



CHICAGO HOUSING AUTHORITY OFFICE OF INSPECTOR GENERAL CHICAGO, IL

OIG Report, OIG case #2017-01-00012A

Audit of Fleet Vehicle Use

October 22, 2018

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Table of Contents

A. Executive Summary.....	2
I. Background:.....	2
II. Research:.....	3
III. Objective:.....	3
IV. Scope:	3
V. Approach and Methodology:	3
VI. Data Overview:	3
VII. Summary of Results:.....	4
B. Finding and Recommendations	5
I. Finding: Inconsistent Application of CHA’s Vehicle Policy Risk Level: Medium.....	5
II. Finding: Limited Information Included in Vehicle Policy and Operating Procedures	
Risk Level: Low.....	11
Appendix A & B.....	13

A. Executive Summary

I. Background:

The authority to perform this audit is pursuant to the Board approved *Inspector General Charter*, which states that the OIG has the power and duty to audit the administrative programs of the Chicago Housing Authority (CHA). The OIG is tasked to identify inefficiencies, waste, fraud, abuse, misconduct and mismanagement, as well as to promote economy, efficiency, effectiveness, and integrity in the administration of CHA programs and operations. The role of the OIG is to conduct independent audits of CHA operations and programs and make recommendations for improvement when appropriate. CHA management is responsible for establishing and maintaining measurable processes to ensure that CHA programs operate economically, efficiently, effectively, and with integrity.

➤ Standards:

The OIG conducts audits of programs in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States and *The Principles and Standards for Offices of the Inspector General*. Those standards apply to performance audits of government agencies, and require that we plan and perform the audit to provide objective analysis, findings and conclusions to assist management and those charged with governance and oversight with, among other things, improving program performance and operations, reducing costs, facilitating decision making by parties responsible for overseeing or initiating corrective action, and contributing to public accountability.¹

We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives to identify conditions and/or an environment that results in and/or could result in waste, fraud, abuse, misconduct or mismanagement.

➤ Overview of Fleet Vehicle Use:

As a part of the 2018 Audit Plan, the OIG conducted a performance audit of CHA's Fleet Vehicle Use Program. CHA's fleet vehicles are managed by CHA's General Service Department. Vehicles are made available to employees for transportation in work-related duties. All employees using a CHA vehicle for business must comply with CHA's Vehicle Policy, which was significantly revised in October 2015 and superseded any and all previously implemented policies and resolutions.

When conducting research, the OIG examined the information contained within CHA's Vehicle Policy and compared its content to CHA's previous policy and other sister agencies to identify key similarities and differences between them. CHA's current policy contains multiple components consistent with other policies; however, the level of specificity and detail varied between agencies.

¹ The U.S. Government Accountability Office, Comptroller General of the U.S. (2018). *Government Auditing Standards* (The Yellow Book). Washington, DC: GAO.

II. Research:

1. CHA General Business Expense Policy
2. CHA Vehicle Policy
3. Property Management Procedural Manual for the Traditional Portfolio
4. Private Managers Financial Procedures Manual

III. Objective:

1. Review CHA's process to ensure procedures are in compliance with CHA's General Business Expense Policy and CHA Vehicle Policy as it relates to fines and penalties.
2. Assess whether the General Services Department and PPM's are managing and maintaining fleet vehicles in accordance with CHA's Policies and Procedures.
3. Assess the risk environment and determine whether the current internal controls are sufficient to minimize fraud, waste and abuse of the CHA fleet vehicles usage.
4. Assess whether the fleet vehicle use program produced intended results or produced results that were not consistent with the program's objectives.

IV. Scope:

The scope period of this review is for activity January 1, 2016 to December 31, 2017.

V. Approach and Methodology:

The audit was performed by conducting interviews, reviewing documentation, inspections, testing and other measures deemed necessary. Other measures include, but are not limited to, utilizing investigative techniques to collect, analyze, evaluate and interpret relevant data. The OIG will meet with the Deputy Chief of Fleet/General Services and additional key personnel to discuss the OIG's findings and recommendations. The OIG will present the final report to the Audit Committee, which will include management's response.

Interviews were conducted with:

1. General Services Department
2. Administrative Office
3. Additional CHA employees who have used a fleet vehicle

VI. Data Overview:

CHA's vehicle inventory contains 31 fleet vehicles. Of this total, the OIG identified four vehicles, based on a current invoice from Enterprise, that are being leased by CHA, while one vehicle was purchased from Enterprise in 2016 using a manual check. CHA also distributed 17 maintenance vehicles to its Private Property Management Firms (PPM's).

To validate this total and ensure each vehicle was properly recorded as a fixed asset, the OIG obtained a current vehicle listing, as of June 30, 2018, from the General Accounting Department. In 2017, CHA disposed of one vehicle. In 2018, CHA disposed of four vehicles and added 11 additional vehicles. The OIG noted one instance where General Services had yet to notify the General Accounting Department about a car that had been totaled in an accident and should have been removed from General Accounting's equipment listing. The General Accounting Department was also not aware of the 11 new vehicles. The OIG will be conducting a separate fixed asset audit, as described in the OIG's 2018 Audit Plan, which will reconcile General Services' list compared to General Accounting's equipment list and address any potential asset misclassifications.

VII. Summary of Results:

The following summary table provides an overview of the findings and recommendations included in this report. Details of each finding and the associated risk(s) and recommendation(s) can be found in their respective sections to follow.

Table 1: Audit Findings and Recommendations

	Findings	Potential/ Actual Result	Risk Level²	Recommendations
I.	<p>CHA did not consistently apply the Vehicle Policy as it relates to fines and penalties incurred while using a CHA vehicle.</p> <p>A. CHA had outstanding tickets incurred from 2016 and 2017 on its fleet vehicles. Many CHA employees were not held responsible for paying these tickets.</p> <p>B. CHA’s PPMs had outstanding tickets incurred from 2016 and 2017 on its CHA issued maintenance vehicles. Some of CHA’s PPMs violated the Private Managers Financial Procedures Manual by using their CHA operating cash account to pay for parking and expired plate violations.</p> <p>C. CHA had an outstanding balance with the Illinois Toll Highway Authority for violations that occurred in 2016 and 2017.</p>	Waste and Mismanagement	Medium	<p>A1. CHA should be consistent in its application of the Vehicle Policy as it relates to fines and penalties incurred while using a CHA vehicle. If CHA pays for outstanding tickets, General Services should send a list of individuals who incurred tickets and the corresponding amount to Human Resources to seek recoupment through payroll, where appropriate.</p> <p>A2. Ensure employees are notified in writing. Attach sufficient documentation to the ticket notification to avoid any potential disputes. Ensure appropriate documentation is maintained by CHA.</p> <p>A3. Require employees to provide proof of payment to General Services.</p> <p>A4. General Services should electronically maintain a list of previous tickets an individual has received to allow CHA to apply penalties, if needed, for an individual who repeatedly has speeding and/or red light violations.</p> <p>A5. Continue to periodically check the City of Chicago website for any outstanding tickets and/or violations.</p> <p>B1. See Recommendation A1</p> <p>B2. Ensure PPMs are aware of CHA’s Vehicle Policy and its requirements regarding the payment of tickets and/or violations when using any vehicle for CHA business.</p> <p>B3. CHA should seek recoupment of funds for tickets and violations expensed by PPMs.</p> <p>B4. General Services should work with Property Office to develop a process or internal protocol regarding PPM fleet vehicle usage.</p> <p>C1. Establish a process for identifying outstanding toll fees.</p> <p>C2. Consider purchasing one or more IPASS transponders.</p>

² We ranked findings as High, Medium, or Low Risk to indicate urgency of recommended actions.

High Risk: Lack of prompt action by Management may severely impact the agency mission/operation in the short run and/or may expose the agency to violation of laws and regulations.

Medium Risk: Lack of corrective action by Management will materially and adversely impact operation in the long run. Action is needed to prevent or mitigate loss.

Low Risk: Action by Management is necessary to improve operations and/or to correct minor control weakness.

	Findings	Potential/ Actual Result	Risk Level³	Recommendations
II.	<p>While CHA's Vehicle Policy was board approved in October 2015, General Services' Operating Procedures have not been updated to reflect the tasks required to support and carry out the 2015 board approved Vehicle Policy.</p> <p>A. General Services' Operating Procedures do not reference departmental vehicle usage, although some departments are assigned a vehicle and received violations.</p>	Mismanagement	Low	<ol style="list-style-type: none"> 1. CHA look at its previous policy to identify substantive procedures that were removed and include these details in General Services' Operating Procedures. 2. General Services should update its Operating Procedures to be in line with the CHA Vehicle Policy. 3. General Services' Operating Procedures should include departmental vehicle usage guidelines. These guidelines should state each department head is responsible for a ticket in the event a driver cannot be identified by the department to which the vehicle was assigned. 4. General Services' Operating Procedures should reference how failure to pay fines may result in a payroll deduction. 5. General Services' Operating Procedures should address the use of a personal vehicle for CHA business.

B. Finding and Recommendations

I. Finding: Inconsistent Application of CHA's Vehicle Policy Risk Level: Medium

Pursuant to CHA Vehicle Policy, employees are responsible for all parking and moving violations (i.e. parking tickets, red-light violations, tollway violations, etc.) and/or fines incurred while using CHA vehicles.

Currently, General Services Department uses the City of Chicago website to search for any outstanding tickets issued by automated cameras, on a weekly basis. If a ticket was issued on a CHA vehicle, General Services will then identify the appropriate individual who was driving at that time, based on sign-in/out sheets and the Vehicle Usage Agreement Form, and remind him or her of his or her duty to pay the ticket(s).

CHA vehicles received a total of 42 tickets issued by automated cameras in the City of Chicago in 2016 and 2017. The following table represents these violations:

	Warnings	# of Tickets	Outstanding Tickets	Outstanding Amount
CHA Fleet Vehicles	13	29	4	\$817.40
PPM Issued Vehicles	2	13	2	\$390.40
Total	15	42	6	\$1,207.80

³ We ranked findings as High, Medium, or Low Risk to indicate urgency of recommended actions.

High Risk: Lack of prompt action by Management may severely impact the agency mission/operation in the short run and/or may expose the agency to violation of laws and regulations.

Medium Risk: Lack of corrective action by Management will materially and adversely impact operation in the long run. Action is needed to prevent or mitigate loss.

Low Risk: Action by Management is necessary to improve operations and/or to correct minor control weakness.

The above outstanding tickets reflects CHA's balance during the OIG's audit. The OIG addressed the outstanding fees with General Services, as well as with each respective individual who was responsible for an outstanding ticket. Subsequently, these employees paid in accordance with the Vehicle Policy. CHA does not have any outstanding tickets on its fleet vehicles, as of 6/30/2018. CHA is also currently working with its PPMs to ensure all outstanding balances are paid.

IA. Outstanding Tickets and Violations for CHA Fleet Vehicles

Chicago's Department of Finance determined that CHA owed a total of \$5,210 for 28 outstanding tickets incurred between September 2015 and August 2017. To avoid any additional fees/debt, CHA paid the outstanding balance using its non-Federal funds on December 20, 2017.

General Services provided the OIG a list of these tickets, as well as additional tickets that occurred after August 2017, with the corresponding date, time, specific violation (i.e. speed violation 11+ or red light violation), amount of the ticket and the CHA employee who had signed out the fleet vehicle. When compared to the City of Chicago's website, General Services failed to include three tickets that occurred during the audit scope period (See Appendix A).

Most employees did not pay their ticket and/or were not held responsible for reimbursement of funds back to CHA, which violates CHA's Vehicle Policy. There was also no attempt by CHA to seek recoupment of funds through payroll. On nine occasions, General Services could not identify the driver of the vehicle. On three occasions, the driver of the vehicle was no longer employed with the CHA. Unlike the State of Illinois' Vehicle Policy, which states "If the agency can identify with reasonable certainty the relevant former State employee who incurred the citation, the State shall pursue reasonable efforts to require the former employee to pay the fines and costs directly," CHA's policy does not have this requirement and no effort was made to seek recoupment from former CHA employees.

Additionally, three violations occurred during the time a vehicle was assigned to a particular department to support their operational needs. The Vehicle Policy no longer makes reference to departmental vehicle usage and the department, itself, was not keeping records of who was driving the vehicle. As a result, CHA could not seek reimbursement for the tickets a department received.

The OIG interviewed CHA employees identified by General Services as having received a red light and/or speed violation. Four employees stated they were never notified of the violation, one employee was notified but never paid the ticket or reimbursed CHA, and one employee paid the ticket. For those individuals who stated they were never notified, General Services was not able to provide sufficient documentation, such as sign-in sheets or Vehicle Usage Agreement Forms, to confirm that the identified person was driving the vehicle on the day a ticket was issued. General Services was also not able to provide a documented copy of their notification for a ticket to these employees.

Risk:

1. Inconsistent application of CHA Vehicle Policy requirements.
2. CHA may unnecessarily pay for tickets and late payment penalties.
3. CHA reputational risk.

Recommendation:

1. CHA should be consistent in its application of the Vehicle Policy as it relates to fines and penalties incurred while using a CHA vehicle. If CHA pays for outstanding tickets, General Services should provide Human Resources with a list of those individuals who incurred tickets and the corresponding amount to seek recoupment through payroll, where appropriate.
2. Ensure employees are notified in writing. Attach sufficient documentation to the ticket notification to avoid any potential disputes. Ensure appropriate documentation is maintained by CHA.
3. Require employees to provide proof of payment to General Services.
4. General Services should electronically maintain a list of previous tickets an individual has received to allow CHA to apply penalties, if needed, for an individual who repeatedly has speeding and/or red light violations.
5. Continue to periodically check the City of Chicago’s website for any outstanding tickets and/or violations.

Management Response:		
<input checked="" type="checkbox"/> Concur with finding and recommendations	<input type="checkbox"/> Do not concur with finding and recommendations	<input type="checkbox"/> Concur with part of the finding and recommendations
<p>Currently, there is no language in the Fleet Policy or procedures that allows the Fleet Department to “hold employees responsible” for failure to pay a ticket, or fine. The department has drafted procedural language and recommend that employees be prohibited from driving a Fleet Vehicle until "Proof of Payment" is provided to a member of the team. Such a requirement, would necessitate the department maintaining a spreads sheet of violations, notifications, date of payment, date proof offered.</p> <p>This procedure is already in place & the GS Department will create a list of violators & forward it to the Human Resource Department, on a monthly basis.</p> <p>Please see the attached Fleet Procedures updated (September 2018).</p> <p>A1. It should be noted that Fleet staff were consistent, in their efforts to notify employees, get unpaid fines and penalties addressed. The issue is not with our efforts, as NO process will be 100 % accurate, and given the fact that we are humans, with the lack of enforcement authority within the department, when individual employees, who refused to pay, upon being notified, left the department without much recourse. Recognizing the extent of the problem, and being in receipt of invoice from the City of Chicago, it was recommended that the invoice be paid, in full, and Human Resources would receive the list of scoffers, contact the employee directly to establish a payment plan, for reimbursement to the authority.</p> <p>A2. Concur</p> <p>A3. Concur</p> <p>A4. Concur: The department does not maintain such a file, but will begin efforts, based on current data, to establish a repeat offender list.</p> <p>A5. Concur this recommendation is on-going</p>		
Custodian:	Darlena Burnett, Deputy Chief Fleet & Facility	
Implementation Timeline:	Implementation is in progress	

IB. Outstanding Tickets and Violations on Vehicles Issued to CHA’s PPM Firms

PPM	Vehicles	# of Tickets	Outstanding Tickets	Outstanding Amount
Eastlake	5	1	1	\$146.40
Habitat	2	4	0	
McCormack & Baron	7	7	0	
WCDC	3	1	1	\$244.00
Total	17	13	2	\$390.40

General Services provided the OIG a list of six tickets incurred by CHA PPM’s in 2016 and 2017. However, an online search of tickets issued by the City of Chicago determined that there were seven additional tickets not included by General Services. Currently, two PPMs each have an outstanding unpaid ticket (See Appendix B). CHA’s Property Office is working with these PPMs to ensure the tickets are being paid in accordance with CHA Policy.

The OIG reviewed PPM’s operating cash account to identify whether any of the paid tickets were expensed at a specific property. On one occasion, McCormack and Baron used their CHA operating cash account to pay for a residential permit parking violation of \$183.00 in 2017. Habitat also used their CHA account to pay for an expired plate violation of \$146.40 in 2016.

Pursuant to the Private Managers Financial Procedures Manual, traffic citations, parking violations and fines and penalties are all expenditures that are not considered appropriate when conducting CHA business and therefore, should not have been paid by CHA.

Risk:

1. Inconsistent application of CHA Vehicle Policy requirements.
2. Noncompliance with Private Management Financial Procedures Manual.
3. CHA may unnecessarily pay for tickets and late payment penalties.
4. CHA reputational risk.

Recommendation:

1. See Recommendation A1
2. Ensure PPMs are aware of CHA’s Vehicle Policy and its requirements regarding the payment of tickets and/or violations when using any vehicle for CHA business.
3. CHA should seek recoupment of funds for tickets and violations expensed by PPMs.
4. General Services should work with Property Office to develop a process or internal protocol regarding PPM fleet vehicle usage.

Management Response:		
<input checked="" type="checkbox"/> Concur with finding and recommendations	<input type="checkbox"/> Do not concur with finding and recommendations	<input type="checkbox"/> Concur with part of the finding and recommendations
<p>B1. Fleet staff consistently forwarded notification to CHA leaders that manage/interact and provide oversight to the PPM's. Again, there is no authority within Fleet & Facility to hold the PPM's accountable. Discussions were initiated with the Chief who was suggesting that ticket payment be deducted from invoices/statements submitted to the authority. Of course, this method would not produce an "immediate" proof of payment to the Fleet Department and it would not offer any assurance to Fleet that the ticket/fines were properly and completely addressed.</p> <p>B2. Concur will forward policy with new procedures addendum to each firm. (Forwarded by e-mail and hard copies delivered to the Property Division).</p> <p>B3. General Services will continue its pursuit to get tickets paid via, continued notification. Full compliance, would require members of the Property Division to monitor the PPM Contractors, for "proof of payment."</p> <p>B4. Concur</p>		
Custodian:	Darlena Burnett, Deputy Chief Fleet & Facility	
Implementation Timeline:	Implementation is in progress	

IC. Outstanding Illinois Toll Highway Authority Fees

	Outstanding Tolls
CHA Fleet Vehicles	\$430.20
PPM Issued Vehicles	\$589.50*
Total	\$1,019.70

*Habitat Company had an outstanding balance of \$75.00, while McCormack & Baron incurred \$514.50 in toll fees.

Employees are also responsible for paying toll violations pursuant to the Vehicle Policy. CHA had an outstanding balance with the Illinois Toll Highway Authority on violations incurred during the audit. CHA has since paid all outstanding toll fees.

Currently, General Services does not confer with the Illinois Toll Highway Authority to identify any outstanding tolls for CHA vehicles. On two occasions, CHA's account was placed with a collection agency for lack of payment on outstanding tolls. The responsible employees did not receive notification from General Services of the fee in a timely fashion. CHA employees have a responsibility to notify General Services about toll violations as soon as they occur to mitigate costs.

Risk:

1. Inconsistent application of CHA Vehicle Policy requirements.
2. CHA may unnecessarily pay for tickets and late payment penalties.
3. CHA reputational risk.

Recommendation:

1. Establish a process for identifying outstanding toll fees.
2. Consider purchasing one or more I-PASS transponders.

Management Response:		
<input checked="" type="checkbox"/> Concur with finding and recommendations	<input type="checkbox"/> Do not concur with finding and recommendations	<input type="checkbox"/> Concur with part of the finding and recommendations
<p>C1. Concur- the team is in communication with Illinois Toll Way Government Relations staff, in an attempt to establish a process for identifying outstanding toll fees, before they double.</p> <p>C2. Fleet Management made the recommendation to purchase IPASS transponders, but recognize the degree of attention that has to be paid to the execution of usage, as the authority requires that only two {2} plate numbers be assigned to a devise. The department has also recommended that drivers be reminded, of the requirement to pay tolls, immediately, with the issuance of post cards, that contains the toll authority web address and the time frame allowed to pay tolls, on line, prior to penalties being assessed, by the Tollway Authority. (This procedure has been in place since August 2018.)</p>		
Custodian:	Darlena Burnett, Deputy Chief Fleet & Facility	
Implementation Timeline:	Implementation is in progress	

II. Finding: Limited Information Included in Operating Procedures Risk Level: Low

While CHA's Vehicle Policy was Board approved in 2015, General Services' Operating Procedures, which do not require board approval, have not been updated to reflect the practice required to support and carry out the requirements listed in the Vehicle Policy.

For example, General Services' Operating Procedures do not reference how their department is identifying outstanding tickets via the City of Chicago's website; how often they are pro-actively checking the website; and how employees can be expected to be notified of a ticket and/or violation. In addition, CHA's current policy makes reference to employees who use personal vehicles; yet, the requirements are only practiced and reviewed by CHA's Risk Management Department when an employee is being reimbursed for business mileage. Interviews with CHA staff indicated that many employees use their personal vehicle for CHA business but will not get reimbursed from CHA. Thus, there is no proper review of driver license and insurance information. These CHA employees using their personal vehicles for CHA business may not be carrying the appropriate coverage and/or may be driving without a valid driver's license. General Services' Operating Procedures should address these concerns.

Departmental Vehicle Usage

General Services' Operating Procedures do not reference departmental vehicle usage, although some departments are assigned a vehicle and received violations. Departments were not keeping a record of who was driving the vehicle and the department was not held responsible for the violation (see Finding IA). CHA's previous policy, which included operational procedures, listed requirements and procedures for the use of CHA vehicles assigned to a specific department. Departments were required to keep a vehicle log with the starting and ending mileage and any vehicle problems discovered. The Operating Procedures should also specify who is responsible for a ticket in the event that a driver cannot be identified by a department.

Risk:

1. Lack of clearly documented and articulated policies and procedures.
2. Confusion regarding vehicle usage types and employee responsibilities.
3. No assurance that CHA is protected in the event of an accident while a CHA employee uses their personal vehicle for CHA business.

Recommendation:

1. CHA should look at its previous policy to identify substantive procedures that were removed and include these details in General Services' Operating Procedures.
2. General Services should update its Operating Procedures to be in line with the CHA Vehicle Policy.
3. General Services' Operating Procedures should include departmental vehicle usage guidelines. The guidelines should state each department head will be responsible for a ticket in the event a driver cannot be identified by the department to which the vehicle was assigned.
4. General Services' Operating Procedures should reference how failure to pay fines may result in a payroll deduction.
5. General Services' Operating Procedures should address the use of a personal vehicle for CHA business.

Management Response:		
<input checked="" type="checkbox"/> Concur with finding and recommendations	<input type="checkbox"/> Do not concur with finding and recommendations	<input type="checkbox"/> Concur with part of the finding and recommendations
<p>II.</p> <ol style="list-style-type: none"> 1. Concur 2. Concur 3. Concur 4. Concur 		
Custodian:	Darlena Burnett, Deputy Chief Fleet & Facility	
Implementation Timeline:	Implementation is in progress	

Appendix A: Fleet Vehicles

License Plate	Ticket Number	Type	Date	Amount	Note	Identification
M137967	6043758429	Speed Violation 11+	2/2/2016	\$ 200.00	Paid by CHA	General Services
M175620	6043781182	Speed Violation 11+	2/9/2016	\$ 200.00	Paid by CHA	General Services
M182105	6043790872	Speed Warning	2/12/2016	\$ -	Warning	City of Chicago
M175620	6043812041	Speed Violation 11+	2/19/2016	\$ 200.00	Paid by CHA	General Services
M175620	6043956078	Speed Violation 6-10	4/5/2016	\$ 70.00	Paid by CHA	General Services
M169245	7006657919	Red Light Violation	4/23/2016	\$ 200.00	Paid by CHA	General Services
M169245	6044027684	Speed Warning	4/27/2016	\$ -	Warning	City of Chicago
M169245	6044027720	Speed Violation 11+	4/27/2016	\$ 200.00	Paid by CHA	General Services
M175619	6044074530	Speed Violation 11+	5/11/2016	\$ 200.00	Paid by CHA	General Services
M158995	6044097030	Speed Violation 11+	5/13/2016	\$ -	Paid	City of Chicago
M204283	6043859276	Speed Warning	6/4/2016	\$ -	Warning	City of Chicago
M169245	6044262468	Speed Violation 11+	7/6/2016	\$ 200.00	Paid by CHA	General Services
M137967	6044311980	Speed Violation 6-10	7/22/2016	\$ 70.00	Paid by CHA	General Services
M176500	6044344096	Speed Violation 11+	8/2/2016	\$ 200.00	Paid by CHA	General Services
M210008	6044504350	Speed Warning	9/25/2016	\$ -	Warning	City of Chicago
M172904	6044535655	Speed Violation 11+	10/7/2016	\$ 200.00	Paid by CHA	General Services
M206969	6044601191	Speed Warning	10/27/2016	\$ -	Warning	City of Chicago
M176500	6044646080	Speed Violation 11+	11/10/2016	\$ -	Paid	City of Chicago
M210008	6044665426	Speed Violation 11+	11/16/2016	\$ 244.00	Paid by Employee	General Services
M180631	7007183784	Red Light Violation	2/3/2017	\$ 200.00	Paid by CHA	General Services
M209737	6044883243	Speed Warning	2/7/2017	\$ -	Warning	City of Chicago
M210005	6044883485	Speed Warning	2/7/2017	\$ -	Warning	City of Chicago
M180630	6044908223	Speed Warning	2/15/2017	\$ -	Warning	City of Chicago
M172904	6045030106	Speed Violation 11+	3/30/2017	\$ 200.00	Paid by CHA	General Services
M209740	6045045521	Speed Warning	4/5/2017	\$ -	Warning	City of Chicago
M137967	6045125547	Speed Violation 6-10	5/2/2017	\$ 70.00	Paid by CHA	General Services
M169244	6045132059	Speed Violation 11+	5/5/2017	\$ 200.00	Paid by CHA	General Services
M210951	6045215993	Speed Warning	5/31/2017	\$ -	Warning	City of Chicago
M210008	7007361417	Red Light Violation	6/2/2017	\$ -	Paid	City of Chicago
M209740	6045252080	Speed Violation 11+	6/12/2017	\$ 44.00	Paid by Employee	General Services
M209740	6045254121	Speed Violation 6-10	6/13/2017	\$ 85.40	Paid by Employee	General Services
M175985	7007399509	Red Light Violation	6/26/2017	\$ 200.00	Paid by CHA	General Services
M169245	6045334203	Speed Violation 11+	7/11/2017	\$ 200.00	Paid by CHA	General Services
M206969	7007450390	Red Light Violation	7/26/2017	\$ 200.00	Paid by CHA	General Services
M172904	7007456292	Red Light Violation	8/2/2017	\$ 200.00	Paid by CHA	General Services
M207191	6045409650	Speed Violation 6-10	8/8/2017	\$ -	Paid	General Services
M209737	7007477873	Red Light Violation	8/15/2017	\$ 200.00	Paid by CHA	General Services
M180628	6045451043	Speed Warning	8/25/2017	\$ -	Warning	City of Chicago
M207190	7007498395	Red Light Violation	8/29/2017	\$ 244.00	Paid	General Services
M212740	6045546912	Speed Warning	9/26/2017	\$ -	Warning	City of Chicago
M158995	7007588650	Red Light Violation	11/1/2017	\$ 100.00	Paid by Employee	General Services
M212823	6045652172	Speed Warning	11/3/2017	\$ -	Warning	City of Chicago

Appendix B: PPM Vehicles

License Plate	Ticket Number	PPM	Type	Date	Amount	Note	Identification
1443322B	0067950661	Eastlake	Rear and front plate required	5/14/2017	\$ 146.40	Notice of Final Determination	City of Chicago
1443324B	7006597526	McCormack	Red Light Violation	3/15/2016	\$ -	Paid	City of Chicago
1443325B	7007297240	McCormack	Red Light Violation	4/20/2017	\$ 200.00	Paid	General Services
1443325B	68720828	McCormack	Expired plate or temp. registration	11/7/2017	\$ -	Paid	City of Chicago
1443325B	9192670744	McCormack	Expired plate or temp. registration	12/4/2017	\$ -	Paid	City of Chicago
1443326B	6045301116	Habitat	Speed Warning	6/30/2017	\$ -	Warning	City of Chicago
1443326B	91926707045	Habitat	Expired plate or temp. registration	12/4/2017	\$ -	Paid	City of Chicago
1443332B	9191121637	McCormack	Residential Permit Parking	11/23/2016	\$ 150.00	Paid	General Services
1443332B	6044705760	McCormack	Speed Warning	11/29/2016	\$ -	Warning	City of Chicago
1443335B	7007374023	McCormack	Red Light Violation	6/10/2017	\$ -	Paid	City of Chicago
1443336B	6045542554	WCDC	Speed Violation 11+	9/27/2017	\$ 244.00	Notice of Final Determination	City of Chicago
1443345B	67117670	Habitat	Expired plate or temp. registration	4/29/2016	\$ 146.40	Paid	General Services
1443345B	9191616565	Habitat	Truck or semi-trailer prohibited	4/20/2017	\$ 125.00	Paid	General Services
1443345B	9191616566	Habitat	Residential Permit Parking	4/20/2017	\$ 75.00	Paid	General Services
1443349B	9191458201	McCormack	Residential Permit Parking	2/18/2017	\$ 183.00	Paid	General Services