

**Department of General Services
Director Response**

Case # 21-0023-I

CITY OF BALTIMORE

BERNARD C. "JACK" YOUNG, Mayor



DEPARTMENT OF GENERAL SERVICES

Chichi Nyagah-Nash, Director
200 N. Holliday Street, Room 800
Baltimore, Maryland 21202

July 9, 2021

Daniel Ramos, Deputy Chief Administrative Officer
Baltimore City Hall
100 Holliday Street
Baltimore, MD 21202

RE: OIG Case # 21-0023 ROI (Fire Department Take Home Vehicles)

Dear Mr. Ramos,

I was recently alerted to this investigation and subsequent final report. Although the Department of General Services (DGS) was involved in the investigation and provided information to the investigators, no further action is required of DGS at this time.

I would additionally like to point out that as indicated in the report, the Mayor's Motor Vehicle Freeze Committee (MMVFC, of which DGS is a member) has no oversight of Take Home policies and administration within the Fire Department. Below is an excerpt of page one of the Administrative Manual on the MMVFC's assignment of vehicles.

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**Mayor's Motor Vehicle Freeze
Committee-Assigned Vehicles**

SCOPE

The Mayor's Motor Vehicle Freeze Committee (MMVFC) is responsible for assigning non-activity based vehicles owned by the Mayor and City Council to one employee based on the position of the employee and duties being performed. MMVFC-assigned vehicle is a passenger car, van, station wagon, pick-up truck, or sport utility vehicle. No vehicle will be released unless approval for assignment has been given by the MMVFC. The MMVFC is composed of representatives from the Department of Finance, Fleet Management Division (FMD) and the Mayor's Office. This Committee must make assignment of all take-home vehicles and emergency vehicles. The MMVFC may revoke an assignment at any time. Effective January 1, 1985, use of a City-owned vehicle, which includes take-home privileges, may result in additional personal income tax liability, including F.I.C.A. taxes. An employee may also be subject to additional personal income tax liability when special assignments result in temporary take-home privileges of City-owned vehicles.

The Fire, Sheriff and Police Departments are not subject to the provisions of this policy. Employees of these departments may, however, be subject to additional taxes, which result from take-home privileges.

If you have any questions at all, please feel free to call me.

Very respectfully,

Chichi Nyagah-Nash
Director, Department of General Services