



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 4

Agenda Date: September 10, 2024

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU24-029 Audit of Parks and Recreation Department Outdoor Equipment Maintenance.

SUMMARY:

To determine if outdoor recreational equipment is regularly inspected and maintained.

BACKGROUND INFORMATION:

Background

Parks is responsible for inspecting and maintaining outdoor recreational equipment which consists of playgrounds, exercise equipment, and skate parks. There are a total of 225 locations with outdoor recreational equipment subject to Low-Frequency and High-Frequency equipment inspections and maintenance by Parks.

Low-Frequency inspections are performed on an annual basis by a certified inspector to ensure

safe and acceptable conditions of outdoor recreational equipment in accordance with U.S. Consumer Product Safety Commission (CPSC) standards. High-Frequency inspections, although not required, serve as an added measure and are performed monthly to proactively identify maintenance needs.

If a maintenance need is identified and the inspector cannot perform immediate repairs (e.g., tightening a loose bolt), the inspector will submit a work order request. A work order is then created in SAP and assigned to the appropriate trades' worker. Maintenance over outdoor recreational equipment is completed in alignment with the applicable service level agreements. However, if a safety hazard (e.g., a broken slide) is identified and maintenance cannot be performed immediately, the equipment is taped off and/or physically removed from service to prevent use. Once maintenance is performed, a supervisor approves the work order, and it is closed out in SAP.

Scope & Methodology

The audit scope was from October 2021 through March 2024. The scope included inspections and maintenance, parts ordering, inventory, injury claims, and warehouse security.

Conclusions

Parks is regularly inspecting and maintaining outdoor recreational equipment. All applicable outdoor recreational equipment locations received a low frequency inspection by a certified inspector during FY 2023. Additionally, we confirmed Parks has a complete and accurate equipment listing and has a process in place to identify new equipment. Further, we confirmed equipment is appropriately secured and maintained when a maintenance need is identified. Lastly, we confirmed closed work orders are adequately documented and approved.

However, improvements could be made as it pertains to the inspection documentation, work orders, and badge access to Park facilities. We made recommendations to improve these areas. Management agreed with the recommendations and developed positive corrective action plans.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of the audit report.

