



Office of the Inspector General

City of New Orleans

**Interim Report on the
Management of the Administrative Vehicle
Fleet**

OIG-A&R 20080004

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Chapter 1 Executive Summary

This is an interim report concerning our evaluation of a portion of the City of New Orleans passenger vehicle fleet. We restricted this initial evaluation to a portion of the fleet that falls under the management of Mayor and the Chief Administrative Officer (CAO). This portion of the fleet includes the Administrative and Direct Service Fleet excluding the New Orleans Police Department.¹ We refer to this fleet as the Administrative Fleet.

We are issuing this interim report to provide City officials an early opportunity to consider our observations, conclusions and recommendations while we continue our evaluation of the remainder of the City's vehicle fleets. Specifically, we plan to evaluate the New Orleans Police Department fleet, the Aviation Board fleet, the Civil Sheriff fleet, the Criminal Sheriff fleet and the Sewerage and Water Board fleet.

We tested the Administrative fleet for compliance with best practices, State statute, City ordinances and City policy. To perform our tests, we interviewed City personnel and reviewed records that these employees provided. This report documents specific observations made during our work. Based on these observations and our analysis, we have concluded that the City:

- Does not have the information systems that can provide managers with data needed to make sound decisions and assess the performance of the passenger vehicle fleet.
- Has decentralized fleet management responsibilities by delegating most fleet management decision making to the various department heads.
- Does not have an oversight mechanism to test compliance with the policy.
- Has not assessed vehicle utilization to determine whether fleet size is appropriate and to establish a baseline for fleet operations.
- Does not determine the cost to operate individual vehicles or classes of vehicles and cannot document the fiscal impact of decisions about passenger vehicles.

The Mayor has delegated responsibility and accountability for the day-to-day activities of the management of the City vehicle fleet to the Chief Administrative Officer (CAO) who has provided policy direction for City managers and employees. Additionally, the City Council and Mayor have provided guidance through Ordinances. Further, good business practice dictates the presence of certain internal controls. In the sample of departments and vehicles we tested, we found substantial non-compliance with the statutes, policies, ordinances and good business practices that have been established for the management of passenger vehicles. These include:

- More take home cars than authorized by ordinance.
- Absence of criteria for assigning take home vehicles to city employees.
- Absence of documentation supporting the assignment of take home vehicles.

¹ We will next evaluate the New Orleans Police Department Fleet. The purposes and rules for the New Orleans Police Department Fleet differ greatly from the Administrative Fleet.

- No indication that cost is a consideration in the assignment of take home vehicles.
- No restrictions on the distance from an employee's residence to the employee's work site.
- No reports documenting the extent of personal use of vehicles.
- No comparison of personal use charges deducted from employee salaries to the listing of take home vehicles authorized.
- Centralized vehicle inventories created by the CAO do not agree with inventories produced by departments.
- Some City vehicles are not marked as required by ordinance and statute.
- Vehicle inventories that are reported to the external auditor for City financial statements do not agree with centralized inventories created by the CAO in numbers or in values and are not generated by the CAO.
- Fuel use is not adequately monitored by departmental vehicle coordinators and is not adequately monitored by the CAO's office.
- Personal identification numbers required to dispense fuel are not properly protected and are being shared by employees.
- Employees are entering improper and inaccurate odometer readings into the fuel use system when fueling.
- Anomalies in fuel use are often unchallenged and unexplained.

In a letter to the CAO dated July 28, 2008, we expressed concern about the abilities of the present fleet management data system and recommended that during the current budget process, the city fund an updated fleet management data system that could provide City managers with more and better information that is needed to make informed decisions about the vehicle fleet.² This item was not included in the Mayor's 2009 budget request. We are renewing that recommendation and we are also recommending that the CAO:

- Provide new and definitive policy guidance for use of City vehicles including specific criteria for assigning take home vehicles and how take home vehicles may be used.
- Centralize fleet management and oversight under an experienced fleet manager with the ability and authority to test and require compliance with policy and the authority to implement best practices.
- Perform an assessment of vehicle utilization to determine the appropriate fleet size and to establish a baseline for fleet operations before purchasing additional vehicles.

Our work was planned and conducted in accordance with *Principals and Standards for Office of Inspector General* and generally accepted Government auditing standards for performance audits except that this is an interim report that will be combined with the results of our evaluations of the remaining fleets when those evaluations are completed. Our evaluation of the Administrative fleet included tests of internal controls and compliance with laws and regulations to the extent necessary to satisfy the audit objectives.

Because our review was limited, it would not have necessarily disclosed all internal control deficiencies that may have existed at the time of our work. Additionally, we were unable to rely upon information produced by the City's automated data processing

² OIG-A&R 20080002 dated July 28, 2008.

systems. One of our findings and one of our recommendations address this issue. However, we did not conduct a full assessment of the reliability of computer processed data.

Further, the Department of Public Works failed to schedule access to vehicles for our inspection and unnecessarily delayed our work. The authority for our access to personnel, property and information is based in statute, charter and ordinance. Despite the delay caused by the Department of Public Works, we continued our work in other departments and we will include this department in our future evaluations. We are also recommending that the City issue written guidance to all department heads on the authority of this office and the expectations for cooperation without impediments.

Chapter 2 Introduction

Background

The size and cost of operating the City's fleet of vehicles has been of concern for some time and has been the subject of City ordinances. The most recent of these is a resolution by the City Council in November 2007 that argued for development of a shared vehicle use policy.³ The resolution stated that during 2007, the City spent approximately \$3.9 million on vehicle maintenance and \$5.3 million on fuel.

Additionally, local news media have reported on the use of take home vehicles highlighting conditions requiring explanation.⁴ In the Mayor's 2009 budget, the fuel costs for 2008 are reported to be \$5.6 million and a similar amount is projected for 2009. The City does not capture, maintain nor assess fuel costs and vehicle maintenance costs associated with individual vehicles or classes of vehicles.

Operation of a vehicle fleet exposes the City to a number of significant risks. These range from operator liability and property damage to fraud risks including the misuse of vehicles and the theft or diversion of supporting resources (parts, fuel, etc.). Additionally, vehicle fleet operations pose "front page" risk that is illustrated by the media interest mentioned earlier. "Front page" risk is best described as the damage that the City experiences when employee vehicle use is displayed in a negative fashion on the front page of the local newspaper or in other media.

The challenges and risks faced in managing the passenger vehicle fleet are real. City managers are ultimately responsible to the citizens for all of the City's assets and resources and are expected to provide a system of internal controls that protects the City's assets, resources and employees and mitigates the risks. The system of internal controls should assure:

- Transactions are properly authorized.
- The true substance and effect of transactions are properly recorded.
- Assets are properly safeguarded.
- Accountability for actions and resources are appropriately identified and documented.

The City Fleet

The City of New Orleans, according to the Code of City Ordinances, is:

"the municipal corporation of the City of New Orleans and all of the attached, unattached and departmental boards and commissions, independent agencies, instrumentalities and public benefit corporations"

³ Resolution No. R-07-583 Adopted by City Council November 30, 2007.

⁴ For example, WWL TV aired stories on Friday November 2, 2007 and Wednesday February 27, 2008

of the City, including the Sewerage and Water Board, the New Orleans Aviation Board, the Public Belt Railroad Commission, the Audubon Park Commission and any local public agencies that use employees in the City civil service, receive City appropriations or the proceeds of City taxes or City bonds or that are created, funded or subject to regulation by the City and including the offices of the clerks of the municipal court and the traffic court.”⁵

We plan to evaluate the fleet for the City of New Orleans as defined above. However, we have concluded that our evaluation must be performed in stages. As this first stage, we evaluated a portion of the fleet that falls under the management of Mayor and the Chief Administrative Officer (CAO). This portion of the fleet includes the Administrative and Direct Service Fleet excluding the New Orleans Police Department.⁶ We refer to this fleet as the Administrative Fleet.

In response to our request, the CAO provided a listing of the Administrative Fleet dated June 18, 2008, listing each fleet asset number and showing the asset’s insurance value. The list showed that the Administrative Fleet consisted of 1,537 individual assets with insurance values of \$45,674,576.37 as of June 18, 2008. Of these assets, 866 with insurance values of \$13,409,834.15 are considered passenger type vehicles.⁷ Of the 866 passenger type vehicles, 273 passenger type vehicles with insurance values of \$4,127,578.61 were reported as take-home vehicles. These vehicles are assigned to specific City employees to be used for City business but which the City also permits the employee to use to commute between the employee’s home and the work place. Attachment I shows the vehicles by class, size and values. Attachment II shows the number of passenger, non-passenger vehicles and the number of take home vehicles for each asset prefix.

Clearly, this list does not include all licensed vehicles and other rolling stock equipment owned, borrowed or leased by the City of New Orleans. Examples of departments and City elements excluded in addition to the New Orleans Police Department include the Aviation Board, the Sewerage and Water Board, Criminal Sheriff and Civil Sheriff. Further, the listing does not include an unknown number of vehicles owned by or assigned to other independent Agencies, Commissions and Boards.⁸

⁵ City of New Orleans Code of Ordinances, Sec. 2-972. Definitions.

⁶ We will next evaluate the New Orleans Police Department Fleet. The purposes and rules for the New Orleans Police Department Fleet differ greatly from the Administrative Fleet.

⁷ We included sedans, SUVs, vans and trucks as passenger type vehicles. Because the listing provided by the CAO did not include classifications, we classified the vehicles by type.

⁸ The NOPD reports that it controls 1,722 items with insurance values of \$25,108,952.74. This includes passenger type vehicles as well as special purpose vehicles and other equipment items. The OIG does not currently have an estimate of vehicles and equipment items controlled by the other City elements.

Objective, Scope and Methodology

The objective of our evaluation was to obtain and evaluate information about the size, and cost of the Administrative Fleet of passenger type vehicles and to inquire into the efficiency and effectiveness of the management of the fleet including testing selected departments for compliance with statute, ordinance, policy and best practices.

To perform our evaluation, we reviewed State statutes, City ordinances and City policies and interviewed City officials. These officials provided information and records documenting the City's Administrative Fleet of passenger type vehicles, how these assets are managed and their insights into the effectiveness and efficiency of managing and overseeing the fleet. We examined the records provided and performed such analyses as we deemed necessary. Additionally, we made observations of policy compliance in 13 departments and inspected 187 vehicles assigned to these departments. The departments and agencies included in the tests for compliance included:

Departments Where Compliance Tests Were Performed.

Mayor's Office	Equipment Maintenance Division
Civil Service Commission	Coroner's Office
Historic District Landmarks Commission	Administration
Department of Safety and Permits	Public Works Department ⁹
City Planning Commission	New Orleans City Council
Finance Department	Vieux Carre Commission
City Attorney's Office	

We also conducted literature searches that identified reports and finding concerning fleet management prepared by others public and private entities. This work underlies the best practices we cite in this report.

Special Challenges

During our work we found that evaluating the efficiency and effectiveness of vehicle management in New Orleans "post Katrina" faces special challenges. Among these are:

- All vehicle files, internal historical data files and other related records including computers and electronic data files related to vehicles were destroyed during and immediately following Hurricane Katrina.
- The staffing of the Equipment Maintenance Division (EMD) was substantially reduced as was the case with other City functions following the storm and has not been rebuilt.
- EMD had 5 facilities pre-Katrina. The Alvar Street facility, the primary fleet maintenance facility, was flooded and currently offers minimal levels of maintenance. The Algiers facility, pre-Katrina was used to service lawn and turf equipment for parks and recreation. It offers limited capability as a vehicle maintenance facility.

⁹ See comments on Limitation on Scope in this Chapter.

The facilities at 2829 Gentilly, 10200 Old Gentilly Road and 839 South Genois Street have been closed. Preventive maintenance has been outsourced since 1997. As a result of the damage to EMD facilities and staff reductions, as much as 75 percent of fleet maintenance and repairs is now outsourced.

- The contractor for fueling City equipment was recently changed.¹⁰ Over time, the data from the old fueling system had become of questionable value. As of July 1, 2008, both fueling facilities -- one on South Broad and one on the west bank at Wall Boulevard -- were operating with the new contractor and a new fuel use and management system. Periodic reports from the new system began to accumulate in July 2008. Fuel use reports since July 2008 were considered during our work.

We considered these challenges in performing our work, in reaching our conclusions and in making our recommendations.

Limitations on Scope

The absence of good management information about fleet operations required manual manipulation of data that should not be necessary. These are limitations on scope and will be detailed in this report. Additionally, the Department of Public Works ignored requests to schedule vehicles for inspection, attempted to treat OIG requests as if the requests were from external sources by demanding that all requests be in writing and delayed in providing access to City property. The powers of the Inspector General, as spelled out clearly in ordinance include:

“The OIG shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, and any other material of the City Council, Mayor’s Office, all City departments, agencies, boards, commissions, public benefit corporations or of any individual, partnership, corporation, or organization involved in any financial or official capacity with City government that the inspector general deems necessary to facilitate an investigation, audit, inspection, or performance review. At all times the inspector general shall have access to any building or facility that is owned, operated or leased by the City or any department, agency, board, commission or public benefit corporation of the City, or any property held in trust to the City.”¹¹

¹⁰ The Fuelman system was replaced by Retif Oil Fleetwide automated fuel dispensing services. The change over at the Broad Street facility occurred June 14, 2008. The change over at the Wall Boulevard facility took place on June 17th.

¹¹ City of New Orleans Ordinance no. 22444 Mayor Council series October 19, 2006 Calendar no. 26,276

Failures of cooperation by the Public Works Department induced delay and are further limitations on the scope of the work. However, this department will be included in our continuing evaluations of City vehicles.

Chapter 3 State Statute, Charter and Ordinances

Charter and Ordinances related to Vehicles

The Home Rule Charter of the City of New Orleans as amended contains no specific references to management of a passenger vehicle fleet. However, we identified several specific City ordinances regarding vehicles. (See Appendix VIII.) These include:

- Exemptions for vehicles provided to elected officials.
- Limitations on the numbers of take home vehicles.
- Requirements for marking City vehicles. This matter is also the subject of a State statute La. R.S. 49:121. (See Appendix IX.)
- Authorizations to create motor pools.
- Requirements for reporting the numbers of take home vehicles to City Council.
- Parish only restrictions for take home vehicles. And,
- Encouragement for shared vehicles policies.

We assessed the extent of compliance with the identified statutes, and ordinances and found substantial non-compliance. Statutes and ordinances are legislative branch instructions about how City assets are to be managed. Should circumstances dictate a need to change instructions new ordinances should be adopted and obsolete ordinances rescinded.

City Ordinances Regarding Vehicles

Ordinances related to vehicles are found in the Code of City Ordinances; Part II; Chapter 2, Administration; Article IX., City Property; Division 3, Passenger Vehicles. The provisions of the ordinances regarding passenger vehicles generally do not apply to a vehicle owned or leased by the City and assigned specifically to an elected official of the City for that official's use. However, the ordinances do apply to every passenger type vehicle owned or leased by the City including sedans, pick-up trucks, vans and station wagons.^{12, 13}

The ordinances of specific interest include:

- Within the executive branch of government (exclusive of the New Orleans Police Department, the New Orleans Fire Department and the Sewerage and Water Board) no more than 50 passenger type vehicles are to be assigned to employees with authorization to drive the vehicle to the employees' residence and return to the employee's duty station on a daily basis. Within the Fire Department, no more than

¹² Sec. 2-896. Eight-passenger vehicles, those used by bodyguards or drivers for the mayor and council members, are exempt from these provisions.

¹³ Sec. 2-897. Motorcycles or motorized scooters are not considered passenger type vehicles except for the provisions that prohibit out of parish take-home policies.

10 passenger type vehicles may be assigned to employees with authorization to drive the vehicle to the employees' residence and return to duty on a daily basis.¹⁴

- All passenger type vehicles owned or leased by the city, except (1) vehicles assigned to elected officials and (2) police vehicles used for covert operations are to be marked and identified as City vehicles.¹⁵ Louisiana Revised Statutes; Section 49:121 has similar requirements.
- A City passenger vehicle motor pool is to be established to meet the needs of City employees during the scope of their employment during working hours. The CAO is authorized to establish all necessary rules, regulations, and procedures necessary to establish a City motor pool.¹⁶
- No employee of the City who resides outside of the parish is permitted to operate a vehicle owned or leased by the City for transportation to and from his residence.¹⁷
- The CAO is to provide the council with a quarterly report identifying each passenger type vehicle owned or leased by the City which has been assigned to an employee with authorization to drive the vehicle to the employee's residence and return to the employee's duty station on a daily basis.¹⁸

In addition to the ordinances cited above, the Council, on November 30, 2007 adopted a resolution requesting its Governmental Affairs Committee to work cooperatively with the CAO to craft a shared vehicle use policy.¹⁹ While the definition of shared vehicles is not clear, it appears to be related to the motor pool.

Compliance with Ordinances and Resolutions

Number of Take Home Vehicles

Section 2-898 of the Code of Ordinances states that not more than 50 vehicles should be assigned as take home vehicles and the Fire Department is limited to no more than 10 take home vehicles. In the listing provided by CAO, some 273 City owned vehicles have been assigned to City officials and employees for take home use. This number includes vehicles assigned to elected officials and 22 fire department employees. As we discuss later in this report, the absence of an effective management information system does not provide confidence that the number of take home vehicles is accurate. Despite questions about the accuracy of the number of take home vehicles, there is no doubt that the number of take home vehicles is far in excess of the limits established in ordinance.

¹⁴ Sec. 2-898. Appendix VIII.

¹⁵ Sec. 2-899. Appendix VIII.

¹⁶ Sec. 2-900. Appendix VIII.

¹⁷ Sec. 2-901. Appendix VIII.

¹⁸ Sec. 2-902. Appendix VIII.

¹⁹ Resolution No. R-07-583 dated November 30, 2007 by Councilmember Midura.

The following table shows the number of take home vehicles in the June 18, 2008 listing provided to us by the CAO. The values shown in the table are the sum of the insurance values which were part of the listing. The listing also provided the names of the City employees to which the take home vehicles were assigned.²⁰ (See Attachment III.)

Take Home Vehicles		
Size/Type	No.	Value
Sedan	52	\$592,944.86
SUV	89	1,531,161.50
Van	13	157,650.00
Truck	119	1,845,822.25
Totals	273	\$4,127,578.61

Council, in adopting this ordinance acknowledges that there may well be instances when take home vehicles make good business sense for the City. However, the restrictions suggest that approval of take home cars should be carefully monitored by the executive branch. We were unable to determine when or under what circumstances the number of take home vehicles grew to the current level. The Assistant CAO responsible for the Equipment Maintenance Division (EMD) told us that to his knowledge, the 50 vehicle limitation had never been a consideration.

Additionally, Louisiana Revised Statutes; Section 42:1461 provides that personal use of publicly owned vehicles is improper. In an opinion the Attorney General addressed two questions raised by a public official and stated²¹:

“Your second question is whether the [entity in question] may provide, as a negotiated contractual benefit, the free and unrestricted use of a public vehicle.

The answer is negative. No public entity may donate an automobile to an official or employee for unrestricted personal use. All public vehicles must be used for a public purpose subject to the fiduciary duty of the operator. Personal use is permissible only when it is minimal, reasonably necessary and incidental to the authorized public use.

Accordingly, it is constitutionally prohibited to donate a public automobile to a public official or employee as a fringe benefit in a contract. The automobile must be provided and used for a public purpose if it is the public property [of the entity]. Misuse for unrestricted private purposes is a breach of fiduciary duty. R.S. 42:1461.”

²⁰ In our detailed test work the take home vehicle assignments in the CAO provided listing did not always agree with the departmental listing. We did not correct for any misspelling in the list.

²¹ Office of the Attorney General of Louisiana. Opinion No. 90-519, December 26, 1990.

While this is not a criminal statute, it does have a civil recovery provision.

Marking City Vehicles

Section 2-899 of the Code of City ordinance (as well as State Statute²²) requires that vehicles owned by the City should be marked to indicate ownership. When we tested for compliance with ordinance we found that while covert use by police departments are a recognized exception to these provisions, departments that had no covert missions had unmarked City vehicles. Specifically, certain vehicles assigned to the Coroner's Office are not marked as City owned vehicles even though these vehicles carry public license plates. Additionally, vehicles assigned to the Orleans Parish Juvenile Courts are not marked even though these vehicles carry public license plates. Further, only one vehicle of the 16²³ vehicles assigned to the City Council is marked as a City vehicle. The Council's vehicle coordinator asserts that because any of the vehicles assigned to City Council might be used by one of the elected Council members the exception for elected officials makes unmarked vehicles appropriate.

Motor Pool

The CAO has not established a motor pool as authorized by ordinance. As a result, some departments are maintaining and storing vehicles to serve as replacements for vehicles in need of repair or maintenance. Such vehicles duplicate the purpose of a vehicle pool and increase the cost of the vehicle fleet. For example, the City Council maintains two vehicles that are used when one of the other take home vehicles is in need of repair or extended maintenance. Additionally, the resolution adopted by Council, on November 30, 2007 requesting its Governmental Affairs Committee to work cooperatively with the CAO to craft a shared vehicle use policy²⁴ attempts to establish the motor pool already authorized by Section 2-900.

Out of Parish Take Home Cars

We were told that the out of parish restriction has been waived, but we have not identified a specific document that waives the requirement. We are aware that the City has suspended its City domicile ordinance until December 31, 2008.²⁵ Whether suspending the domicile ordinance also suspended this requirement is unclear. Additionally, we noted City employees driving to their homes located outside Orleans Parish. Extended commutes increase the cost of take home vehicles and expose the City to increased liabilities.

²² La. R.S. 49:121.

²³ The table in Attachment II shows 22 vehicles assigned to the City Council. This is the number in the CAO listing dated June 18, 2008. However, our inspection revealed only 16 vehicles are assigned to City Council.

²⁴ Resolution No. R-07-583 dated November 30, 2007 by Councilmember Midura.

²⁵ Sec. 2-975(d)(1).

Examples of approved take home vehicles for employees outside the parish include:

- Asset number ADM 5142, a 2001 Ford CROWN VIC, was approved for an employee with an address in Mandeville, Louisiana. The round trip distance to this employee's address is about 54 miles. If the costs per mile that are shown in Attachment VI are used, this decision cost the City more than \$29 per day.²⁶
- Asset DSP 3015, a 2003 Ford F-150, is a take home vehicle for an employee with an address in Destrehan, Louisiana. The round trip mileage to the employee's address is about 44 miles. If the costs per mile that are shown in Attachment VI are used, this decision cost the City more than \$21 per day.
- Asset DW 5000, a 2007 Ford Fusion, is assigned as a take home vehicle to an employee with an address in Baton Rouge, Louisiana. The round trip mileage to this employee's address is about 144 miles. If the costs per mile that are shown in Attachment VI are used, this decision cost the City more than \$90 per day.
- Asset FD 3163, a 2006 Chevrolet Silverado, is assigned as a take home vehicle to an employee with an address in Baton Rouge, Louisiana. The round trip mileage to this employee's home is about 150 miles. If the costs per mile that are shown in Attachment VI are used, this decision cost the City more than \$100 per day.

On the Take Home Vehicle Add/Delete forms for these take home vehicles, there is no indication that the distance or cost was considered. These take home vehicles were approved by the CAO without questions. Additionally, there is no evidence that a determination has been made that such use is "minimal, reasonably necessary, and incidental to the authorized public use."

Reporting Take Home Vehicles to City Council

In March 2008, we asked the City Council Chief of Staff for copies of the quarterly reports filed by the CAO in response to Section 2-902 of the Code of City Ordinances. This section requires the CAO to file quarterly reports listing each take home vehicle. The Council Chief of Staff informed us that no such reports had been filed. The Assistant CAO also confirmed that no reports had been filed.

After our questioning, by memo dated November 10, 2008, the CAO filed 3 quarterly reports with City Council in response to Section 2-902 (See Attachment IV.) and reported that the required reports would be filed in the future. The memo does not address the reasons why the reports had not been filed during the 23 years since adoption of the ordinance in 1985. Attached to memo to Council was a memo from the City Attorney opining that the ordinance remains in force. (See Attachment V.)

²⁶ Tallahassee City Auditor *Audit of Take-home Vehicles Report #0809*. To view the full report, go to: <http://www.talgov.com/auditing/index.cfm>

Chapter 4 City Policy

City Policy

The Chief Administrative Office (CAO) of the City of New Orleans is responsible for the supervision of the heads of all City departments, except the Departments of Law and City Civil Service.²⁷ The CAO, in compliance with the Charter and with ordinance,²⁸ has issued policy guidance for passenger vehicles. The various policy pronouncements include general management of the fleet and fuel utilization. Additionally, policy announcements deal with use charges for take home vehicles and vehicle storage during high risk events (Category 3 or more intense hurricanes).

We tested 13 departments for compliance with these policy requirements. Our testing included physical inspections of 187 vehicles assigned to the 13 departments. We found non-compliance at each department tested. We also noted that the CAO does not have a means of assuring that the policies issued by the CAO are implemented consistently across the departments.

Vehicle Policies

Policy Memorandum No. 5(R)

Policy Memorandum No. 5(R) dated March 18, 2002 applies to “...*all licensed vehicles and to other rolling stock equipment owned, borrowed or leased by the City of New Orleans.*”²⁹ This policy memorandum provides for:

- Method of vehicle identification.
- Vehicle security.
- User responsibilities.
- Departmental responsibilities.
- Equipment Maintenance Division responsibilities.
- Accident procedures.

²⁷ The Chief Administrative Office of the City of New Orleans is responsible for the supervision of the heads of all City departments, except the Departments of Law and City Civil Service unless a department head has been removed from such supervision by the Mayor. Chapter 4-302, Duties of the Chief Administrative Office, Home Rule Charter of the City of New Orleans as amended through January 1, 1996.

²⁸ City of New Orleans, Code of Ordinances, Part II, Chapter 2 – Administration, Article IX – City Property, Division 3. Passenger Vehicles.

²⁹ City of New Orleans, Chief Administrative Office, Policy Memorandum 5(R), March 18, 2002, Subject: City Vehicles.

Policy Memorandum No. 40(R)

The CAO issued Policy Memorandum No. 40(R) dated April 21, 1994, to provide policy guidance for fuel services for the City's vehicle fleet. The purpose of this policy is to assure that fuel use by each City employee and for each City vehicle is recorded and reports provided to monitor and control the use of fuel. This policy provides:

- The responsibilities of the departments regarding monitoring and controlling the use of fuel.
- The responsibilities of the employees that obtain fuel for City vehicles.
- CAO responsibilities for administration of the system.
- Procedures for emergency fuel services.
- Procedures for exemptions to the policy.

As mentioned earlier, the contractor for fueling City equipment was recently changed.³⁰ According to CAO officials, over time, the data from the old system had become of questionable value. As of July 1, 2008, both fueling facilities -- one on South Broad and one on the west bank at Wall Boulevard -- were operating with the new contractor and a new fuel use and management system. Periodic reports from the new system began to accumulate in July 2008. Certain of these reports were considered during our work. Some departments reported that they had not received fuel reports between Katrina and the time that the new system began providing information. Despite rather substantial changes, Policy Memorandum No. 40(R) dated April 21, 1994 for fuel services has not been updated or revised.

Circular Memorandum No. 03-22

The CAO issued Circular Memorandum No. 03-22 dated December 23, 2003, that requires employees assigned take home vehicles to pay use charges. In August 2008 this policy was updated to double the use charge to \$23.08 every week. Every employee with a take home car is expected to pay the use charge via a salary deduction.

Circular Memorandum No. 07-07

Circular Memorandum No. 07-07 was issued September 13, 2007 to collect information about vehicle storage and evacuation plans in the event of an

³⁰ The Fuelman system was replaced by Retif Oil Fleetwide automated fuel dispensing services. The change over at the Broad Street facility occurred June 14, 2008. The change over at the Wall Boulevard facility took place on June 17th.

emergency such as a hurricane greater than Category 3. This information was to be provided to Office of Emergency Preparedness.

Compliance with Policy

We tested compliance with City policy by inspecting 187 vehicles at the 13 departments selected for detailed testing and through discussions with staff in the CAO and with selected departmental vehicle coordinators. We tested for specific requirements in the policy documents. For example:

- A copy of the policy is to be in the vehicle. However, we found that 53 of the vehicles inspected did not have the policy in the vehicle and 29 of the vehicles did not have registration papers in the vehicle.

In May 2008, the Assistant CAO responsible for the Equipment Maintenance Division (EMD) surveyed 23 departments and commissions asking policy questions that we were addressing with the CAO. The questions related to:

- Use and storage of City vehicles
- Abuse and misuse of City vehicles.
- Driver license checks.
- Pre-trip inspections.
- Political activity.
- Non-employee operators.
- Take-home vehicles.
- Fuel use and monitoring.

Each of these issues is addressed by the policy guidance provided by the CAO. The results of our tests and examples of our observations are discussed below.

Vehicle Marking

Section II of the policy³¹ requires that all City vehicles that bear a public license plate to be identified as belonging to the City of New Orleans by placing an eight inch decal of the City seal on both front doors. Of the 187 vehicles we inspected, we found that 32 City vehicles did not have the seal. For example, and as pointed out earlier, 11 of 13³² vehicles assigned to the Coroner's Office are not marked as City owned vehicles even though these vehicles have public license plates. Additionally, vehicles assigned to the Orleans Parish Juvenile Courts have public license plates and are not marked. Further, only one vehicle of the 16³³ assigned

³¹ Policy Memorandum No. 5(R).

³² The table in Attachment II shows 24 vehicles assigned to the Coroner. This is the number in the CAO listing dated June 18, 2008. However, our inspection revealed only 13 vehicles are assigned to the Coroner.

³³ The table in Attachment II shows 22 vehicles assigned to the City Council. This is the number in the CAO listing dated June 18, 2008. However, our inspection revealed only 16 vehicles are assigned to City Council.

to the City Council is marked as a City vehicle. Council's vehicle coordinator asserts that because any of the vehicles assigned to City Council might be used by one of the elected members, the exception for elected officials makes unmarked vehicles appropriate.

Vehicle Inventories

Section III of the policy requires all departments to conduct semi-annual vehicle and equipment inventories that are to be sent to CAO's Equipment Maintenance Division (EMD). These inventories are to contain the following information:

- Vehicle description (make, model, year, color).
- License plate number.
- Vehicle Identification Number.
- City Asset Number.
- Name of the employee responsible for the vehicle.

We found that the departments were not submitting semi-annual reports to the CAO's EMD. According to the Assistant CAO responsible for EMD, the departments were not submitting the reports but the departments responded when he requested inventory data from them. However, when we compared CAO inventories to inventories provided by the 13 selected departments, the departments identified 41 vehicles not on the CAO inventory and 38 vehicles listed on the CAO inventory were not on the department inventories.

Abuse or Misuse of Vehicles

Section IV of the policy provides that employees are to be held responsible for abuse or misuse of vehicles. The Assistant CAO asked the 23 departments to identify cases of misuse or abuse of vehicles. Of the eighteen departments that responded, only 3 cited instances of misuse or abuse. These reports included:

- The New Orleans Mosquito and Termite Control Board reported that "One employee was terminated August 14, 2007 for unauthorized use or abuse of a City vehicle."
- The Department of Property Management reported one accident that resulted in a suit against the City and one case of an employee that failed to return a City vehicle after the employee used the vehicle to flee Katrina.
- The Department of Public Works reported one case where \$1,256 in damage to a City vehicle was discovered after the person to which the vehicle was assigned resigned. The employee had not filed an accident report.

Three more instances that were not reported to us by the departments came to our attention. One case was investigated by the Office of Municipal Investigation, a second instance was raised by news media and the third instance occurred during the period of our evaluation.

Coroner's Office

The OIG, on September 14, 2007 received an allegation that the wife of a Coroner's Office employee drives a City owned car to work each day. Reportedly this matter had been reported to the Coroner on two occasions and no action had been taken.

We later identified an investigation of the employee conducted by the Office of Municipal Investigation. That investigation was triggered by an allegation similar to the one received by the OIG. The report of the investigation dated September 18, 2007 sustained the allegations that the employee's wife drove a City owned vehicle to and from her work in Jefferson Parish and that other City owned vehicles were parked near the employee's residence. Reportedly, the only actions taken against the employee is that he was ordered to repay the cost of gas used for the City car that his wife drove. Other costs such as the cost of the investigation were not recovered. Additionally, the increase in the City's liability and negative public perception were not addressed.

On June 23, 2008, the OIG received a letter from "*...a concerned tax-paying citizen that is fed up with arrogance, abuse and corruption.*" This letter alleged that the same Coroner's Office employee was parking three City owned cars at this residence and identified the vehicles by type and public license number. The informant states that these are parked in marked "no parking" zones.

The Coroner's Office employee concerned is also the vehicle coordinator for the Coroner's Office. As such, he was responsible for responding to the survey by the Assistant CAO. The response to a request for any information about instances of abuse or misuse was "N/A."

On a number of occasions during May and June 2008, OIG staff observed a dark blue CROWN VIC with public license plate 205165 parked in a "no parking" zone in front of the employee's residence. On June 30, 2008, at 10:50 AM the OIG photographed the vehicle parked in a "no parking" zone in front of the employee's residence. This vehicle was not assigned to the employee as a take home vehicle but it is a Coroner's Office vehicle and one of the vehicles mentioned in the June 23 complaint.

Department of Safety and Permits

A local television station, on Wednesday February 27, 2008, aired a news program concerning the number of City owned take home vehicles. One of the examples involved as many as four vehicles at the home of a Department Of Safety And Permits official. A neighbor of the official

told the reporter that the vehicles had been in the official's driveway for at least one month with only one vehicle being driven daily. When asked by the reporter why he had so many vehicles, the official refused to comment.

On Friday February 29, 2008, a senior City official asked for an explanation. In a Monday March 3, response the Department of Safety and Permits official offered the following:

- One vehicle was assigned to the individual as a take home vehicle. It had high mileage and the official considered it unreliable for out of town trips.
- A second vehicle was assigned to another Department Of Safety And Permits employee who had had an illness. The official considered this vehicle more reliable than the one he was assigned so he used this vehicle for out of town trips.
- A third vehicle was a new 2008 Ford Ranger pick-up truck that had been acquired by the department for use by departmental inspectors. All of the trucks ordered for the inspectors had not arrived so the official was keeping the vehicle until it was assigned.
- The fourth vehicle was a new Ford Explorer that was assigned to the official to replace the older high mileage vehicle.

The Department Of Safety And Permits official is still assigned the 2008 Ford Explorer as a take home vehicle. The other three vehicles are currently assigned to other Department Of Safety And Permits employees.

For at least one month, this Department of Safety and Permits official had 4 vehicles with the full knowledge of the senior staff in the Department. This incident raises a question about whether all of the departmental vehicles are fully utilized.

Department of Public Works

On June 14, 2008, a City vehicle assigned to the head of the Department of Public Works as a take home vehicle was involved in a three vehicle accident late in the evening. According to the CAO, the department head failed to promptly report the accident and failed to take a drug test as required by any City employee involved in an accident in a City vehicle. For these reasons, the CAO suspended the department head's take home privileges for 30 days. That time has expired and the department head has resumed using his take home vehicle.

Following the accident, the New Orleans Police Department filed a police report that showed that a person other than the department head was the driver of the vehicle. This second person, a City contractor, was arrested and charged with driving under the influence, following too closely and reckless driving. According to the police report, witnesses at the scene identified the other person as the driver rather than the department head.

The department head has stated that he was the driver and not the City contractor.

The City Law Department referred the matter to the District Attorney for prosecution. The matter is scheduled to be heard in Court on March 4, 2009.

Driver's License Checks

The policy requires that drivers be properly licensed. Responses to the surveys indicated that all departments require new employees to present their drivers license when employed. Only two departments periodically check driving records. These are Emergency Medical Services and Parkways. All other departments or agencies responding to the survey stated:

- Drivers' licenses are submitted when persons are first employed. However, there are no follow-up checks. Or
- The department complied with Policy Memorandum 5(R). That policy memorandum states only that driver should be properly licensed and does not address follow-up license checks.

We believe that driving records should be checked from time to time. This would provide the City an opportunity to assure that only employees with good driving records are allowed to drive City vehicles.

Political Activity

The policy asserts that political activity is prohibited and that political bumper stickers are not to be attached to vehicles. None of the 187 vehicles we inspected had political bumper stickers or any other indicia of political activity.

Non Employee Drivers

The policy forbids non-employee drivers. All vehicle coordinators we contacted assured that there were no non-employee drivers. However, as pointed out in the Coroner's Office case and Department of Public Works case cited above, the prohibition against non-employee drivers does not guarantee that there are no such drivers.

Take Home Vehicles

The CAO has delegated decisions about take home vehicles to the heads of departments and agencies. The only policy guidance provided for take home vehicles is in Policy Memorandum 5(R) and in Circular memorandum 03-02 is:

- Employees living outside the Parish may not be assigned take home vehicles. And,
- Employees assigned take home vehicles must pay a personal use charge for take home vehicles of \$23.08 per week.

We found no other guidance provided. We found no set of policies or instructions that tell employees with take home vehicles whether family members or others can ride in the vehicles, whether the vehicles can be used for personal business or errands. We have received complaints from citizens asserting that City owned vehicles had been carrying children at shopping centers and service stations. However, the complaints did not have sufficient information to identify the specific vehicle.

We were told by the CAO employee who approves take home Add Or Delete Forms that he does not challenge decisions by department heads to assign take home vehicles. He said that the purpose of the Add Or Delete Form is to assure that employees assigned take home vehicles have the personal use charge deducted from their salary.³⁴ This staff member also told us that he was unable to obtain a listing from either finance or management information systems to show which employees are having personal use deductions made from their pay.

Response to the survey from the Assistant CAO did not disclose any written departmental policy concerning how the departments decide which employees should have take home vehicles. In nearly every case, department heads had take home vehicles. One department reported that take home vehicles were assigned to 24/7 responders while another reported that take home vehicles were assigned based on seniority and work assignment.

In connection with an incident of misuse or abuse discussed earlier in this Chapter, we interviewed the former director of the Department of Safety and Permits. He said that new vehicles assigned to the department's inspectors were seen as additional compensation to offset low pay. The Attorney General's opinion quoted in Chapter 3 states that such use is inappropriate. Additionally, we are concerned that personal use in excess of "minimal, reasonably necessary and incidental to authorized public use" when combined with cost of fuel and parking privileges may create a taxable benefit that exceeds the personal use charge.

³⁴ In case that the take home privilege is revoked, the Add Delete Form is filed to assure that the personal use deduction is discontinued

Fuel Use and Monitoring

Policy Memorandum No. 40(R) dated April 24, 1994 provides guidance for fuel use and monitoring. Fuel represents a significant cost to the City and has a high risk of theft or other loss. The Mayor's budget for 2009 anticipates the use of 1.9 million gallons of fuel costing \$5.6 million. While this is the cost for all vehicles that access the City refueling locations and not just the vehicles in the Administrative Fleet, the cost is substantial.

As mentioned earlier, the contractor for fueling City equipment was recently changed.³⁵ Periodic reports from the new system began to accumulate in July 2008. We analyzed fuel use reports for the period July 3, 2008 through September 21, 2008 for each of the 13 departments or commissions selected for detailed testing. The purpose of our analysis was to test the controls over access to fuel and fuel use.

The controls over fuel access and use include:

- Each vehicle is assigned a vehicle fuel card that identifies the vehicle. The vehicle fuel card is to be kept with the vehicle so that any employee using the card can refuel the vehicle as necessary.
- Each authorized vehicle user is assigned a personal identification number (PIN) that identifies the employee that refuels a City vehicle. City policy requires that PIN numbers not be shared.
- At each refueling, the person refueling is to enter the odometer reading from the vehicle.
- At each refueling, the system provides the date, time and refueling location.

With these data points, the fuel system provides weekly reports on fuel use to the CAO and to the departments. The departmental vehicle coordinators are to audit the use of fuel as reported by the fueling system and identify any discrepancies or inconsistencies that may indicate an impropriety or an issue that needs to be addressed. We found no reports on audits or reports of any potential impropriety at any of the 13 departments or commissions.

Our analysis showed conditions that should have raised questions and which we believe are evidence that controls are not effective. We identified:

- Vehicles with frequent fuel purchases. For example, DSP 3006 and DSP 3010 are take home vehicles assigned to employees living in Baton Rouge.
- Fuel dispensed in excess of vehicle capacity. For example, according to the fuel use report, on July 3, 2008, DSP 3031, a Ford F-150 with a fuel capacity

³⁵ The Fuelman system was replaced by Retif Oil Fleetwide automated fuel dispensing services. The change over at the Broad Street facility occurred June 14, 2008. The change over at the Wall Boulevard facility took place on June 17th.

of 18 gallons, was fueled with 91.2 gallons. On July 15, 2008, DSP 5048, Ford Taurus with a fuel capacity of 18 gallons, was fueled with 39.9 gallons. We found no evidence that the departmental vehicle coordinator questioned these unusual amounts. Nor did we find that the CAO employee responsible for auditing fuel use noted or challenged these amounts.

- Two vehicle fuel cards had been issued for eighteen vehicles and two vehicles had been issued three vehicle fuel cards.
- We identified 23 employees that had been issued two different Personal Identification Numbers (PIN). Additionally, 25 PIN numbers were issued in a single name (e.g. first name or last name.)
- Valid PIN numbers were written on the sleeve containing the vehicle fuel cards in 92 vehicles. Additionally, we found that some PIN numbers were being shared. For example, the drivers for certain of the City Council members use the City Council member's PIN number rather than their own.
- The fuel use reports for the following vehicles showed inconsistent odometer readings. We found no evidence that the departmental vehicle coordinator questioned these inconsistent readings. Nor did we find that the CAO employee responsible for auditing fuel use noted or challenged these inconsistent readings.

Asset Number

DSP 3005
DSP 3009
DSP 3008
DSP 5036
DSP 5046
FIN 3000
COR 3024
COR 3027
COR 5068
COR 5077
ADM 5002

Chapter 5 Conclusions and Recommendations

Conclusion

There is agreement among managers of large fleets and fleet consultants that there are a number of essentials or best practices for effective management of large fleets which include:

- Having the needed data and supporting management information systems to enable managers to make sound decisions and assess performance of the vehicle fleet.
- Centralizing fleet management responsibilities and oversight to establish and assure uniform guidance and to identify opportunities for improving a fleet's cost-efficiency.
- Assessing vehicle utilization—how vehicles are used—to determine the appropriate size of the fleet and to establish a baseline for fleet operations.
- Comparing, or benchmarking, the costs and performance of a fleet with those in what they found to be the best fleets.³⁶

The City's management of the Administrative Fleet does not comport with these best practices.

Based on our observations and analysis, we have concluded that the City:

- Does not have the management information systems that can provide managers with information needed to make sound decisions and assess the performance of the passenger vehicle fleet.
- Has decentralized fleet management responsibilities by assigning fleet management decision making to the various department heads without adequate guidance or monitoring.
- Does not have an oversight mechanism to test compliance with the policy.
- Has not assessed vehicle utilization to determine whether fleet size is appropriate and to establish a baseline for fleet operations.
- Cannot determine the cost to operate individual vehicles or classes of vehicles and cannot document the fiscal impact of decisions about passenger vehicles.

In the sample of 13 departments and 187 vehicles we tested, we found substantial non-compliance with the policies that have been established for the management of passenger vehicles. These include:

- More take home cars than authorized by ordinance.
- Absence of criteria for assigning takes home vehicles to city employees.

³⁶ Effective and efficient management of large vehicle fleets is a concern in other government agencies. The Government Accountability Office (GAO), the investigative arm of the United States Congress, addressed fleet management in a series of reports. During GAO's work, a number of fleet managers and consultants were interviewed. These fleet managers and consultants identified these as essential management practices or best practices.

- No indication that cost is a consideration in the assignment of take home vehicles.
- No restrictions on the distance from an employee's residence to the employee's work site.
- No reports documenting the extent of personal use of vehicles.
- No comparison of personal use charges deducted from employee salaries to the listing of take home vehicles authorized.
- Centralized inventory listings created by the CAO do not agree with inventory listings provide by departments.
- Some City vehicles are not marked as required by ordinance and statute.
- Inventories that are reported to the external auditor for City financial statements do not agree with centralized inventories created by the CAO in numbers or in values.
- Fuel use is not monitored by departmental vehicle coordinators and is not adequately monitored by the CAO's office.
- Fuel PIN numbers are not properly protected and are being shared by employees.
- Employees are entering improper and inaccurate odometer readings into the fuel use system when fueling.
- Anomalies in fuel use are often unchallenged and unexplained.

Additionally, one department, the Department Of Public Works failed to cooperate in our review by not responding to requests for data and not returning phone calls. This failure to cooperate delayed completion of our work.

Recommendations

We are recommending that the CAO:

- Acquire the means to capture and consider timely, accurate and complete information on the costs of acquiring, operating, maintaining and disposing of vehicles.
- Provide new and definitive policy guidance for use of City vehicles including specific criteria for assigning take home vehicles.
- Centralize fleet management and oversight under an experienced fleet manager with the ability and authority to test and require compliance with that policy and the authority to implement best practices.
- Perform an assessment of vehicle utilization to determine the appropriate fleet size and to establish a baseline for fleet operations.

We are also making a recommendation suggesting that City personnel receive direction about cooperation with the OIG.

Better Information Should Be Captured and Evaluated

The key to meeting the challenges and risks is for managers to have the data necessary to evaluate performance, to consider alternative solutions and the ability to react in a manner that protects the City's assets, resources and employees. A good management information system should provide the fleet manager with timely, accurate, and complete information on the costs of acquiring, operating, maintaining, and disposing of vehicles. Such information is vital for doing cost-comparison studies and for providing for central

monitoring. Also, the system should permit the fleet manager to conduct *ad hoc* analyses to help identify opportunities for reducing costs, to respond to inquiries and to improve the fleet's performance. We found that the City generally lacked the basic information to effectively and efficiently manage its fleets. For example, the City did not have complete and timely information on vehicle maintenance and repairs. Moreover, the City lacked information on its fleets, such as the age, mileage, geographic location, cost and usage of the vehicles in its fleets.

We found that the fleet management data system used by the City-- the Maintenance Control and Management System (MCMS) -- has limited capability and is no longer considered a reliable source of data about fleet operations. The version of MCMS used by the City is outdated and is no longer supported by its manufacturer. Rather than rely on MCMS, the Equipment Maintenance Division (EMD) uses other software packages such as Microsoft Excel and Microsoft Word to create and track important fleet information such as a detailed inventory of fleet assets and listing of take home vehicles and operators. This information is created *ad hoc* and does not provide assurances that all transactions are authorized and that all transactions are properly recorded in a timely fashion.

In a letter to the CAO dated July 28, 2008, (See Attachment VII) we expressed concern about the abilities of the present fleet management data system and recommended that during the current budget process, the city fund an updated fleet management data system that could provide City managers with the information necessary to make informed decisions about the vehicle fleet.³⁷ This item was not included in the Mayor's 2009 budget request. We are renewing that recommendation. We believe that until the City is able to obtain high quality data to support its decisions, little will change.

New and Definitive Policy Guidance

The CAO should issue new policy guidance for vehicle management that clearly addresses the matters disclosed by our evaluation. Specifically,

- The requirement for vehicle marking should be made clear. We believe that all of the City's assets not used for covert activities should be clearly marked as City vehicles and with the vehicle's asset number. Additionally, vehicles not used in covert activities should bear public license plates. If any vehicle other than vehicles used for covert activities are not marked the vehicles should be reported to the City Council as a failure to mark the vehicles is a violation of ordinance and state statute.
- Duties assigned to the CAO's Equipment Maintenance Division should be made clearer. Presently, the EMD duties include notifying the CAO of any failure of a department or agency to comply with policy. However, EMD does not have the staffing necessary to oversee the City fleet and that are needed to test for compliance with City policy.
- Consistent guidance should be provided for making take home vehicle decisions and these decisions should be fully documented. We believe that vehicles are necessary for the City to carry on its business and its mission. We also believe that each

³⁷ OIG-A&R 20080002 dated July 28, 2008.

decision to assign a take home vehicle should be documented including why the take home vehicle is necessary, what alternatives were considered and why the alternatives were dismissed. We did not find any evidence that consistent criteria were provided and as a result some take home vehicles have become perquisites of position and are not demonstrably of benefit to the City and its Citizens. The Attorney General's opinion cited earlier challenges such use of City owned vehicles. Additionally, complaints we have received indicate the ire citizens have for misuse of City assets that their tax dollars helped to purchase. City Council has adopted an ordinance that limits take home vehicles to 50 vehicles for the Administrative fleet and 10 for the Fire Department. The 273 take home vehicles far exceed that number. Reducing the number of take home vehicles would save cost and reduce the City's exposure to liability.

- Guidance should be provided on the use of take home vehicles. We found no information to employees regarding the proper use of take home vehicles. There were no criteria for evaluating the actions of the employees. We believe that any senior employee should know that allowing a spouse to use a city owned vehicle to commute to and from work is improper. However questions about driving children or spouses to work or school are less clearly answered. Definitive guidance is needed to guard against an unintended increase in the City's liability and personal use that is not minimal, reasonably necessary and incidental to the authorized public use.
- Policies and procedures for fueling City owned vehicles require extensive change and improvement. As presently constituted, the controls over fuel are not effective in that we identified examples of weaknesses in each of the controls. Additionally, the data produced by the automated reporting billing system is not being effectively monitored. As a result, anomalies are not noted and addressed. We also found the weekly fuel report difficult to analyze and we had to manually re-enter the data in our software to sort and compare information in the reports.

Centralize Fleet Management and Oversight

Fleet management decisions are currently delegated to heads of departments. Among the decisions and responsibilities delegated to the department heads are deciding which employees will have take home vehicles, maintaining detailed vehicle inventories, developing departmental fleet operations policies, coordinating scheduled and unscheduled maintenance services, establishing departmental acquisition and replacement needs, and monitoring fuel use. There are more than twenty departments or commission heads reporting to the CAO. Some of the departments are extremely vehicle dependent such as Emergency Medical Services. Other departments such as the City Attorney, City Council, Civil Service Commission, Finance, Library and the Vieux Carrie Commission are not vehicle dependent. We do not believe that all departments are giving vehicle management the same level of attention. The CAO needs the ability to test compliance with the established policies. Where departments are not vehicle dependent, the CAO has a higher requirement to ensure proper use of City vehicles. Where the departments are vehicle dependent, the CAO needs to review policies and practices to assure compliance with the intent of policy and from time to time test compliance with established policy. Presently, the CAO does not have the staff to perform management of the fleet nor oversight of the process. All three of the incidents addressed in Chapter 4 of

this report of abuse and misuse involved senior City officials. These are the persons who are expected to set the ethical “tone at the top” and provide models of behavior for other employees to follow.

No New Purchases without Utilization Studies

The City is proposing to restart its vehicle replacement program and has included \$2 million in the Mayor’s 2009 budget for this purpose. We recognize that vehicles need to be replaced from time to time and that replacement should be done systematically. However, a key element in any replacement decision is an understanding about how current vehicles are being used and whether vehicles can be shifted to meet high priority needs rather than making new purchases.

We found no indication that vehicle utilization studies were being made by the department heads at the departments and agencies where we performed our detailed tests. We also found reasons to question whether vehicles are effectively used. For example, the case of four vehicles at the home of a Department of Safety and Permits raises questions about effective utilization. The Assistant CAO stated that the department heads made decisions about vehicle needs and proposed vehicle acquisitions to the CAO. The Assistant CAO stated that the department head was in the best position to determine such needs and the CAO’s role was to assure the right vehicle was purchased to accomplish the required task. We believe that purchase decisions should consider the utilization of existing vehicles and that the considerations should be documented. We recommend that the CAO not agree to the purchase of vehicles in absence of a thorough utilization study.

Cooperation with the Inspector General

The Department of Public Works failed to cooperate with our requests to schedule vehicles for inspection. That failure to cooperate delayed our work and does not comport with the authority given the OIG by Charter, Statue and ordinance. Other departments contacted were not familiar with the OIG or its authority but were generally cooperative. We believe that the CAO and the Mayor should issue information to all department heads and senior officials that outlines the authority of the OIG and restates the Mayor’s policy to cooperate fully with the OIG.

Attachment I Administrative Fleet

CLASS	SIZE	EXAMPLES	TOTAL		TAKE-HOME	
			NUMBER	VALUE	NUMBER	VALUE
Passenger Cars						
Sedan	Compact	Ford Escort	3	\$8,775.00	0	\$0.00
	Intermediate	Ford Taurus	122	\$990,904.24	32	\$269,409.00
	Full Size	Ford CROWN VIC	94	\$1,154,955.86	20	\$323,535.86
	Subtotal		219	\$2,154,635.10	52	\$592,944.86
SUV	Intermediate	Jeep Cherokee	14	\$56,168.00	4	\$22,675.00
	Full Size	Ford Explorer	144	\$2,436,565.75	85	\$1,508,486.50
	Subtotal		158	\$2,492,733.75	89	\$1,531,161.50
Van	Minivan	Ford Aerostar	39	\$433,165.00	13	\$157,650.00
	Full Size	Ford E-350	66	\$759,262.00	0	\$0.00
	Subtotal		104	\$1,192,427.00	13	\$157,650.00
Truck	Compact	Ford Ranger	64	\$808,082.50	34	\$484,073.25
	Full Size	Ford F-150 / F-250	242	\$3,475,613.80	81	\$1,307,399.00
	Heavy Duty	Ford F-350 / F-450	79	\$3,286,342.00	4	\$54,350.00
	Subtotal		385	\$7,570,038.30	119	\$1,845,822.25
Total Passenger Vehicles			866	\$13,409,834.15	273	\$4,127,578.61
Non Passenger and Special Purpose			671	\$32,264,742.22	0	\$0.00
Total Administrative Fleet			1,537	\$45,674,576.37	273	\$4,127,578.61

Data supplied by Chief Administrative Office dated June 18, 2008.

Attachment II Administrative Fleet

(Sorted by Asset Prefix)

Asset Prefix	Dept Name	Non-Passenger	Passenger	Take Home	Total
ADM	Administration	5	36	12	41
ATTY	City Attorney	0	4	2	4
CDC	Criminal District Court	0	40	0	40
CLMN	City Council	0	22	12	22
COR	Coroner	2	22	8	24
CPL	City Planning Commission	0	3	2	3
CS	Civil Service Commission	0	2	2	2
DA	District Attorney	0	51	0	51
DSP	Department of Safety and Permits	2	53	46	55
DW	Human Resources Department	17	8	2	25
EMD	Equipment Maintenance Division	4	9	5	13
EMS	Emergency Medical Service	7	61	5	68
FD	Fire Department	93	57	22	150
FIN	Finance	0	6	3	6
FLEE	Equipment Maintenance Division	0	9	0	9
FMC	French Market Corporation	0	1	0	1
FPV	Fort Pike Volunteers	2	1	0	3
HD	Health Department	0	29	4	29
HDLC	Historic Districts Landmarks	0	2	2	2
JC	Juvenile Court	0	10	0	10
LSAN	Leased Sanitation Vehicles	4	0	0	4
MAYR	Mayor	1	94	74	95
MC	Mosquito & Termite Control	1	10	0	11
MCS	Mosquito & Termite Control	23	48	10	71
MCSA	Mosquito & Termite Control	0	1	0	1
MCSM	Mosquito & Termite Control	2	0	0	2
NOMA	New Orleans Museum of Art	0	1	0	1
NORD	New Orleans Recreation Department	17	27	7	44
PB	Public Buildings	27	46	13	73
PKW	Parks and Parkways Department	285	75	6	360
PL	Public Library	2	8	2	10
PWD	Public Works Division	15	39	14	54
RV	Registrar of Voters	0	2	0	2
SAN	Sanitation Department	69	21	12	90
SAP	Safety and Permits	0	1	0	1
SPCA	SPCA	0	14	0	14
STS	Streets	93	43	7	136
TC	Traffic Court	0	7	0	7
UTLY	Utilities	0	2	0	2
VCC	Vieux Carre Commission	0	1	1	1
TOTAL		671	866	273	1537

Data provided by the Chief Administrative Office dated June 18, 2008.

Attachment III Take Home Vehicles

(Sorted by City Number Prefix and Operator Last Name)

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
ADM 3021	2006	201580	FORD	EXPLORER	COURTNEY	BAGNERUS	\$19,922.00
ADM 3012	2004	NDY108	FORD	FREESTAR A50	ROSEMARIA	BROUSSARD	\$13,675.00
ADM 5135	2000	UNKNOWN	FORD	TAURUS	RAYMOND	BUCHART	\$5,050.00
ADM 3007	2000	152191	FORD	EXPLORER	PETER	CASTELLUCCIO	\$6,800.00
ADM 3006	2000	160114	FORD	EXPLORER	BRIAN	FIRSTLEY	\$6,800.00
ADM 3019	2006	201884	FORD	EXPLORER	CARY	GRANT	\$22,184.75
ADM 3017	2006	UNKNOWN	FORD	EXPLORER	BRENDA	HATFIELD	\$26,568.25
ADM 3014	2004	186886	FORD	EXPLORER XLS	MATT	KALLMYER	\$15,025.00
ADM 3020	2006	201882	FORD	EXPLORER	JAY	PALESTINA	\$23,272.25
ADM 3018	2006	201875	FORD	EXPEDITION	JERRY	SNEED	\$27,637.25
ADM 3010	2002	181908	FORD	EXPLORER	CYNTHIA	SYLVAIN-LEAR	\$11,700.00
ADM 5142	2001	165734	FORD	CROWN VIC	ROBERT E.	WILLIAMS	\$9,050.00
ATTY 3000	2002	W243269	FORD	EXPLORER	PENYA	MOSES-FIELDS	\$11,700.00
ATTY 5002	2008	RHP 955	FORD	CROWN VIC	CARL	THIBODEAUX	\$23,033.00
CLMN 3010	2006	PNU701	FORD	EXPEDITION	JAMES	CARTER	\$29,038.00
CLMN 3011	2006	PNU703	FORD	EXPEDITION	JACKIE	CLARKSON	\$29,936.75
CLMN 3008	2006	PNR969	FORD	EXPEDITION	ARNIE	FIELKOW	\$29,630.50
CLMN 3014	2006	X078238	FORD	EXPLORER	LYDIA	GLAPION-DAYS	\$22,886.00
CLMN 3012	2006	PNU702	FORD	EXPEDITION	STACY	HEAD	\$29,258.00
CLMN 3013	2006	PXX029	FORD	EXPEDITION	CYNTHIA	HEDGE-MORRELL	\$29,043.00
CLMN 3007	2004	186874	FORD	FREESTAR A50	PEGGY	LEWIS	\$13,675.00
CLMN 5062	2000	JLG942	FORD	TAURUS	KELLY	MEEHAN	\$5,050.00
CLMN 3015	2008	RIB628	FORD	ESCAPE	SHELLY	MIDURA	\$27,961.00
CLMN 3002	2000	JAN 699	FORD	EXPLORER	RONALD	PURSELL	\$6,800.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE	
CLMN	5070	2007	RIZ885	FORD	CROWN VIC	WILBERT	THEODORE	\$23,033.00
CLMN	3009	2006	PNU178	FORD	EXPEDITION	CYNTHIA	WILLARD-LEWIS	\$29,035.50
COR	5070	2005	194013	FORD	CROWN VIC	CRAG	BLAIR	\$14,575.00
COR	5068	2003	186961	FORD	TAURUS	FLOYDE	BROWN	\$8,675.00
COR	5077	2008	UNKNOWN	FORD	CROWN VIC	ORRIN	DUNCAN	\$19,732.00
COR	5074	2007	201911	FORD	CROWN VIC	JOHN	GAGLIANO	\$23,033.00
COR	5066	2002	182004	FORD	CROWN VIC	PURNELL	LEWIS	\$10,300.00
COR	5076	2008	UNKNOWN	FORD	CROWN VIC	DR. FRANK	MINYARD	\$19,732.00
COR	5071	2005	194057	FORD	CROWN VIC	DR. JEFFERY	ROUSE	\$14,575.00
COR	3031	2002	KWT966	FORD	CROWN VIC	DAVID	TRAHAN	\$10,300.00
CPL	3000	1999	198928	JEEP	CHEROKEE	JOE	ALVAREZ	\$5,975.00
CPL	5015	2003	186955	FORD	TAURUS	YOLANDA	RODRIGUEZ	\$8,675.00
CS	3003	2001	168458	FORD	WINDSTAR	ROBERT	HAGMANN	\$8,050.00
CS	3000	2004	186872	FORD	FREESTAR A50	LISA	HUDSON	\$13,675.00
DSP	3017	2008	UNKNOWN	FORD	F-150, RC	DANIEL	ALLEN JR.	\$14,992.00
DSP	3024	2008	UNKNOWN	FORD	F-150, RC	ROBERT	BEALL	\$14,992.00
DSP	5048	2002	168162	FORD	TAURUS	RONNIE	BLAKE	\$7,700.00
DSP	3008	2007	201871	FORD	RANGER	STEVE	BORDELON	\$14,510.50
DSP	5057	2005	186899	FORD	CROWN VIC	SIDNEY	BOURNES	\$14,575.00
DSP	3006	2007	201876	FORD	RANGER	JESSE	BRIDGES	\$12,566.75
DSP	5046	2002	168156	FORD	TAURUS	YOLANDA	BROWNFIELD	\$7,700.00
DSP	3029	2008	UNKNOWN	FORD	F-150, RC	MICHAEL	CAVATAIO	\$14,992.00
DSP	3010	2007	201579	FORD	EXPLORER	MIKE	CENTINCO	\$19,922.00
DSP	3025	2008	UNKNOWN	FORD	F-150, RC	LARRY	CHAN	\$14,992.00
DSP	3032	2008	UNKNOWN	FORD	F-150, RC	CHARLES	COLLINS	\$14,992.00
DSP	3020	2008	UNKNOWN	FORD	F-150, RC	JAMES A.	CRUSE	\$14,992.00
DSP	3011	2008	UNKNOWN	FORD	EXPLORER	BHOLA	DHUME	\$20,162.00
DSP	3035	2008	UNKNOWN	FORD	F-150, RC	CHRIS	DUPLANTIER	\$14,992.00
DSP	3004	2002	182008	FORD	F-150	STEVEN	DWYER	\$16,375.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
DSP	3019	2008	UNKNOWN	FORD	F-150, RC	THOMAS DWYER	\$14,992.00
DSP	5036	2000	160080	FORD	TAURUS	ANTHONY EMUKAH	\$5,050.00
DSP	5040	2003	186954	FORD	TAURUS	KEWANA FORTUNE	\$8,675.00
DSP	3036	2008	UNKNOWN	FORD	F-150, RC	BRUCE FRANK	\$14,992.00
DSP	3012	2008	UNKNOWN	FORD	F-150, RC	GARY GRAHAM	\$14,975.00
DSP	3026	2008	UNKNOWN	FORD	F-150, RC	RODOLPHE HARDOUIN	\$14,992.00
DSP	3034	2008	UNKNOWN	FORD	F-150, RC	ED HORAN	\$14,992.00
DSP	3038	2008	UNKNOWN	FORD	F-150, RC	DAN HRAPMANN	\$14,992.00
DSP	3013	2008	UNKNOWN	FORD	F-150, RC	JASON JEE	\$14,992.00
DSP	5052	2004	186824	FORD	TAURUS	WILTON JOINER	\$10,475.00
DSP	3003	2000	159602	FORD	EXPLORER	JEROME LANDRY	\$6,800.00
DSP	3027	2008	UNKNOWN	FORD	F-150, RC	RUSSELL L. LARRIEU	\$14,992.00
DSP	3018	2008	UNKNOWN	FORD	F-150, RC	ANTHONY MANALLA	\$14,992.00
DSP	3030	2008	UNKNOWN	FORD	F-150, RC	ROBERT MCDONALD	\$14,992.00
DSP	3039	2008	UNKNOWN	FORD	F-150, RC	JERRY MCRANEY	\$14,992.00
DSP	3016	2008	UNKNOWN	FORD	F-150, RC	PAUL MEDUS	\$14,992.00
DSP	3031	2008	UNKNOWN	FORD	F-150, RC	THOMAS J. MURRAY	\$14,992.00
DSP	3015	2008	UNKNOWN	FORD	F-150, RC	JOHNNY ODOM	\$14,992.00
DSP	3040	2008	UNKNOWN	FORD	F-150, RC	CHRIS POLETO	\$14,992.00
DSP	3005	2007	201873	FORD	RANGER	ROBERT POLK	\$12,566.75
DSP	3014	2008	UNKNOWN	FORD	F-150, RC	KEVIN RICHARD	\$14,992.00
DSP	5050	2004	186806	FORD	TAURUS	NELSON SAVOIE	\$10,475.00
DSP	3009	2007	201872	FORD	RANGER	TROY SCOTT	\$14,510.50
DSP	3022	2008	UNKNOWN	FORD	F-150, RC	PAT TRAINOR	\$14,992.00
DSP	3037	2008	UNKNOWN	FORD	F-150, RC	ERIC TREADWAY	\$14,992.00
DSP	5041	2003	186951	FORD	TAURUS	ARIEL WASHINGTON	\$8,675.00
DSP	3028	2008	UNKNOWN	FORD	F-150, RC	TERRENCE WILLIS	\$14,992.00
DSP	3007	2007	201877	FORD	RANGER	CLOURTH WILSON	\$12,649.25
DSP	3021	2008	UNKNOWN	FORD	F-150, RC	WILLIAM T. YURT	\$14,992.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE	
DSP	3033	2008	UNKNOWN	FORD	F-150, RC	GLENN	ZERINGUE	\$14,992.00
DSP	3023	2008	UNKNOWN	FORD	F-150, RC	CARLON	ZIMMERMANN	\$14,992.00
DW	5000	2007	201905	FORD	FUSION	MUBARAK	KAREEM	\$14,283.00
DW	3021	2006	182417	FORD	EXPLORER	RICHARD	WINDER	\$21,300.00
EMD	3414	2006	194130	FORD	F-250	RICHARD	CHAPMAN	\$29,751.00
EMD	3418	2006	194135	FORD	RANGER	CLEARENCE	DEVEZIN	\$19,255.00
EMD	3415	2006	194133	FORD	F-250	BARRY	GANGOLF	\$21,400.00
EMD	3412	2006	194129	FORD	F-250	ROY	MULLET	\$26,983.50
EMD	3417	2006	194134	FORD	RANGER	SARA	WOODINE	\$19,255.00
EMS	3011	2006	182486	FORD	EXPLORER	CARL	FLORES	\$19,558.00
EMS	3010	2006	182485	FORD	EXPLORER	JACOB	OBERMAN	\$19,558.00
EMS	3015	2007	208017	FORD	EXPEDITION	JULLETTE	SAUSSY	\$25,832.00
EMS	3004	2005	187056	FORD	EXPLORER XLS	CLIFF	WASHINGTON	\$17,100.00
EMS	3005	2005	187057	FORD	EXPLORER XLS	YOLANDA	WILSON	\$17,100.00
FD	3121	2004	186852	FORD	FREESTAR A50	CARLENE	BARTHE	\$13,675.00
FD	3113	2003	182332	FORD	EXPEDITION	HENRY	BEBA	\$18,775.00
FD	3155	2006	UNKNOWN	CHEVROLET	SILVERADO	THOMAS	CALAMARI	\$44,367.00
FD	3125	2004	186847	FORD	FREESTAR A50	GREGORY	DAVIS	\$13,675.00
FD	3153	2006	UNKNOWN	CHEVROLET	SILVERADO	DEAN	DISALVO	\$35,167.00
FD	3091	2001	169010	DODGE	DURANGO	TERRY	HARDY	\$11,225.00
FD	3122	2004	186846	FORD	FREESTAR A50	EDWIN	HILMES JR.	\$13,675.00
FD	3103	2003	181902	FORD	EXPEDITION	EDWIN	HOLMES	\$18,775.00
FD	3152	2006	UNKNOWN	CHEVROLET	SILVERADO	BRIAN	JOHNSON	\$42,667.00
FD	3093	2001	169012	DODGE	DURANGO	PETER	LINDBLUM	\$11,225.00
FD	3112	2003	182333	FORD	EXPEDITION	BRUCE	MARTIN	\$18,775.00
FD	3104	2003	181903	FORD	EXPEDITION	JOSEPH	MATTHEWS	\$18,775.00
FD	3126	2004	186845	FORD	FREESTAR A50	LARRY	MEYERS	\$13,675.00
FD	3095	2001	168459	FORD	EXPEDITION	CHARLES	PARENT	\$12,825.00
FD	3097	2003	182094	FORD	F-250	ROBERT	PELLEGRINE	\$16,675.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE	
FD	3069	1996	137409	JEEP	CHEROKEE	JOE	PEREZ	\$4,650.00
FD	3092	2001	169011	DODGE	DURANGO	DAVID	RADECKER	\$11,225.00
FD	3151	2006	UNKNOWN	CHEVROLET	SILVERADO	LOUIS	ROBINSON	\$40,867.00
FD	3117	2003	182328	FORD	EXPEDITION	ELBERT	THOMAS	\$18,775.00
FD	3124	2004	186853	FORD	FREESTAR A50	MICHAEL	WILLIAMS	\$13,675.00
FD	3111	2003	182334	FORD	EXPEDITION	NORMAN	WOODRIDGE	\$18,775.00
FD	3107	2003	181983	FORD	EXPEDITION	KEITH J.	WRIGHT	\$18,775.00
FIN	3000	2000	160179	FORD	WINDSTAR	KIM	DELARGE	\$6,675.00
FIN	5001	2001	166849	FORD	CROWN VIC	DERRICK	MUSE	\$9,050.00
FIN	3002	2003	181967	FORD	EXPLORER	REGINALD	ZENO	\$13,825.00
HD	3121	2003	182372	FORD	WINDSTAR	LAURA	BRUMFIELD	\$11,800.00
HD	5048	2002	168158	FORD	TAURUS	SANDRA	ROBINSON	\$7,700.00
HD	3115	2002	181953	DODGE	DURANGO	KEVIN	STEPHENS	\$11,425.00
HD	3120	2002	UNKNOWN	FORD	F-150	WESLEY	TAYLOR	\$16,375.00
HDLC	3000	2001	UNKNOWN	FORD	WINDSTAR	CHARLES	PERKINS	\$8,050.00
HDLC	5004	1997	145619	FORD	TAURUS	TRACY	ST.JULIEN	\$3,450.00
MAYR	3016	2002	165640	FORD	EXPLORER	MAGGIE	ADAMS	\$11,700.00
MAYR	5270	2001	166848	FORD	CROWN VIC	LYNN	ASHLEY	\$9,050.00
MAYR	3061	2006	UNKNOWN	FORD	EXPLORER	MAURICE	BAIRD	\$24,715.50
MAYR	3019	2002	165639	FORD	EXPLORER	MELVIN	BAKER	\$11,700.00
MAYR	3056	2005	187069	FORD	RANGER	EUGENE	BARTON	\$15,125.00
MAYR	5293	2007	UNKNOWN	FORD	Five Hundred	EDWARD	BLAKELY	\$21,981.86
MAYR	3006	2002	UNKNOWN	FORD	EXPLORER	RAY	BOLLING	\$11,700.00
MAYR	3017	2002	165641	FORD	EXPLORER	BRENDA	BREAUX	\$11,700.00
MAYR	3003	2003	182223	FORD	EXPLORER	SARAH	BROOM	\$13,825.00
MAYR	5268	1998	154648	FORD	EXPLORER	MARGARET	BUTLER	\$5,600.00
MAYR	3073	2008	UNKNOWN	FORD	EXPLORER	NORRIS	BUTLER	23,918.00
MAYR	3041	2005	187083	FORD	RANGER	HILLARY	CARRERE	\$15,125.00
MAYR	3044	2005	187081	FORD	RANGER	HERBERT	CARVER	\$15,125.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
MAYR 5280	2003	182384	FORD	TAURUS	ERNEST	COLLINS	\$8,675.00
MAYR 3063	2007	UNKNOWN	FORD	EXPLORER	CYNTHIA	CONNICK	\$25,519.50
MAYR 3029	2003	186905	FORD	EXPLORER	TERRY	DAVIS	\$13,825.00
MAYR 5263	2000	160085	FORD	TAURUS	JENNIFER	DAY	\$5,050.00
MAYR 3028	2003	186904	FORD	EXPLORER	EMELINE	DESSE	\$13,825.00
MAYR 3015	2000	152194	FORD	EXPLORER	CARLYN	DUCRE	\$6,800.00
MAYR 3004	2003	181992	FORD	EXPLORER	TERRY	EBBERT	\$13,825.00
MAYR 3046	2005	187079	FORD	RANGER	BOUTTE	EMANUEL	\$15,125.00
MAYR 5253	1999	154425	FORD	TAURUS	EMD SPARE	EMD SPARE	\$4,250.00
MAYR 3051	2005	187074	FORD	RANGER	ALBERT	EVANS	\$15,125.00
MAYR 3059	2006	194417	FORD	EXPLORER	ANTHONY	FACIANE	\$19,241.00
MAYR 3034	2005	187091	FORD	RANGER	DELFEAYO	FERDINARD	\$15,125.00
MAYR 3054	2005	187071	FORD	RANGER	PERCY	FIELDS	\$15,125.00
MAYR 3045	2005	187080	FORD	RANGER	ROBERT	GREELEE	\$15,125.00
MAYR 3058	2006	194392	FORD	F-150	DAVID	GRUNBERG	\$14,983.00
MAYR 5283	2004	186808	FORD	TAURUS	JAMES	HARRIS	\$10,475.00
MAYR 5282	2004	186809	FORD	TAURUS	JULIE	HARRIS	\$10,475.00
MAYR 3069	2008	UNKNOWN	FORD	RANGER	HERMAN	HOGUE	13,924.50
MAYR 3038	2005	187087	FORD	RANGER	LUCIEN	HOWARD	\$15,125.00
MAYR 5289	2005	187060	FORD	TAURUS	ROSS	JAMES	\$13,475.00
MAYR 5277	2002	182014	FORD	TAURUS	SABRINA	JOHNSON	\$7,700.00
MAYR 5274	2001	165714	FORD	TAURUS	TYRA	JOHNSON	\$6,175.00
MAYR 3002	2003	182224	FORD	EXPLORER	ANTHONY AZEMORE	JONES	\$13,825.00
MAYR 3071	2008	UNKNOWN	FORD	RANGER	VICTOR	JOSEPH	13,924.50
MAYR 5275	2001	165715	FORD	TAURUS	DOUGLAS	KAHN	\$6,175.00
MAYR 5266	2000	160182	FORD	TAURUS	CLARICE	KIRKLAND	\$5,050.00
MAYR 3057	2006	194361	FORD	F-150	DESMOND	LANGE	\$26,654.00
MAYR 5281	2003	186959	FORD	TAURUS	BELINDA	LITTLEWOOD	\$8,675.00
MAYR 5288	2005	ICA295	FORD	CROWN VIC	LOUIS	MARTINEZ	\$14,575.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
MAYR 3060	2006	UNKNOWN	FORD	EXPLORER	BRYAN	MOORE	\$24,295.50
MAYR 3037	2005	187088	FORD	RANGER	BILLEW	MURPHY	\$15,125.00
MAYR 3001	2004	181969	FORD	EXPLORER	NATASHA	MUSE	\$13,825.00
MAYR 1	2005	NHN066	LINCOLN	CONTINENTAL	MAYOR RAY	NAGIN	\$37,500.00
MAYR 3064	2007	UNKNOWN	FORD	EXPEDITION	MAYOR RAY	NAGIN	\$33,042.25
MAYR 3072	2008	UNKNOWN	FORD	F-150	JESSE	NELSON	21,097.50
MAYR 5264	2000	160181	FORD	TAURUS	CHESTER	NEVELS	\$5,050.00
MAYR 3062	2006	UNKNOWN	FORD	EXPLORER	BECCA	O'BRIAN	\$23,272.25
MAYR 5292	2006	193507	FORD	CROWN VIC	MAURICE	PALMER	\$22,316.00
MAYR 3027	2003	186906	FORD	EXPLORER	LISA	PONCE DE LEON	\$13,825.00
MAYR 3066	2008	UNKNOWN	FORD	EXPLORER	CEEON	QUIETT	23,701.25
MAYR 3031	2004	186885	FORD	EXPLORER XLS	EZRA	RAPPORT	\$15,025.00
MAYR 3074	2008	UNKNOWN	FORD	EXPLORER	WINSTON	REID	24,568.00
MAYR 5290	2006	194395	FORD	TAURUS	PATRICIA	ROBINSON	\$20,688.00
MAYR 5291	2006	194394	FORD	TAURUS	KERRY	ROMAIN	\$13,688.00
MAYR 3040	2005	187085	FORD	RANGER	KIRTLAND	RUSH	\$15,125.00
MAYR 5284	2004	186834	FORD	TAURUS	MADELYN	SANCHEZ	\$10,475.00
MAYR 3068	2008	UNKNOWN	FORD	RANGER	ALTON	SARTIN	15,490.50
MAYR 3047	2005	187078	FORD	RANGER	KARL	SEYLER	\$15,125.00
MAYR 3067	2008	UNKNOWN	FORD	RANGER	KEITH	SHELLING	14,866.50
MAYR 3035	2005	187089	FORD	RANGER	ALEXANDER	SMITH	\$15,125.00
MAYR 3026	2003	181998	FORD	EXPLORER	KENYA	SMITH	\$13,825.00
MAYR 5271	2001	165711	FORD	TAURUS	SHIRLEY	SMITH	\$6,175.00
MAYR 5287	2005	ICA296	FORD	CROWN VIC	WONDELL	SMITH	\$14,575.00
MAYR 3018	2002	165638	FORD	EXPLORER	BOBBIE	SNOW-HOWARD	\$11,700.00
MAYR 3050	2005	187075	FORD	RANGER	RUDDLEY	THIBODEAUX	\$15,125.00
MAYR 5285	2004	186832	FORD	TAURUS	JEANETTE	THOMAS	\$10,475.00
MAYR 3030	2004	186889	FORD	EXPLORER XLS	BARRY	WALTON	\$15,025.00
MAYR 3020	2002	165637	FORD	EXPLORER	CORCHERRIE	WASHINGTON	\$11,700.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
MAYR 3070	2008	UNKNOWN	FORD	RANGER	LESLIE	WILLIAMS	13,924.50
MAYR 3024	2001	165667	FORD	RANGER	MARTIN	WILLIAMS	\$9,300.00
MAYR 5249	1999	UNKNOWN	FORD	CROWN VIC	CHARLES	WINCHESTER	\$7,250.00
MCS 3148	2001	168456	DODGE	1500	DAVID	BECNEL	\$10,300.00
MCS 3173	2008	UNKNOWN	FORD	F-150	KEN	BROWN	\$19,693.00
MCS 3175	2008	UNKNOWN	FORD	EXPLORER	MIKE	CARROLL	\$19,654.00
MCS 3150	2002	UNKNOWN	FORD	F-150	EDWARD	FREYTAG	\$14,225.00
MCS 3163	2006	193512	FORD	RANGER	VANESSA	LOGAN	\$16,267.00
MCS 3169	2007	UNKNOWN	FORD	RANGER	CARRIE	OWENS	\$14,104.25
MCS 3172	2008	UNKNOWN	FORD	F-150	CLAUDIA	RIEGEL	\$24,269.00
MCS 3167	2007	182455	FORD	RANGER	STEVE	SACKET	\$13,935.50
MCS 3176	2008	UNKNOWN	FORD	EXPLORER	PAT	SCHULTZ	\$19,654.00
MCS 3158	2003	186963	FORD	F-150	GREG	THOMPSON	\$16,200.00
NORD 3100	2003	182381	FORD	F-250	DEXTER	BAILEY	\$16,675.00
NORD 3000	2004	186883	FORD	EXPLORER XLS	LARRY	BARABINO JR.	\$15,025.00
NORD 3086	2000	160059	FORD	F-150	RENEE	CARTER	\$7,400.00
NORD 3087	2000	160060	FORD	F-150	RAYMOND	GOODWILL	\$10,625.00
NORD 3082	2000	160119	FORD	F-250	RICHARD S.	JACKSON	\$10,775.00
NORD 3099	2003	182380	FORD	F-250	BENNIE	ROBERTS	\$16,675.00
NORD 3107	2006	UNKNOWN	DODGE	1500	KEITH J.	WRIGHT	\$16,200.00
PB 3130	2000	160123	FORD	F-250	ALLEN	BURKART	\$10,775.00
PB 3158	2007	UNKNOWN	FORD	F 150, RC	RONALD	DIXON	\$14,499.00
PB 3138	2001	169009	DODGE	DURANGO	CHARLES	HOLMES	\$11,225.00
PB 3148	2003	182398	FORD	F-150	TOM	MARTIN	\$18,650.00
PB 3000	2003	186903	FORD	EXPLORER	EDWIN	MAZOUÉ	\$13,825.00
PB 3140	2001	168455	DODGE	1500	FRANK	ORLANDO	\$10,300.00
PB 3141	2002	169079	FORD	EXPLORER	GEORGE	PATTERSON	\$11,700.00
PB 3157	2006	UNKNOWN	DODGE	1500 CC	IRON	PORCHE	\$16,200.00
PB 3156	2006	UNKNOWN	DODGE	1500 CC	EDDIE	RAMSEY	\$16,200.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
PB	3159	2007	UNKNOWN	FORD	F 150, RC	JOHN SCOTT	\$14,499.00
PB	3155	2004	186820	FORD	EXPLORER XLS	PAM SMITH	\$15,025.00
PB	3139	2001	168457	DODGE	1500	THOMAS TERRY	\$10,300.00
PB	3150	2004	186856	FORD	F-250 XL	HERBERT WILLIAMS	\$18,000.00
PKW	3501	2006	UNKNOWN	DODGE	1500 CC	JENIECE BLACK	\$16,200.00
PKW	3476	1998	168429	JEEP	CHEROKEE	KEITH BLEICHNER	\$6,075.00
PKW	3470	1999	154431	JEEP	CHEROKEE	TIM LAVELLE	\$5,975.00
PKW	3504	2006	UNKNOWN	FORD	EXPLORER	ANN MACDONALD	\$22,057.25
PKW	3502	2006	UNKNOWN	DODGE	1500 CC	BOB RICHARDS	\$16,200.00
PKW	3503	2006	UNKNOWN	DODGE	1500 CC	CUBERT SMITH	\$16,200.00
PL	3027	2007	UNKNOWN	FORD	EXPLORER	DONNA SCHRENSER	\$19,922.00
PL	3028	2007	UNKNOWN	FORD	EXPLORER	RICA TRIGS	\$19,922.00
PWD	3627	1997	55200663	FORD	F-150	FRANCIS BERGER	\$5,600.00
PWD	3618	2004	186990	FORD	FREESTAR A50	GLORIA BRUMFIELD	\$13,675.00
PWD	3404	2006	UNKNOWN	DODGE	1500 CC	ALFRED COLEMAN	\$16,200.00
PWD	3639	2007	UNKNOWN	FORD	ESCAPE	JERRY CONNER	\$16,331.75
PWD	3623	2004	186839	FORD	F-250 XL	ROBERT CRAFT	\$18,000.00
PWD	3410	2008	UNKNOWN	FORD	ESCAPE	ELMER DARWIN	\$18,503.00
PWD	3638	2007	UNKNOWN	FORD	ESCAPE	ZEPPORIAH EDMONDS	\$16,059.00
PWD	3409	2008	UNKNOWN	FORD	ESCAPE	ROBERT MENDOZA	\$20,730.00
PWD	3405	2006	UNKNOWN	DODGE	1500 CC	MICHAEL NOLAN	\$16,200.00
PWD	3607	2003	182222	FORD	EXPLORER	NGUYEN PHAN	\$13,825.00
PWD	3602	2002	181912	FORD	F-350	BRADY SKINNER	\$15,525.00
PWD	3551	1197	137490	GMC	SONOMA	MARVIN THOMPSON	\$3,400.00
PWD	3600	2002	181914	FORD	F-350	DARREN WALKER	\$15,525.00
PWD	3594	2000	160134	FORD	F-350	ALLEN YRLE	\$11,650.00
SAN	3002	2003	182337	FORD	RANGER	THERESA AMOS	\$12,600.00
SAN	3000	2003	W460878	FORD	EXPEDITION	DONALD BERYHILL	\$18,775.00
SAN	3776	2000	160135	FORD	F-350	DUKE CARTER	\$11,650.00

CITY NUMBER	YEAR	LICENSE NUMBER	MAKE	MODEL	FIRST NAME	LAST NAME	INSURED VALUE
SAN	3777	2000	160116	FORD	F-250	ELISHA COLLINS	\$10,775.00
SAN	3003	2003	182338	FORD	RANGER	TIMOTHY COLLINS	\$12,600.00
SAN	3013	2006	UNKNOWN	DODGE	1500 CC	TERRY FOURNIER	\$16,200.00
SAN	3014	2006	UNKNOWN	DODGE	1500 CC	LIONEL HATTON	\$16,200.00
SAN	5036	2000	160082	FORD	TAURUS	GLORIA JOURNEE	\$5,050.00
SAN	3015	2006	UNKNOWN	FORD	RANGER	WILLIAMS NICHELS	\$12,672.25
SAN	3012	2006	UNKNOWN	DODGE	1500 CC	EDGAR ROBERTS	\$16,200.00
SAN	3008	2004	186818	FORD	EXPLORER XLS	VORONICA WHITE	\$15,025.00
SAN	3006	2004	186868	FORD	F-250 XL	GREGORY WILLIAMS	\$18,000.00
STS	3575	1998	146958	FORD	F-250	JEROME CASBY	\$7,075.00
STS	3503	1994	119281	CHEVROLET	1500	TERRY FORD	\$4,738.00
STS	3571	1998	150420	FORD	F-250	PETER LOLLIS	\$7,075.00
STS	3573	1998	150445	FORD	F-250	PRESTON MILLS	\$7,075.00
STS	3574	1998	150446	FORD	F-250	MARVIN TURNER	\$7,075.00
STS	3504	1994	119277	CHEVROLET	1500	BAO VU	\$4,738.00
STS	3572	1998	150447	FORD	F-250	ROSSEVELT WARD	\$7,075.00
VCC	5000	1999	154432	FORD	CROWN VIC	LARRY HESDORFFER	\$5,300.00
TOTAL	273						<u>\$ 4,127,578.61</u>

Data provided by Chief Administrative Office dated June 18, 2008.

Attachment IV Letter CAO to City Council

CHIEF ADMINISTRATIVE OFFICE

CITY OF NEW ORLEANS

C. RAY NAGIN
MAYOR

BRENDA G. HATFIELD, Ph.D.
CHIEF ADMINISTRATIVE OFFICER

INTER-OFFICE MEMORANDUM

TO: Members of the New Orleans City Council
FROM: Brenda G. Hatfield, Ph.D. *BGH*
Chief Administrative Officer
DATE: November 10, 2008
SUBJECT: 2008 Quarterly Vehicle Report

Ordinance 10,902 MCS, adopted by the New Orleans City Council on December 2, 1985, directs the Chief Administrative Officer to provide the City Council with quarterly reports identifying vehicles owned or leased by the City that have been assigned to employees with authority to drive the vehicles to and from their homes on a daily basis (take-home vehicles).

In accordance with the attached Advise #08-08-08 issued September 24, 2008 from the City Attorney regarding the validity of Section 2-902 of the City Code and the 1985 ordinance, I am hereby submitting quarterly reports for the first three quarters of 2008.

The Equipment Maintenance Division of the Office of the CAO will be responsible for continuing to prepare and submit this report in compliance with the ordinance as required on a quarterly basis going forward.

If you have any questions, please contact Joseph Palestina, Assistant CAO, at 658-8635.

xc: Penya Moses-Fields, City Attorney
Evelyn F. Pugh, Chief Deputy City Attorney
Robert Cerasoli, Inspector General
Jay Palestina, Assistant CAO

1300 PERDIDO STREET | SUITE 9E06 | NEW ORLEANS, LOUISIANA | 70112
PHONE 504.658.8600 | FAX 504.658.8648



Attachment V Letter City Attorney to CAO



CITY OF NEW ORLEANS
Tradition in Progress

LAW DEPARTMENT

INTER-OFFICE MEMORANDUM

- Attorney-Client Privilege -

CONFIDENTIAL WORK PRODUCT

TO: BRENDA HATFIELD
CHIEF ADMINISTRATIVE OFFICER

FROM: PENYA M. MOSES-FIELDS, CITY ATTORNEY 

BY: EVELYN F. PUGH, CHIEF DEPUTY CITY ATTORNEY
BOBBIE MASON, ASSISTANT CITY ATTORNEY 

DATE: SEPTEMBER 24, 2008

SUBJECT: ADVICE NO. 08-08-08
SECTION 2-902 OF CITY CODE, VALIDITY

You have requested advice from this office as to whether Section 2-902 of the Code of the City of New Orleans is still valid. Section 2-902 states as follows:

The chief administrative officer shall provide the council with a quarterly report identifying each passenger type vehicle owned or leased by the city which has been assigned to an employee with authorization to drive the vehicle to his residence and return to his duty station on a daily basis.

To date, Section 2-902 of the code has not been repealed since its incorporation into the municipal code. Accordingly, Section 2-902 is still valid and enforceable.

We trust that we have provided the needed information to address your inquiry; however, should you have additional questions or concerns, please do not hesitate to contact our office.

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Attachment VI Cost per Mile

City of Tallahassee Take Home Vehicle Audit Report³⁸

Cost Per Mile							
Vehicle Class	Operating Costs				Total (1+2+3+4)=	Depreciation (6)	Total (5+6)
	Labor (1)	Fuel (2)	Parts (3)	Other (4)			
Intermediate Sedan	0.07	0.16	0.05	0.04	0.32	0.31	0.63
Full Size Sedan	0.04	0.16	0.03	0.06	0.29	0.25	0.54
Intermediate SUV	0.05	0.17	0.03	0.04	0.29	0.26	0.55
Full Size SUV	0.03	0.19	0.02	0.07	0.31	0.30	0.61
Minivan Van	0.09	0.20	0.05	0.06	0.40	0.21	0.61
Full Size Van	0.13	0.25	0.08	0.03	0.49	0.28	0.77
Compact Truck	0.07	0.17	0.03	0.02	0.29	0.20	0.49
Full Size Truck	0.05	0.25	0.03	0.06	0.39	0.29	0.68
Heavy Duty Truck	0.07	0.35	0.05	0.05	0.52	0.35	0.87

³⁸ Tallahassee City Auditor *Audit of Take-home Vehicles Report #0809*. To view the full report, go to:
<http://www.talgov.com/auditing/index.cfm>

Appendix VII Letter to Hatfield dated July 28, 2008



**City of New Orleans
Office of Inspector General
525 Saint Charles Avenue
New Orleans, Louisiana 70130
(504) 681-3200**

Robert A. Cerasoli
Inspector General

July 28, 2008

Brenda G. Hatfield, PhD
Chief Administrative Officer
City of New Orleans
1300 Perdido Street, Suite 9E06
New Orleans, La. 70112

Dear Dr. Hatfield:

As you are aware, in June my office began a preliminary survey³⁹ to obtain and evaluate information about the size, and cost of the City of New Orleans' fleet of passenger type vehicles and to inquire into the efficiency and effectiveness of the management of the fleet including testing the City's practices for compliance with ordinance and policy. Even though we will not complete this survey before you must make decisions about the City's budget for next year, we have identified an issue that could impact on the budget and we would like to share it with you.

We have found that evaluating the efficiency and effectiveness of vehicle management in New Orleans "post Katrina" faces challenges. Among these are:

- All vehicle files, internal historical data files and other related records; including computers and electronic data files related to vehicles were destroyed during and immediately following Hurricane Katrina.
- The staffing of the Equipment Maintenance Division (EMD) was substantially reduced as was the case with other city functions following the storm and has not been rebuilt.
- EMD had 5 facilities pre-Katrina. The Alvar Street facility, the primary fleet maintenance facility, was flooded and currently offers minimal levels of maintenance. The Algiers facility, pre-Katrina was used to service lawn and turf equipment for parks and recreation. It offers limited capability as a vehicle maintenance facility. The facilities at 2829 Gentilly, 10200 Old Gentilly Road and 839 South Genois Street

³⁹ A preliminary survey is the first step in the audit process. The purpose of a preliminary survey is to obtain and evaluate information about an issue of interest to provide the OIG a basis for planning more detailed audits or reviews.

have been closed. While preventive maintenance has been outsourced since 1997 as a result of the damage to EMD facilities and staff reductions, as much as 75 percent of fleet maintenance (including preventative maintenance) and repairs are now outsourced.

- The contractor for fueling city equipment was recently changed.⁴⁰ Over time, the data from the old system has become of questionable value and some departments have reported that they have not received monthly fuel reports since Katrina. As of July 1, 2008, both fueling facilities -- one on South Broad and one on the west bank at Wall Boulevard -- are operating with the new contractor and a new fuel use and management system. Periodic reports from the new system will begin to accumulate in July 2008. Sufficient data is not yet available from the new system for evaluation and analysis.

City managers are ultimately responsible to the citizens for all of the city's assets and resources and are expected to provide a system of internal controls that protects the city's assets, resources and employees and mitigates the risks. Operation of a vehicle fleet exposes the city to a number of significant risks. These range from operator liability and property damage to fraud risks including the misuse of vehicles and the theft or diversion of supporting resources (parts, fuel, etc.). Additionally, vehicle fleet operations pose "front page" risk. This is best described as the damage that the city experiences when employee vehicle use is displayed in a negative fashion on the front page of the local newspaper or in other media.

The challenges and risks faced in managing the passenger vehicle fleet are real. The key to meeting the challenges and risks is for managers to have the data necessary to evaluate performance, to consider alternative solutions and the ability to react in a manner that protects the city's assets, resources and employees. However, we have found that:

The fleet management data system -- the Maintenance Control and Management System (MCMS) -- has limited capability and is no longer considered a reliable source of data about fleet operations. The version of MCMS used by the city is outdated and is no longer supported by its manufacturer. Rather than rely on MCMS, the Equipment Maintenance Division (EMD) uses other software packages such as Microsoft Excel and Microsoft Word to create and track important fleet information such as a detailed inventory of fleet assets and listing of take home vehicles and operators. This information is created ad hoc and does not provide systematic assurances that all transactions are authorized and that all transactions are properly recorded in a timely fashion.

Again, Dr. Hatfield, we have not completed our preliminary survey or the detailed audit work that we believe will grow from it. However, at this juncture, we are comfortable in

⁴⁰ The Fuelman system was replaced by Retif Oil Fleetwide automated fuel dispensing services. The change over at the Broad Street facility occurred June 14, 2008. The change over at the Wall Boulevard facility took place on June 17th.

Dr. Hatfield
Page 3 of 3

recommending that the city consider providing funds for an updated fleet management data system that can provide city managers with the information necessary to make informed decisions about its vehicle fleet.

Additionally, during our work, we have gathered and analyzed certain data about the city's vehicle fleet. I have attached two tables that you may find of assistance as you evaluate budget proposals from the various departments.

If you have any questions about this data or would like to discuss the information further, please call me (861-3212) or Mr. Doyal of my staff (861-3232).

Yours truly,

Robert A. Cerasoli
Inspector General

OIG-Audit and Review-20080001

CC: Mr. J. P. Palestina, Assistant CEO

ATTACHMENTS –

- I. Fleet by Type and Insurance Value
- II. Fleet by Department

Appendix VIII City Ordinances

Code of Ordinances

Part II

Chapter 2 - Administration

ARTICLE IX. CITY PROPERTY

DIVISION 1. GENERALLY

Secs. 2-851--2-870. Reserved.

DIVISION 2. INVENTORY OF PROPERTY*

***Charter references:** Department of property management, art. IV, ch. 14.

Sec. 2-871. Perpetual list of immovable property.

The director of the department of property management shall compile and perpetually maintain a list of the immovable property of the city wheresoever located, such list to include the description, acquisition, improvements, if any, and present use of the immovable property.

(Code 1956, § 2-62)

Sec. 2-872. Perpetual list of leased property.

The director of the department of property management shall compile and perpetually maintain a list of the immovable property of the city under lease or rental agreement. Such list shall include the description, acquisition, improvements, if any, the present use of the immovable property; the terms, consideration and conditions of each lease or rental agreement; and recommendations relative to the continuation or revision of each lease.

(Code 1956, § 2-63)

Sec. 2-873. Listings to be furnished mayor and council annually.

The director of the department of property management shall present to the mayor and the council the listings required under this division on or before September 1 of each year.

(Code 1956, § 2-64)

Sec. 2-874. Information regarding property transactions to be furnished to council.

Any party executing any agreement, contract, or lease with the city for acquisition of real property from or by the city including leasing of real property either as lessor or lessee shall provide the city council with a sworn statement listing all owners or principles, including the basis for acquiring ownership or interest in the transaction, if the

agreement involves an expenditure by or payment to the city of more than \$50,000.00 or the exchange of real property where such property has an appraised valuation totaling \$50,000.00 or more or such property can reasonably be construed to have a fair market value in excess of \$50,000.00 or such agreement involves the payment of rent by either party in excess of \$5,000.00 per year. The list shall be provided prior to the execution of any agreement, contract, or lease, relating to the property and shall be filed as a public record with the clerk of council.

(Code 1956, § 2-64.1)

Secs. 2-875--2-895. Reserved.

DIVISION 3. PASSENGER VEHICLES

Sec. 2-896. Exemptions.

The provisions of this division shall not apply to a vehicle owned or leased by the city assigned specifically to each elected official of the city for his use. Eight-passenger vehicles used by bodyguards or drivers for the mayor and council shall be exempt from the provisions of this division.

(Code 1956, § 2-78)

Sec. 2-897. Scope.

The provisions of this division shall apply to every passenger type vehicle owned or leased by the city including sedans, pick-up trucks, vans and station wagons. Motorcycles or motorized scooters shall not be deemed to be passenger type vehicles for the purposes of this division except as provided in section 2-901.

(Code 1956, § 2-79)

Sec. 2-898. Assignment of take home vehicles.

(a) Within the executive branch of government, no more than 50 passenger type vehicles shall be assigned to employees with authorization to drive the vehicle to his residence and return to his duty station on a daily basis. The provisions of this section shall not apply to the department of police, the department of fire nor to the sewerage and water board.

(b) Within the fire department, no more than ten passenger type vehicles may be assigned to employees of the fire department with authorization to drive the vehicle to his residence and return to his duty station on a daily basis.

(Code 1956, § 2-80)

Sec. 2-899. Marking and identification of vehicles.

All passenger type vehicles owned or leased by the city shall be marked and identified as being city vehicles and shall be numbered and marked with decals or stickers of a uniform size approved by the chief administrative officer or, for police vehicles, by the superintendent of police. The provisions of this section shall not apply to vehicles assigned for the use of elected officials. The superintendent of police may, with the written approval of the chief administrative officer, designate a fixed number of vehicles which may remain unmarked for covert or undercover operations; in all such cases, it shall be unlawful for any person other than a police officer to operate such an unmarked vehicle.

(Code 1956, § 2-81)

Sec. 2-900. Motor pool.

(a) A city passenger vehicle motor pool shall be established within the chief administrative office. A pool of vehicles shall be provided for the use of city employees during the course and scope of their employment during working hours. The chief administrative officer is authorized to establish all necessary rules, regulations, and procedures necessary to establish a city motor pool.

(b) A police department motor pool shall be established within the department of police. A pool of vehicles shall be provided for the use of police officers during the course and scope of their employment during working hours. The superintendent of police, with the approval of the chief administrative officer, is authorized to establish all necessary rules, regulations and procedures necessary to establish a police motor pool.

(Code 1956, § 2-82)

Sec. 2-901. Prohibition on out of parish use.

(a) No employee of the city who resides outside of the parish shall be permitted to operate a vehicle owned or leased by the city for transportation to and from his residence. An employee of the city who resides outside of the parish may, with the written permission of the chief administrative officer, use a city vehicle for transportation to and from his residence if on a mission to his residence within the course and scope of his duties or if a mission within the course and scope of his duties requiring the use of a vehicle is scheduled before or after the employee's normal working hours.

(b) For the purposes of this section, the term "vehicle" shall mean any automobile, truck, motorcycle, scooter, or any other type of mechanized equipment.

(c) Nothing contained in this section shall prevent a police officer from crossing the parish line to pursue a person suspected of committing a crime.

(Code 1956, § 2-83)

Sec. 2-902. Reports.

The chief administrative officer shall provide the council with a quarterly report identifying each passenger type vehicle owned or leased by the city which has been assigned to an employee with authorization to drive the vehicle to his residence and return to his duty station on a daily basis.

(Code 1956, § 2-84)

Charter references: Duties of chief administrative officer, § 4-302.

Sec. 2-903. Schedule.

Not later than January 1, 1986, the chief administrative officer shall implement a plan for the assignment of passenger type vehicles in accordance with the provisions of this division and for the establishment of city and police motor pools. All passenger type vehicles which are not assigned to individual employees or assigned to a motor pool shall be declared surplus in accordance with the provisions of article 6 of the Charter and sold at public auction. Concurrently, the chief administrative officer shall implement all necessary revisions of parking space allocations in city and police parking facilities to accommodate the establishment of the motor pools.

(Code 1956, § 2-85)

Charter references: Duties of chief administrative officer, § 4-302.

Secs. 2-904--2-924. Reserved.

Appendix IX Louisiana Revised Statutes 49:121

TITLE 49. STATE ADMINISTRATION
CHAPTER 1. GENERAL PROVISIONS
PART 6. IDENTIFICATION OF PROPERTY

La. R.S. 49:121 (2008)

§ 49:121. Name of board, department, or subdivisions; marking on boat or vehicle; Louisiana public license plates; exemptions

A. (1) Every boat, watercraft, aircraft, automobile, truck, or other vehicle belonging to the state or to any of its **political subdivisions**, or to any department, board, commission, or agency of any of its **political subdivisions** shall, if required by law to bear a Louisiana license plate, bear a public license plate, and each such vehicle also shall have inscribed, painted, decal, or stenciled conspicuously thereon, either with letters not less than two inches in height and not less than one-quarter inch in width or with an insignia containing not less than one hundred forty-four square inches, or if circular, not less than eight inches in diameter, the name of the board, commission, department, agency, or subdivision of the state to which the boat, watercraft, aircraft, automobile, truck, or other vehicle belongs, such as "Louisiana Department of Highways", or "Louisiana Conservation Commission", or "School Board-East Baton Rouge", or "Sheriff-East Baton Rouge", or "City of Baton Rouge"; however, recognized and approved abbreviations such as "La.", "Dept.", "Com.", "Bd.", and the like, may be used.

(2) Repealed by Acts 2003, No. 466, § 2, eff. June 20, 2003.

B. The name of the board, commission, department, agency or **political subdivision**, in accordance with the provisions of Subsection A of this Section, shall be placed on the outside of the door on each side of every automobile, truck or other vehicle. If the vehicle is equipped with more than one door on each side, the name shall be placed on the outside of the doors nearest the front of the vehicle. In the case of boats and water craft, the name shall be placed on each side of the bow and, if there is sufficient room, on the stern.

C. All paintings, inscriptions or stencils shall be in a color that contrasts sharply with the color over which it is placed.

D. The individual whose responsibility it is to place the purchase order for any vehicle or water craft as herein provided for shall be personally responsible for seeing that the agency name is placed thereon as herein required and shall do so within ten days after the delivery of such vehicle or water craft is receipted for and prior to delivery of such vehicle to the person or agency for whom the purchase was made.

E. Those vehicles used in crime prevention and detection and similar investigative work, which if identified as required by this Section could not be used effectively for such purposes, are exempt from the provisions of this Part, and, in addition, the vehicles used by the governor, lieutenant governor, statewide elected officials, state schools for the deaf, blind, spastic, and cerebral palsied, Special School District Number One, and any community and group homes and residential facilities administered by the Department of Social Services or the Department of Health and Hospitals are exempt from the provisions of this Part.

F. No officer or employee of the state or any of its **political subdivisions** shall drive or operate any publicly owned **land** vehicle, air craft or water craft not marked in accordance with the provisions of this Section, and no public officer or employee shall request, direct or permit any other public official or employee or any other person to drive or operate any such vehicle.

G. The head of any department or board of the state or any of its subdivisions who operates or who orders, requests or permits any employee under his control or supervision or any other person to operate any publicly owned **land** vehicle, water craft or air craft not marked in accordance with the provisions of this Section shall be guilty of a violation thereof. Each day upon which such a violation is committed shall be considered a separate offense.

H. The Attorney General or any district attorney shall institute such action as is necessary to enforce or insure the enforcement of and compliance with the provisions of this Section, and any interested citizen may initiate any civil action permitted by law to force compliance or to prevent operation or use of a vehicle not marked as required by [R.S. 49:121](#).

I. No law enforcement officer shall issue a citation for a violation of the motor vehicle laws of this state, unless the vehicle used for the apprehension bears the identifying insignia required by this Section and bar lights or grille lights, or the law enforcement officer is wearing a uniform identifying his authority. The provisions of this Subsection shall not apply in circumstances endangering public safety.

HISTORY: Amended by Acts 1962, No. 292, § 1; Acts 1972, No. 707, § 1; [Acts 1993, No. 863, § 1](#); [Acts 1993, No. 941, § 1](#); [Acts 1997, No. 759, § 2, eff. July 10, 1997](#); [Acts 1998, 1st Ex. Sess., No. 148, § 7](#); [Acts 2003, No. 466, § 2, eff. June 20, 2003](#).

NOTES:

LexisNexis (R) Notes:

RELATED STATUTES & RULES

ADMINISTRATIVE LAW AND DECISIONS

Amendment Notes

2003 Amendments.

Acts 2003, No. 466, § 2, effective June 20, 2003, repealed (A)(2), which read: "Every automobile, truck, or other vehicle belonging to the state or to any of its political subdivisions, or to any department, board, commission, or agency of any of its political subdivisions shall further be required to prominently display the official state anti-litter message issued by the Louisiana office of litter reduction and public action within the Department of Environmental Quality on such vehicle."

1998 1st Extraordinary Session Amendments.

Acts 1998, No. 148, § 7, effective June 16, 1998, substituted "Department of Environmental Quality" for "Department of Culture, Recreation, and Tourism" in (A)(2).

RELATED STATUTES & RULES

Louisiana Law:

Name of board, department, or subdivisions; marking on boat or vehicle; Louisiana public license plates; exemptions, see [La. R.S. 49:121](#)

ADMINISTRATIVE LAW AND DECISIONS

Attorney General:

Re: Identification of Vehicles, OPINION NUMBER 84-124, [La. Atty. Gen. Op. No. 1984-124](#); [1984 La. AG LEXIS 421](#).

[R.S. 1:3](#), OPINION NUMBER 85-262, [La. Atty. Gen. Op. No. 1985-262](#); [1985 La. AG LEXIS 653](#).

[R.S. 49:121](#), OPINION NUMBER 85-143, [La. Atty. Gen. Op. No. 1985-143](#); [1985 La. AG LEXIS 687](#).

Automobiles used for investigation of financial institutions qualify for exemption found at [R.S. 49:121\(E\)](#)., OPINION NUMBER 89-346, [La. Atty. Gen. Op. No. 1989-346](#); [1989](#)

[La. AG LEXIS 238.](#)

If a state vehicle is used in crime prevention and/or detection than it is exempt from placing the required state license and decals., OPINION NUMBER 94-423, [La. Atty. Gen. Op. No. 1994-423; 1994 La. AG LEXIS 589.](#)

Notwithstanding a lease-purchase agreement that may constitute a sale, there are no requirements for the markings of said leased vehicles until they become the property of the state or its political subdivisions. Moreover, it is the continuing opinion of this office that Assessor's vehicles used in investigative work do not have to be marked pursuant to [R.S. 49:121\(A\).](#), OPINION NUMBER 95-475, [La. Atty. Gen. Op. No. 1995-475; 1995 La. AG LEXIS 395.](#)

Discusses various issues regarding the use of public vehicles, credit cards, and property for out of state, business, and personal purposes., OPINION NUMBER 97-115, [La. Atty. Gen. Op. No. 1997-115; 1997 La. AG LEXIS 133.](#)

Housing authority vehicles used in investigative and criminal prevention work do not have to be marked with agency decal., OPINION 98-302, [La. Atty. Gen. Op. No. 1998-302; 1999 La. AG LEXIS 83.](#)

The prohibition forbidding the use of public funds for car decals on private vehicles belonging to elected officials does not effect governing bodies appropriating public funds to provide magnetic car decals, uniforms and badges to law enforcement officers participating in the enforcement of anti-litter laws, OPINION 00-259A, [La. Atty. Gen. Op. No. 2000-259; 2001 La. AG LEXIS 93.](#)