



Objectives

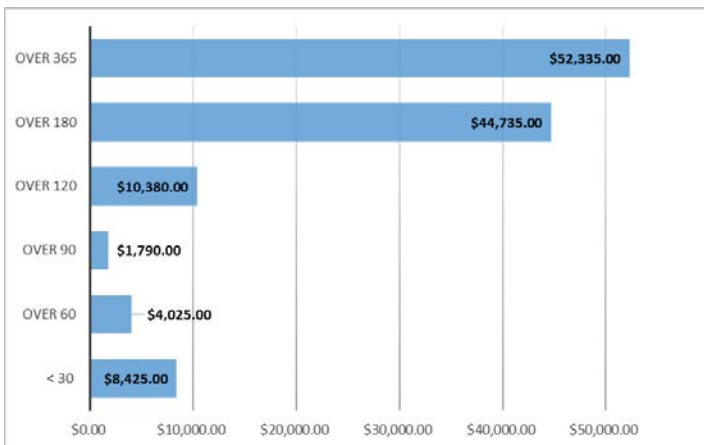
Evaluate the City’s fire inspections process and determine whether fire inspections were conducted in accordance with applicable policies and regulations

Background

- The Fort Worth City Code requires that fire inspection fees be charged no more than once per calendar year for a fire inspection of all occupancies requiring a Certificate of Inspection.
- The Fort Worth Fire Department is responsible for inspecting over 18,500 commercial buildings each year.
- Fire inspection revenue totaled \$507,285.00 and \$631,088.00 in FY2017 and FY2018, respectively.

What We Found

- As of July 17, 2019, billed inspection fees (totaling \$121,690.00 for 2,020 commercial accounts) were billed but not paid.



- 105 commercial accounts were current on fire inspections.
- 579 businesses had more than one past due invoice.

What We Found (Cont’d)

- Fifty-six (56) commercial businesses either did not have record of a fire inspection or the fire inspection was overdue.
 - 12 properties had no record of an annual fire inspection.
 - 44 accounts were overdue for a fire inspection.
- The square footage of two businesses was improperly recorded in the Firehouse software, resulting in under billings.

What We Recommend

1. Consider feasibility of interfacing fire inspection billing information to the billing system used by the Financial Management Services Department
2. Consider feasibility of additional delinquent account notifications and/or procuring the services of a third party collection agency
3. Determine whether the current fire inspection requirement (within the City’s Fire Code) should be changed. If not, comply with the existing requirement
4. Properly record square footage used to calculate the billing amounts
5. Create data entry of building square footage and make building square footage a mandatory data entry field