




MEMORANDUM

Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Alan Averette KWFD Fire Chief
Jason Barroso KWFD Division Chief/Fire Marshal

Subject: Fire Prevention Fees Increase/New Lieutenant Inspector Position Request City of Key
Fire Department

Introduction

Key West Fire Department is requesting a resolution to submit a revision to an existing ordinance that will increase its fire inspection fees. Key West Fire Department is proposing a \$50 increase to its fire inspection fees.

The proposed ordinance, if adopted, would take effect November 1, 2023.

An increase in fire inspection fees would help with the costs associated with conducting annual fire and life safety inspections as well as the funding of a new Lieutenant Inspector position. The proposed Lieutenant Inspector position has been placed in the 2023-2024 proposed budget.

Background

Key West Fire Department Fire Prevention Division operates with a Division Chief/Fire Marshal, two Captain Inspectors, one Lieutenant Inspector, and one Administrative Assistant II.

Fire Inspections conducted annually within the City of Key West are a critical part of Fire Prevention. They help protect people and property from harm caused by fires.

Key West Fire Department is requesting a new Lieutenant Inspector position for the Fire Prevention Division. This new Lieutenant Inspector will enable us to conduct additional necessary life safety inspections, manage increased special events, manage increased annual inspections, and enhance fire safety throughout the City of Key West.

This addition will help sufficiently staff the Key West Fire Department Fire Prevention Division and distribute the increasing workload more evenly.

The prior City of Key West Commission increased Key West Fire Department Fire Prevention fees on October 1, 2019, in accordance with Ch 30 Section 30-9 Code of Ordinances of the City of Key West. We have not had an increase in our fees since then.

We have reviewed and compared the fire inspection fees for Monroe County Fire Department's Fire Prevention Division Inspection Fees and have found that on average KWFD would be in middle price range for most of our inspections, which are Transient Rentals, Businesses, Hotel/Motel, and Assembly Occupancies.

In fiscal year 2021, we conducted a total of 2,273 Inspections
Collected \$242,015.00 with a collection rate of 99%

In fiscal year 2022, we conducted a total of 2,319 Inspections
Collected \$249,575.94 with a collection rate of 99%

In fiscal year 2023 we have conducted a total of 2,238 Inspections
Collected \$183,255.00 with a collection rate of 84%

We expect to exceed our total number of inspections & collections from the previous fiscal year and maintain consistency on our collection rate of 97-99% for this fiscal year.

In the event a business does not pay the required fire inspection fee, the business is then issued an overdue notice from KWFD. If the fee has still not been collected, then the business is notified that they have been referred to City of Key West Code Compliance. If the business has still not paid the fire inspection fee, then Code Compliance can refer them to the Special Magistrate for enforcement action. .

The first Public Hearing of the Ordinance was held on September 14, 2023. At that time, the Mayor and City Commissioner approved the Ordinance unanimously and requested the Ordinance be scheduled for a second and final reading to be held on October 12, 2023. No changes have been made to the Ordinance between first and second reading.

Procurement

Funding for this new Lieutenant Inspector position would be allocated from our proposed increase in our Fire Inspection Fees.

Key West Fire Department is requesting a \$50 increase to its fire inspection fees.

With the proposed \$50 increase this will bring in an estimated additional \$114,800.00 per fiscal year.

Recommendation

The City Manager's Office recommends approval of the proposed Fire Prevention Fees Increase/New Lieutenant Inspector Position Request for the Key West Fire Department on the second and final reading of the Ordinance.