

CITY OF ALLENTOWN

Review of Compliance to Codified Ordinance 121.05, Section C. ASSIGNMENT OF CITY VEHICLES For the Period: July 2017

Date of Report: September 18, 2017

Codified Ordinance 121.05 CITY REGISTERED VEHICLES, Section C. ASSIGNMENT OF CITY VEHICLES

C. Assignment of City Vehicles

Assignment to Personnel

- The Mayor shall have the authority to assign City personnel to the thirteen (13) take-home sedans mandated by City Council.
- Employees are expected to travel to and from work at their own expense.
- In no case shall a City sedan be taken home unless it falls within the thirteen (13) take-home vehicles mandated by City Council.
- City vehicles cannot be taken home if you are simply "on call" and do not require special equipment or for convenience.
- City vehicles assigned to personnel who need immediate transportation in order to respond to City emergencies, meeting the criterion stated above; or who need the necessary equipment and tools to implement appropriate action in emergency situations overnight or on weekends, may not be used for any personal transportation or errands.

OBJECTIVE

The objective of the review was to determine compliance with Ordinance 121.05 section C. Assignment of City Vehicles.

PROCEDURES

This audit was conducted in accordance with generally accepted governmental auditing standards and utilized an approach that included staff interviews, review of documents and reports, and physical observation.

The period selected for testing was 07/2017. Our process began by:

- Reviewing the ordinance, procedures, and practices that would apply to the ordinance.
- Requesting and obtaining a legal opinion from the City Solicitor's Office defining the term "Sedan".
- Requesting and obtaining the current Fleet Inventory Listing and identifying the vehicles that are "Sedans".

- Simultaneously requesting a listing from the Bureau Directors of all “Vehicles” that are being taken home.
- Comparing the listing and identifying those vehicles that are “Sedans” that are being taken home.
- Verifying the total “Sedans” being taken home are in compliance with the Ordinance.

FINDINGS, RECOMMENDATIONS AND RESPONSES

Based on the review performed, controls appear adequate and no exceptions were identified.