



AMERICAN CANYON FIRE FINANCE
SUBCOMMITTEE AGENDA
JUNE 10, 2025

STAFF REPORT
BUSINESS
ITEM NUMBER: 3.

TITLE

Change in Collection Services for Fire Service Fee Collection for Unsecured Property.

RECOMMENDATION

Staff recommends the Finance Subcommittee approve transitioning the collection of the Fire Service Fee for unsecured properties (mobile/manufactured home units) from Napa County Collections to Wittman Enterprises, effective Fiscal Year 2025-2026 at a per-unit cost of \$14.00.

CONTACT

Geoff Belyea, Fire Chief

BACKGROUND & ANALYSIS

The American Canyon Fire Protection District collects Fire Service Fees annually from both secured and unsecured properties in accordance with Ordinance 2013-01, which implements the voter-approved Measure B and allows for the assessment and collection of Fire Service Fees to maintain the District's emergency services at levels consistent with those provided as of June 30, 1980.

Historically, Napa County Collections has administered the billing and collection of the unsecured Fire Service Fees, which typically apply to mobile/manufactured homes not placed on permanent tax roll. The District is expected to receive approximately \$29,959.74 in FY 2025-2026 from this revenue source.

This year, Napa County Collections informed the District that the cost for their services will increase significantly to a flat fee of \$25,000. This represents an administrative cost of approximately 83% of the total amount collected, reducing the net revenue to the District to approximately \$4,960.

In response, staff reached out to Wittman Enterprise, the District's current billing service provider for First Responder Fees. Wittman has agreed to assume collection services for the unsecured Fire Service Fee at a cost of \$14.00 per unit. Based on 428 estimated units, the total projected cost to the District would be approximately \$6,000. This alternative reduces administrative costs by \$19,000 and allows the District to retain a greater portion of the revenue for operational needs.

Pursuant to Ordinance 2013-01, Sections 204–214, the District is authorized to impose and collect

Fire Service Fees and to designate collection procedures.

FISCAL IMPACT

Collection Option	Estimated Revenue	Estimated Cost	Net Revenue
Napa County Collections	\$29,953.74	\$25,000.00	\$4,959.74
Wittman Enterprises	\$29,959.74	\$6,000.00	\$23,959.74

BOARD PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community"

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

[1. FSF Ordinance 2013-01](#)