



CITY OF EL PASO

Internal Audit Department Vehicle Allowance & Take- Home Cars Project P2025-02

Objectives

- Review Vehicle Allowance payments for compliance with City Policy.
- Determine if City employees who received a Vehicle Allowance are not assigned a Take-Home Car.
- Review Policies for the use and assignment of Take-Home Cars.
- Determine if the usage of Take-Home Cars is monitored.

Scope

The scope of Fiscal Years 2024 and 2025 included:

- Reviewing City Policies and Procedures.
- Reviewing Vehicle Allowance recipients as of January 11, 2025.
- Interviewing Fire Department Management.
- Reviewing Fire Department due to high number of Vehicle Allowance recipients and assigned Take-Home Cars.

Observation 1

- On March 13, 2025 the City of El Paso updated the Vehicle Allowance Program Policy to include Municipal Court Judges, Fire Department Personnel, additional employees authorized and approved to participate in the Program will be paid the amount designated by the City Manager or his designee.
- There is no City-wide program for monitoring the use of Take-Home Cars. Currently, City Departments manage their own vehicle fleet.

Recommendation

Management should decide if a City-wide policy should be created for departments to adhere to or continue allowing each department to self-manage their vehicle fleet.

Management Response

Observation 1

The Human Resources Department is creating a Take-Home Vehicle Policy to clearly outline the rules and regulations regarding the assignment, use, and accountability of City vehicles. This policy aims to ensure consistency, promote fairness, and provide clear guidance to both employees and supervisors about expectations and responsibilities. Additionally, a process will be established in conjunction with the policy.

Through the policy and process, each City department will have the authority to manage the assignment of fleet vehicles in accordance with the policy. This approach will ensure consistency and fairness across the City while allowing departments the flexibility to address their specific operational needs.

Conclusion

- An Updated Vehicle Allowance Program Policy was implemented on March 13, 2025.
- There is an existing but undocumented process for issuing Take-Home Cars, which allows City departments to manage their own fleets and determine vehicle assignments based on operational needs. However, there is no City-wide program in place to monitor Take-Home Cars.

Requested Action

To accept the results of the Vehicle Allowance & Take-Home Cars Project and forward the Special Request Project Memo to City Council for action.