



City of Albuquerque

Office of Internal Audit

THIRD FOLLOW-UP OF THE CITYWIDE TAKE HOME VEHICLES REPORT NO. 20-12-108F December 11, 2019

INTRODUCTION

The Office of Internal Audit (OIA) performed a third follow-up of Performance Audit No. 12-108, Citywide Take Home Vehicles. The purpose of the follow-up is to report the progress made by the Chief Administrative Office (CAO) in addressing the outstanding audit findings and recommendations that remained “In Process” or “Not Implemented” after the second follow-up.

The scope was limited to actions taken to address the audit recommendations remaining from the second follow-up report dated December 9, 2015 through October 28, 2019. A follow-up is substantially less in scope than an audit. Follow-up procedures rely on the department providing the current status and supporting documentation for addressing the recommendations.

BACKGROUND

The City of Albuquerque (City) spends a significant amount of resources on acquiring and maintaining a fleet of vehicles and equipment to enable employees to perform their duties. The City and its employees have a fiduciary responsibility to use these resources wisely, effectively, safely, and in conformance with federal, state, and City laws, statutes, ordinances, rules, and regulations.

The City’s Vehicle Usage Policy, Administrative Instruction No. 4-5 (AI 4-5), identifies vehicles as:

- Assigned Vehicle – City vehicle assigned to a Department or City employee for City business, but not for employee commuting to and from the employee’s home and work station.
- Take Home Vehicles – City vehicle assigned exclusively to an individual because of the nature of their job duties and that the employee is authorized to operate outside of normal working hours.
- Assigned Take Home Vehicle – City vehicle used by a City employee for City business and for regular commuting to and from the employee’s home and work station.
- Rotating or Seasonal Use Take Home Vehicles – Take Home Vehicles assigned to one or more employees, concurrently or sequentially.

SUMMARY

Of the two recommendations remaining in the third follow-up, both have been fully implemented.

The status of the recommendations is identified by the symbols in the following legend:



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| Recommendation | 1 |
| Original Report Recommendation | The CAO should revise and update AI 4-5 to ensure that the use of the City’s vehicles is efficient, effective and provides accountability while meeting the public health and safety needs of the City. |
| Status as of First Follow-Up | In Process Recommendation #1 was substantially completed; however, it does not address the matter of ensuring employees with Take Home Vehicles maintain records describing the need for the after-hour call outs and after-hour meetings. |
| Status as of Second Follow-Up | In Process AI 4-5 has not been updated since December 10, 2012 and does not address the matter of employees maintaining records with supporting detail for each of the emergency responses. The City's Application for Assigned Take Home Vehicles only requests the "average frequency of emergencies that required your immediate response during the previous 12 months (per week), using actual historical data." A line is provided for working hours and non-working hours. The form does not indicate that any support must be attached. |
| Current Status | Fully Implemented AI 4-5 was updated and approved on April 7, 2017. AI 4-5 addresses emergency responses and includes details to ensure that the use of the City’s vehicles is efficient, effective, and provides accountability while meeting the safety needs of the City. The application requires documentation to support the need for the vehicle with the application, including: driver’s license, traffic violations for past three years, job description, department organizational chart with the applicable position clearly marked, and the Internal Revenue Service Taxable Fringe Benefit Form. |

| Recommendation | 2 |
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| Original Report Recommendation | The CAO should ensure that department directors comply with AI 4-5. |
| Status as of First Follow-Up |  In Process The Fleet Management Division (FMD) of the Department of Finance & Administrative Services (DFAS) has taken an active role in trying to ensure that all departments are in compliance with AI 4-5 by sending out an annual notice to department directors reminding them that they must submit all applications for their department on or before January 1st of each year. FMD tracks the submission of applications, by department, on an Excel spreadsheet, so they are able to monitor the outstanding applications. At the beginning of each calendar year the Director of DFAS reminds department directors that they must submit all applications annually. While these reminders and the Take Home Vehicles application tracking spreadsheet are good controls to have in place, FMD is not ensuring all applications are turned in before January 1 st of each calendar year as required by AI 4-5. Upon review of the Take Home Vehicles application spreadsheet, OIA noted four of the 70 applications had not been turned in to FMD for calendar year 2013. In addition, as of June 2014, 42 of the 75 applications for calendar year 2014 had not been turned into FMD. |
| Status as of Second Follow-Up |  In Process AI 4-5 has not been updated since December 10, 2012. FMD is uploading all applications to the Fleet Management system. This will give FMD the ability, in the future, to send quarterly reports to Department Directors with the current status of Take Home Vehicles, and allow Department Directors to review and make adjustments as needed. The spreadsheet with the listing of Take Home Vehicles is not currently up-to-date, at least two individuals are included that are no longer City employees. |
| Current Status |  Fully Implemented AI 4-5 was updated and approved on April 7, 2017. FMD has implemented an online application form that allows for the review, revision, approval, denial, and tracking of applications. The CAO sent a memo to all employees announcing the change through an eweb posting. The posting stated that the vehicle applications dated 2018, are expired, how to use the new online application, and what documentation |

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| | <p>is required from applicants.</p> <p>On March 28, 2019, FMD implemented an online application form for the return of vehicles that are no longer used for take home purposes.</p> |
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Third Follow-Up
Citywide Take Home Vehicles
December 11, 2019

20-12-108F

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