



AUDIT, FINANCE & ENTERPRISE COMMITTEE

March 15, 2012

The Audit, Finance & Enterprise Committee of the City of Mesa met in the lower level meeting room of the Council Chambers, 57 East 1st Street, on March 15, 2012 at 9:00 a.m.

COMMITTEE PRESENT

Alex Finter, Chairman
Dina Higgins
Scott Somers

COMMITTEE ABSENT

Christopher Brady, Ex Officio

STAFF PRESENT

Kari Kent
Debbie Spinner

1. Items from citizens present.

There were no items from citizens present.

2-a. Hear a presentation, discuss and provide direction on the following audit:

1. Purchasing Follow-up Review

Senior Internal Auditor Tami Steadman provided a brief summary of the Purchasing Division's Follow-up Review. **(See Attachment 1)** She reported that while the Purchasing Division had implemented a majority of the corrective actions contained in the response, there were a few items that had not yet been fully executed.

Ms. Steadman explained that due to changes in the Purchasing Policy Procurement Rules some internal adjustments needed to be made. (See Page 1 of Attachment 1) She reported that as of November the following corrective actions had not yet been completed:

- Checklists updated and consistent with new policies
- Training staff on new polices

Director of Business Services Ed Quedens addressed the Committee and advised that the compliance checklists have since been completed and were put into practice in February. In addition, he said that some internal and external training was accomplished. He explained that his department had taken on some of the duties from other departments during the training period and that as staff became more comfortable with the policies, those duties would be delegated back to them.

In response to a question from Chairman Finter, Mr. Quedens explained that rather than spend the time to train staff on a process that would change with the implementation of CityEdge, his department assumed a portion of the duties. He said that in the interim programs would be developed and additional training provided so that each department would be able to work more independently.

In response to a question from Chairman Finter, Mr. Quedens advised that the changes came at a time when they had experienced a turnover in staff and that a lot of internal and external training had taken place.

Ms. Steadman advised that how Citywide purchasing activities were monitored was also an area that required some corrective action. She said that while periodic reviews were conducted, documentation of the communications and how the issues were resolved was not completed.

Mr. Quedens explained that staff was in the process of developing written procedures to track activities such as:

- Identifying the issues
- Identifying who staff made contact with
- Identifying how the issue was resolved

Mr. Quedens advised that these activities had been taking place however, notes and emails regarding the activities were not kept in one particular location. He added that the new reviews would commence with the March reports.

In response to a question from Chairman Finter, Ms. Steadman explained that the City Auditor's Office was aware of the demands placed on all departments as a result of the CityEdge project. She said that proper documentation would be important in the event that Mr. Quedens was not available and someone else needed to stand in.

Mr. Quedens advised that the majority of his staff was currently working on the CityEdge project. He stated that addressing the corrective actions had become a massive project that included:

- Changes to the Procurement Rules
- Changes to the Procurement Code Base
- Changes to the City Code
- Culture changes

Ms. Steadman reported that the accuracy and consistency of the Council Reports related to contract renewals need to be improved.

Chairman Finter commented that Council Reports were crucial and suggested that improved ways to provide the Council with the information needed to prepare for meetings be explored.

Committeewoman Higgins remarked that the Council Reports received from the City Engineer include 40 pages of backup while other departments summarize the information into a one and a half page document. She suggested that the numerous pages of backup used to create the Council Reports be placed in a drop box so that it can be accessed if needed.

Mr. Quedens advised that staff would research ways to provide the Council with the additional reports. He explained that it would take a considerable amount of time to convert the documents into an electronic format as requested.

Discussion ensued regarding how to make the detailed reports accessible to the Council.

Ms. Steadman briefly highlighted some of the ways in which the summary could be improved as follows:

- Making the summary easier to fill out
- Making the summary consistent with the original report
- Assuring accuracy

Committeewoman Higgins remarked that Councilmembers would not need to utilize staff time to ask questions over the phone if they had the ability to reference the information themselves.

Chairman Finter remarked that having the information available could eliminate some frustration and miscommunications. He stated that once the CityEdge program was online that staff could possibly be repurposed to assist in preparing the information for the Council.

In response to a question from Chairman Finter, Mr. Quedens explained that staff could meet with the Committeemembers to discuss which documents would be helpful and the best way to provide those documents to the Council.

Mr. Quedens advised that while addressing the recommended corrective actions staff found additional items that needed to be enhanced. He added that maintaining a level of trust with the Council by providing complete and accurate Council Reports was a high priority.

Chairman Finter remarked that a global approach might be necessary, as the issue might not be with the Council Reports but in the manner in which the information is being received. He said that he understood that there were staffing deficiencies however, having the information available electronically would be a benefit to the Council and would provide some transparency. He added that he would be willing to work with staff to develop an efficient way to obtain the information.

Mr. Quedens advised that his department would welcome any feedback from the Committee.

Ms. Steadman remarked that the process could be enhanced so that globally the information was consistent.

Chairman Finter stated that the Committeemembers could meet with staff and representatives from the City Auditor's Office to determine what could be done to improve the process.

Chairman Finter expressed his appreciation for staff's efforts and said that having the information available would alleviate some of the awkward moments Councilmembers experience when they do not have all the information.

Responding to a question from Committeewoman Higgins, Mr. Quedens advised that all of the policies were available on the website.

Chairman Finter thanked staff for the presentation.

2-b. Hear a presentation, discuss and make recommendations on adjustments to fees and charges for Block Party Barricade Rentals as proposed by Transportation – Traffic Engineering.

Budget Director Candace Cannistraro advised that the Transportation Department has recommended that the Block Party Barricade Rental Fee be increased to cover the cost of the rental service. **(See Attachment 2)**

Responding to a question from Committeewoman Higgins, Transportation Director Dan Cleavenger explained that the rental fee typically includes a couple of “road closed” signs and sawhorse type barricades. He said that the low bid contract established in November increased the fee from \$25 to \$50.

In response to a question from Chairman Finter, Mr. Cleavenger explained that in the past the City had covered the cost of the barricades however, in 2005 the Council directed that the full cost of the barricades be passed on to the residents. He added that the rental cost of the barricades for 100 block parties per year would be \$5,000 to \$6,000.

Discussion ensued regarding the elimination of the Barricade Rental Fee.

It was moved by Chairman Finter, seconded by Committeewoman Higgins that the adjustments to fees and charges for Block Party Barricade Rentals be forwarded on to the full Council with the recommendation that the fee be eliminated.

Carried unanimously.

In response to a question from Chairman Finter, Mr. Cleavenger advised that the rental fee was minimal and would not have a significant impact on the department.

Chairman Finter remarked that the previous Council was in a cost recovery mode when the fee was originally set. He added that he, as well as other Councilmembers, supported Block Watch and Crime Watch programs that benefit the community.

Mr. Cleavenger advised that at one time the City had 400 block parties per year and that Getting Arizona Involved in Neighborhoods (GAIN) nights, which used to be called National Night Out, were very popular. He added that eliminating the fee might encourage more block parties in the community.

2-c. Hear a presentation, discuss and make recommendations to modify fees and charges by implementing an in lieu payment from utility and telecommunication companies for pavement resurfacing replacement as proposed by Transportation – Field Operations.

Budget Director Candace Cannistraro advised that the Transportation Department has recommended the implementation of an in lieu payment from utility and telecommunication companies for pavement resurfacing. She explained that this fee would be in lieu of the companies completing the pavement work themselves. **(See Attachment 3)**

In response to a question from Committeewoman Higgins, Deputy Transportation Director Lenny Hulme explained that staff reviews the pavement resurfacing contract price and follows up with treatment on the asphalt work conducted in neighborhoods. He said that the in lieu fee would be reviewed annually, as the price would fluctuate based on oil prices.

In response to a question from Chairman Finter, Mr. Hulme explained that asphalt repair was included in the Master Plan and the Pavement Management System.

It was moved by Committeewoman Higgins, seconded by Committeemember Somers, to recommend to the Council that an in lieu payment from utility and telecommunication companies for pavement resurfacing and replacement be approved.

Carried unanimously.

2-d. Hear a presentation, discuss and provide direction on proposed changes to Library fees.

Budget Director Candace Cannistraro advised that the Mesa Public Library has proposed to eliminate some unnecessary copy charges for topographical maps, aerial maps and the purchase of floppy discs. **(See Attachment 4)**

It was moved by Committeemember Somers, seconded by Committeewoman Higgins, to recommend to the Council that the proposed changes to Library fees be approved.

Carried unanimously.

2-e. Hear a presentation, discuss and provide direction on the Police Department Fee Recommendation Schedule.

Budget Director Candace Cannistraro advised that the Mesa Police Department has recommended that the \$5 fee for a CD be increased to \$10. She advised that fees for research time as well as other administrative costs have also been recommended. **(See Attachment 5)**

Committeemember Somers commented that he would like to have further discussion on this item.

It was moved by Chairman Finter, seconded by Committeewoman Higgins, that the Police Department Fee Recommendation Schedule be forwarded on to the Council for further discussion and action.

Carried unanimously.

2-f. Hear a presentation, discuss and provide direction on the proposed fees and charges for the Arts and Cultural Department.

Budget Director Candace Cannistraro introduced Museum Administrator Dr. Tom Wilson who displayed a PowerPoint presentation **(See Attachment 6)** and advised that the Mesa Grande Cultural Park would be opening on the Mesa Grande site. Dr. Wilson said that since 1927 the citizens of Mesa have tried to ensure that Mesa Grande was preserved. He stated that the City obtained the site for \$1.3 million in the mid 1980's and that the Arizona Museum of Natural History has been caring for Mesa Grande since that time. Dr. Wilson noted that the site is a

Centennial Legacy Project that is on the National Register of Historic Places. (See Page 1 of Attachment 6)

Dr. Wilson advised that funding for the project was received from the following sources:

- Salt River Pima-Maricopa Indian Community
- Arizona State Parks Heritage Fund
- City of Mesa Cultural Impact Fees
- Private entities

Dr. Wilson reported that a little over \$800,000 had been raised for the project and that just under \$200,000 had been expended. He stated that the cost to complete the Welcoming Center, Gathering Place and the Interpretive Trail was \$600,000. He also said that the project that was put out to bid would be coming back to the Council for acceptance sometime in May and that construction should begin in June.

Dr. Wilson displayed the fee structure (See Page 7 of Attachment 6) and advised that a comparative study was conducted in order to establish fees for the interpretive programs at Mesa Grande. He said that 10,000 visitors per year, over a seven-month period of time, would generate enough revenue to cover the expenses. He noted that the park would be closed during the summer months due to heat issues.

Dr. Wilson said that the Mesa Grande Cultural Park could become a major attraction in northwest Mesa. He displayed an artist's rendition of the park sign that would be located on the corner of Date Street and 10th Street. (See Page 6 of Attachment 6)

Committeemember Higgins expressed her support for the project and the recommended fee schedule.

Chairman Finter remarked that as a boy he used to ride bicycles over the mound. He expressed his appreciation for the resources and the partnerships that have been brought together for this project. He added that the Mesa Grande Cultural Park would be a great addition to the community.

In response to a question from Committeemember Somers, Dr. Wilson explained that the majority of the historical elements of Mesa Grande were located underground and that a conservative approach had been taken to preserve the mound. He stated that while there were archeological operations taking place annually, it was not an exploratory operation. He added that if there are burials at this location they should not be disturbed.

In response to a question from Committeemember Somers, Dr. Wilson explained that there is a prehistoric village that stretches from the cemetery to the Riverview area and that 40 prehistoric canals were discovered during the archeological study. He advised that next week an archeological study would be conducted for the new Cubs Stadium and it was anticipated that more prehistoric canals would be discovered. He said that Mesa Grande was the main site for the irrigation operations south of the Salt River and that some of the canals were 20 to 30 miles long.

Discussion ensued with regard to the excavation of the new cemetery and the discovery of prehistoric trash mounds.

Dr. Wilson advised that the museum continues to maintain a relationship with both the Salt and Gila River Indian communities and that if any human remains are discovered the communities would be immediately notified.

Chairman Finter expressed his appreciation for staff's efforts.

It was moved by Chairman Finter, seconded by Committeewoman Higgins, to recommend to the Council that the proposed fees and charges for the Arts and Cultural Department be approved.

Carried unanimously.

Responding to a series of questions from Committeewoman Higgins, Dr. Wilson advised that Mesa Grande does have corporate sponsors and that staff continues to seek additional sponsors. He stated that individuals interested in sponsoring the project are encouraged to go to the museum's website for more information. He said that currently the project was on track for the remainder of the costs however, the museum will always need more money and will continue to seek private sector support. He added that a list of sponsors could be added to the website.

Chairman Finter commented that he hoped that representatives from the Gila and Pima Indian Communities would attend the Grand Opening to bless the site.

Dr. Wilson stated that both the Gila and Pima Indian Communities were represented on the planning team.

Chairman Finter thanked Dr. Wilson for the presentation.

Ms. Cannistraro advised that this presentation would be brought to the Council during the budget discussions.

2-g. Hear a presentation, discuss and provide direction on the proposed changes in fees and charges for Falcon Field Airport.

Budget Director Candace Cannistraro advised that Falcon Field Airport has recommended that the Business Registration – Non-Lease as well as a duplicate Lease Document Transaction Fee be eliminated. **(See Attachment 7)**

Chairman Finter stated that it was the consensus of the Committee to recommend to the Council that the proposed changes in fees and charges for Falcon Field Airport be approved.

Carried unanimously.

2-h. Hear a presentation, discuss and provide direction on the proposed changes to the Engineering Department's Schedule of Fees and Charges.

Budget Director Candace Cannistraro stated that the Engineering Department has established a new fee designed to recover the cost of providing engineering services to the Community Facility Districts (CFD). **(See Attachment 8)**

City Engineer Beth Huning addressed the Committee and explained that as part of establishing CFDs, the Engineering Department will be required to provide engineering services to ensure that the CFDs are developed in accordance with City standards. She said that in order to recover the cost of providing these services, it is proposed that a Community Facility District Administrative Fee in the amount of \$123.00 per hour be added to the Engineering Department's Schedule of Fees and Charges. In addition, she said that it is requested that the current Fees and Charges Schedule be updated to change the reference to the *Building and Safety Division* to the correct name of *Development Services*.

It was moved by Committeewoman Higgins, seconded by Committeemember Somers, to recommend to the Council that the proposed changes to the Engineering Department's Schedule of Fees and Charges be approved.

Carried unanimously.

Chairman Finter thanked Ms. Huning for her efforts.

2-i. Hear a presentation, discuss and provide direction on the proposed Fee Schedules for Development and Sustainability.

Budget Director Candace Cannistraro reported that the Development and Sustainability Department needed to clarify some of the language within their Fee Schedule. She advised that a new fee was developed to cover the costs associated in completing the paperwork required by the Department of Health Services (DHS) and highlighted additional proposals. **(See Attachment 9)**

Responding to a question from Committeemember Somers, Planning Director John Wesley advised that he would research and determine what forms DHS was requiring and if the paperwork was related to medical marijuana.

It was moved by Committeemember Somers, seconded by Committeewoman Higgins, to recommend to the Council that the proposed Fee Schedules for Development and Sustainability be approved.

Carried unanimously.

3. Adjournment.

Without objection, the Audit, Finance & Enterprise Committee meeting adjourned at 9:45 a.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Audit, Finance & Enterprise Committee meeting of the City of Mesa, Arizona, held on the 15th day of March 2012. I further certify that the meeting was duly called and held and that a quorum was present.

LINDA CROCKER, CITY CLERK

bdw
(attachments – 9)



20 E Main St Suite 820
PO Box 1466
Mesa, Arizona 85211-1466

Date: March 7, 2012
To: Audit, Finance & Enterprise Committee
From: Jennifer Ruttman, City Auditor
Subject: Follow-up Review of Purchasing RFP/B Process Audit

Pursuant to the Council-approved Audit Plan, the City Auditor's office has completed a follow-up review of the Purchasing RFP/B Process Audit. The final report is attached, along with management's response.

We will perform a second follow-up review in approximately 1 year, to verify that the planned corrective actions have been implemented effectively.

Please feel free to contact me if you have any questions.

FOLLOW-UP REVIEW

CITY AUDITOR

Report Date: February 16, 2011
Department: Business Services – Purchasing Division
Subject: RFP/B Process

OBJECTIVE

The objective of this review was to determine whether the Purchasing Division has effectively implemented the corrective action plans presented in their response to our 2010 RFP/B Process audit.

SCOPE & METHODOLOGY

To meet this objective, we:

- Reviewed Management Polices and specific City Code sections revised since the audit.
- Reviewed departmental policies and procedures revised since the audit.
- Reviewed new purchasing reports created since the audit.
- Reviewed and analyzed a sample of council reports issued in the last year.
- Interviewed Purchasing Division staff members.

BACKGROUND

In October 2010, we issued a report on our audit of the Purchasing Division's Request for Proposal/Bid (RFP/B) Process. That audit report included six corrective action plans (CAPs) with fourteen recommendations to address opportunities for improvement related to the procurement of materials, supplies, equipment and selected services exceeding \$25,000. The recommendations were designed to help ensure compliance with policies and procedures, adequate staff training, and effective monitoring and analysis of citywide purchasing activity, while providing the best value for the City. Management responded with specific action plans, which were presented with the 2010 audit report.

CONCLUSION

The Purchasing Division has effectively implemented the majority of the corrective action plans presented in response to the audit. However, additional effort is still needed on a few of the individual action items. These include:

1. **CAP #2, items 1 and 2:** The original action plans contained specific steps to improve internal (Purchasing staff) compliance with policies and procedures. As of November 2011, some of these action plans, such as process checklists and departmental training, had not been fully completed. Procurement Rules have been improved, but they don't provide controls to ensure internal compliance.
2. **CAP #4, item 1b:** The original action plan called for development of a reporting process to document reviews, issues found, and contracts established. A process has not been fully developed to include all of these elements. Significant improvements have been made in the current environment, and more will become possible when the City's new

financial system is in place; however, a documented, substantive reporting and review process has not yet been established.

3. **CAP #5, items 1 and 3:** The recommendations called for ensuring the accuracy and completeness of Council Reports prepared by the Purchasing Division, and obtaining Council approval when required. Our follow-up review focused specifically on Council Reports related to contract renewals, as these were our primary area of concern at the time of the original audit. A sample of these reports issued in the last year shows that Purchasing has made significant improvement in obtaining Council approval when required; however, improvement is still needed to ensure accuracy and consistency in the way information is presented.

A complete list of the original recommendations and responses, along with the implementation status of each one at the time of this review, is included in Appendix A. Updated recommendations, based on the conclusions listed above, are listed below.

RECOMMENDATIONS

1. The Purchasing Division should continue to work on developing controls to ensure internal compliance with Procurement Rules, policies, and procedures.
2. The Purchasing Division should continue to improve its reporting and review processes as the tools to do so become available. In addition, these processes should be documented to ensure continuity of this activity into the future.
3. The Purchasing Division should develop improved tools and/or procedures to be used when preparing purchase-related Council Reports. These tools and/or procedures should be carefully designed to ensure that all relevant information is gathered and presented in a uniform, consistent, and accurate manner.

Appendix A CAP Implementation Status

Recommendations & Responses	Implementation Status
CAP #1: Revisions to Management Policy 200 (MP200)	
<p>1a. Recommendation: Services – professional and non-professional – should be clearly defined.</p> <p>Oct/2010 Response: General Services and Professional Services have been defined in the update to MP200.</p>	Implemented
<p>1b. Recommendation: Non-professional services over \$25,000 should be subject to a competitive evaluation process.</p> <p>Oct/2010 Response: A \$25,000 Competitive Selection threshold for General Services is included in the update to MP 200. There is a provision for the City Manager or Designee to exempt specific procurements when not practicable or advantageous.</p>	Implemented
<p>1c. Recommendation: Professional services should not be categorically excluded from all procurement rules. The requirements may differ from other types of services and commodities, but the policy should contain an appropriate procedure to mitigate the intrinsic vulnerability of these types of purchases.</p> <p>Oct/2010 Response: Competitive Selection for Professional Services is recommended to the extent practicable and advantageous to the City. The dollar threshold for this item will likely be between \$25,000 and \$100,000.</p>	Implemented
<p>1d. Recommendation: The time frame and other criteria defining “Purchases in Excess of \$25,000” (and other key thresholds) should be clearly stated.</p> <p>Oct/2010 Response: Purchases will be looked at on a rolling annual basis for the purposes of determining the procurement process when possible and reasonable.</p>	Implemented
<p>1e. Recommendation: Use of the Invoice for Payment (IFP) form should be discontinued. Purchases should not be processed on any form that segregates data and prevents comprehensive reporting.</p> <p>Response: One of our goals for the CityEdge solution will be to accommodate the need for payments that do not require a Purchase Order while keeping all payment data together.</p>	Implemented

Recommendations & Responses	Implementation Status
<p>1f. Recommendation: Outdated department names and staff titles should be revised.</p> <p>Oct/2010 Response: Department names and job titles have been updated in the MP200 update.</p>	<p>Implemented</p>
<p>1g. Recommendation: The Purchasing Division should be designated as having both the authority and responsibility to appropriately monitor all purchasing activities for policy compliance and for opportunities for improvement in efficiency and value.</p> <p>Oct/2010 Response: This is included in the update to MP200 - Purchasing for non-construction and Engineering for construction procurements.</p>	<p>Implemented</p>
<p>CAP #2: Non-compliance with Procurement Policies and Procedures:</p>	
<p>1. Recommendation: The Purchasing Division's internal procedures for the RFP/B process should be revised to include adequate controls to ensure compliance.</p> <p>Response: In addition to the items below, a process checklist consistent with the new policies and processes is being developed for each type of solicitation to verify compliance with all requirements before being finalized.</p>	<p>Not Fully Implemented</p> <p>Procurement Rules have been updated, but as of this review, new process checklists for each type of solicitation had not yet been implemented.</p>
<p>2. Recommendation: Purchasing Division staff should be trained on all applicable procedures, and supervisors should monitor activity to ensure consistency and compliance.</p> <p>Oct/2010 Response: A series of weekly meetings took place this summer to introduce all Purchasing division staff to the policy revisions. More training will happen as the new policies are implemented. We also delegate certain RFP evaluations to departments. We will ensure that they have been trained on proper procedures and work under buyer supervision.</p>	<p>Not Fully Implemented</p> <p>As of this review, additional training efforts were still needed to ensure internal (Purchasing Division) compliance with policies & procedures.</p>
<p>3. Recommendation: An improved training program should be implemented for all City staff with purchasing responsibilities. The program should be designed to ensure consistent purchasing practices citywide. Refresher courses should be offered as frequently as is necessary to meet demand, and should be continually updated to address any problem areas or weaknesses.</p> <p>Oct/2010 Response: The Purchasing Basics class will be offered no less than quarterly with the option of separate classes for individual departments. The curriculum was expanded to</p>	<p>Implemented</p>

Recommendations & Responses	Implementation Status
<p>include several issues raised in a separate review and will be updated periodically as the need arises. We will also develop a separate refresher class.</p>	
<p>4. Recommendation: The Purchasing Division's procedures should be revised to include requirements and procedures for obtaining and reviewing lease documents.</p> <p>Oct/2010 Response: Management Policy 207, Leasing, is being rescinded. Leasing and Rental is being folded into Management Policy 200. Reviewing lease and rental documents for purchases over \$5,000 is included in the policy.</p>	<p>Implemented</p>
<p>CAP #3: Lack of Reliable, Comprehensive Data:</p>	
<p>1. Recommendation: The Purchasing Division should ensure that their database includes the results of all bids processed and contracts awarded.</p> <p>Oct/2010 Response: We are evaluating the benefit of changing the approach to our database and whether we will begin to enter [the results of all bids processed and contracts awarded] with the start of the 2011 contract year. A comprehensive database of solicitations, responses and awards is part of the CityEdge solution.</p>	<p>Implemented</p>
<p>2. Recommendation: The Purchasing Division should improve the vendor list by a) conducting a one-time clean-up process to eliminate redundancies and standardize data entry conventions; b) developing procedures and training staff to use standard conventions for all future entries and to conduct effective searches of existing vendors before entering new ones; and c) actively monitoring the list and making corrections immediately when problems are found.</p> <p>Oct/2010 Response: The current vendor database is being cleaned-up in preparation for the CityEdge implementation. We will update our standardization guidelines and train staff. This initiative is required for CityEdge.</p>	<p>Implemented</p>
<p>3. Recommendation: Develop reports which provide relevant, useful data for monitoring and analyzing all purchasing activity, including the ability to review expenditures by vendor without having to look to multiple sources for the information.</p> <p>Oct/2010 Response: The Data is downloaded from the purchasing system in three different reports. The new CityEdge solution should pull this data together.</p>	<p>Implemented</p>

Recommendations & Responses	Implementation Status
CAP #4: Monitoring of Citywide Purchasing Activity:	
<p>1a. Recommendation: The Purchasing Division should take a more active role in monitoring and analyzing purchases citywide.</p> <p>Oct/2010 Response: We have developed a list of commodities as part of our strategic initiatives for which we are working toward establishing contracts.</p>	Implemented
<p>1b. Recommendation: Specific monitoring and analysis procedures should be developed and assigned to specific employees. This should include a component of accountability, such as periodic reports to management.</p> <p>Oct/2010 Response: We will review this finding and develop a reporting process that documents our reviews, issues found and new contracts established.</p>	<p>Not Fully Implemented</p> <p>While periodic reviews are now done by the Business Services Dept. Director, there is no written procedure or structured process for staff within the Purchasing Division to perform routine reviews, identify issues, communicate them to management, or track these activities.</p>
<p>1c. Recommendation: Develop procedures for ensuring that all leases are obtained & reviewed in accordance with policy; and that leases are used only when in the best interest of the City.</p> <p>Oct/2010 Response: Leasing and Rental is being folded into MP 200. Reviewing lease and rental documents where the value is over \$5,000 is included in the policy.</p>	Implemented
<p>2. Recommendation: All purchasing activity, regardless of payment method, should be included in the data population subject to review by the Purchasing Division.</p> <p>Oct/2010 Response: This is currently being done today to the extent possible considering data comes from three separate sources. The CityEdge solution should put this data together and provide greater detail to accomplish this goal.</p>	Implemented
CAP #5: Accuracy of Council Reports and Obtaining Required Council Approval:	
<p>1. Recommendation: The Business Services Department Director should ensure that all City Council Reports submitted by the Purchasing Division are accurate and complete.</p> <p>Oct/2010 Response: We will increase oversight, specifically to the recommendations below.</p>	<p>Not Fully Implemented</p> <p>A review of Council Reports related to contract renewals showed that improvement is still needed to ensure accuracy of calculations and other information. This includes ensuring that</p>

Recommendations & Responses	Implementation Status
	vendors and/or items on the original contract are consistent with those on the proposed renewal.
<p>2. Recommendation: The Business Services Director should ensure that, prior to a significant change being made to a Council approved contract, (i.e. increase of more than \$25,000; vendor change) the Council is informed of and approves the proposed change.</p> <p>Oct/2010 Response: Staff has been reminded that they need to check cumulative increases to term contracts before processing/approving increases. The Purchasing Administrator will be more diligent in reviewing increases before approving them.</p>	Implemented
<p>3. Recommendation: When smaller increases, transfers or other changes are made to a Council approved contract, those changes should be cumulatively disclosed to Council on any future communications regarding that contract, particularly when they are asked to approve an increase or renewal.</p> <p>Oct/2010 Response: When taking items to Council for action, we will indicate the last Council approved amount as well as any administrative increases.</p>	Implemented

Recommendations & Responses	Implementation Status
CAP #6: Use of Local Bid Preference:	
<p>1. Recommendation: In order to ensure transparency and consistency of purpose and application, and to minimize the related risks, we recommend that the City a) establish a fixed number of allowable points and use this same number every time a local bid preference is used; b) establish formal definitions for all criteria to be used when awarding these points, and c) ensure that staff members participating in the evaluation process are trained in how to fairly and consistently apply these points.</p> <p><u>Purchasing</u> Oct/2010 Response: Staff will work to gain specific policy direction on the issue of local bid preference.</p> <p><u>Engineering</u> Oct/2010 Response: Engineering will allocate 5 points out of a total of 100 points for local Mesa based firms. If the firm has a Mesa business address (excluding Post Office Boxes) all 5 points will be awarded to the firm.</p>	Implemented



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BUSINESS SERVICES
DEPARTMENT

mesaaz.gov

To: Jennifer Ruttman, City Auditor
From: Ed Quedens, Business Services Director
Date: March 6, 2012
Subject: Audit Follow-Up – Request for Proposal/Bid Process Audit

Our response to the follow-up audit recommendations is attached.

As you know, the policy updates that we have enacted in the last 18 months have been a monumental task and they continue as we change old habits and culture. I am very pleased that we were able to implement nearly all of the improvements recommended in the original audit. The remaining items have already been implemented or are being worked now with implementation very soon.

I want to thank you and Ms. Steadman for all your efforts on this audit.

cc: Patricia Sorensen
John Albin

AUDIT RESPONSE FORM
Purchasing RFP/B Process Follow-Up Review

Rec #	Agree Or Disagree	Brief Summary of Implementation Plan (NOTE: If recommendation will not be implemented, please explain your alternative plan to address the observation.)	Estimated Implementation Date (Month/Yr)
1.	The Purchasing Division should continue to develop controls to ensure internal compliance with Procurement Rules, policies, and procedures.		
	Agree	<p>A process/compliance checklist was finalized and was placed in use on February 20, 2012</p> <p>Since the beginning of January, we have been having weekly meetings with the Buyers and Buyer Aides to discuss policies, procedures and questions and issues that come from procurements that are coming through.</p> <p>Other efforts will continue including the functionality of Advantage.</p>	<p>Checklist Completed 2/20/2012</p> <p>Advantage Go-Live July 1, 2012</p> <p>Other Efforts Ongoing</p>
2.	The Purchasing Division should continue to improve its reporting and review processes as the tools to do so become available. In addition, these processes should be documented to ensure continuity of this activity into the future.		
	Agree	<p>Reports of purchases are distributed to the Purchasing division and to all department heads.</p> <p>The Business Services Director reviews reports of all purchases. Contact is made with the department head where there seems to be a violation. Once a new Purchasing Administrator is hired, this responsibility will be pushed down to the Administrator.</p> <p>We will formalize our process putting issues found in a spreadsheet and documenting the review and resolution process.</p>	Beginning with the March, 2012 end of month reports
3.	The Purchasing Division should develop improved tools and/or procedures to be used when preparing Council Reports. These tools and/or procedures should be carefully designed to ensure that all relevant information is gathered and presented in a uniform, consistent, and accurate manner.		
		<p>The finding discovered in the original audit regarding information included in dollar limit increase requests reports was not repeated.</p> <p>The follow-up audit uncovered that Buyers are calculating the percent increase/decrease for renewals in different manners. We have agreed on one method and have developed a spreadsheet template to make the calculation consistent.</p> <p>The follow-up audit uncovered another issue with renewal line items that hadn't been resolved by our policy updates. We have met with the Purchasing staff to ensure that items are renewed only with the vendors that were originally awarded those items.</p> <p>We are looking at options to improve Council Report template to help make the reports more consistent.</p>	<p>Price change calculation standardization Complete February 9, 2012</p> <p>Renewal process clarification Complete February 23, 2012</p> <p>Council Report revisions In Progress</p>



Audit, Finance and Committee Report

Date: March 15, 2012
To: Audit, Finance and Committee
Through: Kari Kent, Deputy City Manager
From: Dan Cleavenger, Transportation Director
Alan Sanderson, Deputy Transportation Director-Traffic Engineer
Subject: Review of Fee for Block Party Barricades
Council Districts Citywide

**Strategic
Initiatives**



Purpose and Recommendation

The purpose of this report is to review the fee for barricades provided by the City for neighborhood block parties. Increasing the block party fee to \$50 from the current \$25 is recommended to match the City's cost for block party barricades under the new barricade contract.

Background

Historically the City provided barricades for neighborhood block parties free of charge to residents. In 2005 the City started charging a fee to cover the cost of block party barricade rental. The City contracts with a barricade company for this service, and the current fee to residents is \$25 based on the previous contract price. However, the barricade contracts were recently rebid with the new contracts effective November 1, 2011. The cost for barricades for a block party is now \$50 under the new contract. Cost proposals from the various companies ranged from \$50 to \$150 per block party.

The last two years there have been 104 and 107 block parties per year.

Discussion

Other Valley cities handle barricades for block parties in a variety of ways.

Tempe provides barricades for block parties that residents must pick up and return to the City yard. They require a \$25 fully refundable deposit, but do not charge for the use of barricades.

Chandler also provides barricades for block parties that residents must pick up and

return to the City yard. This service is provided at no cost unless the barricades are not returned.

Gilbert will deliver and pick up barricades free of charge up to 24 hours before and after the event.

Glendale supplies barricades at no charge (based on availability) and drops off at the applicant's address 24 hours prior to the start of the block party and collects at the same address within two working days following the block party. With City approval, the applicant may use another vendor source at their own expense.

Phoenix does not supply barricades for block parties; residents must provide them at their own expense.

Scottsdale provides barricades free of charge for block parties.

Alternatives

The City could eliminate the service and require residents to rent barricades for block parties directly from barricade companies at a cost substantially higher than under the City's current contract cost of \$50. Barricading may be inconsistent with different companies contracting with numerous residents. The higher cost may also result in fewer block party requests.

The fee could remain at \$25 and the City subsidizes the barricade rental fee. This would result in an estimated cost of \$2,625 per year to Transportation.

Fiscal Impact

If the fee for block party barricade rental is not increased and the City subsidized the rental fee, an estimated cost of \$2,625 per year to the City would result, based on an average of 105 block parties per year.

Raising the fee to the current contract cost of \$50 would allow residents to have neighborhood block parties and have the streets blocked with barricades at a relatively low cost, while eliminating the need for the City to subsidize the additional annual barricade rental cost.

Increasing the fee to \$50 would cover the direct barricade rental costs only.



Audit, Finance and Enterprise Committee Report

Date: March 15, 2012
To: Audit, Finance and Enterprise Committee
Through: Kari Kent, Deputy City Manager
From: Dan Cleavenger, Transportation Department Director
Lenny Hulme, Deputy Transportation Director-Field Operations
Subject: Implementation of Fee for In Lieu Payments from Utility and
Telecommunication Companies for Pavement Surfacing Replacement
Council Districts Citywide

**Strategic
Initiatives**



Purpose and Recommendation

The purpose of this report is to recommend implementation of a fee for payment in lieu of surface treatments required during the pavement repair process for work conducted by utility and telecommunication companies.

Because pavement cuts accelerate the rate of deterioration of the City's streets, it is recommended that a fee be established to allow for an in lieu payment made by the company to be credited to Transportation's Field Operations budget and applied when the street undergoes future treatment based on an existing maintenance schedule.

Background and Discussion

Research has shown that the quality and design life of a roadway is diminished by approximately 27% when pavement cuts are required as part of work performed. Maricopa Association of Governments (MAG) has developed specifications for pavement matching and surfacing replacement to minimize the level of roadway deterioration, which the City has adopted.

MAG Specification 336 allows for the following:

"In lieu of placing the seal coat as required previously, and with approval of the Contracting Agency, the Contractor may deposit with the Contracting Agency for credit to the Street Maintenance Department, a negotiated agreed upon amount. The Street Maintenance Department will incorporate this work into their street maintenance program."

Since July 2011, Contractors have been allowed to submit a payment to the City in lieu of placing seal coat as previously required. City contract pricing for slurry seal coat materials was compared to industry pricing and a reasonable price of \$1.55 per square yard has been established for in lieu payments and used as a negotiated agreed upon unit price amount since July 2011. Transportation then incorporates the seal coat required into our existing maintenance schedule for the roadway. The City currently utilizes Contractors for slurry seal coat services and these contracts are evaluated and typically bid every year as needed.

Alternatives

The City could require the utility company cutting into the roadway to perform the required slurry seal coating per MAG specifications. With this alternative, the area seal coated by the utility company is then not aligned with the City's established maintenance schedule for the roadway. The materials used by other companies not monitored under City contract are not consistent with those used by the City and, therefore, may not bond as well, further contributing to the deterioration of the life of the roadway. There is also limited availability of vendors and equipment for this type of work, making it difficult to complete smaller jobs.

The City could establish a fee payment of \$1.55 per square yard to be accepted from the company cutting into the roadway in lieu of placing the slurry seal coat. Transportation Department Field Operations will continue to incorporate this work into our established street maintenance schedule. Annual surveys of City roadways are conducted and a roadway may be treated ahead of established maintenance schedule when possible and as needed.

Fiscal Impact

In lieu payments received from companies performing cuts in City roadways will be credited in Transportation's budget for the future maintenance to be performed according to established maintenance schedule. Based on payments received last fiscal year and through December FY11/12, future FY revenue from in lieu payments is estimated to be approximately \$175,000.

If in lieu fees are not established, City roadways cut into and sealed by other companies will deteriorate at a faster rate due to use of materials not compatible with those used by the City. This will result in higher maintenance costs to the City in the future and sections that no longer align with the City's roadway maintenance schedule.

Concurrence

Engineering Construction will determine the number of square yards that would require surface treatment, then calculate the amount of the in lieu payment to be paid by the Contractor.



Audit, Finance & Enterprise Committee Report

Date: March 15, 2012
To: Audit, Finance & Enterprise Committee
Through: Alex Deshuk, Manager of Technology and Innovation
From: Heather Wolf, Library Director
Subject: Proposed Changes to Library Fines and Fees
Citywide

**Strategic
Initiatives**



Purpose and Recommendation

The purpose of this report is to provide the Audit, Finance & Enterprise Committee with proposed changes to the Library's Schedule of Fees and Charges. After researching and comparing the Mesa Public Library with other area libraries, we recommend the elimination of the following fees:

Topographical maps, copies of, \$2.00 per sheet
Aerial maps, copies of, \$3.00 per sheet
Floppy discs, \$1.00 per disc

Background

In the past, library users could photocopy topographical and aerial maps and purchase floppy discs as listed in the Library's Schedule of Fees and Charges.

Discussion

The four Mesa Public Library locations no longer have the equipment to copy topographical and aerial maps. Digital topographical maps from the US Geological Survey (USGS) are now available free online through the USGS. Aerial maps are available in the Mesa Room for viewing. No floppy discs have been sold in the past year. Customers purchase flash drives for use in the public computers instead. In 2013, all public computers will be replaced with non-floppy compatible computers as part of the normal cycle replacement.

Alternatives

ELIMINATE THE PHOTOCOPY FEES FOR TOPOGRAPHICAL AND AERIAL MAPS AND FLOPPY DISC FEES. This is the alternative recommended by the Library.

TAKE NO ACTION. This would result in the copy charges for topographical and aerial maps and floppy disc fees remaining in the Library's Schedule of Fees and Charges despite the fact that topographical maps are available free online at USGS.gov and aerial maps are available for viewing and that no floppy discs have been sold for at least a year.

Fiscal Impact

There is no fiscal impact.

Coordinated With

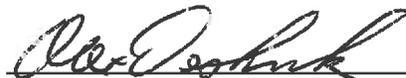
The Library Administration consulted with customer service staff that supports the recommendation to eliminate these fees based on non-use.



Dawn P. Kucerak
Management Assistant II



Heather Wolf, Library Director



Alex Deshuk
Manager of Technology and Innovation

Fee Recommendation Schedule

**Department: Library Services
 Proposed Changes to Fees and Charges**

Document of Change: Resolution

Description of Services	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
Library Copy Mach/Download Collections	\$1.00	disc		07/01/04		Eliminate
	\$2.00	sheet -- topographical maps		01/14/03		Eliminate
	\$3.00	sheet -- aerial maps		01/14/03		Eliminate

Plus Transaction Privilege (Sales) Tax, where applicable.



Audit, Finance & Enterprise Committee

Date: March 15, 2012
To: Audit, Finance & Enterprise Committee
Through: Christopher J. Brady, City Manager
From: Frank L. Milstead, Police Chief
Subject: Proposed Police Department Fees and Charges for Fiscal Year 2012/2013 Citywide

Strategic Initiatives



Purpose and Recommendation

The purpose of this report is to update and revise the schedule of fees and charges associated with items released under public record law by Mesa Police Records.

It is recommended that the current media types used be added to the Schedule of Fees and Charges.

Background

The Police Department currently charges for various media types for police public records. The department would like to add the following fees and charges to the Schedule of Fees and Charges for Fiscal Year 2012/2013:

- Photo CD
- Miscellaneous paper documents other than police reports
- CD and DVD
- Revise the title for a Letter of Clearance to the more accurate title of Mesa Adult Arrest Record Search

Discussion

A February 2011 review of Arizona police agencies revealed fees of \$10 - \$30 per CD/DVD being in place by neighboring agencies. The department has transitioned from hard copy to electronic for photos, audio and video. The department has been charging a \$5.00 fee per CD/DVD and is proposing to increase this fee to \$10.00. This fee would not prove to be exorbitant as compared to neighboring agencies.

A miscellaneous paper document fee of \$0.20 per page is a standard fee charged by many City of Mesa departments.

Alternatives

The department could not charge for the CD, DVD and miscellaneous paper documents.

Fiscal Impact

The department estimates that approximately 800 CD/DVDs and 1,000 paper documents associated with Mesa Police Department incidents would be purchased by the public per year. The total fiscal impact is anticipated to be approximately \$4,200 per year.

Coordinated With

Budget Office

TABLE OF FEES FOR POLICE RECORDS

STATEWIDE POLICE DEPARTMENTS

Department	Criminal Reports	Accident Reports	Incident History	Letter of Clearance	Audio and CDs	Photos	Misc.
AZ Dept of Corrections	.25 per page						
Avondale	.50 per page	\$5	\$7	\$5	\$17 per CD		\$15 fingerprints
Buckeye	\$5 first 20 pgs, .50 after 20 pgs				\$15 per CD/Audio/911 Recordings	\$5 per CD	
Bullhead City	\$10 first 15, \$1 page after	Free if not cited		\$5	\$17 Audio	\$25	
Chandler	\$5 first 35 pgs, .15 after 35 pgs		\$5		\$10 per CD/911 Recordings, \$25 per audio	\$5 per sheet	
Clarkdale	.25 per page						
Cochise SO	\$3 first 10, .50 pg after	Same as criminal		\$5	\$8 video tapes, 911 \$3/minute	\$10	
Coconino SO	\$6	\$6			\$25 all types		
Coolidge	\$5 first 25, .25 pg after	Same as criminal		\$10	\$25 CD/DVD	\$4 each	
Cottonwood	.25 per pg			No Charge	\$3 for all types of media		
DPS	\$9 for 9 pgs/\$1 after 50 pgs				\$5 per cassette, \$25 CD/DVD	\$35 per CD, Thumbnail sht \$10	
Douglas	.50 per pg, \$5 maximum			No Charge	\$10 all types		\$5 to mail or fax report
Eager	\$15 first 10, .25 pg after				\$15 videos	\$10	
El Mirage	\$7.50 per report (0-6 mo), \$15 per report (6-24) mo	\$5			\$20 per CD, Video, 911 recordings		
Flagstaff	\$8 over 20 pgs, .10 each pg after			\$7	\$40 per CD	\$4 plus developing cost	\$6 fingerprints
Glendale	\$5 first 50 pgs/.10 after 50 pgs	\$5	\$7	\$5	\$20 per CD/Audio/911 recordings		\$10 fingerprints
Gila CO	\$7.50 up to 15 pgs, .25 plus each pg after				\$7.50 audio, \$25 video tape		.25 copies of single documents

Goodyear	.50 per page				\$5 per CD/Audio	\$3 - \$7 per print size	
Greenlee SO	\$5	Same as criminal				No Charge	
Kingman	\$2 for 1-5 pgs,\$5 for 6-15 pgs, 16 pgs or more .30 per pg				\$10 audio CD, \$25 video tape	\$5	
Lake Havasu	\$10			\$20	\$45 all types		
MCSO	.50 per page	\$5			\$25	\$10	
Marana	.50 per pg		No Charge	No Charge	\$20 Audio/Video/\$5 CD's 911	\$10 process fee, plus \$1 per photo	\$10 livescan,\$15 ink & roll
Mesa	\$5 first 50 pgs, .20 pg after			\$10	\$5 audio	\$5	Certified copy + \$10
Mohave SO	\$5 first 20, .10 pg after		\$5	\$5	\$25 audio	\$12	
Oro Valley	\$5 to 15 pgs, .25 per pg add after 15			No Charge	\$5 911 audio, \$5 CD, \$10 video/DVD	\$1 per photo digital 1 pg \$1	
Payson	\$5 first 15, .25 pg		\$5		\$5 all types		
PCSO	\$5 to 15 pgs, .25 per pg add after 15. \$15 for each add hr to process			\$4 - \$2 for letter, \$2 notary	\$5 911-audio tapes/CDS, \$5 CD's, \$10 Video/DVD	\$4 for 4x6, \$12 for 8x10	
Peoria	.25 for 50 pgs/.15 after 50 pgs				\$37 audio	\$43 photo	
Pinal SO	\$7.50 25 pgs,25 or more .50 per add pg	\$5		\$5	\$10 video,\$5 duplicating,\$15 audio cassette tapes 1 hr,\$15 911, emails		\$5 certified mail, \$5 certified copy,\$5 CAD
Phoenix	.15 per pg,laserprint .18 per pg photocopy	\$3	No Charge	\$8.50	\$4 photo, \$16.50 Audio, \$29 video tape		
Pima College	No Charge						No Charge
Prescott	Walk in .25 per page, mail in, \$5 first 10 pgs, .25 per pg after 10				\$10 audio tape, \$10 DVD, \$5 CD	\$5 for first 10, .50 each add	\$5 VHS for each tape
Sahuarita	\$7 first 20 pgs, add .25 pg				\$25 CD/Video/DVD	\$25	\$5 card, \$3 residential,\$5 non residential
San Luis	\$3 first 25, .25 pg				\$4 all types		

	after						
Scottsdale	\$5 for 30 pgs/ .25 after 30 pgs	\$9	Same as criminal	\$10	\$16.50 Audio	\$15	
Show Low	\$10	\$10		\$10	\$25 all types		\$10 fingerprints
Sierra Vista	\$3 first 10, .20 add pg		\$3 up to 10 pgs, .20 add	Free – mainly military checks	\$5 Video/DVD/CD	\$5 for CD, \$1 for photo	\$5 fingerprints, \$10 microcassettes
Surprise	\$5 for 10 pg, \$10 for 10-19 pg, \$15 for 20-29 pgs, \$25 for 30- 49 pgs, \$35 for 50-100 pgs				\$15 per cassette, \$15 per CD	\$20 up to 12 pics, 35MM	
Tempe	\$5 for 20 pgs, .25 after 20 pgs	Same as criminal		\$10	\$10 per audio, 911 Recordings	\$10 per CD	
Tucson	.25 per pg, free on website,(collision only) victims of Part I crime receive a free case report		.25 per page	\$2.25 for letter + \$1 for notary	\$20 CD/Video/DVD, \$10 911 – audio tapes	\$20 CD, \$10 processing fee for photos, .30/3x5 printed photos	\$10 fingerprints
U of A	\$1 to 5 pgs add'l .10 per pge						\$10
Wickenburg	\$6 for 3 pgs/ .10 after 3 pgs						
Yavapai SO	\$5 Mail in/Walk in first 10 pgs, .50 per page after				\$10 CD/DVD, \$10 video/audio cassettes	\$1 per photo	\$5 per individual for two (2) cards
Yuma	.25 per page	.25 per page			\$5 all types		

SCHEDULE OF FEES AND CHARGES

Department: Police
 Proposed Changes to Fees and Charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
PHOTO PHOTO CD/DVD	\$5.00	EACH	\$ 10.00	09/01/00	\$1,000	\$5.00 x 200 Department has been charging a \$5.00 fee per CD/DVD pursuant to electronic media transition.
MISCELLANEOUS MISC. PAPER DOCUMENTS OTHER THAN POLICE REPORTS CD/DVD	\$5.00	PER PAGE EACH	\$0.20 \$10.00		\$200.00 \$3,000	0.20 X 1,000 \$5.00 X 600 Department has been charging a \$5.00 fee per CD/DVD pursuant to electronic media transition. Wording change
LETTER OF CLEARANCE MESA ADULT ARREST RECORD SEARCH (MAARS) Includes certification, does not include fingerprints	\$10.00			07/01/03		
					<u>\$4,200</u>	Total

SCHEDULE OF FEES AND CHARGES

Department: Police
 Proposed Changes to Fees and Charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
PHOTO						
PHOTO CD		EACH	\$ 10.00	09/01/00	\$2,000	\$10.00 x 200
4 x 5 Color	\$2.50	each				
8 x 10 Black and White	\$5.00	each				
8 x 10 Color	\$5.00	each				
Polaroid	\$5.00	each				
Photograph, 5 x 7, (photo radar requests)	\$5.00	each				
COPY OF POLICE REPORT						
Police Report	\$5.00	first 50 pages		08/01/99		
	\$0.20	each addtl page				
Certified Copy of Police Report	\$10.00	additional				
MISCELLANEOUS						
MISC. PAPER DOCUMENTS OTHER THAN POLICE REPORTS		PER PAGE	\$0.20		\$200.00	0.20 X 1,000
CD/DVD		EACH	\$10.00		\$6,000	10.00 X 600
Cassette Tape (if tape itself is released)	\$5.00					
Cassette Tape (if tape transcribed)	\$17.00	per hour charge				
VCR Tape	\$25.00	tape plus addtl hourly charge if tape requires editing				
SUBPOENAS						
		Determined by type and number of records released (refer to above).				
LETTER OF CLEARANCE						
MESA ADULT ARREST RECORD SEARCH (MAARS)						
Includes certification, does not include fingerprints	\$10.00			07/01/03		
PAWN TRANSACTIONS FEES	\$3.00			04/15/09		
SECONDHAND TRANSACTION FEES	\$3.00			04/15/09		
TOWING IMPOUND FEE	\$150.00			02/12/07		
ALARM PERMITS & ASSESSMENT FEES						
Annual Residential Permit Fee	\$10.00			1984		
Reinstatement of Revoked Permit Fee	\$25.00	each event		06/17/04		
Initial License Application Fee (Business)						
Primary Alarm Business	\$200.00	one time		06/17/04		
Reciprocal Alarm Business	\$75.00	one time				
Alarm Agent	\$70.00	one time				
License Renewal Fee						
Primary Alarm Business	\$20.00	annually		06/17/04		
Reciprocal Alarm Business	\$10.00	annually				
Alarm Agent	\$20.00	annually				
Duplicate License Fee	\$10.00	each replacement		06/17/04		
Burglary Assessments						
First false alarm	\$50.00			06/20/05		
Second false alarm	\$100.00					
Third false alarm	\$150.00					
Fourth false alarm	\$200.00					
Fifth false alarm	\$250.00					
Sixth false alarm	\$300.00					
Seventh false alarm and every subsequent false alarm within the permit year	\$400.00					
Holdup/Robber or Panic/Duress Assessments						
First false alarm	Free	permit year		06/20/05		
Second false alarm within permit year	\$100.00					
Three or more false alarms within permit year	\$200.00	each				

Mesa Grande Cultural Park

- Hohokam platform site in west Mesa
- Dates from 1100-1450 A.D.
- Official Arizona 2012 Centennial Legacy Project
- On National Register of Historic Places

Mesa Grande Cultural Park

- Funding received from Salt River Pima-Maricopa Indian Community, Arizona State Parks Heritage Fund, City of Mesa Cultural Impact Fees, and private funders
- Mesa Grande is administered by Arizona Museum of Natural History



Mesa Grande: An Ancient Treasure in Modern Mesa

Mesa Grande Cultural Park

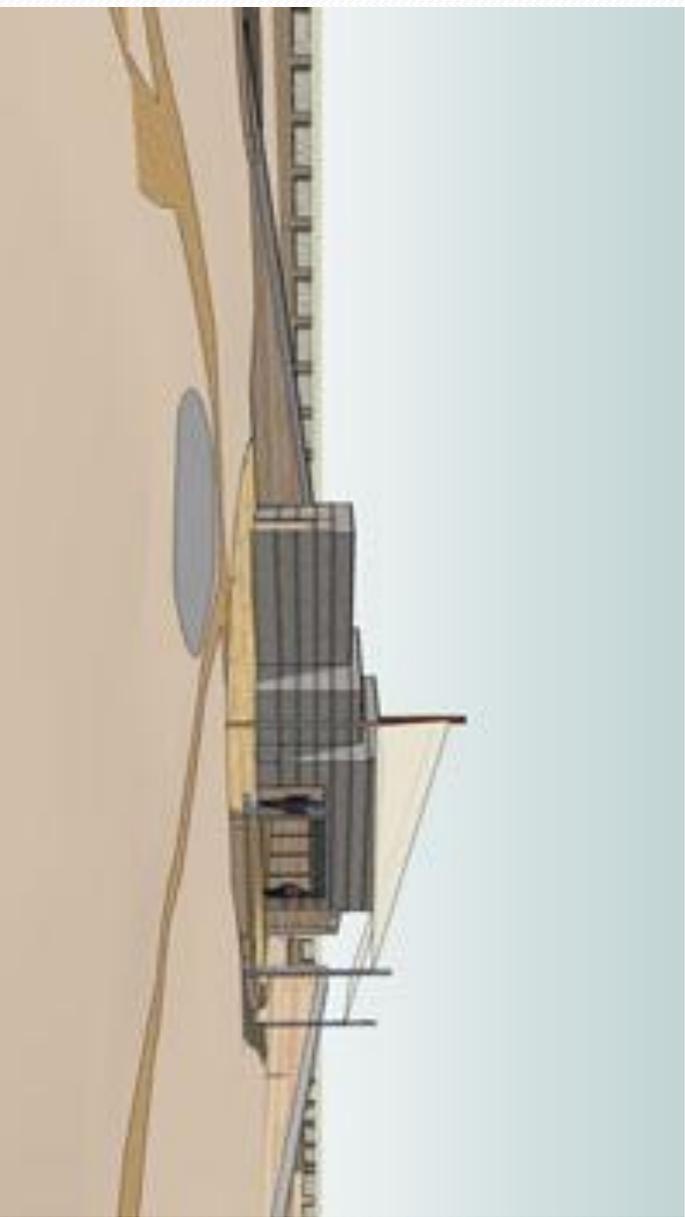
- Public visitation to commence in fall 2012
- A Welcoming Center will provide ticket sales and site orientation for visitors
- Creates an important new cultural attraction for the City of Mesa
- Preserves a significant cultural heritage asset and provides a field site learning environment for area schoolchildren

Mesa Grande Cultural Park

- Self-guided tours available, as well as tours guided by trained Museum staff and volunteers; two persons planned to be on-site during visiting hours
- Operating Season: October 1 – May 15
- Operating Days: Thursday -Saturday, 10-4; Sunday 12-4



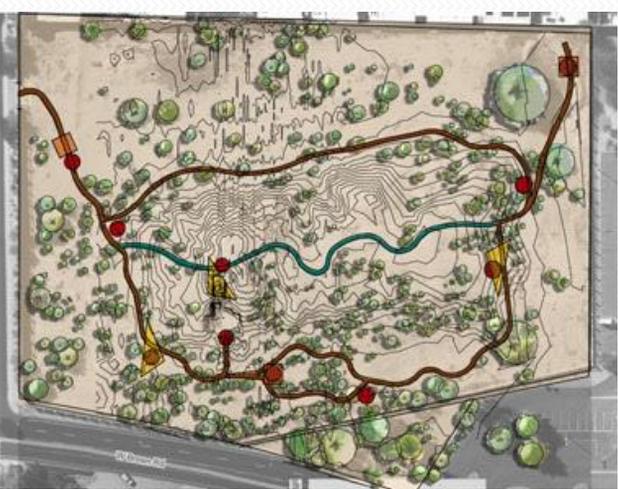
Mesa Grande Cultural Park Sign at 10th Street & Date



Welcoming Center & Gathering Place

Mesa Grande Cultural Park

- Proposed admission fee ranges:
 - Adult \$3.00-7.00
 - Child (3-12) \$1.00-4.00
 - Child (0-2) Free
 - School tours \$3.00-7.00
 - Group visits \$3.00-7.00



**NOTE: INITIAL FEES PROJECTED TO BE \$5.00 FOR ADULTS;
\$2.00 FOR CHILDREN 3-12; SCHOOL AND GROUP TOURS
\$4.00 (INCLUDES GUIDED TOUR)**

Mesa Grande Cultural Park

- Budgetary Projection:
 - Operating costs anticipated to be \$33,000 to \$40,000 per year for staffing and supplies
 - Ticket sales are projected to cover operating costs
 - Staff are requesting approval of the fee ranges to allow flexibility to adjust fees according to market conditions
 - Concurrence from Museum and Cultural Advisory Board



Audit and Finance Committee

Date: March 15, 2012
To: Audit and Finance Committee
Through: Natalie Lewis, Assistant to the City Manager
From: Corinne Nystrom
Subject: Falcon Field Airport Rentals and Other Fees
City Council District # 5

**Strategic
Initiatives**



Purpose and Recommendation

The purpose of this report is to provide information to the Audit and Finance Committee regarding recommended changes to the following fees: 1) Delete Business Registration – Non-Lease 2) Delete duplicate Lease Document Transaction Fee.

Background, Discussion and Recommendations

Falcon Field Airport continues to be a financially self-sustaining Enterprise Fund of the City of Mesa. The Airport constantly looks for ways to be more innovative and to streamline operations. One of these ways is through the increased use of computer technology. Historically, the business registration fee has been charged to airport sub-tenants to help cover the administrative cost of surveying these airport users and their landlords (i.e. the airport ground lease tenants) annually to find out who they are and how many people they employ. This information is helpful when marketing the airport, determining the economic impact that the airport has on the community, and also from a public safety and security perspective.

Over the past several months, Airport staff has been working with the Information Technology Department to automate the business registration process so that the survey no longer has to be done manually by Airport staff. Notices will automatically be emailed to the tenants and sub-tenants. They, in turn, can complete the survey on-line and send it back to the City electronically. The amount of administrative staff time will be minimal. This will negate the need to charge the business registration fee to help cover the administrative cost of the survey process.

The Lease Document Transaction Fee is duplicated in the Schedule of Fees and Charges. It shows correctly as Lease Document Transaction Fee which is a stand-alone item. It also shows incorrectly under Airport Equipment and should be removed.

Alternatives

The alternative is to leave the business registration fees at their current rate.

Fiscal Impact

The proposed fee adjustments will result in a reduction of approximately \$2,100 in total operating revenue each year. However, the cost savings in reduced staff time by automating the survey will offset this and will enable staff to use this time to accomplish other important Airport tasks and projects.

Concurrence

The above information is being shared publicly via the Airport website and with airport tenants via email or U.S. Mail.

Corinne C. Nystrom, Airport Director

Natalie N. Lewis, Assistant to the City Manager

Rick Welker, Finance Coordinator

Falcon Field Airport
 Airport Fee Comparisons
 For 2012-2013 Budget
 As of February 2, 2012

	Current Falcon Field	Proposed Falcon Field	Add'l Revenue	Deer Valley Goodyear	Chandler	Glendale	Ptc-Mesa (Proposed)	Scottsdale
Open Tie Down-Single	\$ 46.00			\$ 23.54	\$ 47.50	\$ 20.00	\$ 44.00 ¹⁾	\$ 35.00
Open Tie Down-Small Twin	\$ 54.00				\$ 64.50		\$ 98.00 ²⁾	\$ 45.00
Open Tie Down- Large propeller	\$ 117.00				\$ 131.50		\$ 201.00 ³⁾	\$ 110.00
Open Tie Down - Jet only	\$ 117.00				\$ 131.50		\$ 316.00 ⁴⁾	\$ 110.00
Open Tie Down - Hel	\$ 111.00						\$ 672.00 ⁵⁾	\$35-110
Covered Tiedowns	\$ 106.00					\$ 125.00		
Tiedown Transfer Fee (per transfer)	\$ 109.00							
Small T-Hangar	\$ 220.00			\$ 194.01	\$ 233.00	\$ 255.00	\$ 350.00	\$ 150.00
Large T-Hangar	\$ 370.00			\$ 281.65	\$ 412.00	\$ 365.00		
Small Exec Hangar	\$ 574.00						\$ 350.00	
Large Exec Hangar	\$ 1,105.00							
Hangar Transfer Fee (per transfer)	\$ 217.00							
Hangar Sealing	\$ 1,128.00							
Hangar Cleaning Deposit (full refund if clean)	\$ 272.00							
Storage Room-Small	\$ 66.00				\$ 42.00			
Storage Room-Large	\$ 159.00				\$ 116.00			
Storage Room Cleaning Deposit	\$ 163.00							
Fuel Flowage per gallon-Avgas	\$ 0.10				\$ 0.10		\$ 0.12	\$ 0.08
Fuel Flowage per gallon-Jet A	\$ 0.12				\$ 0.10		\$ 0.12	\$ 0.08
Airport Equip. Rental (112 hr)	\$ 106.00						\$69-119	
Additional Equip Rental (15 min)	\$ 53.00							
Airport Staff Assistance (Hrly)	\$ 50.00				\$ 41.25		\$62-74	\$ 46.96
Airport Staff OIT Rate (Hrly)	\$ 75.00				\$ 61.75			
Waiting List Deposit-Refund Fee	\$ 27.00							
Late Payment Fee	\$ 20.00							
Returned Payments	\$ 25.00							
Aircraft Registration Violation	\$ 50.00							
Access Control Card (1 card)	\$ -			\$ 25.00		\$ 10.00	\$ 36.00	\$ 50.00
Add'l Access Control Cards -each	\$ 40.00							
Replacement Access Control Card	\$ 40.00			\$ 15.00	\$ 35.00	\$ 10.00	\$ 50.00	
Access Gate Violation - 1st	\$ -				\$ -			
Access Gate Violation - 2nd	\$ 100.00				\$ 100.00			
Access Gate Violation - 3 or more	\$ 200.00				\$ 200.00			
Rental Car Concession Fee	5%							8%
Rental Car Parking Space per space	\$ 30.00							
Wait List Application Fee	\$ 25.00							
Lease Document Transaction Fee	\$ 250.00							
Waiting List Dep/Sec Covered Tie Down	\$ 106.00							
Waiting List Dep/Sec Reg T Hangar	\$ 220.00							
Waiting List Dep/Sec Lg T Hangar	\$ 370.00							
Waiting List Dep/Sec Sml Sq Hangar	\$ 574.00							
Waiting List Dep/Sec Lg Sq Hangar	\$ 1,105.00							
Waiting List Dep/Sec Sml Stg Rm	\$ 66.00							
Waiting List Dep/Sec Lg Str Rm	\$ 159.00							

1) <5,000 lbs
 2) 5001-12,000 lbs
 3) 12,501-35,000 lbs
 4) 35,001-100,000 lbs
 5) 100,001-255,000 lbs

STORAGE UNIT PRICES

December 7, 2011
 FOR: 2012.13

Name	Bldg Size	Monthly Cost (not incl tax)	Price Per Sq. Ft.	Notes
A-AAKey Mini Storage				
	5 x 10	\$42.00	0.84	
	5 x 15	\$49.00	0.65	
	10 x 10	\$74.00	0.74	Inside
	10 x 10	\$79.00	0.79	Outside
	10 x 15	\$103.00	068	
	10 x 20	\$119.00	0.59	Swing door
	10 x 20	\$131.00	0.65	Garage door
	10 x 30	\$168.00	0.56	Garage door
Sentinel Mini Storage	10 x 12	\$76.68	0.64	
	9 x 12	\$72.59	0.67	
	10 x 10	\$66.45	0.66	
Armored Self-Storage	9 x 12	\$37.00	0.34	
	9 x 14	\$40.00	0.32	
	10 x 20	\$145.00	0.72	
Storage Solutions	5 x 10	\$35.00	0.70	
	10 x 10	\$75.00	0.75	
	10 x 15	\$96.00	0.64	
	10 x 20	\$129.00	0.64	
Public Storage	5 x 10	\$54.00	1.08	
	10 x 15	\$85.00	0.57	
	10 x 20	\$83.00	0.41	

A-AAKey Mini Storage 480-968-1021
 Sentinel Mini Storage 480-833-1051
 Armored Self Storage 480-839-5539
 Storage Solutions 480-834-0494
 Public Storage 480-962-8690

SCHEDULE OF FEES AND CHARGES

Department: Falcon Field Airport
 Proposed Changes to Fees and Charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
Business Registration Fee (Sub-Leases-Only)	\$35	annual		08/04/11	(\$2,100)	Automated collection of fee results in cost savings.
LEASE DOCUMENT TRANSACTION FEE	\$250			08/01/11		
Lease Document Transaction Fee	\$250				0	This is a duplication. See LEASE DOCUMENT TRANSACTION FEE above.
TOTAL FISCAL IMPACT					(\$2,100)	



Audit, Finance & Enterprise Committee Report

Date: March 15, 2012
To: City Council
Through: Karolyn Kent, Deputy City Manager
From: Elizabeth Huning, City Engineer *EH*
Tracy Pytlakowski, Senior Fiscal Analyst *TP*
Subject: Proposed Changes to the Engineering Department's Schedule of Fees and Charges

Strategic Initiatives



Purpose and Recommendation

The purpose of this report is to provide specific information to the City Council regarding proposed changes to the Engineering Department's fees and charges. It is recommended that Council approve the proposed changes.

Background

Currently, Community Facility Districts (CFDs) are being established in conjunction with the developer, DMB Associates, Inc., to provide a funding source for public infrastructure improvements related to the Eastmark Development.

Discussion

As a part of establishing these CFDs, the Engineering Department will be required to provide Engineering services to ensure that the CFDs are developed in accordance with City standards.

In order to recover the cost of providing these services, it is proposed that a Community Facility District Administrative Fee in the amount of \$123.00 per hour be added to the Engineering Department's Schedule of Fees and Charges to cover the estimated cost (hourly rate plus estimated overhead rate) of providing these Engineering services.

In addition, it is requested that the Engineering Services section of Engineering's current Fees and Charges Schedule be updated to change the reference to the *Building Safety Division* to the correct name *Development Services*.

Alternatives

An alternative to the proposed Community Facility District Administrative Fee would be to not collect the fee from the developer. This would result in the City not recovering the cost of providing Engineering services from the developer, which costs have not been budgeted.

An alternative to not updating the Engineering Services section to refer to the correct City division would be to leave the reference to the old division. This would result in the section not being accurate.

Fiscal Impact

Adopting the proposed fee would have an overall revenue impact of approximately \$100,000 per year based on the estimated 15 hours per week. This cost could significantly increase if additional subdivision units are developed.

The change to the Engineering Services section has no fiscal impact.

Coordinated With

No other departments are impacted by this recommendation.

FEE RECOMMENDATION SCHEDULE

Department: Engineering
 Proposed Changes to Fees and Charges

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
ENGINEERING SERVICES Refer to the Building Safety Division DEVELOPMENT SERVICES portion of the Schedule of Fees and Charges for Engineering Inspection Fees. In addition to the fees charged per sheet for inspection services, the following fees shall also apply where applicable.				01/21/06		Verbiage
COMMUNITY FACILITY DISTRICTS COMMUNITY FACILITY DISTRICT ADMINISTRATIVE FEE		PER HOUR	\$123.00		\$100,000.00	New



Audit, Finance & Enterprise Committee Report

Date: March 15, 2012
To: City Council
Through: Kari Kent, Deputy City Manager
From: Christine Zielonka, Director
Subject: Recommended Fee and Charges Updates: Development & Sustainability

**Strategic
Initiatives**



Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by Development Services and Planning for fiscal year 2012-2013. There are no major proposed changes to the fees and charges; the majority of modifications are minor technical corrections.

Background

Various fees are charged for services related to the land development process in Development Services and Planning. Fees and fines are also assessed by the Code Compliance section for violation of the Zoning Code and Nuisance Codes. All fees are reviewed annually to insure they are aligned with the cost of providing the service, or, in the case of Code penalties, are proportionate to the violation.

Discussion

PLANNING

The Planning Division has two “clean-up” changes to make to the fee schedule. Both of the changes listed below will correct errors made in a previous version of the schedule under the Zoning Application Fee category.

The first change is to the per acre fee for combined applications in the downtown district. In the current schedule this amount was inadvertently increased from \$195/acre to \$235/acre. This modification will return it to the correct amount. The second change stems from the adoption of the new zoning ordinance. In the new ordinance the name was changed for two zoning districts. This modification corrects the names in the schedule of fees and charges to be the same.

1. Combined Rezoning and Site Plan Review/Site Plan Modification. All Downtown Districts changed to “plus \$195/acre” from “plus \$235/acre”.
2. Language changed from Public Facilities (PF) to Semi-Public Facilities (PS) Overlay, from Historic Preservation (HP) to Historic District (HD) Certificate of Appropriateness.

DEVELOPMENT SERVICES

Development Services (Building and Civil Engineering Plan Review, Inspections and Code Compliance) miscellaneous permits, services and fees:

1. Language has been revised for Technology Improvement Fees found in Other Residential to delete the words “listed above”.
2. Language has been revised for Technology Improvement Fees Other Commercial to delete the words “listed above”.
3. Language has been revised for Technology Improvement Special Services to delete the words “listed above”.
4. A new item, CD-ROM, has been added to the Records, requiring Staff Research to cover the media cost when providing electronic copies. For clarification additional fees are noted as being reasonably assessed for copying, cost of time, equipment and personnel used in producing copies of the records. This CD-ROM fee of \$5.00 / CD is consistent with the item identified in Fee for Service Items under City-Wide Standard Fees.

5. Language has been added in the Other Miscellaneous Fees to Code Modifications that clarifies the fee includes 1 hour of review. Additional review time will be charged at \$90 per hour
6. Listed in the Other Miscellaneous Fees, the Building Board of Appeals Owner/Builder of a Single Residence only (Permit Appeals) has been revised to Building Board of Appeals Owner/Builder of a Single Residence only (Code Appeals). The fee remains unchanged at \$0.00 per appeal.
7. A new item, Building Board of Appeals (All Other Appeals), has been added to the Other Miscellaneous Fees. This item is to reestablish the fee of \$220.00 / appeal that was deleted in error with the last update. This fee is to cover staff time associated with processing an appeal for all appeals other than single family residential.
8. A new item, Arizona Department of Health Services (ADHS); City Authority Clearance Form has been added to the Other Miscellaneous Fees. The fee of \$90.00 / each is to cover staff time associated with reviewing submittals and processing requests for completion of forms required by State Health Services for Assisted Living Homes and Centers.
9. Language has been revised for Technology Improvement Fees found in Grubbing, Grading or Site Disturbance Work to delete the words "listed above".

Alternatives

Alternatives to the recommended fee modifications could include increasing, decreasing or making no changes to the various fees.

Fiscal Impact

If the fee modifications recommended under the Planning and Development Services sections are not implemented it would make the relationship to the actual cost of providing the services less accurate.

Carol Haddad, Management Assistant II

Christine Zielonka, Director

Kari Kent, Deputy City Manage

Fee Recommendation Schedule

Department: Development & Sustainability
 Proposed Changes to Fees & Charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
OTHER RESIDENTIAL						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time
OTHER COMMERCIAL						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time
SPECIAL SERVICES						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time
Records Requiring Staff Research:						
CD-ROM PLUS, IF APPROPRIATE, REASONABLE FEES FOR COPYING, COST OF TIME, EQUIPMENT AND PERSONNEL USED IN PRODUCING COPIES OF THE RECORDS. ARS 39-121.01	\$0.00	CD	\$5.00			Fiscal Impact Unknown at this time
Other Miscellaneous Fees:						
Code Modification (INCLUDES 1 HOUR OF REVIEW)	\$250.00	each			07/01/08	
ADDITIONAL REVIEW TIME AT \$90 PER HOUR	\$0.00	1 hour	\$90.00		07/01/07	Fiscal Impact Unknown at this time
(Permit CODE Appeals)	\$0.00	appeal			07/01/11	Fiscal Impact Unknown at this time
BUILDING BOARD OF APPEALS (ALL OTHER APPEALS)	0.00	appeal	\$220.00			Fiscal Impact Unknown at this time
ARIZONA DEPARTMENT OF HEALTH SERVICES (ADHS): CITY AUTHORITY CLEARANCE FORM	\$0.00	each	\$90.00			Fiscal Impact Unknown at this time
GRUBBING, GRADING OR SITE DISTURBANCE						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time

Fee Recommendation Schedule

Department: Development & Sustainability
 Proposed Changes to Fees & Charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes

TABLE 1

MESA DEVELOPMENT IMPACT FEES

IMPACT FEE CATEGORIES											
DESCRIPTION	UNIT	WATER	WASTE WATER	PARKS	LIBRARY	CULTURAL FACILITIES	FIRE	PUBLIC SAFETY	GENERAL GOV'T	STORM WATER	TOTAL
Revenue Code		022-58169-838	023-58169-848	453-52190	455-52190	454-52190	452-52190	451-52190	467-52190	456-52190	
						*			*		
RESIDENTIAL LAND USES:											
Single Residence Detached	dwelling	\$ 2,220	\$ 2,659	\$ 1,122	\$ 464	\$ 218	\$ 272	\$ 402	\$ 598	\$ 366	\$ 8,321
Manufactured Home (on platted lot)	dwelling	\$ 2,220	\$ 2,659	\$ 1,122	\$ 464	\$ 218	\$ 272	\$ 402	\$ 598	\$ 366	\$ 8,321
Single Residence Detached	dwelling	\$ 1,265	\$ 1,516	\$ 802	\$ 332	\$ 166	\$ 230	\$ 388	\$ 377	\$ 195	\$ 5,261
Multi-Residence	dwelling	\$ 1,265	\$ 1,516	\$ 802	\$ 332	\$ 166	\$ 230	\$ 388	\$ 377	\$ 195	\$ 5,261
Manufactured Home or Recreational Vehicle	pad/ space	\$ 577	\$ 691	\$ 690	\$ 286	\$ 134	\$ 146	\$ 84	\$ 435	\$ 195	\$ 3,238
NON-RESIDENTIAL LAND USES:											
Hotel/Motel	room	see water meter sizes		n/a	n/a	n/a	\$ 108	\$ 159	\$ 163	\$ 119	
Non-Residential	1sq ft	see water meter sizes		n/a	n/a	n/a	\$ 0.215	\$ 0.318	\$ 0.326	\$ 0.238	
3/4" (water meter size)	meter	\$ 2,220	\$ 2,659								
1"	meter	\$ 5,550	\$ 6,648								
1 1/2"	meter	\$ 11,100	\$ 13,295								
2"	meter	\$ 177,650	\$ 21,272								
3"	meter	\$ 35,520	\$ 45,544								
4"	meter	\$ 55,500	\$ 66,475								
6"	meter	\$ 111,000	\$ 132,950								
8"	meter	\$ 177,600	\$ 212,720								
10"	meter	\$ 255,300	\$ 305,785								
* Effective Jan 1, 2012, fees for Cultural Facilities and General Government eliminated.											

Plus Transaction Privilege (Sales) Tax, where applicable

Fee Recommendation Schedule

Department: Development & Sustainability - Planning
 Proposed Changes to Fees and charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
PLANNING SERVICES FEES:						
Combined Rezoning and Site Plan Review/ Site Plan Modification All Downtown Districts	\$1,944.00	plus \$235-\$195/acre		07/01/11		
Public SEMI-PUBLIC Facilities (PF S), Airfield (AF) Overlay, Historic Landmark (HL) and Historic DISTRICT Preservation (HP D) Overlay	No Fee			02/08/06		
Historic Preservation Fees: Historic Landmark and Historic Preservation-DISTRICT (HD) (HP) Clearance Review-CERTIFICATE OF APPROPRIATENESS	\$50.00			07/01/08		

Plus Transaction Privilege (Sales) Tax, where applicable