

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION**

**M-NCPPC Vehicle Use Program
Report Number: CW-002-2018
January 25, 2018**

Distribution:

Executive Committee

Casey Anderson
Elizabeth Hewlett
Patricia Barney

Audit Committee

Dorothy Bailey
Norman Dreyfuss
Karen Tobat
Benjamin Williams

Maryland-National Capital Park and Planning Commission

Anju Bennett
Andree Checkley
Darin Conforti
Adrian Gardner
Roslyn Johnson
John Nissel
Mitra Pedoeem
Mike Riley
Debbie Tyner
Shuchi Vera
Gwen Wright
Joseph Zimmerman

Office of Internal Audit

Renee Kenney
Robert Feeley

Maryland-National Capital Park and Planning Commission
Office of Inspector General
7833 Walker Drive, Suite 425
Greenbelt, MD 20770

M-NCPPC Vehicle Use Program Audit
Table of Contents

I. EXECUTIVE SUMMARY

A. Overall Perspective.....	1
B. Audit Objective, Scope and Methodology.....	4
C. Major Audit Concerns.....	5
D. Overall Conclusions.....	6

II. Detailed Commentary and Recommendations

Central Administrative Services

1. Oversee the Creation of a Commission Wide Task Force to Review Practice 6-10.....	7
2. Strengthen Controls over the Use of Mileage Logs.....	9
3. Define Roles and Responsibility for Monitoring Traffic Citations.....	10
4. Ensure Required Reports are Received by Secretary-Treasurer.....	11
5. Ensure Required Report is Submitted by Secretary-Treasurer..	12
6. Strengthen Controls for On-Going Take Home Assignments....	13
7. Enhance Current Vehicle Assignment Form.....	14

Prince George's County Department of Parks and Recreation

1. Ensure Overnight Parking Corresponds to Employee Place of Work.....	15
2. Review Vehicle Assignment Forms for Accuracy and Reasonableness.....	17
3. Ensure Vehicle Administrator Roles and Responsibilities are Assigned.....	18
4. Define Roles and Responsibilities for Monitoring Traffic Citations.....	20
5. Assess the Number of Pool Vehicles.....	21
6. Strengthen Controls over the Use of Mileage Logs.....	23
7. Ensure Onsite Assigned Vehicles Meet Business Mileage Requirement.....	24

Prince George’s County Planning Department	
1.	Ensure Vehicle Administrator Roles are Assigned..... 25
2.	Define Roles and Responsibilities for Monitoring Traffic Citations..... 27
3.	Assess the Number of Pool Vehicles..... 28
Montgomery County Department of Parks	
1.	Ensure Vehicle Administrator Roles are Assigned..... 29
2.	Define Roles and Responsibilities for Monitoring Traffic Citations..... 31
3.	Assess the Number of Pool Vehicles..... 32
4.	Strengthen Controls over the Use of Mileage Logs..... 33
5.	Expedite Completion of VA forms..... 34
Montgomery County Planning Department	
1.	Maintain Vehicle Assignment Forms/Ensure Overnight Parking Corresponds to Employees Place of Work..... 35
2.	Strengthen Controls over the Use of Mileage Logs..... 37
3.	Ensure Vehicle Administrator Roles are Assigned..... 38
4.	Define Roles and Responsibilities for Monitoring Traffic Citations..... 39

I. EXECUTIVE SUMMARY

A. Overall Perspective

The Commission's Vehicle Use Program was established to assist with carrying out official business of the agency. The availability and/or use of agency vehicles is based on work program needs, assigned job duties, and available funding. Only drivers authorized by the Commission may operate agency vehicles. Employees must meet the driver eligibility criteria, driving requirements and complete the driver safety training course prior to operating a Commission vehicle.

The Maryland-National Capital Park and Planning Commission (M-NCPPC or Commission) has **1,052 vehicles**¹, excluding official Park Police vehicles, governed by the Commission's Vehicle Use Program.

Practice No. 6-10, *Vehicle Use Program*, (Practice) provides general requirements and criteria for the use of Commission vehicles. Commission vehicles may be designated for the following uses:

- **Pool Vehicles** – These vehicles are part of a fleet assigned to a department or operation for the purposes of shared use by authorized drivers. They are intended for short term Commission business during normal work hours such as traveling to meetings, conferences, and other Commission approved programs. They are not intended for overnight use, commuting to and from work or other non-business travel. Pool vehicles must be returned to the designated worksite at the end of authorized use. Pool vehicles are authorized by the respective Department Head. Vehicle mileage logs must be maintained to track use of pool vehicles.
- **Onsite Assigned Vehicles** – These vehicles are designated for use by a specific employee to carry out official duties of a position or operation. These vehicles are not part of the pool vehicle fleet, but do remain on Commission property during non-working hours. These vehicles may be used to attend Commission meetings, conferences, inspections, emergency work, and other Commission approved programs. The vehicle must be returned to the designated driver's primary work location when not in use. Personal use including commuting to and from the individual's residence is prohibited. Onsite assignments must be recommended by the Department Head and approved in writing by the respective Planning Board Chair. Vehicle logs must be maintained to track use of assigned vehicles.

¹ Any M-NCPPC passenger car, van, truck, heavy equipment or other type of motorized vehicle requiring a driver's license to operate under Maryland law.

- **Ongoing/Permanent Take Home Assignments** – These assignments involve a continuing need for a take home vehicle, and go beyond the parameters for occasional overnight/temporary use. Ongoing take home assignments are generally limited to the following positions: Planning Board Chairs, Appointed Officers, Department Heads and Deputy Department Heads. The Practice includes additional vehicle assignment criteria for individuals not identified as eligible by position. Drivers are required to maintain a vehicle mileage log which distinguishes between business and non-business use.
- **Occasional Overnight/Temporary Take Home Assignments** – These vehicle assignments are intended for temporary, short term critical needs. Temporary assignments may be considered only when duties involve after-hours work, which makes it impractical to return the vehicle at the end of the day and either a specialized vehicle is required, temporary on call duties are necessary, or other seasonal duties are required on a daily basis at multiple sites. The Practice includes detailed vehicle assignment criteria. These vehicle assignments must be authorized in writing by the Department Head. Drivers are required to maintain a vehicle mileage log which distinguishes between business and non-business use.
- **Vanpool Vehicles** – Vanpools may be implemented by the Commission to promote resource conservation through shared commuting to and from work. Vanpools are strictly established for commuting purposes and may not be used by participants to conduct non-Commission business or carry out personal errands. At the conclusion of the commute, the vehicle must be maintained at the authorized site designated by the Department operating the vanpool. Vanpools must be authorized in writing by the respective Planning Board Chair. Drivers of vanpools are required to maintain a vehicle mileage log documenting all vehicle use.

The Practice includes roles and responsibilities necessary to operate a successful Vehicle Use Program. Some of the major responsibilities defined in the Practice include:

Planning Board Chair(s) – Approve or disapprove vehicle assignments.

Secretary-Treasurer – Establish record-keeping requirements to ensure adequate reporting for purposes of determining taxable income, reimbursements, stipends, or other vehicle use decisions.

Department Head – Ensure that vehicle use complies with requirements for driver eligibility, safety and authorized use. The Department Head is responsible for identifying/assigning the Fleet Manager and Vehicle Administrators.

Fleet Manager – Person responsible for providing oversight, planning, ordering, and maintenance of the motor fleet. Note: The Commission has two (2) Fleet Managers. One manager supports Central Administrative Services and both Prince George’s County Departments and the other manager supports both Montgomery County Departments.

Vehicle Administrator – The Departmental representative responsible for verifying authorized drivers, maintaining vehicle use logs, and maintaining documentation of vehicle assignments.

B. Audit Objective, Scope, and Methodology

Objective: The objective of this audit was to assess the adequacy of the design and operational effectiveness of internal controls related to the Commission's Vehicle Use Program.

Scope: The scope of our audit included, but was not limited to the following audit procedures:

- Interviewed M-NCPPC personnel to gain a better understanding of internal practices and procedures related to the usage of Commission vehicles and to obtain pertinent data and information associated with Commission vehicles;
- Evaluated internal processes and procedures used in the administration and management of Commission vehicles;
- Reviewed various source documents, approval forms, authorization forms, logs and applicable reports;
- Identified a judgmental sample of Commission vehicles and tested key controls to ensure employees are using Commission vehicles properly; and
- Reviewed payments of driving/traffic violations.

Scope Limitation: The audit did not include the review of the assignment and use of official police vehicles (e.g. cruisers, police vans, etc.).

The audit did not include a review of the tax treatment, calculation, or reporting completed by the Secretary-Treasurer.

The audit did not test the controls over fuel usage or fuel security. A separate planned audit to cover these areas is planned in FY18.

This audit was conducted 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.

The audit covered the period from January 1, 2016 through November 1, 2017.

C. Major Audit Concerns

The results of our evaluation and testing procedures did not indicate any major audit concerns. However, the following should be considered.

The purpose of Commission Practice 6-10, *Vehicle Use Program* is to define the general requirements and use of M-NCPPC vehicles. During audit testing and interviews with stakeholders, all four (4) Commission departments² raised concerns with the Practice. Stakeholders recommended enhancements to the Practice to better support the business operations of the Commission.

The Central Administrative Services (CAS)³ section within the Audit Report (pg. 7) includes an audit recommendation for the creation of a Commission wide task force to assess the current Practice and to provide recommendations to Commission management for enhancement. It is expected that all four departments and CAS will be represented in the task force, however, as the Commission's Corporate Policy and Management Operations Division resides in the Department of Human Resources and Management, the OIG has asked CAS to respond to the audit recommendation.

² Prince George's County Department of Parks and Recreation, Prince George's County Planning Department, Montgomery County Department of Parks, and Montgomery County Planning Department

³ Department of Human Resources and Management, Finance Department, Legal Department, and Office of the Chief Information Officer.

D. Overall Conclusions

The results of our evaluation and testing procedures indicate deficiencies in the internal controls of the Commission Vehicle Use Program, see definition below.

We believe all weaknesses identified and communicated are correctable and that management's responses to the recommendations satisfactorily address the concerns. It is the responsibility of management to weigh possible additional cost of implementing our recommendations in terms of benefits to be derived and the relative risks involved.

We wish to express our appreciation to the Prince George's County Department of Parks and Recreation, Prince George's County Planning Department, Montgomery County Department of Parks, Montgomery County Planning Department, and Central Administrative Services management and staff for the cooperation and courtesies extended during our review.



Robert Feeley, MBA, CFE, CAA, CGFM, CICA
Assistant Inspector General



Renee M. Kenney, CPA, CIA, CISA
Inspector General

January 25, 2018

Conclusion Definitions

Satisfactory	No major weaknesses were identified in the design or operation of internal control procedures.
Deficiency	A deficiency in the design or operation of an internal control procedure(s) that could adversely affect an operating unit's ability to safeguard assets, comply with laws and regulations, and ensure transactions are properly executed and recorded on a timely basis.
Significant Deficiency	A deficiency in the design or operation of an internal control procedure(s) which adversely affects an operating unit's ability to safeguard assets, comply with laws and regulations, and ensure transactions are properly executed and reported. This deficiency is less severe than a material weakness, yet important enough to merit attention by management.
Material Weakness	A deficiency in the design or operation of an internal control procedure(s) which may result in a material misstatement of the Commission's financial statements or material impact to the Commission.

II. DETAILED COMMENTARY AND RECOMMENDATIONS

Central Administrative Services (CAS)

CAS Vehicle Assignment Summary (as of 12/6/17)

Vehicle Type	Number of Vehicles
Pooled Vehicles	7
On-Site Assigned Vehicles	0
Permanent Take Home Assignments	2
Occasional Overnight/Temporary Take Home	0
Vanpool Vehicles	0
TOTAL	9

1. Oversee the Creation of a Commission Wide Task Force to Review Practice 6-10

Issue: Commission Practice 6-10, *Vehicle Use Program*, was amended in April 2012. The purpose of the Practice is to define the general requirements and use of M-NCPPC vehicles. During audit testing and interviews with stakeholders, all four (4) Commission departments and CAS raised concerns with the Practice. Stakeholders recommended enhancements to the Practice to better support the business operations of the Commission. Some of the identified areas that would benefit from clarification and/or enhancement include:

- Reporting requirements to the Secretary-Treasurer
- Identification and role of Vehicle Administrator(s)
- Use of mileage logs
- Use of Vehicle Assignment forms vs. employment contracts
- Reporting and tracking of traffic violations (speed cameras, missed tolls, etc.)
- 5,000mile requirement for assigned vehicles

Additional information pertaining to these areas can be found in the Detailed Commentary and Recommendations section of this report.

Criteria/Risk: Generally, the purpose of most Commission policies is to provide guidance on specific business processes while balancing acceptable risk (i.e. fiscal, reputational, safety, etc.) and effectiveness of operations. If due to changes in business operations, the policy does not provide adequate guidance, opportunities may arise for misuse of assets, and overall reputational damage to the Commission.

Recommendation: We recommend that the Corporate Policy & Management Operations (CPMO) Division oversee the creation of a Commission wide task force to review Practice 6-10.

Issue Risk: High

Management Response: The current policy standards were developed through extensive work sessions with Department Heads, Deputies, and Commissioners. However, we support the idea of reviewing this policy, and it was scheduled for review in our timetable which looks at each of agency's policies every six years.

The CPMO Division Chief will establish a workgroup to include the Risk Manager, the Secretary Treasurer, the policy team, Legal, and representatives from the operating departments. Suggestions from the work group will be presented as policy recommendations to Department Heads.

Expected Completion Date: Based on the present heavy workload and assigned priorities, we expect this review with policy recommendations to be completed by June 30, 2018.

Follow-Up Date: August 1, 2018

2. Strengthen Controls over the Use of Mileage Logs

Issue: Use of vehicle mileage logs across the Commission is not consistent. vehicle mileage logs are not adequately reviewed. Note: OIG did not identify any discrepancies in CAS vehicle mileage logs.

Currently a variety of vehicle mileage logs are being used throughout the Commission. Some logs do not capture total individual trip mileage. Some departments are utilizing Department of Transportation (DOT) logs in lieu of Commission logs. As a result of the audit, Risk Management has agreed to update and standardize the vehicle mileage log for Commission wide use. (Note: Practice states, "The Secretary-Treasurer shall develop and issue vehicle mileage forms.")

Per the Practice, completed mileage logs must be maintained by the Vehicle Administrator, however, the Practice does not require any review of the logs.

Criteria/Risk: The use of mileage logs is a strong internal control. The logs promote accountability and assist in identifying possible fraud, waste, or abuse. In addition, review of the logs may result in the identification of excess or diminutive use of a Commission vehicle.

Recommendation: We recommend CAS promulgate the updated vehicle mileage log to Commission departments. We also recommend that the task force (page 7) consider requirements for the periodic review of vehicle mileage logs by the Vehicle Administrator or other identified party.

Issue Risk: Medium

Management Response: The mileage log form has been updated by the Corporate Policy and Management Operations Division for review by the Secretary Treasurer. Upon his input, the updated log will be added to the Practice as an Appendix. The CAS Vehicle Administrator will continue to review the mileage log form to ensure it is being properly completed by all CAS drivers, and any identified concerns by drivers are being addressed. Periodic review requirements will be developed by the taskforce.

Expected Completion Date: January 31, 2018

Follow-Up Date: March 1, 2018

3. Define Roles and Responsibilities for Monitoring Traffic Citations

Issue: Practice 6-10, *M-NCPPC Vehicle Use Program*, requires drivers to report violations, offenses, or citations that result in driving restrictions or points on their driving record to Risk Management. The Practice does not require drivers to report other non-restrictive offenses, (e.g. traffic tickets, parking tickets, missed tolls, speed camera tickets, etc.) when using a Commission vehicle. Note: For Audit Reporting purposes, the report will refer to these collectively as “Citations”.

Currently all Citations are forwarded to the appropriate Department Head upon receipt by Prince George’s County Park Police Department or Montgomery County Commissioner’s Office. Once received by the Departments, Citations are not being tracked to identify possible at-risk drivers and/or payment of the Citation.

Criteria/Risk: Failure to identify at risk drivers increases Commission liability for accidents and possible reputational damage.⁴

If traffic infringements are properly monitored, high risk drivers may be identified. Once identified, drivers may be deprived of driving privileges and/or be offered additional training.

Recommendation: Depending on the Department’s structure, roles and responsibilities for monitoring Citations should be assigned to the Vehicle Administrator or Fleet Manager. Each Department should be responsible for ensuring appropriate and consistent action is taken for repeat violators.

Issue Risk: Medium

Management Response: We concur with the audit recommendation, and have a process in place to ensure appropriate review and action for affecting drivers assigned to CAS.

Expected Completion Date: Completed

Follow-Up Date: March 1, 2018

⁴ February 2017 article in the Washington Post, “This suburb (Prince George’s County) spends more than \$110,000 a year on cars for its lawmakers” disclosed 107 speeding, missed toll and parking citations.

4. Ensure Required Reports are Received by Secretary-Treasurer

Issue: The Secretary-Treasurer is not consistently receiving required reports on van pools, onsite vehicle assignments, and ongoing take home vehicle assignments from Department Heads.

Criteria/Risk: Commission Practice 6-10, *M-NCPPC Vehicle Use Program*, states Department Heads should provide the following to the Secretary-Treasurer:

- A semi-annual report showing names of vanpool participants and locations of vanpools.
- A semi-annual listing of vehicle onsite assignments.
- A semi-annual listing of vehicle ongoing take home assignments.

Failing to receive these reports on a regular basis may impede the Secretary-Treasurer's ability to carry out certain duties and responsibilities regarding Commission fleet vehicles.

Recommendation: We recommend the Secretary-Treasurer solicit required reports from Department Heads and ensure they are received on a regular basis.

Issue Risk: Medium

Management Response: The necessary reports will be solicited until such time as the Practice is changed. Vanpool information is currently received by payroll and reported back to the Departments, who ensure all participants are listed. It is believed that the intent of the Practice is met by this method. Onsite assignments are not currently tracked by the Secretary-Treasurer as there is no effect on compensation reporting through Payroll. It is recommended that this data be maintained and reported by the appropriate Fleet Managers as necessary.

Expected Completion Date: February 1, 2018

Follow-Up Date: March 1, 2018

5. Ensure Required Report is Submitted by the Secretary-Treasurer

Issue: The Secretary-Treasurer is not submitting an annual year-end authorized vehicle assignment report to the Executive Committee.

Criteria/Risk: Commission Practice 6-10, *M-NCPPC Vehicle Use Program*, states the Secretary-Treasurer shall present an annual, year-end report to the Executive Committee of all authorized vehicle assignments so they may be reviewed for reauthorization.

Failing to provide this report may impede the Executive Committee's ability to properly assess the number of assigned vehicles that exist throughout the Commission.

Recommendation: We recommend the Secretary-Treasurer submit an annual year-end authorized vehicle assignment report to the Executive Committee as required by Commission Practice 6-10.

Issue Risk: Medium

Management Response: Required reports will be submitted, based on information available to the Secretary-Treasurer. Future reporting should be generated by the Fleet Managers for onsite assignments, as there is no tax effect and no need for this information to flow through the payroll system.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

6. Strengthen Controls for On-Going Take Home Assignments

Issue: Two positions (Executive Director and Secretary-Treasurer) within CAS have been assigned a take home vehicle. Neither position has completed a Vehicle Assignment form (VA form) as their employment contract provides the necessary authorization for the on-going take home assignment. However, in addition to documenting authorization and specific (i.e. make/model) vehicle assignment, the VA form, in conjunction with the vehicle mileage log, is used to determine the appropriate tax treatment for the driver. Note: The Executive Director does inform the Secretary-Treasurer of the vehicle being used and recorded business and personal mileage usage.

Also, the Secretary-Treasurer does not consistently complete vehicle mileage logs for his take home vehicle. Prior to June 2017, the Secretary-Treasurer was assigned a vehicle from the pool fleet, and calculated his taxable income at the full lease value, negating the need for identifying personal miles.

In July of 2017, the Secretary-Treasurer was assigned a newer vehicle (2009 Toyota Prius) and at the inception of this audit, had not been keeping a mileage log for the new vehicle. However, the Secretary-Treasurer is now completing the mileage log as required.

Criteria/Risk: Per Commission Practice No. 6-10, all ongoing take home drivers are required to maintain a vehicle mileage log which distinguishes between business and non-business use.

Recommendation: We recommend that the Executive Director and Secretary-Treasurer complete annual VA forms to help ensure proper tax treatment. In addition, we recommend that the Secretary-Treasurer complete the required vehicle mileage logs on a consistent basis. Review of the Secretary-Treasurer's log should be completed by an authorized delegate.

In addition, Practice 6-10 does not provide any exceptions for completing vehicle mileage logs. If, due to the vehicle's value, calculating taxable income at the full lease value negates the need to complete vehicle mileage logs, the Practice should be updated to allow for this exception.

Issue Risk: Low

Management Response: Vehicle Assignment forms will be completed. Required vehicle logs are being kept.

Expected Completion Date: March 1, 2018

Follow-Up Date: August 1, 2018

7. Enhance Current Vehicle Assignment Form

Issue: The current VA form provides the necessary information to the Secretary-Treasurer to help determine the appropriate taxable fringe benefit. However, the form does not indicate the type of assignment (e.g. onsite assigned vehicle, ongoing take home assignment, or occasional overnight/temporary assignment).

Criteria/Risk: The VA form is a valuable tool to assist in the administration of the Commission's Vehicle Use Program. Additional clarification on assignment type will assist the Secretary-Treasury, Fleet Manager, and Departmental Vehicle Administrator.

Recommendation: We recommend that the Secretary-Treasurer update the current VA form to include assignment type.

Issue Risk: Low

Management Response: Given that information on this form is not for the exclusive use of the Secretary-Treasurer, it is recommended that any redesign be part of the task force body of work.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

Prince George's County Department of Parks and Recreation (PG Parks and Rec)

PG Parks and Rec Vehicle Assignment Summary (as of 12/6/17)

Vehicle Type	Number of Vehicles
Pooled Vehicles	502
On-Site Assigned Vehicles	46
On-Going Take Home Assignments	6
Occasional Overnight/Temporary Take Home	21
Van Pool	0
TOTAL	575

1. Ensure Overnight Parking Corresponds to Employees Place of Work

Issue: PG Parks and Rec has 46 onsite assigned vehicles. During the review of the VA forms, the OIA determined 8 individuals assigned permanent onsite vehicles are parking the vehicle close to their residence, not at their work location as required by the Practice.

In addition, 4 of the 8 have reported zero (0) estimated personal miles on their VA forms. These individuals are not being charged any imputed vehicle lease/mileage.

Per interviews with PG Parks and Rec management, this practice has been allowed as (1) some facilities do not provide a safe/secure environment for overnight parking and (2) some individuals spend most of their time traveling between Commission locations and do not routinely work out of their assigned locations.

Criteria/Risk: As a public entity, the Commission has a fiduciary responsibility to safeguard public funds. Approval of overnight parking close to an individual's residence does not comply with Practice requirements, which states, "the vehicle must be returned to the designated driver's primary work location when not in use."

Individuals assigned an onsite vehicle must track their business and commuting miles to ensure proper tax treatment. By parking close to their residence, employees gain a tax advantage as commute miles will be reduced.

Recommendation: We recommend that all onsite assigned vehicles be kept at the individuals primary work location. If any of the identified individuals used the

Prince Georges County Department of Parks and Recreation
Detailed Commentary and Recommendations

Commission vehicle for personal use, they should contact the Secretary-Treasurer to ensure proper tax treatment for calendar year 2017.

Issue Risk: High

Management Response: Concur. Management will assess the assignment and parking location for each of the eight vehicles cited and ensure that that the Secretary of Treasurer is informed of those that are subject to proper tax treatment for calendar year 2017.

Expected Completion Date: January 31, 2018

Follow-Up Date: March 1, 2018

2. Review Vehicle Assignment Forms for Accuracy and Reasonableness

Issue: The VA form is the source document for calculating an employee's taxable mileage or reimbursements. Each year, drivers assigned a permanent or temporary take home vehicle must estimate the number of business miles and the number of personal miles to be driven.

On an annual basis, the Secretary-Treasurer compares the estimated number of personal miles against corresponding vehicle mileage logs and makes any necessary adjustments.

However, if the individual estimates zero (0) personal miles, the Secretary-Treasurer does not compute taxable fringe benefits. As noted in Audit Recommendation #1 (page 15), four PG Parks and Rec employees incorrectly recorded zero personal miles. These individuals were not charged the required taxable fringe benefit as required by the IRS.

The four VA forms with zero (0) personal miles were approved by the employee, Division Chief, Deputy Director, Department Head, and Planning Board Chair.

Criteria/Risk: Per Commission Practice No. 6-10, the Vehicle Administrator is responsible for maintaining documentation of vehicle assignments and reporting approved vehicle assignments to the Secretary-Treasurer.

Recommendation: We recommend that the assigned Vehicle Administrator review the VA forms for accuracy and reasonableness.

Issue Risk: High

Management Response: The Department will identify and assign Vehicle Administrators for each division and/or site. These individuals will be responsible for forms review and reporting to the Departmental Vehicle Administrator. The department requests periodic training sessions for all vehicle administrators from DHRM to review Practice 6-10 and provide guidance on required tracking and reporting procedures.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

3. Ensure Vehicle Administrator Roles and Responsibilities are Assigned

Issue: Roles and responsibilities for the Department's Vehicle Administrator are not fully assigned. During interviews with the OIG, the Department Vehicle Administrator was not aware of all required responsibilities. The assigned Vehicle Administrator was maintaining documentation of approved vehicle assignments, and providing documentation to the Secretary-Treasurer. Other responsibilities were being completed ad-hoc by additional personnel.

Risk/Criteria: Per Commission Practice 6-10, the Vehicle Administrator is defined as the departmental representative responsible for verifying authorized drivers, maintaining vehicle use logs, and maintaining documentation of vehicle assignments. In addition, the Practice includes the following specific responsibilities:

- Coordinate the scheduling, availability, tracking of departmental pool vehicle use. Issue guidance to departmental employees on procedures for use of pool vehicles.
- Verify driver's eligibility to operate agency vehicles.
- Maintain vehicle usage logs for a period of at least three years.
- Coordinate maintenance of vehicles with Fleet Manager.
- Notify the Facility Manager of any security concerns regarding departmental vehicles.
- Notify the Department head of any violations of vehicle use policies.
- Maintain documentation of approved vehicle assignments and provide to the Secretary-Treasurer.

Failure to clearly define required roles and responsibilities increase opportunities for fraud, waste, and abuse.

Recommendation: We recommend, PG Parks and Rec Management ensure all required roles and responsibilities for a Department Vehicle Administrator are assigned.

Issue Risk: Medium

Management Response: Concur. The Department will identify and assign Vehicle Administrators for each division and/or site. These individuals will be responsible for reporting to the Departmental Vehicle Administrator. The department requests periodic training sessions for all vehicle administrators from DHRM to review Practice 6-10 and provide guidance on required tracking and reporting procedures.

Expected Completion Date: April 1, 2018

Prince Georges County Department of Parks and Recreation
Detailed Commentary and Recommendations

Follow-Up Date: August 1, 2018

4. Define Roles and Responsibilities for Monitoring Traffic Citations

Issue: Practice 6-10, *M-NCPPC Vehicle Use Program*, requires drivers to report violations, offenses, or citations that result in driving restrictions or points on their driving record to Risk Management. The Practice does not require drivers to report other non-restrictive offenses, (e.g. traffic tickets, parking tickets, missed tolls, speed camera tickets, etc.) when using a Commission vehicle.

Currently all Citations are forwarded to the appropriate Department Head upon receipt by Prince George's County Park Police Department. Once received by the Departments, Citations are not being tracked to identify possible at-risk drivers and/or payment of the Citation.

Criteria/Risk: Failure to identify at risk drivers increases Commission liability for accidents and possible reputational damage.⁵

If traffic infringements are properly monitored, high risk drivers may be identified. Once identified, drivers may be deprived of driving privileges and/or be offered additional training.

Recommendation: Depending on the Department's structure, roles and responsibilities for monitoring Citations should be assigned to the Vehicle Administrator or Fleet Manager. Each Department should be responsible for ensuring appropriate and consistent action is taken for repeat violators.

Issue Risk: Medium

Management Response: We believe our current process assures compliance to the Practice. Prince Georges Park Police receive all Citations which are then forwarded to the Fleet Manager who logs the Citations and forwards them to the Division Vehicle Administrator. The Division Vehicle Administrator determines the offending driver, assures payment and sends the Fleet Manager confirmation. If a Citation does not get paid, a second notice is received and appropriate follow up is made. The vehicle can be taken out of service if the Citation is not paid although this has not been necessary.

Expected Completion Date: January 1, 2018

Follow-Up Date: March 1, 2018

⁵ February 2017 article in the Washington Post, "This suburb (Prince George's County) spends more than \$110,000 a year on cars for its lawmakers" disclosed 107 speeding, missed toll and parking citations.

5. Assess the Number of Pool Vehicles

Issue: PG Parks and Rec has 502 pool vehicles. Prince George’s County’s Fleet Manager provided the OIG with a vehicle usage report showing the mileage use of each pool vehicle during a one year period (August 16, 2016 through August 15, 2017). We judgmentally selected 260⁶ miles to identify underutilized vehicles. Twelve of the vehicles had less than 260 miles for the one year period we reviewed. See table below.

Vehicle Number	Vehicle Type	Mile Usage For 1 Year Period
T 131	1988 Chevy G3500	0
T 251	1995 GMC C70	95
T 429	1993 International 4600	0
PA 068	2010 Ford Fusion	95
PA 075	2007 Ford Fusion	49
T 194	1996 Chevy G3500	73
T 196	1996 Ford Ranger	15
T484	2001 GMC	224
T359	2003 F250	169
T078	1985 Ford F350	158
T377	2014 Ford Escape	27
T491	2002 GMC Savana	112

Criteria/Risk: As a public entity, the Commission has a fiduciary responsibility to safeguard public funds. Pool vehicles have inherent costs (vehicle cost, insurance, storage). Vehicle fleet size should support business need.

Recommendation: We recommend PG Parks and Rec management complete an assessment of all vehicle usage to determine the appropriate number of pool vehicles to support business need.

Issue Risk: Medium

Management Response: Concur. The M&D Division Chief and Fleet Manager are meeting with each Division Chief and Division Vehicle Administrator to review the necessity of low mileage vehicles. It has been discovered that the mileage in some vehicle was being under reported in the electronic transfer of mileage reports from the use of the Quarles outside vendor who we are buying fuel from until the Glenridge site can be restored.

⁶ 52 weeks x 5 miles per week = 260 miles

Prince Georges County Department of Parks and Recreation
Detailed Commentary and Recommendations

Expected Completion Date: February 28, 2018

Follow-Up Date: March 1, 2018

6. Strengthen Controls over the Use of Mileage Logs

Issue: Although most PG Parks and Rec vehicles include the required vehicle mileage logs, the logs are not being reviewed for accuracy and reasonableness.

The OIG judgmentally selected 25 pool vehicles for review. Three (3) of the vehicles selected were “Extreme Teen” vehicles parked at Walker Drive. The vehicles did not include up-to-date mileage logs. Vehicle use had not been recorded since 2015 or 2016. One other vehicle had no log in it. See table below:

Vehicle #	Type Vehicle	Last log entry	Mileage entered in log	Current odometer reading
T202	2009 Chevy Tahoe	2/25/16	41,745	42,210
T391	2014 Chevy Tahoe	3/3/15	4,040	8,890
T537	2009 Chevy Tahoe	7/31/15	30,878	Vehicle would not start
T435	1993 Ford E350	No Log in vehicle		50,187

Criteria/Risk: The use of mileage logs is a strong internal control. The logs promote accountability and assist in identifying possible fraud, waste, or abuse. In addition, review of the logs may result in the identification of excess or diminutive use of a Commission vehicle.

Recommendation: We recommend that the assigned Vehicle Administrator(s) review the vehicle logs for accuracy and reasonableness on a periodic basis. Any questionable use should be reported to the Department Head and/or The Office of the Inspector General.

Issue Risk: Medium

Management Response: This responsibility will be clarified as part of the training for the Divisional Vehicle Administrators.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

7. Ensure Onsite Assigned Vehicles Meet Business Mileage Requirement

Issue: The following table depicts onsite assigned vehicles with estimated annual business miles of less than 5,000 on the vehicle assignment forms:

Vehicle #	Type Vehicle	Estimated Mileage on Vehicle Assignment Form
PG264	Ford Escape	2,400
T186	2009 Ford Escape	1,200
T588	Dodge Grand Caravan	2,000
T498	2002 Chevy Astro	2,000
T587	Dodge Grand Caravan	3,000

Criteria/Risk: Per Commission Practice No. 6-10, the assignment of an onsite vehicle may be authorized when all the following criteria (a-c) are met:

- a) The availability or type of pool vehicle is too limited to effectively carry out duties;
- b) A designated vehicle is necessary to maintain the efficiency of the services being performed;
- c) The employee's duties meet one or both of the following criteria:
 - Duties and responsibilities require regular use of a vehicle to attend meetings, inspections, audits, and other services which must be performed away from the assigned worksite and **the expected business mileage is at least 5,000 miles annually**; and/or
 - Duties require the use of vehicles with specialized equipment, tools, or other records/material to perform assigned job functions.

Recommendation: We recommend PG Parks and Rec management determine if the vehicles identified above could be transferred into the vehicle pool. In addition, responsibilities of the assigned drivers should be assessed to determine if an onsite assigned vehicle is warranted.

Issue Risk: Low

Management Response: As discussed in the CAS recommendations a Commission wide task force should be formed to update and refine the classification of vehicles with the distinction between pool and onsite assigned vehicles being removed.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

Prince George's County Planning Department (PGP)

PG Planning Vehicle Assignment Summary (as of 12/6/17)

Vehicle Type	Number of Vehicles
Pooled Vehicles	23
On-Site Assigned Vehicles	0
On-Going Take Home Assignments	1
Occasional Overnight/Temporary Take Home	0
Van Pool	0
TOTAL	24

1. Ensure Vehicle Administrator Roles are Assigned

Issue: Roles and responsibilities for the Department's Vehicle Administrator are not fully assigned. During interviews with the OIG, the Department Vehicle Administrator was not aware of all required responsibilities. The Vehicle Administrator does not maintain all VA forms

Risk/Criteria: Per Commission Practice 6-10, the Vehicle Administrator is defined as the departmental representative responsible for verifying authorized drivers, maintaining vehicle use logs, and maintaining documentation of vehicle assignments. In addition, the Practice includes the following specific responsibilities:

- Coordinate the scheduling, availability, tracking of departmental pool vehicle use. Issue guidance to departmental employees on procedures for use of pool vehicles.
- Verify driver's eligibility to operate agency vehicles.
- Maintain vehicle usage logs for a period of at least three years.
- Coordinate maintenance of vehicles with Fleet Manager.
- Notify the Facility Manager of any security concerns regarding departmental vehicles.
- Notify the Department head of any violations of vehicle use policies.
- Maintain documentation of approved vehicle assignments and provide to the Secretary-Treasurer.

Failure to clearly define required roles and responsibilities increase opportunities for fraud, waste, and abuse.

Recommendation: We recommend PGP management ensure all required roles and responsibilities for a Department Vehicle Administrator are assigned.

Prince Georges County Planning Department
Detailed Commentary and Recommendations

Issue Risk: Medium

Management Response: The Department will ensure that all required roles and responsibilities for a Department Vehicle Administrator are assigned.

Expected Completion Date: February 1, 2018

Follow-Up Date: March 1, 2018

2. Define Roles and Responsibilities for Monitoring Traffic Citations

Issue: Practice 6-10, *M-NCPPC Vehicle Use Program*, requires drivers to report violations, offenses, or citations that result in driving restrictions or points on their driving record to Risk Management. The Practice does not require drivers to report other non-restrictive offenses, (e.g. traffic tickets, parking tickets, missed tolls, speed camera tickets, etc.) when using a Commission vehicle.

Currently all Citations are forwarded to the appropriate Department Head upon receipt by Prince George's County Park Police Department. Once received by the Departments, Citations are not being tracked to identify possible at-risk drivers and/or payment of the Citation.

Criteria/Risk: Failure to identify at risk drivers increases Commission liability for accidents and possible reputational damage.⁷

If traffic infringements are properly monitored, high risk drivers may be identified. Once identified, drivers may be deprived of driving privileges and/or be offered additional training.

Recommendation: Depending on the Department's structure, roles and responsibilities for monitoring Citations should be assigned to the Vehicle Administrator or Fleet Manager. Each Department is responsible for ensuring appropriate and consistent action is taken for repeat violators.

Issue Risk: Medium

Management Response: The Department will assign the role and responsibility of monitoring Citations to the Vehicle Administrator.

Expected Completion Date: February 1, 2018

Follow-Up Date: March 1, 2018

⁷ February 2017 article in the Washington Post, "This suburb (Prince George's County) spends more than \$110,000 a year on cars for its lawmakers" disclosed 107 speeding, missed toll and parking citations.

3. Assess the Number of Pool Vehicles

Issue: PGP has 23 pool vehicles. Prince George’s County’s Fleet Manager provided the OIG with a vehicle usage report showing the mileage use of each pool vehicle during a one year period (August 16, 2016 through August 15, 2017). We judgmentally selected 260⁸ miles to identify underutilized vehicles. One of the vehicles selected had less than 260 miles for the one year period we reviewed. See table below.

Vehicle Number	Vehicle Type	Mileage Usage for 1 Year Period
T515	2007 Chevy Express Cargo	221

Criteria/Risk: As a public entity, the Commission has a fiduciary responsibility to safeguard public funds. Pool vehicles have inherent costs (vehicle cost, insurance, storage). Vehicle fleet size should support business need.

Recommendation: We recommend that PGP management complete an assessment of all vehicle usage to determine the appropriate number of pool vehicles to support business need.

Issue Risk: Medium

Management Response: The Department will complete an assessment of all vehicle usage to determine the appropriate number of pool vehicles to support business need.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

⁸ 52 weeks x 5 miles per week = 260 miles

Montgomery County Department of Parks (MC Parks)

MC Parks Vehicle Assignment Summary (as of 12/27/17)

Vehicle Type	Number of Vehicles
Pooled Vehicles	411
On-Site Assigned Vehicles	0
On-Going Take Home Assignments	13
Occasional Overnight/Temporary Take Home	0
Van Pools	5
TOTAL	429

1. Ensure Vehicle Administrator Roles are Assigned

Issue: Our office could not identify a designated Vehicle Administrator(s) for MC Parks. After making requests to upper management for the name of the Vehicle Administrator, we were told the Fleet Manager was the Vehicle Administrator. Fleet Managers have a different set of duties and responsibilities compared to Vehicle Administrators. As such, the OIG could not readily obtain the required VA forms for the on-going take home assignments.

Criteria/Risk: Per Commission Practice No. 6-10, the Vehicle Administrator is defined as the departmental representative responsible for verifying authorized drivers, maintain vehicle use logs, and maintaining documentation of vehicle assignments. In addition, the Practice includes the following responsibilities:

- Coordinate the scheduling, availability, tracking of departmental pool vehicle use. Issue guidance to departmental employees on procedures for use of pool vehicles.
- Verify driver's eligibility to operate agency vehicles.
- Maintain vehicle usage logs for a period of at least three years.
- Coordinate maintenance of vehicles with Fleet Manager.
- Notify the Facility Manager of any security concerns regarding departmental vehicles.
- Notify the Department head of any violations of vehicle use policies.
- Maintain documentation of approved vehicle assignments and provide to the Secretary-Treasurer.

Failure to clearly define required roles and responsibilities increase opportunities for fraud, waste, and abuse.

Recommendation: We recommend MC Parks management ensure all required roles and responsibilities for the Department Vehicle Administrator are assigned.

If a separate Vehicle Administrator is identified for MC vanpool vehicles, MC Parks management should ensure he/she understands all requirements of the position.

Issue Risk: Medium

Management Response: The Department of Parks will identify and assign Vehicle Administrators for each division and/or site. These individuals will be responsible for reporting to the Departmental Vehicle Administrator, Management Services as required by the practice. Affected divisions include:

- a. Director's Office & Foundation
- b. Facilities Management
- c. Northern Parks
- d. Southern Parks
- e. HFEE
- f. Enterprise
- g. Management Services
- h. Park Development
- i. Park Planning & Stewardship
- j. Public Affairs & Community Partnerships
- k. Park Police

The department intends to request periodic training sessions for all vehicle administrators from DHRM to review Practice 6-10 and provide guidance on required tracking and reporting procedures.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

2. Define Roles and Responsibilities for Monitoring Traffic Citations

Issue: Practice 6-10, *M-NCPPC Vehicle Use Program*, requires drivers to report violations, offenses, or citations that result in driving restrictions or points on their driving record to Risk Management. The Practice does not require drivers to report other non-restrictive offenses, (e.g. traffic tickets, parking tickets, missed tolls, speed camera tickets, etc.) when using a Commission vehicle.

Currently all Citations are forwarded to the appropriate Department Head upon receipt by Montgomery County Commissioner's Office. Once received by the Departments, Citations are not being tracked to identify possible at-risk drivers and/or payment of the Citation.

Criteria/Risk: Failure to identify at risk drivers increases Commission liability for accidents and possible reputational damage.⁹

If traffic infringements are properly monitored, high risk drivers may be identified. Once identified, drivers may be deprived of driving privileges and/or be offered additional training.

Recommendation: Depending on the Department's structure, roles and responsibilities for monitoring Citations should be assigned to the Vehicle Administrator or Fleet Manager. Each Department is responsible for ensuring appropriate and consistent action is taken for repeat violators.

Issue Risk: Medium

Management Response: The Departmental Vehicle Administrator will review camera-generated tickets and unpaid tolls semi-annually. Repeat violations by the same vehicle or employee will require notification to the Division for appropriate action.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

⁹ February 2017 article in the Washington Post, "This suburb (Prince George's County) spends more than \$110,000 a year on cars for its lawmakers" disclosed 107 speeding, missed toll and parking citations.

3. Assess the Number of Pool Vehicles

Issue: MC Parks has 411 pool vehicles. Montgomery County's Fleet Manager provided the OIG with a vehicle usage report showing mileage use of each pool vehicle during a one year period (October 1, 2016 through October 1, 2017). We judgmentally selected 260¹⁰ miles to identify underutilized vehicles. Five (5) vehicles that had less than 260 miles for the one year period we reviewed. See table below.

Vehicle Number	Vehicle Type	Mileage Usage for 1 Year Period
409	2007 Chevy K2500	0
417	2007 Chevy Silverado	0
354	2004 Chevy Astro	46
205	2010 Chevy G3500	154
85	2004 Honda	163

Note: Two (2) of the identified vehicles have been sent to auction since the inception of the audit.

Criteria/Risk: As a public entity, the Commission has a fiduciary responsibility to safeguard public funds. Pool vehicles have inherent costs (vehicle cost, insurance, storage). Vehicle fleet size should support business need.

Recommendation: We recommend that MC Parks management complete an assessment of all vehicle usage to determine the appropriate number of pool vehicles to support business need.

Issue Risk: Medium

Management Response: It will be the responsibility of the Departmental Vehicle Administrators in conjunction with the Divisional Vehicle Administrator to provide annual vehicle usage reports along with reallocation or reduction recommendations to the Director or designee for approval.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

¹⁰ 52 weeks x 5 miles per week = 260 miles

4. Strengthen Controls over the Use of Mileage Logs

Issue: Although most MC Parks vehicles include the required vehicle mileage logs for the driver's completion (or Department of Transportation (DOT) logs), no-one is consistently reviewing the logs for accuracy and reasonableness.

The OIG judgmentally selected 43 fleet vehicles and 5 van pool vehicles for review. Nine (9) of the fleet vehicles and 1 van-pool vehicle did not contain the required vehicle mileage logs. See table below:

Vehicle #	Type Vehicle
218*	1997 Chevy C6500
254	2016 Ford Transit
264 *	1999 GMC
279	2016 Ford F150
285	2017 Ford Transit
350	2003 Ford F450
367	2004 Ford F350
407	2005 Chevy F350
461*	2009 Kenworth T370
117**	2012 Ford E350

* Should contain DOT log

** Van Pool

Criteria/Risk: The use of mileage logs is a strong internal control. The logs promote accountability and assist in identifying possible fraud, waste, or abuse. In addition, review of the logs may result in the identification of excess or diminutive use of a Commission vehicle.

Recommendation: We recommend that the assigned Vehicle Administrator(s) maintain and review the vehicle logs for accuracy and reasonableness. Any questionable use should be reported to the Department Head and/or The Office of the Inspector General.

Issue Risk: Medium

Management Response: We will develop a process for collecting, reviewing and storing vehicle mileage sheets. Management will be responsible for insuring vehicles are used as required by Practice 6-10. Violations will be subject to progressive discipline per collective bargaining agreements and Merit rules.

Expected Completion Date: April 1, 2018

Follow-Up Date: August 1, 2018

5. Expedite Completion of VA forms

Issue: VA forms for five (5) on-going take home assignments were not up-to-date at the beginning of the audit. The drivers received new vehicles and did not update their VA form. (Note: the forms have since been updated and submitted to the Secretary-Treasurer.)

Criteria/Risk: Updated VA forms helps ensure proper tax treatment.

Recommendation: We recommend MC Parks management ensure VA forms are completed and updated for all on-going take home assignments.

Issue Risk: Low

Management Response: The Vehicle Administrators in collaboration with the Fleet Manager will monitor form filling as new vehicles are distributed.

Expected Completion Date: Completed

Follow-Up Date: March 1, 2018

Montgomery Planning Department (MC Planning)

MC Planning Vehicle Assignment Summary (as of 1/5/18)

Vehicle Type	Number of Vehicles
Pooled Vehicles	10
On-Site Assigned Vehicles	4
On-Going Take Home Assignments	1
Occasional Overnight/Temporary Take Home	0
Van Pool	0
Total	15

1. Maintain Vehicle Assignment Forms/Ensure Overnight Parking Corresponds to Employees Place of Work

Issue: MC Planning does not maintain VA forms. The four on-site assigned vehicles did not have VA forms. In addition, after interviewing the individuals assigned onsite vehicles, the OIG determined that one driver was not parking the vehicle at their assigned work location, rather a location closer to his/her residence.

As the VA form is the source document used by the Secretary-Treasury to compute imputed vehicle lease/mileage, the identified individual was not subject to imputed vehicle lease/mileage throughout the calendar year. As a result of this audit, the Secretary-Treasurer has since assessed appropriate imputed mileage income for the identified individual.

Criteria/Risk: Commission Practice No. 6-10, states Department Vehicle Administrators must maintain documentation of approved vehicle assignments and provide to the Secretary-Treasurer. Failure to track vehicle assignments demonstrates a lack of managerial oversight.

Individuals assigned an onsite vehicle must track their business and commuting miles to ensure proper tax treatment. By parking close to their residence, employees gain a tax advantage as commute miles will be reduce.

Recommendation: We recommend, MC Planning management take immediate steps to update their internal records for vehicle assignments. Management should ensure any employee provided an assigned vehicle has an approved VA form. All onsite assigned vehicles should be kept at the individuals primary work location.

Issue Risk: High

Management Response: The four vehicle assignment forms for the on-site assigned vehicles have been completed, signed off by the Chair and forwarded to Secretary-Treasurer in October 2017.

The Vehicle Assignment form for the one on-going take home assignment vehicle is being processed. It will be completed by the end of January 2018.

Expected Completion Date: February 1, 2018

Follow-Up Date: March 1, 2018

2. Strengthen Controls over the Use of Mileage Logs

Issue: MC Planning uses a system of yellow mileage card forms, filled out by employees, each time the vehicle is used, to record mileage and destinations.

The OIG reviewed all 15 vehicles to ensure completion of vehicle mileage card forms or mileage logs. Ten (10) of the 11 pool vehicles are using the mileage card forms, however none of the 4 drivers of the on-site assigned vehicles are using any kind of mileage log to record their mileage.

In addition, no one is reviewing the mileage card forms for accuracy and reasonableness.

Criteria/Risk: The use of mileage logs is a strong internal control. The logs promote accountability and assist in identifying possible fraud, waste, or abuse. In addition, review of the logs may result in the identification of excess or diminutive use of a Commission vehicle.

Recommendation: We recommend that the assigned Vehicle Administrator(s) review the vehicle mileage cards (or logs) for accuracy and reasonableness on a periodic basis. Any questionable use should be reported to the Department Head and/or The Office of the Inspector General.

Issue Risk: Medium

Management Response: The pooled vehicle in the Director's Office, the on-site assigned vehicles, and the on-going take home vehicle now have mileage logs.

The vehicle mileage logs/cards will be reviewed semi-annually for accuracy and reasonableness. Any questionable use will be reported to the Department Head and/or The Office of the Inspector General.

Expected Completion Date: Completed October 31, 2017. Semi-annual reviews will take place in June and December.

Follow-Up Date: March 1, 2018

3. Ensure Vehicle Administrator Roles are Assigned

Issue: The individual assigned as the Vehicle Administrator for MC Planning does not have a full understanding of the Vehicle Administrator's duties and responsibilities.

Criteria/Risk: Per Commission Practice No. 6-10, the Vehicle Administrator is defined as the departmental representative responsible for verifying authorized drivers, maintaining vehicle logs, and maintaining documentation on vehicle assignments. In addition, the Practice includes the following specific responsibilities:

- Coordinate the scheduling, availability, tracking of departmental pool vehicle use. Issue guidance to departmental employees on procedures for use of pool vehicles.
- Verify driver's eligibility to operate agency vehicles.
- Maintain vehicle usage logs for a period of at least three years.
- Coordinate maintenance of vehicles with Fleet Manager.
- Notify the Facility Manager of any security concerns regarding departmental vehicles.
- Notify the Department head of any violations of vehicle use policies.
- Maintain documentation of approved vehicle assignments and provide to the Secretary-Treasurer.

Failure to clearly define required roles and responsibilities increase opportunities for fraud, waste, and abuse.

Recommendation: We recommend, MC Planning management ensure all required roles and responsibilities for a Department Vehicle Administrator are assigned.

Issue Risk: Medium

Management Response: The Planning Department has assigned the Vehicle Administrator responsibilities as required by the Practice to the MRO Building Maintenance manager in the Management Services Division.

Expected Completion Date: Completed

Follow-Up Date: March 1, 2018

4. Define Roles and Responsibilities for Monitoring Traffic Citations

Issue: Practice 6-10, *M-NCPPC Vehicle Use Program*, requires drivers to report violations, offenses, or citations that result in driving restrictions or points on their driving record to Risk Management. The Practice does not require drivers to report other non-restrictive offenses, (e.g. traffic tickets, parking tickets, missed tolls, speed camera tickets, etc.) when using a Commission vehicle.

Currently all Citations are forwarded to the appropriate Department Head upon receipt by Montgomery County Commissioner's Office. Once received by the Departments, Citations are not being tracked to identify possible at-risk drivers and/or payment of the Citation.

Criteria/Risk: Failure to identify at risk drivers increases Commission liability for accidents and possible reputational damage.¹¹

If traffic infringements are properly monitored, high risk drivers may be identified. Once identified, drivers may be deprived of driving privileges and/or be offered additional training.

Recommendation: Depending on the Department's structure, roles and responsibilities for monitoring Citations should be assigned to the Vehicle Administrator or Fleet Manager. Each Department is responsible for ensuring appropriate and consistent action is taken for repeat violators.

Issue Risk: Medium

Management Response: The Departmental Vehicle Administrator will track camera-generated tickets and review them semi-annually. Repeat violations by the same vehicle or employee will be reported to the Division for appropriate action.

The Planning Department does not have EZ Pass transponders for our vehicles. The Departmental Vehicle Administrator will track the unpaid tolls and pay them if they are deemed to be for Commission related business. Any questionable use will be reported to the Department Head and/or The Office of the Inspector General.

Expected Completion Date: January 1, 2018. Semi-annual reviews will take place in June and December.

Follow-Up Date: March 1, 2018

¹¹ February 2017 article in the Washington Post, "This suburb (Prince George's County) spends more than \$110,000 a year on cars for its lawmakers" disclosed 107 speeding, missed toll and parking citations.