



**AU17-005 Phase 2A Parks & Recreation -
Community Enrichment Fee**

**City Auditor's Office
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Interim City Auditor**

September 13, 2022

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Executive Summary

In accordance with the 2022 Annual Audit Plan, we conducted an audit on Community Enrichment Fees (CEF) managed by Parks and Recreation (Parks).

Unified Development Code (UDC), Section §8.3 Public Open Space, is the principal regulation over CEF. This section specifies the purpose of CEF, monetary contribution requirements plus how and when the funds can be expended. CEF are paid by developers of residential neighborhoods. These funds, accounted for in a special revenue fund, is to contribute to the development and improvement of City parks. As CEF parameters change over time, all revisions are approved by City Council through City Ordinance.

Audit Objective

The objective of this audit is to determine if sufficient controls are in place over Community Enrichment Fee expenditures to ensure they comply with Unified Development Code (UDC) §8.3 Public Open Space.

In doing so, we examined plat records related to CEF collections, park projects that benefited from CEF, how CEF is calculated and accounted for in the City's financial records plus the management of City park inventory.

Audit Conclusion

We issued 14 recommendations to improve the oversight and tracking of plat records that contributed to fees, monitoring of UDC compliance, ensuring fee calculations are accurate and collected, provide for better accounting of fees, and management of park inventory and utilization.

Parks and Recreation management agrees with this report. See management's responses following each issue. Management's response can be seen in its entirety in Appendix D.

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Background

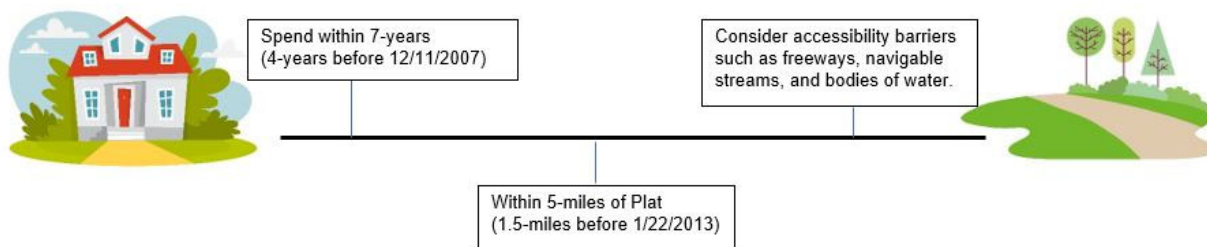
Objective

The objective of this audit is to determine if sufficient controls are in place over Community Enrichment Fee expenditures to ensure they comply with Unified Development Code (UDC) §8.3 Public Open Space.

Background

Developers of new subdivisions pay two fees that are used to provide funding for acquisition of new public parks or improvement to existing parks. One fee, the park development fee, has unrestricted use and can be used at the discretion of Parks management. The second fee, Community Enrichment Fees (CEF), is restricted and can only be spent within a specified mileage radius of a new subdivision plus has other special considerations. Each fee has its own formula for calculating the amount payable by developers.

Exhibit A – UDC Requirements for CEF Contributions



In accordance with the 2022 Annual Audit Plan, we conducted an audit of the restricted use fee, CEF, due to risks related to processes deployed in applying UDC guidelines through funding utilization.

During this audit, City management addressed many complexities surrounding the management of CEF through policy changes and the implementation of a new Park Development fee. These corrective measures were taken in consideration in planning this audit.

Audit Conclusion

We issued 14 recommendations to improve the oversight and tracking of plat records that contributed to fees, monitoring of UDC compliance, ensuring fee calculations are accurate and collected, provide for better accounting of fees, and management of park inventory and utilization.

Management and Auditor Responsibility

City management is responsible for establishing and maintaining a system of internal controls to ensure assets are safeguarded, financial (and non-financial) activity is accurately reported and reliable, and management and employees are in compliance with laws, regulations, and agreements with other entities.

This audit report provides independent, objective analysis, recommendations, and information concerning the activities reviewed. The report is a tool to help management discern and implement specific improvements. The report is not an appraisal or rating of management.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit steps were developed to provide sufficient evidence to answer the objectives of this audit. Our methodology plus additional report data can be found in Appendix A.

Audit Results and Recommendations

A. Management over Community Enrichment Fee Contribution Records

Condition: Subdivision records supporting the contributions to the Community Enrichment Fund for fees accepted in lieu of land are unsystematic. During our review, no single subdivision's records were found complete.

Using the Unified Development Code (UDC) and Parks' processes, we identified five (5) documents needed to support contributions to the CEF: plat approval letters, subdivision maps, final plats, CEF payment receipts and accounting string assignment.

To assemble all records, we gathered documents from Parks, the City's current financial system, Infor, and legacy system PeopleSoft. In testing 132 sample transactions reviewed for record completeness, we found no complete records. The summary of our results are in Exhibit 1.

Exhibit 1 – CEF Contributions Records Review

% Complete		Document type – record count
1	17%	Plat approval letters ¹ - 22
2	29%	Subdivision map ² - 38
3	11%	Final plat ³ - 14
4	48%	CEF receipt ⁴ - 63
5	43%	Org number assignment for financial system - 57

Criteria: UDC Section 8.3.4, Community Enrichment Fund, requires the City to account for all monies collected in lieu of land dedication to be reference to the individual plats involved.

Cause: Due to the complexity of managing CEF contributions and staff turnover in Parks, there has not been a consistent systematic process to monitor and track CEF monies. As a result, some CEF financial monitoring duties have been absorbed by Financial Services.

Effect: Without complete records, the ability for Parks staff to demonstrate CEF monies are spent on park projects in compliance with all UDC requirements is difficult to accomplish.

¹ These letters, signed by Development Services, approve plats, instruct applicants to file their plat with the County, and list out fees to be paid, including CEF.

² Identifies subject property.

³ A plat is a map of subdivided land to be developed that is recorded with the County Clerk of the county jurisdiction. The plat is used to meet UDC mileage and barriers to accessibility consideration requirements.

⁴ The receipt date is used to determine if CEF funds are exhausted by UDC deadlines.

Recommendation(s):

Parks management should:

- 1) Standardize records management for CEF contributions through documented procedures. These procedures should specify what records are to be retained to enable better monitoring and application of funds. At minimum, they should include: plat approval letters, subdivision maps, plat maps, receipt showing CEF fees paid, and instructions for how to account for contributions in the financial records.

Management’s Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> A draft policy/procedure to standardize records management for CEF/Park Development Fund contributions has been completed and is under review. The policy will identify the records to be retained to include plat approval letters, subdivision maps, plat maps, and receipt of fees paid. In addition, the policy will explain how to account for the contributions.</p>		

- 2) Procedures should be reviewed, adjusted, and approved as changes to the UDC occur.

Management’s Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> The draft policy/procedure in #A1 above will include language that requires a review and adjustment of policy/procedure as changes to the UDC occur.</p>		

B. UDC Compliance Review over CEF Expenditures

Condition: We found no formal process in place to ensure park projects funded by CEF contributions meet UDC parameters for authorized use, mileage restrictions, accessibility considerations, and time limit requirements. We judgmentally selected 89 expenditures totaling \$850,149 for UDC compliance. The results of our findings follow.

Authorized Use

All expenditures reviewed were spent on park projects as allowed by the UDC. CEF fees must be used for the acquisition or improvement of neighborhood, community, and/or regional parks including utility extensions required to serve recreational areas.

Plat Review – Mileage Requirements and Accessibility Considerations

We faced a scope limitation when assessing UDC compliance for mileage and barriers to accessibility due to plats not found in Parks’ records. Where available, Auditors retrieved historical data from archived⁵ Park records and plat copies from the Nueces County Clerk. We identified other funding sources being comingled with CEF funds. After such considerations, 64 transactions totaling \$303,657 remained for review. This breakdown is shown in Exhibit 2.

Exhibit 2 – CEF Expenditure Classified by Funding Source

Table 2 - CEF Expenditures by Funding Source			
Funding Source	District	Park Site	Amount (\$)
Unknown Funding Plat	1	Labonte	27,000
Unknown Funding Plat	1	West Guth	18,593
Unknown Funding Plat	1 & 2	Bay Shore	9,579
Unknown Funding Plat	2	Cole	47,906
Unknown Funding Plat	2	Dan Whitworth	43,348
Unknown Funding Plat	3	Almanza	47,812
Unknown Funding Plat	3	Salinas	4,462
Unknown Funding Plat	3	St. Andrews	423
Unknown Funding Plat	4	Parker	20,565
Unknown Funding Plat	4	Paul Jones	20,210
Unknown Funding Plat	5	Bill Witt	93,536
Unknown Funding Plat	5	Captain Falcon	1,100
Unknown Funding Plat	5	Oso	625
Unknown Funding Plat	5	Sugar	32,880
		<i>Subtotal</i>	368,040
		<i>Non-CEF Funding</i>	178,452
		<i>CEF Funding Subdivisions</i>	303,657
		Total	\$850,149

The UDC requires CEF to be expended at sites located no greater than 5 miles from the funding subdivision. If collected prior to January 22, 2013, 1.5 miles. Management must also take into consideration factors such as proximity of major barriers to accessibility including freeways, navigable streams, and bodies of water. We found 91% of expenditures complied with UDC mileage requirements⁶. These results are mapped and displayed in Appendix C - §8.3 Public Open Space Maps. Six exceptions are shown in Exhibit 3.

⁵ Archived records include records from former Park employees and the City’s legacy financial system PeopleSoft.

⁶ Ten expenditures found to be 5.1 miles, objectively considered as immaterial equaling \$21,580, Starlight Estates plats to Schanen Park.

Exhibit 3 - Park Projects Exceeding UDC Mileage Limits - 8% (6)

Table 3: Exceptions to UDC Mileage Requirements							
District	Funding Plat	District	Park Site	Miles	Receipt Date	Expense Date	Amount (\$)
<i>1.5-mile Limit</i>							
1	West Park Addition Lots 3A & 3B	3	Salinas	3.3	2010	09/12/17	5,143
1	West Park Addition Lots 3A & 3B	3	West Haven	3.2	2010	08/07/17	13,005
5	The Coves at Lago Vista Unit 3A	4	Parker	7.8	10/11/2005	02/15/17	4,099
5	The Coves at Lago Vista Unit 1	5	Bill Witt	1.8	2010	01/19/21	20,398
<i>5-mile Limit</i>							
1	Royal Oak Unit 1	1	Labonte	6.9	3/21/2018	01/29/21	17,950
5	The Coves at Lago Vista Unit 3A	4	Parker	7.8	8/28/2012	05/11/17	701
Total \$							61,296

Exhibit 4 - Projects Crossing Barriers to Accessibility - 30% (19)

Table 4: Identified Barriers to Accessibility						
District	Funding Plat	District	Park Site	Barrier(s)	Expense Date	Amount (\$)
1	Northwest Estates Unit 2	1	Labonte	Nueces River	01/29/21	30,000
1	Royal Oak Unit 1	1	Labonte	IH 37	01/29/21	17,950
1	Bancroft Dodge Farm Lot 1A	2	Cole	Hwy 286	03/19/21	625
1	Brennan Addition	2	Cole	Hwy 286	03/19/21	625
1	Steeles Addition Block 11, Lot 33R	2	Cole	Hwy 286	03/19/21	377
4	Summit Cove	4	Parker	Laguna Madre	05/11/17	3,866
4	Summit Cove	4	Parker	Laguna Madre	02/15/17	3,507
4	Summit Cove	4	Parker	Laguna Madre	06/28/17	153
4	Pinehollow Subdivision	5	Bill Witt	Cayo Del Oso	09/30/21	852
4	Pinehollow Subdivision	5	Bill Witt	Cayo Del Oso	09/30/21	1,370
4	Pinehollow Subdivision	5	Bill Witt	Cayo Del Oso	09/30/21	1,174
4	Pinehollow Subdivision	5	Bill Witt	Cayo Del Oso	09/30/21	701
4	Pinehollow Subdivision	5	Bill Witt	Cayo Del Oso	09/30/21	6,124
4	Pinehollow Subdivision	5	Bill Witt	Cayo Del Oso	09/30/21	3,529
5	The Coves at Lago Vista Unit 3A	4	Parker	Cayo Del Oso	05/11/17	701
5	The Coves at Lago Vista Unit 3A	4	Parker	Cayo Del Oso	02/15/17	4,099
5	The Coves at Lago Vista Unit 1	5	Bill Witt	Oso Creek	01/19/21	20,398
5	The Coves at Lago Vista Unit 3C	5	Bill Witt	Oso Creek	01/19/21	3,774
5	Kitty Hawk Unit II	5	Sugar	Oso Creek	09/30/20	377
Total \$						100,202

We did not find documentation showing barriers to accessibility was considered in funding park projects with CEF. In examining what instances this should have been noted by Parks Management, we found 30% (or 19) of expenditures were affected by barriers. This is detailed in Exhibit 4.

Time Restrictions

Seventy-nine (89%) of CEF contributions totaling \$601,185 were spent within or mostly within UDC time restrictions. The UDC requires CEF contributions to be expended within 7-years of receipt or 4-years if collected prior to December 11, 2007.

An example where time was exceeded – turf grass was installed at Bill Witt Park in 2019 utilizing funds received from The Coves at Lago Vista Unit 1 plat around 2010, surpassing the 7-year time restriction by 4-years.

Cause: As mentioned in *A. Contributions to Community Enrichment Fund Records*, the complexities required to track plat records, monitor CEF financial activities, and Park staff turnover in key positions that oversee CEF contributed to the deviation from UDC requirements. As well as the absence of a defined list of required records for each contribution for CEF. To fill in the gaps, Financial Services has taken on the role of tracking time restraints attached to CEF contributions.

Effect: Over time, the process for monitoring CEF contributions has fluctuated between formal and informal. So much so that it requires exhaustive efforts beyond reasonable staff duties to ensure the appropriate UDC provision is followed using existing Park processes. We would not have the results presented above without performing extensive exploratory efforts and resource digging ourselves. This current method is not sustainable.

Recommendation(s):

Prior to spending CEF contributions, Parks management should:

- 1) Ensure funding plat and projected projects are thoroughly screened for UDC eligibility by developing a compliance checklist with reference to UDC sections to document adherence. The checklist should include written considerations made for barriers to accessibility.

Management’s Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> Previous CEF expenditures in the Council approved FY23 CEF budget were verified to be in compliance with the legacy UDC’s policy requirement for consideration of mileage limitations and/or barriers. Future CEF expenditures will be made in accordance with the new UDC recognized Area Development Zones versus concerns for mileage limitations and/or barriers. This method was reviewed by the Auditor’s Office and approved by City Council.</p>		

- 2) Include Parks' management approval on the checklist through signatures.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> The UDC compliance checklist for expenditures described in Response #B1 above contains a requirement for management signature approval of all CEF/Park Development Fund expenditures.</p>		

- 3) Develop, test, and document a system to process and monitor utilization of CEF contributions that is sustainable with staff changes. The final process should be approved by Parks management.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> The new UDC policy requires the CEF budget be included in the annual operating budget development process. This now allows for a 3-layer system of oversight to monitor the utilization of Park Development Funds.</p> <p>This layer includes:</p> <ol style="list-style-type: none"> 1. Parks and Recreation senior management 2. The City Manager's Office 3. City Council <p>This new system will ensure that institutional knowledge is not lost as a result of personnel turnover in the department.</p>		

For Park projects whose expenditures exceeded UDC mileage requirements, Parks management should:

- 4) Comply with UDC mileage requirement by replenishing amounts to areas identified in this report.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree.	Kevin Johnson Assistant Director of Operations	09/30/23
<p><i>Action Plan:</i> Slightly over \$300K in legacy funds remain in the CEF budget line. This balance is a result of funds being collected outside of the Auditor's Office scope of work for reviewing CEF expenditures. A portion of the monies from this balance will be used to make whole the expenditures that were made outside the mileage requirements that were established in the legacy UDC. The remainder of the funding will be used to develop a subsequent spend plan that meets the legacy UDC's requirements and is reviewed by the Auditor's Office.</p>		

- 5) Obtain retroactive City Council approval if management elects to leave the UDC deviation in place.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
N/A		
<p><i>Action Plan:</i> See Response #B4.</p>		

C. Community Enrichment Fee Calculations

Condition: In three CEF calculations, we found differences between the amount payable presented on plat review sheets and variances between the stated unit count and the unit amount used in the calculations for CEF.

Example 1- Starlight Estates Unit 2 - 8.29 Acres (40 units)

On Starlight Estates' Plat (District 5) Review Comments sheet, it indicates a 40-unit residential subdivision was to pay \$25,000 in CEF. However, \$11,000 less was paid, September 2018, at \$14,000. Amounts paid for the Water Trust Fund, Wastewater Trust Fund, and park development fee matched the plat comment sheet.

Example 2- Northwest Estates Unit 2, Blk 1, Lot 4 - 4.85 acres (96 units)

Northwest Estate's Plat (District 1) Review Comments sheet states \$30,000 in CEF for a 96-unit residential subdivision. In calculating CEF, 100-units was used instead of 96

resulting in a \$1,200 overage. Amount paid was \$30,000 in January 2017. Whereas the park development fee calculated on the same sheet used the correct number of units and the same amount was collected in payment.

Example 3 – Royal Oak Unit 1 – 20.55 Acres (86 units)

Royal Oak's Plat (District 1) Review Comment sheet states "The applicant proposes to plat the property [and] develop 86 single family residential units." The park development fee and community enrichment fee were calculated for 90-units with fees of \$18,000 and \$56,250, respectively. While the amount paid for the park development fee matched, the community enrichment fee was lower by \$37,479 with \$18,771 shown paid on the receipt, March 2018. See Exhibit 5 for an excerpt from the Plat Review Comments sheet.

Exhibit 5 – Royal Oak Unit 1

<u>PARKS</u>	
1.	Park Development Fee (\$200 per unit) – (\$200) x (90 units) = \$18,000.00
2.	Community Enrichment Fund: Land dedication required is 1 acre per 100 proposed dwelling units. Therefore, 1 acre/100 units x 90 unit = 0.90 acre of land dedication.
	In lieu of land dedication, \$62,500 x .90 = \$56,250.00 is due unless fair market value/purchase information is provided.

None of the three subdivision records included fair market value/purchase information or any other document to support paying a different amount.

Criteria: Section 8.3.6 Fee in Lieu of Land (FILO) of the UDC effective for these subdivisions provides the calculation below when Parks requires community enrichment fees to be paid instead of park land dedication or improvements to existing parks.

FILO Calculation: The amount of the fee in lieu of land dedication is based on the following formula: $(A \times V) = M$.

- A = The amount of land required for dedication.
- V = The fair market value (per acre) of the property to be subdivided.
- M = The number of dollars to be paid in lieu of dedication of land.

The "V" Variable may be the fair market value at the time of application, purchase amount if within two years of application, but no greater than \$62,500 per acre.

Cause: These subdivision records did not have an official signed plat letter to their respective developers that communicated the exact amounts due for CEF. There is no documentation and processes do not indicate CEF calculations are reviewed or approved by Parks management. If developers provided fair market value supporting documentation to obtain a lower community enrichment fee payable, those documents are not found to be archived with plat records.

Effect: When calculations for community enrichment fees are not reviewed, the likelihood of errors increases. If incorrect fees are assessed, City parks are at risk of losing funding and developers would be overcharged fees. In recalculating the examples presented, estimated fees underpaid total a net of \$47,279.

Recommendation(s):

To ensure correct UDC Public Open Space fees are assessed and collected from developers, Parks Management should:

- 1) Require all fees be reviewed and approved by Parks management.

Management’s Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Kevin Johnson Assistant Director of Operations	01/31/23
<i>Action Plan:</i> As part of its records management, the Department will develop a Fee Calculation Sheet that includes a review/approved management signature line.		

- 2) When different amounts are accepted or deviate from what is presented on Plat Review Comments Sheet and is allowable under the UDC, retain and archive documentation showing the alternative amount and methodology used to arrive at it.

Management’s Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Kevin Johnson Assistant Director of Operations	01/31/23
<i>Action Plan:</i> The Fee Calculation Sheet outlined in #C1 above will contain a column for “alternative amount,” and will describe the methodology used for the amount. Additionally, the reduction to 11 new orgs will simplify the process of monitoring and documenting.		

D. Combining Community Enrichment Fees and Other Funds

Condition: Twelve expenditures were funded, in part, with donations, insurance claims, and other funding totaling \$178,452 because they were combined in accounts with community enrichment fees.

Community Enrichment Fees are recorded in the City’s financial system under Special Revenue Fund 4720 – Community Enrichment Fund. Fund 4720 accounts for multiple types of Park money such as beautification, Sister City program, permanent art and more. On a more detailed level, org numbers account for community enrichment fees. Within

these org numbers we found other contributions mixed with community enrichment fees. Exhibit 6 lists the City parks that were recipient of such funding sources.

Exhibit 6 – Non-Community Enrichment Fee Funding Mixed Within Community Enrichment Accounts - (12)

Table 5 - Non-Community Enrichment Fee Funded Park Improvements by City Park						
Org #	Funding Source	District	Park Site	Receipt Date	Expense Date	Amount (\$)
21323	Donation	1 & 2	Bay Shore	11/29/2016	4/30/2017	41,187
21323	Donation	1 & 2	Bay Shore	11/29/2016	7/7/2017	68,166
21336	Donation	2	Cole	6/3/2014	3/19/2021	299
21336	Donation	2	Cole	1/3/2014	3/19/2021	236
21336	Insurance Claim	2	Cole	1/2/2015	3/19/2021	1,036
21336	Other source	2	Cole	1/20/2015	3/19/2021	246
21336	Donation	2	Cole	1/5/2016	3/19/2021	257
21336	Donation	2	Cole	1/4/2017	3/19/2021	164
21336	Donation	2	Cole	12/27/2018	3/19/2021	288
21323	Donation	3	Los Encinos	11/29/2016	1/29/2021	12,924
21323	Donation	3	Los Encinos	7/12/2017	1/29/2021	42,926
21323	Donation		Various parks	11/29/2016	4/6/2018	10,722
Total Non-Community Enrichment Fee						\$ 178,452

Criteria: UDC Section 8.3.4 Community Enrichment Fund requires the establishment of a special fund to be established for when (community enrichment) fees in lieu of land dedication are collected. Fees are to be spent on a first-in, first-out basis (FIFO). This section also establishes a criterion for when these fees are to be expended. This was discussed in section *B. UDC Compliance Review over CEF Expenditures* of this report.

Cause: Past Parks management elected to combine other monies within Fund 4720 under their own respective account numbers or org numbers. However, further consideration was not made for org numbers that contained community enrichment fees.

Effect: The effect of mixing together other monies within Fund 4720 org numbers that contain community enrichment fees is the disruption to the CEF FIFO process. For example, in accounting on a FIFO basis, non-CEF is spent before CEF. This leads to the risk of CEF exceeding UDC spending time restraints.

If this is to continue, it would require greater monitoring by Parks in a process that is already overly taxing. This complication combined with the challenges mentioned in Section B, further compounds the detail tracking needed over CEF org numbers.

Recommendation(s):

Parks management should:

- 1) Simplify monitoring of CEF org numbers by no longer adding non-CEF monies into them through incorporating such guidance into procedures.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> The new Park Development Fund will consist of 11 new orgs--one for each area development zone. The procedure for accounting for CEF/Park Development fees will note that only Park Development Fees are to be assigned to any of the 11 orgs.</p> <p>Parks will work with the Finance Department to establish a budget line item that is dedicated to the receipt of donations or other special revenue.</p>		

- 2) Expeditiously, spend CEF money to ensure UDC time constraints are complied with.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> In accordance with the new UDC, a CEF budget must be developed annually as a part of the operating budget development process. Therefore, the aging of funds will be better managed and it is expected that annual revenue will be put into production in no longer than one year of receipt.</p>		

E. Other Matters – Park Inventory Management

Condition: We found the park inventory list includes parks identified as enclosed within school properties, undeveloped for long periods of time, and unnamed.

Enclosed within school properties

Maple Hills and Edgewood Parks are identified as two parks fenced within schools in Tuloso-Midway and Corpus Christi Independent School Districts, respectfully.

Undeveloped parks

Nine parks, listed in Exhibit 7, are identified as undeveloped and have been so for a significant amount of time.

Exhibit 7 – Undeveloped Parks on Park Inventory List (9)

Table 6: Undeveloped Parks		
Park Name	District	Date Established
Cabra	1	02/05/88
Castle River	1	12/07/78
Cenizo	1	06/28/83
Country Club Estates	1	10/15/65
Ennis Joslin	2	08/14/39
First Colony	OCL	02/15/79
Forest Park	1	10/06/76
Kosar	2	09/21/37
Northwest	1	07/11/86

Unnamed Park

Terra Mar Hike and Bike Trail at 8004 N. Oso Parkway is listed as “Park Property X” at 3142 N Oso Parkway. The original address had been changed to conform to the City’s 911 addressing policy, but Parks was not aware of this occurring.

Cause: We do not know the circumstances that resulted in City property to be fenced in with school properties. Considering the establishment dates, it is unknown why the nine parks identified as undeveloped remain to be so.

Effect: When parks are enclosed within school grounds, they are no longer public open spaces and publicly accessible as intended to be. Undeveloped park spaces going underutilized leads to an environment when their useful life could be exhausted and require a need to be repurposed or decommissioned.

Recommendation(s):

Parks Management should:

- 1) Examine the circumstances surrounding park property identified as enclosed within school boundaries. Determine what the intended use will be and remedy the issue surrounding restricted access. All final decisions should be communicated with the respective school districts. City property should remain in the City’s possession until formerly transferred. Any use by outside organizations should be documented in formal agreements.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Robert Dodd Director of Parks and Recreation	09/30/23
<i>Action Plan:</i> Parks Director, Robert Dodd, is in discussion with Tulooso Midway ISD and Corpus Christi ISD. The Department will explore options, including the possibility of formal agreements.		

- 2) Include in the Parks Master Plan or develop a strategic plan on how to address undeveloped and underutilized parks. This plan should include time limits for how long a park can remain undeveloped or unutilized without a defined future intended use. Undeveloped parks should not sit undeveloped for an extended period without a defined use.

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Kevin Johnson Assistant Director of Operations	01/31/23
<i>Action Plan:</i> The current Parks Master Plan contains a list of undeveloped/underutilized parks. The Department will conduct an annual assessment to determine the future intended use of such parks and determine time limits for how long a park can remain without a defined use. Some of the parks outlined in the audit as undeveloped/underutilized parks are in a flood zone, sit on an easement, or are on "hold" for the Harbor Bridge project.		

- 3) Ensure the park inventory list is always updated. At minimum, on an annual basis, the park inventory list should be reviewed and updated to ensure all information, such as park names and amenities, reflect current activities. This update should include review and approval by Park management through signatures

Management's Response:

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Jesse Balderaz Parks Superintendent	09/30/23
<i>Action Plan:</i> All park locations have been loaded into Maximo. The Department is now in the process of updating the locations to include park amenities. At the end of each fiscal year, the Department will review and update the list, which will include a review/approved signature line for the Assistant Director of Operations.		

Appendix A – Audit Scope, Methodology, and Staffing

This audit scope included a review of Parks and Recreation’s utilization of Community Enrichment Fees (CEF) and their compliance with the Unified Development Code (UDC). The scope included a review of CEF expenditures during the five-year period of October 1, 2016 – September 30, 2021.

Our methodology included tracing expenditures of park improvements that benefited from CEF to their corresponding subdivision plat that funded the project. We performed a walkthrough of Park’s process of recording CEF contributions to the financial system through assigning organization numbers to CEF monies based on subdivision plats and GIS data from the Ensemble System.

We compiled and examined new subdivision documents to include plat approval letters, plats, and fees paid within Park’s records. Where those records fell short, we obtained, where available, missing records from Infor Financials (current financial system), PeopleSoft archive (legacy financial system), emails from former Park employees, and Nueces County Clerk records.

Detail analysis over CEF records was performed to gain sufficient understanding over controls designed to monitor utilization of CEF monies in accordance with the UDC. We did not perform an analysis over Parks’ calculations over community enrichment fees. However, where deviation from UDC was apparent, we did review for compliance.

For the audit scope, we identified 919 journal entries totaling \$6,202,485 in expenditures from Fund 4720, Community Enrichment Fund, that funded park projects. We randomly selected 190 (\$1,128,297) unique entries and reduced them to 89 (\$850,149) for testing after consideration was made for 74 adjusting journal entries (net \$1,828) and 27 unrestricted use monies (\$276,320).

For each expenditure organization number in our scope, we identified the corresponding revenue account numbers to review. This resulted in 1,006 (\$7,002,191) revenue journal entries. We expanded the audit scope to FY2010 for CEF contributions as multiple years pass before CEF contributions are spent on park projects.

After consideration for non-CEF (ex. donations, insurance claim) contributions, we judgmentally selected 132 (\$1,922,706) revenue journal entries to test.

During the course of this audit, the City management implemented fundamental changes to the CEF program by amending the Unified Development Code. These changes addressed many of the causes to audit findings and were considered in the development of the audit program.

We did not perform general or application control tests on the financial system; instead, we performed direct tests on the financial data. Where available, financial data utilized

was audited by external auditors. We do not believe our lack of testing system controls affected the outcomes of this report.

Community Enrichment Fee Contribution Records

To determine if Parks’ records contained key documents to demonstrate compliance with the UDC, we examined documents retained and tested for completeness.

Authorized Use

To determine if expenditures were spent on authorize UDC park projects, we reviewed invoices and purchase orders to determine if the costs were for a park acquisition or park improvement.

Plat Review – Mileage Requirements and Accessibility Considerations

To determine if the funding CEF subdivisions were spent within required mileage constraints of the UDC, we identified the CEF subdivision whose fees funded the park project, mapped it to the park project and calculated the mileage. This same map was used to visually inspect for barriers to accessibility such as freeways and bodies of water as referenced in the UDC. The summary of these results are shown in Exhibit 8 and Appendix C.

We faced a scope limitation in conducting this test as we were only able to provide results for those expenditures for which we were able to locate the subdivision plat that funded the park project.

Exhibit 8 – Summary of Samples Impacted by Mileage and Barriers to Accessibility

Subdivision to Park Project – Mileage Review					
\$303,657	59	92%	\$ 262,759	87%	≤ 1.5 or 5 miles
	5	8%	\$ 40,898	13%	> 1.5 or 5 miles

Subdivision to Park Project – Barriers to Accessibility Review					
\$303,657	19	30%	\$100,201.93	33%	Crossed barrier(s)
	45	70%	\$203,454.93	67%	Did not cross barrier(s)

Time Constrictions

To determine if CEF funded park projects were utilized within UDC time constraints and to determine the time status of unspent CEF monies, we examined receipts for when the contribution was received and invoices for park expenditures. A summary of these results are displayed in Exhibit 9.

Exhibit 9 – UDC Timing Spending Compliance Review

Evaluation on Timely Utilization of CEF Contributions					
\$ 850,149	37	42%	282,058	34%	Spent within timeline
	9	10%	60,501	7%	Spent within timeline, majority money remaining
	33	37%	258,625	30%	Majority spent within timeline
	79	89%	\$ 601,185	71%	Subtotal - UDC Compliant
	6	7%	68,352	8%	Not spent within timeline
	4	4%	180,612	21%	Non-CEF funded project
	89	100%	\$ 850,149	100%	Total Sample

Community Enrichment Fee Calculations

To determine if correct fees were collected, we re-calculated the fees payable based on the unit count listed on *Plat Review Comments* sheets, when plat approval letters were absent, and compared it to amount paid on receipts.

Combining Community Enrichment Fees with Other Funds

To determine if other funding sources were combined within account numbers holding CEF monies, we examined journal entries and supporting documentations.

Park Inventory Management

In determining status of undeveloped parks and identifying an unnamed park, we utilized Park’s inventory list and assistance from the City’s GIS Mapping Division. To confirm if City parks are confined within school property, we used the park inventory list, maps, and Park provided photos.

In conducting our audit, we relied on the following authoritative guidelines to serve as criteria for the audit:

- Unified Development Code Section 8.3 Public Open Space
- City ordinances revising UDC language:
 - No. 0244338 – Decreased mileage radius from 3 to 1.5 miles, effective 01.16.2001
 - No. 027527 – Increased time requirements from 4 to 7 years, effective 12.11.2007
 - No. 029727 – Increased mileage radius from 1.5 to 5 miles, effective 01.22.2013

We believe this testwork provides sufficient and appropriate evidence for our audit conclusion and finding.

Staff Acknowledgement

Brianna Annas, CFE Auditor
Maps prepared by Roberto Elizalde, IT- GIS

Appendix B – Management’s Responses

September 9, 2022

Kimberly Houston
Interim City Auditor
Corpus Christi, Texas

Re: AU17-005 Phase 2A Parks & Recreation – Community Enrichment Fund

We have carefully reviewed the issues presented in the audit report referenced above, and our plans to correct the issues are described on the following pages.

We are committed to correcting the issues in the audit report by implementing the action plans in a timely fashion.


Sincerely,



Robert Dodd
Director Parks & Recreation

9/9/22

Date



Neiman Young
Assistant City Manager

9/9/22

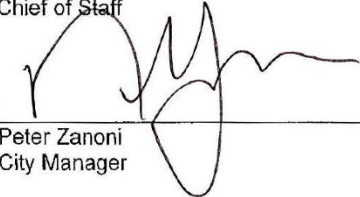
Date



Michael Rodriguez
Chief of Staff

9-9-22

Date



FOR: Peter Zanoni
City Manager

9-9-22

Date

A. Contributions to Community Enrichment Fund Records

Recommendation:

- 1) Standardize records management for CEF contributions through documented procedures. These procedures should specify what records are to be retained to enable better monitoring and application of funds. At minimum, they should include plat approval letters, subdivision maps, plat maps, receipt showing CEF fees paid, and instructions for how to account for contributions in the financial records.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<i>Action Plan:</i> A draft policy/procedure to standardize records management for CEF/Park Development Fund contributions has been completed and is under review. The policy will identify the records to be retained to include plat approval letters, subdivision maps, plat maps, and receipt of fees paid. In addition, the policy will explain how to account for the contributions.		

- 2) Procedures should be reviewed, adjusted, and approved as changes to the UDC occur.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<i>Action Plan:</i> The draft policy/procedure in #A1 above will include language that requires a review and adjustment of policy/procedure as changes to the UDC occur.		

B. UDC Compliance Review over CEF Expenditures

Recommendation:

Prior to spending CEF contributions, Parks management should:

- 1) Ensure funding plat and projected projects are thoroughly screened for UDC eligibility by developing a compliance checklist with reference to UDC sections to document adherence. The checklist should include written considerations made for barriers to accessibility.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<i>Action Plan:</i> Previous CEF expenditures in the Council approved FY23 CEF budget were verified to be in compliance with the legacy UDC's policy requirement for consideration of mileage limitations and/or barriers. Future CEF expenditures will be made in accordance with the new UDC recognized Area Development Zones versus concerns for mileage limitations and/or barriers. This method was reviewed by the Auditor's Office and approved by City Council.		

2) Include Parks management approval on the checklist though signatures

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<i>Action Plan:</i> The UDC compliance checklist for expenditures described in Response #B1 above contains a requirement for management signature approval of all CEF/Park Development Fund expenditures.		

3) Develop, test, and document a system to process and monitor utilization of CEF contributions that is sustainable with staff changes. The final process should be approved by Parks management.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<i>Action Plan:</i> The new UDC policy requires the CEF budget be included in the annual operating budget development process. This now allows for a 3-layer system of oversight to monitor the utilization of Park Development Funds. This layer includes: <ol style="list-style-type: none"> 1. Parks and Recreation senior management 2. The City Manager's Office 3. City Council This new system will ensure that institutional knowledge is not lost as a result of personnel turnover in the department.		

For Park projects whose expenditures exceeded UDC mileage requirements, Parks management should:

4) Comply with UDC mileage requirement by replenishing amounts to areas identified in this report.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree.	Kevin Johnson Assistant Director of Operations	09/30/23
<i>Action Plan:</i> Slightly over \$300K in legacy funds remain in the CEF budget line. This balance is a result of funds being collected outside of the Auditor's Office scope of work for reviewing CEF expenditures. A portion of the monies from this balance will be used to make whole the expenditures that were made outside the mileage requirements that were established in the legacy UDC. The remainder of the funding will be used to develop a subsequent spend plan that meets the legacy UDC's requirements and is reviewed by the Auditor's Office.		

5) Obtain retroactive City Council approval if management elects to leave the UDC deviation in place.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
N/A		

<p><i>Action Plan:</i> See Response #B4.</p>

C. Community Enrichment Fee Calculations

Recommendation:

To ensure correct UDC Public Open Space fees are assessed and collected from developers, Parks Management should:

- 1) Require all fees be reviewed and approved by Parks management.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Kevin Johnson Assistant Director of Operations	01/31/23
<p><i>Action Plan:</i> As part of its records management, the Department will develop a Fee Calculation Sheet that includes a review/approved management signature line.</p>		

- 2) When different amounts are accepted or deviate from what is presented on Plat Review Comments Sheet and is allowable under the UDC, retain and archive documentation showing the alternative amount and methodology used to arrive at it.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Kevin Johnson Assistant Director of Operations	01/31/23
<p><i>Action Plan:</i> The Fee Calculation Sheet outlined in #C1 above will contain a column for "alternative amount," and will describe the methodology used for the amount. Additionally, the reduction to 11 new orgs will simplify the process of monitoring and documenting.</p>		

D. Community Enrichment Fees and Other Funds

Recommendation:

Parks management should:

- 1) Simplify monitoring of CEF org numbers by no longer adding non-CEF monies into them through incorporating such guidance into procedures.

<i>Agree/Disagree</i>	<i>Responsible Party, Title</i>	<i>Completion Date</i>
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<p><i>Action Plan:</i> The new Park Development Fund will consist of 11 new orgs--one for each area development zone. The procedure for accounting for CEF/Park Development fees will note that only Park Development Fees are to be assigned to any of the 11 orgs.</p> <p>Parks will work with the Finance Department to establish a budget line item that is dedicated to the receipt of donations or other special revenue.</p>		

- 2) Expeditiously, spend CEF money to ensure UDC time constraints are complied with.

Agree/Disagree	Responsible Party, Title	Completion Date
Agree	Joanna Moreno Finance & Resource Superintendent	01/31/23
<i>Action Plan:</i> In accordance with the new UDC, a CEF budget must be developed annually as a part of the operating budget development process. Therefore, the aging of funds will be better managed and it is expected that annual revenue will be put into production in no longer than one year of receipt.		

E. Other Matters -- Park Inventory Management (Utilization and Naming)

Recommendation:

Parks Management should:

- 1) Examine the circumstances surrounding park property identified as enclosed within school boundaries. Determine what the intended use will be and remedy the issue surrounding restricted access. All final decisions should be communicated with the respective school districts. City property should remain in the City's possession until formerly transferred. Any use by outside organizations should be documented in formal agreements.

Agree/Disagree	Responsible Party, Title	Completion Date
Agree	Robert Dodd Director of Parks and Recreation	09/30/23
<i>Action Plan:</i> Parks Director, Robert Dodd, is in discussion with Tuloso Midway ISD and Corpus Christi ISD. The Department will explore options, including the possibility of formal agreements.		

- 2) Include in the Parks Master Plan or develop a strategic plan on how to address undeveloped and underutilized parks. This plan should include time limits for how long a park can remain undeveloped or unutilized without a defined future intended use. Undeveloped parks should not sit undeveloped for an extended period without a defined use.

Agree/Disagree	Responsible Party, Title	Completion Date
Agree	Kevin Johnson Assistant Director of Operations	01/31/23
<i>Action Plan:</i> The current Parks Master Plan contains a list of undeveloped/underutilized parks. The Department will conduct an annual assessment to determine the future intended use of such parks and determine time limits for how long a park can remain without a defined use. Some of the parks outlined in the audit as undeveloped/underutilized parks are in a flood zone, sit on an easement, or are on "hold" for the Harbor Bridge project.		

- 3) Ensure the park inventory list is always updated. At minimum, on an annual basis, the park inventory list should be reviewed and updated to ensure all information, such as park names and amenities, reflect current activities. This update should include review and approval by Park management through signatures.

Agree/Disagree	Responsible Party, Title	Completion Date
Agree	Jesse Balderaz Parks Superintendent	09/30/23

Action Plan:
All park locations have been loaded into Maximo. The Department is now in the process of updating the locations to include park amenities. At the end of each fiscal year, the Department will review and update the list, which will include a review/approved signature line for the Assistant Director of Operations.

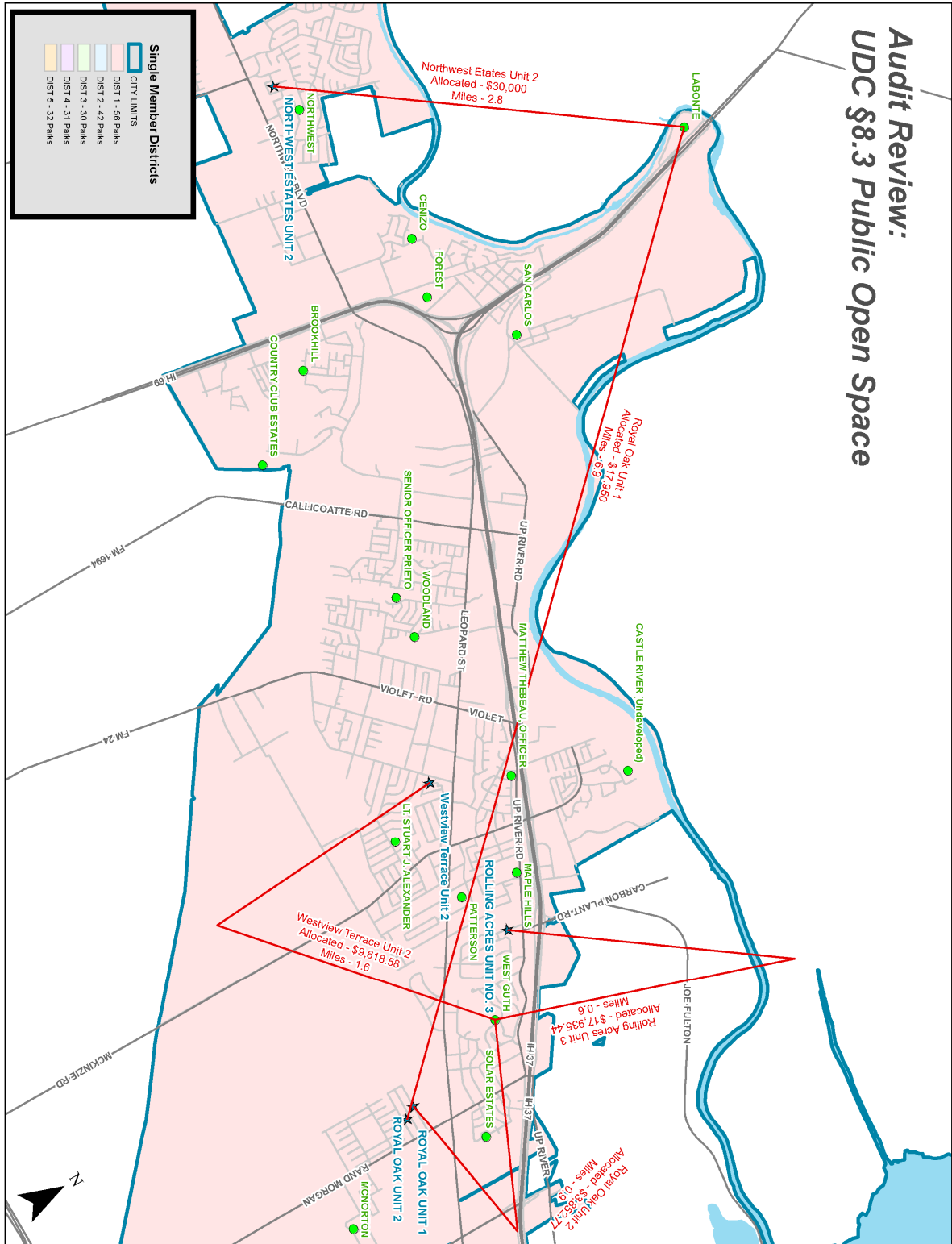
Appendix C – UDC §8.3 Expenditure Compliance Review

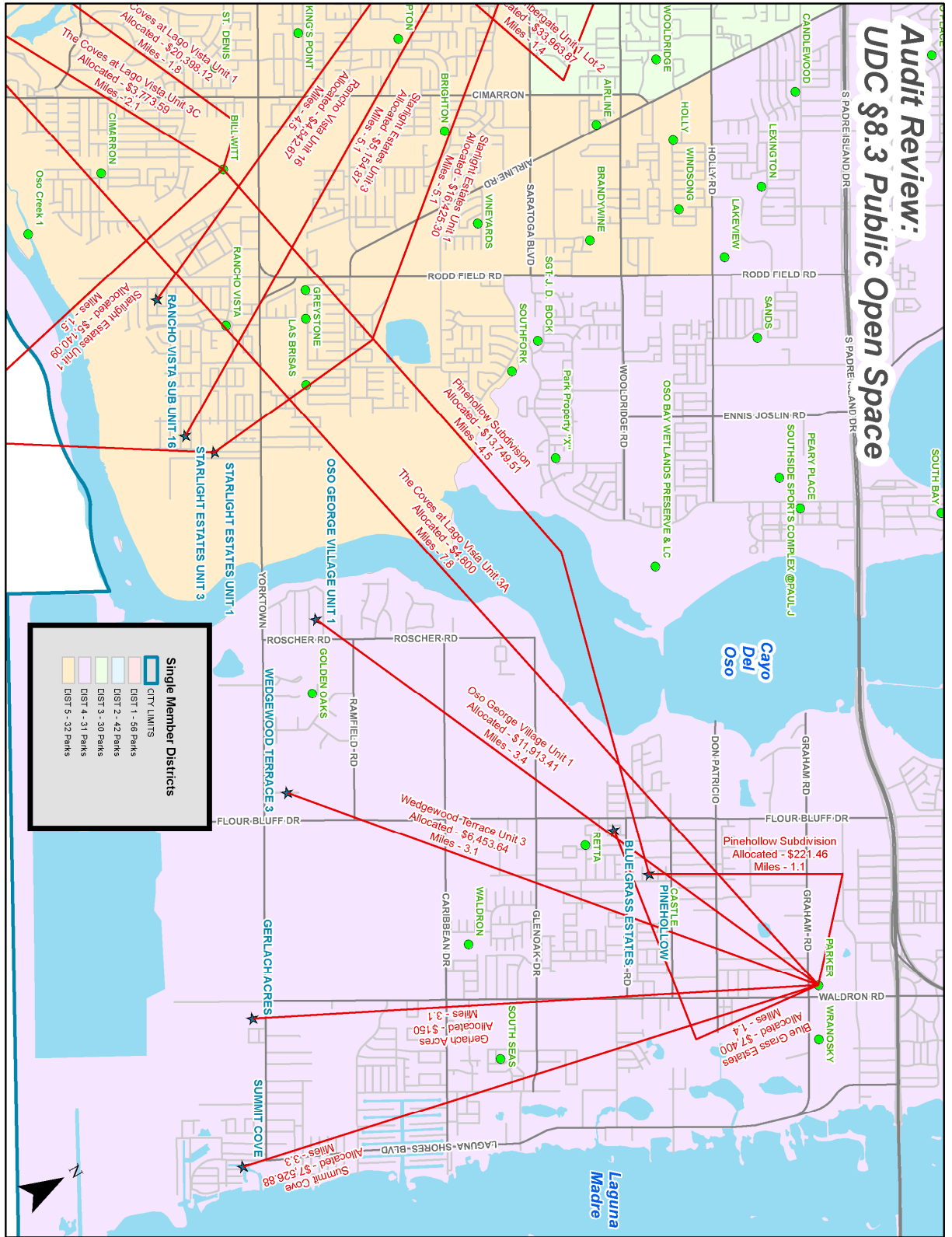
Table 7: UDC §8.3 Expenditure Compliance Review

Park Name	CEF Revenue Source	Amount	Time	Mileage	Barrier(s)
Bill Witt	The Coves at Lago Vista Unit 1	20,398.12	N	1.8	2
	The Coves at Lago Vista Unit 3C	3,773.59	Y	2.1	2
	Starlight Estates Unit 1*	5,140.09	Y	1.5	
	Pinehollow Subdivision*	852.00	Y		
	Pinehollow Subdivision*	1,370.47	Y		
	Pinehollow Subdivision*	1,173.52	Y	4.5	1
	Pinehollow Subdivision*	701.01	Y		
	Pinehollow Subdivision*	6,123.58	Y		
Cole	Pinehollow Subdivision*	3,528.93	Y		
	Southend Addition, Blk 5 Lot 2C	623.20		1.1	
	Brennan Addition	625.00	Y	1.9	1
	Steeles Addition Block 11, Lot 33R	377.05		2.2	1
	Bellavida Place, Blk 4	625.00		1.1	1
	Bessar Park, Blk 3	625.00		0.4	
	Bancroft Dodge Farm Lot 1A	625.00	Y	3.5	
	Del Mar - Blk 34	625.00		0.7	1
	Mahan Acres, Blk 3	1,250.00	Y	2.9	
Mahan Acres, Blk 6	1,250.00		2.9		
Labonte	Northwest Estates Unit 2	30,000.00	Y	2.8	1
	Royal Oak Unit 1*	17,950.00		6.9	2
Lindale	Bluff Estates, Lot 12D	625.00	Y	3.1	
	Alexa Addition, Blk 1	46,181.05	Y	2.6	
Middlecoff	Summer Wind Village Phase VI*	566.41	Y	1.4	
	Summer Wind Village Phase VI*	614.03	Y		
Parker	Blue Grass Estates	3,795.76	N		
	Blue Grass Estates	3,443.13	N	1.4	
	Blue Grass Estates*	161.11	Y		
	Pinehollow Subdivision*	221.46		1.1	
	The Coves at Lago Vista Unit 3A**	701.04	N	7.8	2
	The Coves at Lago Vista Unit 3A**	4,098.96	N		
	Oso George Village Unit 1**	5,933.29	N		
	Oso George Village Unit 1**	5,382.11	N	3.4	
	Oso George Village Unit 1**	598.01	N		
	Gerlach Acres	78.59	Y		
	Gerlach Acres	71.29	Y	3.1	
	Gerlach Acres	0.12	Y		
	Summit Cove	3,866.48	Y		
	Summit Cove	3,507.29	Y	3.3	1
	Summit Cove	153.11	Y		
Wedgewood Terrace Unit 3	3,308.52	Y			
Wedgewood Terrace Unit 3	3,001.15	Y	3.1		
Wedgewood Terrace Unit 3	143.97	Y			
Salinas	West Park Addition Lots 3A & 3B	5,143.22	Y	3.3	
Schanen	Starlight Estates Unit 1*	2,969.81	Y		
	Starlight Estates Unit 1*	2,969.81	Y		
	Starlight Estates Unit 1*	1,878.97	Y		
	Starlight Estates Unit 1*	1,878.96	Y	5.1	
	Starlight Estates Unit 1*	1,878.97	Y		
	Starlight Estates Unit 1*	2,969.81	Y		
	Starlight Estates Unit 1*	1,878.97	Y		
	Rancho Vista Unit 16	2,969.81	Y	4.5	
	Rancho Vista Unit 16	1,572.86	Y		
	Starlight Estates Unit 3*	306.10	Y		
	Starlight Estates Unit 3*	1,878.96	Y	5.1	
	Starlight Estates Unit 3*	2,969.81	Y		
St Andrews	Village at Timbergate Unit 1 Lot 2**	33,963.87	N	1.4	
	Country Club Estates Unit 19**	4,000.00	N	1.1	
	Country Club Estates Unit 20**	5,549.93	N	1.8	
Sugar	Kitty Hawk Unit II	376.78	N	2.2	1
West Guth	Westview Terrace Unit 2*	9,618.58		1.6	
	Rolling Acres Unit 3*	17,935.44	Y	0.6	
West Haven	Royal Oak Unit 2*	3,852.77		0.9	
	West Park Addition Lots 3A & 3B	13,004.99	Y	3.2	
Total		\$ 303,656.86			

* Majority spent within timeline
 ** Spent within timeline but majority of money remains

Appendix D – UDC §8.3 Mileage Compliance Review Maps





Appendix E – FY2021 CEF Plat Funding by Audit Sample

Table 8: FY2021 CEF Plat Funding Review Audit Sample⁷

Org #	Account #	Account Description	Funding Plat	Receipt Date	Amount (\$)
21316	261091	South End Addition	Southend Addition, Blk 5 Lot 2C	03/15/17	248
			Brennan Addition, Block 4, Lots 6A, 7A and 8A	04/02/19	625
			Steeles Addition Block 11, Lot 33R	09/16/19	625
			Brennan Addition, Block 4, Lots 6A, 7A and 8A	04/14/20	625
			Geistman Track, Block 1, Lot 21RR	03/11/20	625
21319	263063	The Coves At Lago Vista	The Coves at Lago Vista - Unit 3C	06/04/19	0.16
21323	261089	Bayfront Pk/Furman Addition	Meadow Park Addition, Block 22, Lot 5R	05/17/19	625
			Del Mar, Block 3, Lot 7AR	05/17/19	625
			Bessar Park, Block 6, Lot 6R	06/05/19	1,250
			Steele's Addition - Block 12	06/11/19	625
21334	261006	Brookdale Park	Alexa Addition, Block 1, Lot 1	08/12/19	6,631
			Aberdeen Shores, Block 4, Lot 4R	06/17/20	625
			Village at McArdle Subdivision, Lot 7B	10/11/21	25,625
21336	261007	Cole Park	Lexington Estates, Block 4, Lot 21R	06/08/20	625
			Avanti Legacy Bayside, Block 1, Lot 1	10/11/21	18,750
			Fish Pond at Bay Terrace, Block 1, Lot 1	10/11/21	35,000
			Avanti Legacy at South Bluff, Doddridge Track, Block 1	10/15/21	13,125
21374	263103	Crossgate Linear Park	Ranch Lake Unit 2	05/25/17	5,000
			Kings Crossing Unit 21	08/21/17	3,450
			Village at Henderson, Lot 2, Block 2	05/11/18	27,500
21383	261046	Cano Place Unit 2	Saratoga Downs, Unit 3	10/13/20	11,804
			Village at Greenwood, Block 2	11/04/20	18,750
			Village at Greenwood, Block 2	11/04/20	2,808
			Saenz Family Tract, Block 1	10/29/19	625
			Serrata Family Tract, Block 1	02/14/20	625
21406	263134	5 Port Aransas Cliff	South Shore Courtyards	05/02/19	7,500
21418	261081	Purdue Road	Pinehollow Subdivision	03/05/14	6,829
			Flour Bluff Gardens, Block 7	01/25/19	625
			Four Heights, Block 1	05/20/19	625
21421	263050	Royal Creek	Starlight Estates, Unit 1	06/08/18	2,585
			Starlight Estates, Unit 2	09/07/18	14,000
			Oliver Estates, Unit 1	05/06/19	13,320
21424	263054	Shoreline Oaks Subdivision	Oak Terrace, Unit 1, Block 2, Lot 7	09/03/18	625
21429	261141	Collier Park	Champion Addition No. 2, Lot 4A and Lot 4B	10/15/20	1,250
21620	263090	5 Rancho Vista	Starlight Estates, Unit 3	05/02/19	13,925
			Riverbend Subdivision, Unit 1	08/09/19	41,250
			Azali Estates, Unit 1	04/12/21	25,040
			Starlight Estates, Unit 5	01/29/21	30,100
21624	261124	Northwest Estates	Royal Oak, Unit 1	03/21/18	821
21627	261127	Maples Hill	Royal Oak, Unit 2	03/15/19	17,641
			Willowood, Unit 8	03/18/19	4,185
			Maple Hills, Unit 7, Phase 2	07/23/19	7,770
21632	263123	5 Village at Timbergate	Village at Timbergate, Unit 1, Lot 2	2015	58,718
21634	261134	Summer Wind Village Ph 1	Summer Wind Village, Phase VI	2013	2
21674	263097	5 Buena Vista/LagVlg/TrpEst	Tropic Estates, Unit 3	01/25/16	8,157
			Laguna Vista Shores, Block 9, Lot 1AR	05/27/20	625
21675	263074	5 Don Patricio	Gateway Park, Block 4, Lot 2A	01/25/18	625
21677	263076	5 George Village	Oso George Village, Unit 1	06/16/14	10,587
			Oso George Village, Unit 2	05/17/18	21,406
21685	263111	5 Country Club Estates	Country Club Estates, Unit 20	12/11/17	29,618
21689	263135	5 Salida del Sol	Salida Del Sol, Unit 1	2015	3,833
21708	263044	5 Kitty Hawk/Kitty Hawk	Swan Village, Phase 1	09/29/20	35,665
Audit Sample Total					\$ 534,144

⁷ Source: FY2021 Fund 4720 Unaudited Reports from Infor Financial System. Table 7 and 8 total to \$2,129,272

Table 9: FY2021 CEF Funding Plat Review Less Audit Sample⁷

Org #	Account #	Account Description	Amount (\$)
21313	263101	5 Barcelona Estates	10,694
21365	263115	5 Barclay Grove Park	15,254
21382	261045	5 Bordeaux	40,636
21683	263109	5 Boulevard Acres	0.36
21387	261050	5 Brighton Village Unit 8B	1,500
21674	263097	5 Buena Vista/LagVlg/TrpEst	19,624
21374	263103	5 Crossgate Linear Park	32,539
21675	263074	5 Don Patricio	21,126
21459	263088	5 Edgewater	2,500
21697	263131	5 George Estates	43,892
21671	263095	5 Glen Arbor	23,223
21456	261108	5 Manhattan Estates	298,500
21623	261123	5 Morton Tract	3,750
21386	261049	5 Northwest Crossing Unit 1	17,845
21690	263122	5 Oliver's Estate Unit 3	8,746
21620	263090	5 Rancho Vista	17,550
21687	263113	5 Reta Place	6,620
21698	263132	5 Sandy Creek	110,139
21318	263119	5 Tyler Subdivision	2,500
21702	263120	5 Waldron Park	5,347
21696	263129	5 Willowood Creek	7,300
21323	261089	Bayfront Pk/Furman Addition	83,074
21432	263064	Bayview/Gates/Meldo	1,875
21455	261107	Bella Vista	40,223
21367	261029	Cimmarron/Riverbend/HeritageCr	143,895
21336	261007	Cole Park	285
21405	261068	Cornerstone Unit 1	7,036
21662	261111	Diamante/Grange	27,965
21431	261105	Flour Bluff Estates	4,249
21302	261094	Foxwood	641
21371	263116	Gateway Park FB	61,236
21453	261103	Glenoak Estates, Blk 1, L 1-10	25,283
21379	261042	Hazel Bazemore Estates	4,591
21636	261136	Highway Village Sec 2 Blk8 3AB	41,585
21430	261104	Island Park Estates	52,150
21396	261059	Joya Del Mar Townhomes	625
21404	261067	Kings Garden	21,616
21330	261002	Koolside Park	625
21398	261061	Labonte Park	23,156
21312	263052	Longoria Tracts	300
21638	261138	Meadow Park Addition	625
21331	261003	Middlecoff Park	3,803
21457	263071	Mustang Island	143,933
21661	261110	North Ridge	6,551
21633	261133	River Crossings	278
21622	261122	Riverside Acres	1,054
21664	261113	Riverview Tracts	31,250
21617	261117	San Cristobal @ Terra Mar	6,910
21424	263054	Shoreline Oaks Subdivision	11,530
21384	261047	Spring Estates, Unit 1	1,126
21433	261139	Sunrise Shores	2,160
21528	261085	Terra Mar/Oso View	55,115
21663	261112	The Lakes Northwest	6,255
21327	263067	Tuscan Place Subdivision Un 1	10,356
21669	261143	Wood Oaks	42,673
21366	261028	Wood River	41,813
Unaudited Total			\$ 1,595,128
Grand Total			\$ 2,129,272

Appendix F – FY2021 CEF Balance by Council District⁷

Table 10: FY2021 CEF Ending Balance Review by Council Districts⁷

District 1		
Org #	Name	Amount (\$)
21633	River Crossings	278.00
21669	Wood Oaks	42,672.78
21622	Riverside Acres	1,053.56
21366	Wood River	41,813.39
21663	The Lakes Northwest	6,255.00
21384	Spring Estates, Unit 1	1,125.73
21379	Hazel Bazemore Estates	4,591.20
21398	Labonte Park	23,156.08
21627	Willowood, Unit 8	4,185.00
21696	5 Willowood Creek	7,300.00
21664	Riverview Tracts	31,250.00
21661	North Ridge	6,550.85
21627	Maple Hills, Unit 7, Phase 2	7,770.00
21636	Highway Village, Sec 2, Blk 8, 3AB	41,584.68
21624	Royal Oak, Unit 1	821.43
21627	Royal Oak, Unit 2	17,641.33
21386	5 Northwest Crossing, Unit 1	17,844.86
21316	Geistmen Track, Blk 1, Lot 21RR	625.00
21323	Meadow Park Addition, Block 22, Lot 5 R	625.00
21638	Meadow Park Addition	625.00
21316	Steeles Addition, Blk 11, Lot 33R	625.00
21323	Steeles Addition, Blk 12	625.00
21336	Avanti Legacy at South Bluff Doddridge Track, Blk 1	13,125.00
21316	Brennan Addition	1,250.00
21316	Southend Addition, Blk 5, Lot 2C	247.95
21336	Fish Pond at Bay Bay Terrace, Blk 1, Lot 1	35,000.00
21330	Koolside Park	625.01
21327	Tuscan Place Subdivision, Unit 1	10,356.00
	<i>Subtotal CEF with Plats</i>	319,622.85
21323	Bayfront PK/Furman Addition	83,074.30
	<i>Subtotal Non-CEF Revenue</i>	83,074.30
	District 1 Funding	\$ 402,697.15

District 2		
Org #	Name	Amount (\$)
21323	Del Mar Blk 3, Lot 7 AR	625.00
21323	Bessar Park, Blk 6, Lot 6R	1,250.00
21429	Champion Addition No. 2, Lot 4A, Lot 4B	1,250.00
21432	Bayview/Gates/Meldo	1,875.00
21406	South Shore Courtyards	7,500.00
21334	Alexa Addition, Blk1, Lot 4R	6,631.45
21334	Aberdeen Shores, Blk 4, Lot 4R	625.00
21334	Village at McArdle Subdivision, Lot 7B	25,625.00
21459	5 Edgewater	2,500.00
	<i>Subtotal CEF with Plats</i>	47,881.45
21336	Cole Park	
	<i>Subtotal Non-CEF Revenue</i>	285.42
District 2 Funding		\$ 48,166.87

District 3		
Org #	Name	Amount (\$)
21312	Longoria Tracts	300.00
21383	Village at Greenwood, Blk 2	21,558.00
21383	Saratoga Downs, Unit 3	11,804.12
21336	Lexington Estates, Blk 4, Lot 21R	625.00
21683	5 Boulevard Acres	0.36
21313	5 Barcelona Estates	10,694.49
21671	5 Glen Arbor	23,222.91
21383	Saenz Family Tract, Block 1	625.00
21383	Serrata Family Tract, Block 1	625.00
District 3 Funding		\$ 69,454.88

District 4		
Org #	Name	Amount (\$)
21318	5 Tyler Subdivision	2,500.00
21674	Laguna Vista Shores, BLk9 Lot 1AR	625.00
21677	Oso George Village, Unit 1	10,586.59
21677	Oso George Village, Unit 2	21,406.27
21674	Tropic Estates, Unit 3	8,156.50
21702	5 Waldron Park	5,346.68
21453	Glenoak Estates, Blk 1, L 1-10	25,282.96
21418	Four Heights, Blk 1	625.00
21418	Pinehollow Subdivision	6,829.03
21418	Flour Bluff Gardens, Blk 7	625.00
21405	Cornerstone, Unit 1	7,036.14
21623	5 Morton Tract	3,750.00
21424	Oak Terrace, Unit 1, Blk 2, Lot 7	625.00
21371	Gateway Park FB	61,236.04
21675	Gateway Park , Blk 4, Lot 2A	625.00
21431	Flour Bluff Estates	4,249.40
21617	San Cristobal @ Terra Mar	6,909.69
21528	Terra Mar/Oso View	55,115.21
21689	Salida Del Sol, Unit 1	3,832.95
21697	5 George Estates	43,891.74
21457	Mustang Island	143,932.65
21433	Sunrise Shores	2,160.00
21455	Bella Vista	40,223.00
21430	Island Park Estates	52,150.00
21396	Joya Del Mar Townhomes	625.00
21698	5 Sandy Creek	110,139.28
	<i>Subtotal CEF with Plats</i>	618,484.13
21674	5 Buena Vista/Lag Vlg/ TrpEst	19,624.44
21687	5 Reta Place	6,620.28
21424	Shoreline Oaks Subdivision	11,530.36
21675	5 Don Patricio	21,126.00
	<i>Subtotal Unidentified Plats</i>	58,901.08
District 4 Funding		\$ 677,385.21

District 5		
Org #	Name	Amount (\$)
21319	The Coves at Lago Vista	0.16
21374	Kings Crossing Unit 21	3,450.00
21404	Kings Garden	21,615.63
21367	Cimmaron/Riverbend/Heritage CR	143,895.09
21421	Oliver Estates, Unit 1	13,320.00
21421	Starlight Estates, Unit 1	2,584.61
21421	Starlight Estates, Unit 2	14,000.00
21620	Starlight Estates, Unit 3	13,925.28
21620	Starlight Estates, Unit 5	30,100.00
21620	Riverbend Subdivision, Unit 1	41,250.00
21620	Azali Estates, Unit 1	25,040.10
21620	5 Rancho Vista	17,550.00
21662	Diamante/ Grange	27,965.49
21456	5 Manhattan Estates	298,500.20
21382	5 Bordeaux	40,635.58
21690	5 Oliver Estates	8,746.03
21365	5 Barclay Grove Park	15,253.59
21632	Village at Timbergate , Unit 1, Lot 2	58,717.98
21336	Avanti Legacy Bayside, Blk1, Lot 1	18,750.00
21374	Village at Henderson, Lot 2, Blk 2	27,500.00
21331	Middlecoff Park	3,803.44
21302	Foxwood	641.01
21685	Country Club Estates	29,617.56
21634	Summer Wind Village, Phase VI	2.16
21374	Ranch Lake	5,000.00
21708	5 Kitty Hawk/Kitty Hawk (Swan Village, Phase 1)	35,665.31
	<i>Subtotal CEF with Plats</i>	897,529.22
21374	5 Crossgate Linear Park	32,538.97
21387	5 Brighton Village, Unit 8B	1,499.54
	<i>Subtotal Unidentified Plats</i>	34,038.51
District 5 Funding		\$ 931,567.73
Grand Total Funding		\$ 2,129,271.84

Appendix G – FY2021 CEF Ending Balance Maps

