

AUDIT REPORT TRACKING SYSTEM (ARTS)

SECTION I: SUMMARY INFORMATION			
Audit Title:	Street-Related Permit Fees Need Review and Adjustment	Audit Release Date:	04/23/2015
Department:	Public Works	Last Report Date:	First ARTS Report
Department Director:	Sherri McIntyre	This Report Date:	09/01/2017
Contact Person/Phone:	Marilyn Reiley 513-9947	Expected Presentation Date:	09/28/2017
SECTION II: RECORD OF IMPLEMENTED RECOMMENDATIONS			
1. Implemented 03/09/2017		5. Implemented 03/09/2017	
2. Implemented 03/09/2017		6. Implemented 05/01/2017	
3. Implemented 03/09/2017		7. Implemented 03/09/2017	
4. Implemented 05/01/2017		8. In Progress	
SECTION III: SUMMARY OF IMPLEMENTATION EFFORTS			
Recommendation 1: The director of public works should periodically review street related permit fees that are not linked to automatic adjustments and propose updated fees for City Council consideration and approval.			
<i>Status of Recommendation: Implemented</i>			
Summary: Ordinance 170178 was passed to annually review fees and adjust according to the CPI.			
Recommendation 2: The director of public works should calculate the unit cost in the traffic control closure formula annually and adjust it as required by code.			
<i>Status of Recommendation: Implemented</i>			
Summary: Amended sections of Chapter 64 and Section 70-39 to state that fees would be reviewed annually to reflect any change in the CPI.			
Recommendation 3: The director of public works should annually review, evaluate, and consider adjusting the street plate fees as part of the department's annual budget process.			
<i>Status of Recommendation: Implemented</i>			
Summary: All recommended fee increased will be included in the Departments annual budget submittal.			
Recommendation 4: The director of public works should determine which Bureau of Labor Statistics price index was intended to be used to adjust the excavation fee and submit an ordinance for City Council consideration to amend the Code of Ordinances to reflect the appropriate index.			
<i>Status of Recommendation: Implemented</i>			
Summary: All fees that are reviewed and where recommendations are made for change will be completed according to the CPI.			
Recommendation 5: The city manager should annually determine the total cost, including direct and indirect costs, of investigating excavations, issuing excavation permits, and inspecting excavation sites; compare the total costs to the current fee; and when appropriate, adjust the excavation fee.			
<i>Status of Recommendation: Implemented</i>			
Summary: Ordinance 170178 gives city manager authority to adjust the application fees to reflect the change in CPI.			
Recommendation 6: The director of public works should update and publish annually the tables of values used to calculate the degradation fee.			
<i>Status of Recommendation: Implemented</i>			
Summary: Degradation fees shall be reviewed annually. The table of values will be included on the permit application.			

Recommendation 7: The director of public works should work with the city attorney to determine whether code language regarding the use of revenues from street-related fees should be modified.

Status of Recommendation: Implemented

Summary: Code language was changed to reflect that fees collected for Public Works permits will go into the Street Maintenance Fund instead of the General Fund.

Recommendation 8: The director of public works should waive fees only as authorized by code and refer requests to waive fees that do not meet code established criteria to the City Council.

Status of Recommendation: In progress

Summary: Looking at changing the authority of waiving fees to the City Manager or his designee.

SECTION IV: ADDITIONAL OUTCOMES

In the ordinance, the fees were adjusted as of 05/01/2017. The full effect of the changes has not been analyzed yet but the estimated additional revenue is around \$523,000.00