



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General

November 4, 2024

To: Bill Tyler, Director, Prince George's County Department of Parks and Recreation

Steve Carter, Deputy Director, Parks and Facilities Management

Anthony Potts, Chief, Southern Region Park Division

From: Renee Kenney, Inspector General *Renee Kenney*

Modupe Ogunduyile, Deputy Inspector General *Modupe Ogunduyile*

Robert Feeley, Assistant Inspector General *Robert Feeley*

Franklin Pace, Senior Auditor *Franklin Pace*

Subject: Follow-up Review for Watkins Regional Park Maintenance Facility  
Audit Report No. PGC-011-2024

We have completed the follow-up review for the Watkins Regional Park Maintenance Facility audit in the Southern Region Park Division (SRPD), Audit Report No. PGC-011-2024, dated June 18, 2024. The following is the result of the follow-up review:

<u>Rec. #</u>	<u>Issue/ Recommendation</u>	<u>Issue Risk</u>	<u>Status</u>	<u>Original Expected Completion Date</u>	<u>Revised Expected Completion Date</u>
1	Ensure Annual Inventory of Capital Assets is Accurate	Medium	Resolved	10/2024	n/a
2	Maintain Vehicle Mileage Logs	Medium	Unresolved	10/2024	1/2025
3	Monitor Facility Security Camera Footage	Medium	Resolved	10/2024	n/a
4	Ensure Compliance with Purchase Card Policies and Procedures	Medium	Unresolved	10/2024	1/2025
5	Complete Work Orders for Custodial Crews	Medium	Unresolved	10/2024	1/2025

Management provided sufficient additional information and clarification for us to conclude two of the five recommendations reviewed have been satisfactorily addressed and implemented and three are unresolved.

The following details the status of the unresolved recommendations:

**Recommendation #2: Maintain Vehicle Mileage Logs**

Background and Discussion: The OIG expressed concerns about Maryland-National Capital Park and Planning Commission (Commission) vehicle logs not being properly maintained. The OIG recommended SRPD review the logs on a routine basis for thoroughness, accuracy and compliance with Commission requirements. SPRD management concurred with audit recommendation.

Our follow-up review of 6 vehicle mileage logs disclosed 3 of the 6 were not properly completed in accordance with Commission Practice No. 6-10, *M-NCPPC Vehicle Use Program*.

Current Status: Unresolved

Updated Management Response: Concur: The Southern Region Parks Division (SRPD) will comply with the recommendations in the review per the Commission Practice No. 6-10, *M-NCPPC Vehicle Use Program*. As we advance, each vehicle log will contain the following information:

- Name of driver
- Work location
- Date and purpose of travel
- Distinction between business and non-business use
- Beginning and ending mileage
- Purpose of the trip

Senior Management (Assistant Division Chiefs) will review all vehicle mileage logs to ensure thoroughness, accuracy, and compliance with Commission requirements. As the Vehicle Use Program stipulates, Senior Management (Assistant Division Chiefs) will enforce the completion of mileage logs by all employees using Commission vehicles. SRPD will mitigate the misuse risk and ensure proper vehicle mileage log maintenance. The lack of compliance will be addressed as a performance issue for the work program responsible for the vehicle log submittals.

Starting in January 2025 and continuing each subsequent month, SRPD will conduct a comprehensive regular review of all vehicle mileage logs to ensure thoroughness, accuracy, and compliance with Commission requirements.

Revised Expected Completion Date: January 2025

Follow Up Date: March 2025

**Recommendation #4: Ensure Compliance with Purchase Card Policies and Procedures**

Background and Discussion: The OIG determined cardholders were not submitting completed monthly purchase card logs and required documentation to the approving official by the required due date. SPRD management agreed with the finding and said they would comply with the recommendations to ensure proper management of the Purchase Card Program.

Our follow-up review of July and August 2024 purchase card logs for 2 cardholders disclosed transactions are not being closed out in compliance with current policies and procedures.

Current Status: Unresolved

Updated Management Response: Concur - Senior Management (Assistant Division Chiefs) will comply with the criteria and recommendations to ensure proper management of the Purchase Card Program. All cardholders will present complete monthly purchase card logs, supporting invoice and receipt documentation, and JP Morgan Chase Bank statements to the approving official by a specific date to expedite monthly review and approval. The lack of compliance will be addressed as a performance issue for the staff responsible for late purchase card submittals.

Revised Expected Completion Date: January 2025

Follow Up Date: March 2025

**Recommendation #5: Complete Work Orders for Custodial Crews**

Background and Discussion: SPRD was not complying with their internal practice which required the issuance of daily work orders to each custodial employee. The OIG recommended management ensure all custodial employees complete and submit work orders to supervisory employees.

During OIG's follow-up review, we were not able to match all daily time records with daily work orders for 4 of the 5 employees reviewed.

Current Status: Unresolved

Updated Management Response: Concur - Senior Management (Assistant Division Chiefs) will ensure all custodial employees at the Facility complete and submit work orders to supervisory employees. These work orders will include the full names of the crew members and should be traceable to time records. DPR Management will require that daily work orders are issued to each custodial employee. The lack of compliance will be addressed as a performance issue for the staff responsible for incomplete and inaccurate work orders .

Watkins Regional Park Maintenance Facility  
Follow-up Report PGC-011-2024

Revised Expected Completion Date: January 2025

Follow Up Date: March 2025

We have included a copy of the original audit report for your convenience. If we can be of assistance in the future, please do not hesitate to contact our office. Thank you for your assistance in this review.

Audit Committee

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M-NCPPC Administration

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