



**COMPLIANCE AUDIT OF THE
FACILITIES & PARKS'
COMMUNITY CENTERS**

**FOR THE PERIOD OF
JULY 1 - 26, 2024**

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**Compliance Audit of the Facilities & Parks’
Community Centers
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July 26, 2024

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Cc: County Manager
Facilities & Parks Director
Internal Audit Advisory Committee

Doña Ana County Internal Audit Activity
845 N. Motel Blvd
Las Cruces, N.M. 88007

County Manager

EXECUTIVE SUMMARY

The Facilities & Parks Department is comprised of building attendants, grounds maintenance staff, facility maintenance staff, vector-control technicians and an administrative office staff. These employees maintain all county buildings, parks, ballparks and community centers including the Southern New Mexico State Fairgrounds and Rodeo, which is owned by Doña Ana County. The department oversees major and minor remodeling of all county buildings, as well as building maintenance and services for the Doña Ana County Extension Services, the Third Judicial District Court, the Santa Teresa Airport and the Doña Ana County Public Health Building. Janitorial services for county buildings are conducted each day by the building-attendant personnel. The Facilities & Parks Department is also responsible for all county-building utilities, including electricity, propane, natural gas, water, sewer and sanitation. More details about the department can be found by accessing the following link: [Facilities & Parks | Doña Ana County, NM \(donaanacounty.org\)](https://www.donaanacounty.org/Facilities%20&%20Parks)

This audit focused on known outstanding compliance issues from prior audits. The internal auditor visited Doña Ana County's 15 Community Centers (formerly referred to as Community Resource Centers – CRCs), reviewing the status of former safety, security, and inventory accountability concerns. While no High-level risks were noted, the more serious deficiencies were as follows:

- 1) An incomplete accountability for inventory, and
- 2) A lack of security at certain locations (See Management Letter of Audit Observations).

The audit found that advertisement on Community Center marquees had improved, along with keycard entry into multiple locations. The audit occurred during the very volatile time (June/July 2024) of the implementation/launch of a new county-wide, comprehensive software system – *Workday*. While this implementation caused a delay in initializing the audit, management was very responsive and cooperative during the audit process. The audit notes that since prior audits, Facilities & Parks has brought on new leadership, who may be receiving a first-time account of the discrepancies listed below. For prior audit results, access the [ADDENDUM OF PRIOR AUDIT RESULTS](#).

NOTE: Since the completion of the audit, the County Manager approved a name change for the audited department. Thus, the department's name has changed from Facilities & Parks to Facilities & Services.

AUDIT SCOPE & OBJECTIVES

As this was an area within Facilities & Parks that had already undergone internal audits, this audit focused on progress made on prior findings, since the February 10, 2023, follow-up.

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Community Centers were visited with a focus on the following:

1. Inventory accountability.
2. Marquee and online marketing.
3. Signage.
4. Keycard access.
5. Advertisement of rental options.
6. Camera access and alarm systems.
7. General safety.

OPERATING & INTERNAL CONTROL RISKS

This report contains no (0) High-level risks, one (1) Moderate-level risk, and two (2) Low-level risks. This report includes the auditor's Recommendations, Management Responses, and Auditor Comments (as applicable). There is also a Management Letter of Audit Observations that accompanies this report.

DETAIL OF AUDIT FINDINGS

Risk ratings are based on professional judgment to assess the extent to which deficiencies could adversely affect the performance of systems and controls within a process. More details about the risk rating in this report can be found by accessing this link:

[Audit Risk Ratings | Doña Ana County, NM \(donaanacounty.org\)](https://donaanacounty.org/Audit-Risk-Ratings)

FINDINGS, RECOMMENDATIONS, MANAGEMENT RESPONSES, & AUDITOR COMMENTS

Based on audit objectives, the evidence obtained provides a reasonable basis for the findings, conclusions, and observations below. The following results were recorded because of observations and reviews of Community Centers, the Doña Ana County website, and tests performed. While management responses are included within this report, the audit takes no responsibility for the sufficiency of said responses, nor for the effective execution of corrective actions taken or to be taken by management.

NOTE: Manager Responses below are written in *italics*.

1. **Lack of Inventory Accountability. *Moderate.***

Condition: When requesting a copy of inventory listings for the 15 Community Centers (CCs), the internal auditor was given a copy of inventory sheets for 4 Community Centers. Upon visiting all CCs, the internal auditor found 1) equipment (fixed assets and sensitive items) at all locations, thus all locations require inventory sheets, 2) extra equipment not listed on the current four inventory sheets, and 3) equipment with missing and/or illegible DAC inventory tags. The inventory listings for the CCs did not state a date of inventory, so it was indeterminant as to when the last inventory was performed.

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Effect: When assets are not properly or regularly accounted for, both recorded and unrecorded losses can occur, costing County constituents valuable resources. While custodial responsibility for assets belongs to the Using Department, administrative responsibility belongs to the Finance Department, and Finance should receive updated listings of fixed assets for all departments. Thus, it is the Using Department's responsibility to remit inventory listings to the Finance Department on an annual basis by 15 July.

Criteria: Per the Capital Outlay (Fixed Assets) policies and procedures,

2.1 Internal Control Requirements, B. Custodial Responsibility

"It shall be the responsibility of the Using Department that all capital assets ...are tagged, and recorded in accordance with the provisions of these policies and procedures."

"Once capital assets are received, they must be safeguarded and accurately accounted for."

"A physical inventory of all capital assets is to be conducted yearly..."

2.19 Sensitive Items

"Sensitive items below the capitalization threshold of \$5,000.00 shall be tagged, inventoried, and safeguarded at the Using Department level. The Using Department shall maintain an inventory list of sensitive items."

All inventory lists should contain a date of inventory.

Cause: *We currently do not have sufficient resources to record and monitor assets and inventory at our Community Centers. The current Property Manager is unable to maintain the growing need of the facilities.*

Recommendation: Due to the collective value of items that have yet to be inventoried and thereby properly accounted for, the audit recommends that management obtain the resources (temporary or part-time assistance) necessary to immediately bring inventory records to an accurate level of accountability. The inventory records should have a date recorded on them. In addition, Management should remit inventory listings of fixed assets to the Fixed Assets Accountant within the Finance Department by the due date, annually. Sensitive items accountability is required of departments annually but are not required to be remitted to the Finance Department.

Management's Response: *Facilities & Services is looking to add resources within the next 12 months to allow better asset management of facility inventory.*

2. No-Smoking Signs. Low.

Condition: While visiting the County's 15 CCs, the internal auditor noted that only one displayed a *No Smoking* placard.

Effect: Many constituents should already be aware of 'no smoking' rules at or around government facilities, however if this standard is to be consistently upheld it is prudent to remind the public of this mandate via posted signage. Posted signs for smoking or no smoking areas serve notice to all, of the current standard.

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Criteria: Per DAC Human Resources Policies and Procedures, **6-27. SMOKING AND/OR USE OF TOBACCO PRODUCTS IN AND AROUND COUNTY PROPERTY -**

A. Smoking or use of tobacco products is restricted to marked, designated areas which are to be no less than 25 feet from an accessible entrance or air intake of any County building.

B. Smoking is prohibited within 50 feet of any area where flammable materials are handled or stored, or where other significant fire hazards may exist.

Per Doña Ana County, Part II: **General Legislation (County Ordinances), Chapter 283. Smoking and Vaping, § 283-8. Public education and community participation.**

B. Persons owning, operating, managing or otherwise controlling public places and places of employment shall post in a prominent location, "No Smoking — Including Electronic Cigarettes" signs or the international "No Smoking — Including Electronic Cigarettes" symbol (consisting of a pictorial representation of a burning cigarette and electronic cigarette enclosed in a red circle with a red diagonal bar across it) in locations where smoke-free air is mandated by this chapter.

Cause: *Signage continues to be vandalized and removed.*

Recommendation: It is recommended that *No Smoking* signs be posted in prominent locations at DAC Community Centers. Designated smoking areas may be marked, per the Property Manager's discretion.

Management's Response: *Facilities & Services will install signage by 12-30-24.*

3. **Fire Extinguisher Maintenance. Low.**

Condition: The audit noted past due 1) monthly fire extinguisher inspections at 11 of the 15 CCs visited, 2) annual maintenance (examinations) for fire extinguisher at 11 of the 15 CCs visited, and 3) semi-annual kitchen fire suppression system inspections in 5 of the applicable 6 CCs.

Effect: Fire extinguishers and kitchen fire suppression systems may not function properly when needed, if they are not serviced as required. Such malfunctions could be prevented via timely inspections and maintenance.

Criteria: The *National Fire Protection Association (NFPA)* has a guide to fire extinguisher inspection, testing, and maintenance. This guide purports the following:

Qualifications

You are not required to be certified in order to perform an (fire extinguisher) inspection; any knowledgeable, competent person should be able to do it.

Frequency

NFPA 10 requires extinguishers be inspected when they are initially installed and once a

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month after that. You should inspect extinguishers more frequently if they are installed in locations where they are more prone to rust, impact or tampering.

Fire extinguishers need to have an external maintenance examination conducted on a yearly basis, at the time of hydrostatic test, or when specifically indicated by an inspection discrepancy.

NFPA 17A necessitates a comprehensive biannual inspection of Kitchen Fire Suppression Systems.

Recordkeeping

Records of the monthly inspections need to be maintained by either putting a tag or label on the extinguisher or by having it recorded on paper or in electronic files. The following items need to be recorded:

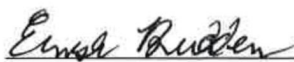
The month and year of the inspection
The person conducting the inspection

These records need to be maintained for at least 12 months.

Cause: *Property manager was not aware of the contract expiration.*

Recommendation: It is recommended that management adhere to the NFPA guidance above, as applicable. Specific guidance may also be sought via correspondence from the DAC Fire & Rescue department.

Management's Response: *Facilities & Services will add the Community Centers to our current vendor contract for scheduled inspections and service.*



Ernest Budden

Internal Auditor – Doña Ana County

12 September 2024

Date

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