

Memorandum



CITY OF DALLAS

DATE: October 22, 2004

TO: Honorable Mayor and Members of the City Council

SUBJECT: Follow-up report on the City's management of the Reforestation Fund; Case #22020

We conducted this follow-up audit under the authority of Chapter IX of the City Charter and according to applicable government auditing standards. We included tests of records and reviews of program guidelines and procedures that we considered necessary in the circumstances. Our objective was to determine whether management had implemented the audit's recommendations or taken other acceptable actions to remedy the control weaknesses identified in the original audit report.

In March 2003, after investigating allegations of problems with the management of the Reforestation Fund and enforcement of the landscape ordinance, we issued a report to the director of Planning and Development, now a division of the Department of Development Services (DDS).

The original report contained four findings with four recommendations. Management has implemented all of them.

- 1. Monies designated for the reforestation fund are difficult to track and receipts related to fund deposits have been lost.** *We recommended that the Director of DDS use pre-numbered receipts for all landscape permit payments (Implemented).*
- 2. Records did not show that all of the permit payments related to tree mitigation were actually deposited into the reforestation fund.** *We recommended that steps be taken to ensure the monies intended for the fund be deposited into it by using a separate receipt book or modifying the cash register to clearly indicate the purpose of the monies; and to periodically reconcile the cash register receipts to the deposits (Implemented).*

3. **Some landscape permits were not being tracked throughout the terms of their projects; and some were withdrawn, cancelled, or expired without the arborists' knowledge.** *We recommended that management ensure that permit database records contain a complete and accurate project history to facilitate process tracking (Implemented).*

4. **The Chief Arborist was not receiving confirmation of receipt and use of trees purchased by the fund for planting by Park and Recreation (PKR).** *We recommended that the Chief Arborist request from PKR a periodic report noting the number of trees purchased from the fund that were received and planted (Implemented).*

We appreciate management's cooperation in this follow up. If you have any questions, please call me at 670-3223.

Paul Garner

Paul Garner
Assistant City Auditor

c: Theresa O'Donnell, Director of Development Services