees charged to cover the expenditures of the Bureau.

The methodology includes:

- Financial Statement Analysis
- Determination of the cost to provide the service
- Revision of the fee schedule

## **BUDGET**

A review of the budget was conducted to determine the overall cost of the Division and the elements of the costs. Table 1 lists the 2020 Adopted Budget.

**TABLE 1**  
**2020 ADOPTED BUDGET FIRE PREVENTION 001-2260-522**

	<b>Personal Services</b>	
1210	Exempt	45,000
1222	Non-Exempt Fire	894,980
1224	Non-Exempt General Employees	53,370
1230	Assignment Differential	50,000
1260	Accrued Vac / Sick Leave	12,000
1310	Temporary & Part Time	22,500
1410	Overtime Regular	25,000
1420	Overtime Public Service	22,500
1510	Stand By	7,700
1530	Fire Incentive	4,890
2100	FICA Taxes	86,491
2210	Gen. Employees Retirement	16,496
2220	Police & Fire Retirement	297,274
2310	Fire Health Insurance Trust	59,450
2320	General Employees – VEBA Trust	1,201
2640	Education	1,100
2650	Leather	1,980
	<b>Total Personal Services =</b>	<b>1,601,932</b>
	<b>Operating Expenses</b>	
3150	Medical	1,900
3920	C. Service Charges	2,480
3930	C. St. Charges	647
3960	Insurance Service Charges – Health	166,857
3965	Insurance Service Charges – Risk	6,666
3980	Vehicle Service Charges	33,948
3990	Information Systems	38,639
4010	Travel Education Membership	9,888
4310	Communication Service/Telephone	2,100
4555	Ambulance Special Service	54,000
4630	Machinery & Equipment	2,000
4650	Special Services	4,800
5110	Office Supplies	5,400
5215	Small Tools Minor Equipment	3,000
5220	Special Supplies	6,500
5250	Clothing	2,200
5251	Bunker Gear	3,000
5255	Cleaning	500
5410	Publications	2,000
	<b>Total Operating Expenses =</b>	<b>346,525</b>
	<b>DIVISION TOTALS =</b>	<b>1,948,457</b>

## ACTIVITY

The Department is responsible for Fire Inspection of Buildings, New Construction Plan Review, and Fire Investigation. The activity for the past full year is illustrated in Table 2.

**TABLE 2  
STATISTICAL INFORMATION ENDING 9/30/19**

<b>Service</b>	<b>Amount</b>
Number of Fire Incidents	292
Number of Fire Inspections	6,288
Number of Construction Plan Review	5,704
Number of Construction Inspections	4,980
Number of Non-Uniformed Fire Employees	2

## CALCULATION OF FEE SCHEDULE

The fees are based on the amount of effort required to provide the service to the public. The salary rates for those involved in the permits and inspections were provided by the Division. Additionally, a Fringe and Salary Overhead Rate as well as an Administrative Overhead Rate was determined.

The Fringe and Overhead Rate is determined by dividing the total cost of fringes and salary overhead (insurance, retirement, FICA and other employment taxes) by the total salary figure. This rate has been computed at 40.77% based on the Annual Budget.

Administrative Overhead is defined as the Operating Costs of the Division as well as a figure added for Rent, Insurance and other factors. This Rate has been calculated at 60.90%, for the purposes of this study,

Based on the total Budget of the Department and the revenue generated from the Annual Inspections, the remainder should be calculated for the Fire Plan Review. To establish this figure, the Building Permit Activity was referenced to determine the Construction Value of the types of Plan Reviews. The Construction Value represents the entire project cost (including all Structural, Mechanical, Electric and Plumbing) based on the Building Permit application. Based on the Construction Value, the Fire Plan Review Fee should be established at 0.5% of the total Construction Value.

Fees for a temporary use certificate or a partial certificate of occupancy are as follows (Section 111.1.3. as defined in the Florida Building Code, Broward County Administrative Provisions):

- Each unit, \$550
- Any renewal or extension of a temporary use certificate or partial certificate of occupancy shall be \$550

For most permits there is a basic amount of effort required by the Department. For this reason, a Minimum Fee should be established at a rate of \$100 for all plan reviews.

### **Re-Inspection**

Based on previously policy directives from the City Commission and traditional procedures from the Department, the first re-inspection will be at no charge. If an additional re-inspection is required for the Annual Safety Inspection, a fee of 75% of the original fee will be imposed. A third re-inspection will generate a fee of 150% of the original fee. Upon the necessity of a fourth re-inspection a Notice To Appear will be issued.

### **Education/Training - Technology Fee:**

Most municipalities have established either an Education/Training Fee or Technology Fee. This policy sets aside funds to ensure that staff is up-to-date on the latest techniques and trends in the industry. The Technology Fee establishes a fund to acquire new technology (software and hardware) to improve the efficiency of the service provided. Pompano Beach should consider such a fee, likely established at 2% of the inspection/permit fee.

The revenue from this fee will be segregated into a separate fund and designated only for the Education/Training or Technology required for the Department. This is in addition to any budgetary Education funding for the Department.

### **PUBLIC OUTREACH**

The Division should consider establishing an outreach program to inform the public and the business community of the necessity of the inspection process. This could be accomplished through printed materials and community programs such as the Chamber of Commerce and other Civic Groups. The materials should describe the benefits of the program and the low cost,

## **RECOMMENDATIONS**

The following recommendations are designed to ensure that the Division is achieving an appropriate rate of cost recovery. The recommendations also address the outreach to the community.

1. Increase the Annual Inspection Fees based on the Fee Schedule Table
2. Modify the Plan Review Fees for New Construction and Additions to 0.5% of the Construction Value
3. Establish a Minimum Fee of \$100 for all Plan Review efforts
4. Modify the Re-Inspection Fee
5. Change the Inspection Fee for HAZMAT materials to a percentage of capacity, with a Minimum and Maximum Fee
6. Establish a fee for a Temporary or Partial Certificate of Occupancy
7. Publish the fees on the City website so that someone can easily know their cost
8. Consider establishing an Education/Technology Fee
9. Review fees periodically, (between three and five years), to ensure that they are up-to-date
10. Develop an outreach program to inform the public of the necessity of annual inspections

## ANNUAL INSPECTION FEE SCHEDULE

Application	Current Fee	Proposed Fee
<b>Commercial</b>		
Up to 10,000 SQFT	\$75.00	\$100.00
Over 10,000 SQFT (per 1,000 SQFT) non-sprinklered building	\$ 7.50	\$ 10.00
Over 10,000 SQFT (per 1,000 SQFT) sprinklered building	\$ 5.00	\$ 7.50
<b>Systems</b>		
Standpipe System	\$50.00	\$65.00
Sprinkler System	\$50.00	\$65.00
Fire Alarm System	\$50.00	\$65.00
Smoke Evacuation System	\$50.00	\$65.00
<b>Residential</b>		
Minimum Fee (properties under 15 units)	\$75.00	\$120.00
Buildings over 15 units Without fire sprinkler systems (per unit)	\$ 5.00	\$ 8.00
Buildings over 15 units With fire sprinkler systems (per unit)	\$ 3.50	\$ 5.50
<b>HAZMAT</b>		
0 to 55 gallons or pounds	\$ 50.00	All capacities- \$10 per each percent of capacity. Minimum Fee \$75, Maximum Fee \$500
56 to 110 gallons or pounds	\$100.00	
Any amount over 111 gallons or pounds	\$150.00	
<b>Re-Inspection</b>		
First Re-inspection	No charge	No charge
Second Re-inspection	50% of original fee	75% of original fee
Third Re-inspection	100% of original fee	150% of original fee
Fourth Re-inspection	Issue NTA	Issue NTA