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APPROVED
BY THE CITY COUNCIL

JUL 21 1998

OFFICE OF
LABOR RELATIONS

CITY OF SACRAMENTO
CALIFORNIA

July 1, 1998

OFFICE OF THE
CITY CLERK

921 10TH STREET
ROOM 601
SACRAMENTO, CA
95814-2711

PH 916-264-5424
FAX 916-264-8110

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: APPLICATION FEES FOR FIRE RECRUIT TESTING

LOCATION: Citywide

RECOMMENDATION:

It is recommended that City Council adopt the attached resolution which establishes an application fee for fire recruit testing of \$15.00 per application.

CONTACT PERSON: Dee Contreras, Director of Labor Relations, 264-5424
Cathy Anderson, Human Resources Administrator, 264-5826
Gerrie Giffin, Human Resources Analyst, 264-5600

FOR COUNCIL MEETING OF: July 21, 1998

SUMMARY:

This report recommends the establishment of an application fee for fire recruit testing. The fee would be \$15.00 and offset the cost of applicant processing and testing. Other cities charge a similar fee and have experienced no negative impact on recruitment of qualified candidates or affirmative action efforts. The proposed fee is supported by the Fire Department and Local 522.

BACKGROUND INFORMATION:

- ▶ As part of continuous improvement efforts and in keeping with the City Council's priority of reengineering government and fiscal viability, Personnel Services has been working both internally and externally with other agencies to identify opportunities to streamline processes, establish collaborative efforts and increase cost recovery while providing qualified candidates to fill City positions.

- ▶ Examples of successes in improvement efforts include the combining of police recruit/community services officer testing and the development of a consortia of the City of Sacramento, County of Sacramento, and Sacramento Superior/Municipal Courts to combine efforts for joint recruitment and continuous testing for clerical positions.
- ▶ The Personnel Services Division is responsible for recruitment and testing for the City of Sacramento. Historically, the recruitment for entry level fire positions (Fire Recruit) has been the single largest recruitment with the smallest number of hires. In 1994, 3,426 candidates were tested with only 124 hires made from the resulting list over the next four year period.
- ▶ In order to better serve the needs of the Fire Department and to improve the process for providing a Fire Recruit list a number of changes to the recruitment process have been made. Following is a summary of the changes which are supported by the Fire Department and Local 522:
 - ▶ Quarterly testing for fire recruit instead of once every four years.
 - ▶ Candidates name will remain active on the list for 1 year following successful completion of test.
 - ▶ This provides a current, viable list for the Fire Department and allows qualified applicants an opportunity to test more frequently.
- ▶ This report recommends the establishment of an application fee to recover a portion of the costs for processing and testing Fire Recruit applicants. The \$15.00 fee would cover the cost of processing an application through notification of passing or failing the written exam and it would be paid at the time the application is submitted. The fee does not cover the costs of conducting the physical ability examination which is very costly and is currently absorbed in the operating budget of the Personnel Services Division.
- ▶ In this era of limited resources, many other agencies are developing applicant fee programs. Similar fees for testing or licensing have been common in the private sector for years. Other agencies including Modesto, Woodland, Napa, Portland and the Bay Area Regional Firefighter Registry currently charge a fee for entry level fire exams ranging from \$12.50 to \$25.00.
- ▶ Those agencies who have used applicant fees report that the presence of a fee did not negatively impact their affirmative action efforts. However, in order to assure no negative impact as a result of this new fee, a publicized fee waiver form will be available for applicants who self-certify their inability to pay the fee due to financial hardship.

- ▶ It is estimated that the fee will generate approximately \$30,000 in cost recovery annually.
- ▶ The proposed \$15.00 application fee is consistent with the fee levels charged in other cities of comparable size and number of applicants.

FINANCIAL CONSIDERATIONS

The proposed new fee would generate approximately \$30,000 in cost recovery revenue annually and would offset the costs for application processing and written testing for entry level Fire Recruit. The revenue and expenditure budgets will be adjusted at mid-year based on actual costs.

ENVIRONMENTAL CONSIDERATIONS

This action is exempt under Section 15273 of the California Environmental Quality Act (CEQA). CEQA does not apply to ongoing administrative activities.

POLICY CONSIDERATIONS

Establishment of a fee for Fire Recruit application processing and written test is consistent with City Council policy of cost recovery and reengineering of government. The proposed fee is supported by the Sacramento Fire Department and Local 522.

MBE/WBE EFFORTS

Not applicable.


Respectfully submitted,



Dee Contreras
Director of Labor Relations

Approved:



 WILLIAM H. EDGAR
City Manager

APPROVED
BY THE CITY COUNCIL

RESOLUTION NO. 98-360 JUL 21 1998

ADOPTED BY THE SACRAMENTO CITY COUNCIL OFFICE OF THE
CITY CLERK

ON DATE OF _____

**RESOLUTION AMENDING THE CITY OF SACRAMENTO
FEE AND CHARGE REPORT TO ESTABLISH
A FEE FOR FIRE RECRUIT APPLICATION AND TESTING**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The City of Sacramento Fee and Charge Report is amended to include a fee for application for Fire Recruit (entry level) effective August 1, 1998.
2. The fee for application for Fire Recruit shall be established at \$15.00 per application per testing event.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

