

RESOLUTION NO. 24R-07-119

A RESOLUTION APPROVING AND ADOPTING MODIFICATION TO VEHICLE USE POLICY (GA-13) AND TO TRAVEL POLICY (GA-23) AND SUPPORTING FORMS TO UPDATE PROVISIONS, REQUIREMENTS, AND PROCEDURES REGARDING THE USE OF CITY VEHICLES AND TRAVEL REIMBURSEMENTS; CLARIFYING THAT PUBLIC OFFICERS AND OTHER NON-EMPLOYEES ARE NOT PERMITTED TO USE CITY VEHICLES AT ANY TIME; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, DESORAE GILES-SMITH).

WHEREAS, as a result of recent unprecedented activities, it is necessary for the City of Lauderdale to amend its current policies regarding the use of city-owned vehicles which is limited for official business use only and to provide clarification regarding overnight use and use outside of the tri-county area; and

WHEREAS, General Administration Travel Policy (GA-23), currently expressly states that it applies to all city employees including full time, part-time, and temporary employees, *as well as city officials*; and

WHEREAS, GA-23, Section 1.4, Definitions, defines "overnight travel" to be travel conducted for business related to official duties or immediate job responsibilities and professional growth related to the employee or official's official duties *outside the tri-county area* (Palm Beach County, Broward County, Miami Dade County); and

WHEREAS, GA-23, Section 1.5, Policy, provides that the policy is to provide authorization and funding for travel expenses necessarily incurred by *public officials* and city employees staff with respect to their official duties or job functions. It expressly states that travel expenses are paid through limited tax dollars; and

WHEREAS, GA-23, Section 1.5 requires that all city officials must complete a statement that the expenses serve a public purpose, that they were actually incurred as a necessary travel expenses in the performance of official duties, and it shall be verified by a written declaration that it is true and correct in every material matter; and

WHEREAS, GA-23, Section 1.6, Procedure-Overnight Travel and currently states that a Travel Authorization Form is to be completed at least two weeks prior to the travel. If a rental car is required, it must be approved by the City Manager. Personal vehicles may only be used when a city vehicle is not available or when traveling with family or friends. The Department Director of the department or division will determine the availability of a city vehicle and will advise if there are no city vehicles available; and

WHEREAS, GA-23, Section 1.8, Procedures-City Officials, addresses payment for the cost of meals to certain functions for city officials; and

WHEREAS, it is recommended that GA-23, be modified to expressly provide that public officials and any other non-employees are not permitted to use city-owned vehicles at any time; and

WHEREAS, General Administration Vehicle Use Policy (GA-13) currently exists and provides that certain employees may be assigned an over-night take-home vehicle (due to the nature of their job duties) which provides that unless otherwise indicated by an explicit agreement between the employee and the City Manager, the vehicles are assigned **for official government use only** and are not to be used for personal purposes; further, authorization for a take-home vehicle requires the approval of the City Manager; and

WHEREAS, no employees or public officers should be taking any city-owned vehicles home, or for use overnight, or for use outside the tri-county areas without the express approval of the City Manager, unless they are expressly assigned a take-home vehicle; and

WHEREAS, no employees or public officers should be using a city-owned vehicle for personal use;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA:

SECTION 1. The General Administration Travel Policy (GA-23) and the General Administration Vehicle Use Policy (GA-13), together with their supporting forms, shall be modified, copies of which are attached hereto and incorporated herein.

SECTION 2. These modifications shall include *inter alia*, the following provisions:

- a. No employee or public officer should use any city-owned vehicle for personal use.
- b. No employee is permitted to take home a city-owned vehicle, unless the employee is expressly assigned the take-home vehicle with the permission and authority of the city manager.
- c. No employee is permitted to use a city-owned vehicle overnight or drive a city-owned vehicle outside of the tri-county area, unless the employee is expressly assigned the take-home vehicle, or the employee has obtained the prior written permission and authority of the city manager.
- d. No public officer or non-employee is permitted to use any city-owned vehicle at any time under any circumstances. If a public officer needs the use of a vehicle for official governmental business outside of the tri-county area or overnight, a rental car can be rented for the public officer.
- e. There will be a log sign in/sign out sheet for the use of all department city-owned pool cars which are to be used solely by city employees and solely for work-related official business purposes. The log shall include at a minimum the

- name of the individual operating the city-owned vehicle, the business purpose for which the vehicle will be used, the locations it will be driven, the date, time the vehicle is checked out, time the vehicle is checked in, mileage driven, etc.
- f. All city vehicles will be equipped with AVL devices.

SECTION 2. The City Manager is hereby authorized to make any additional amendments or modifications to all policies as deemed necessary.

SECTION 3. This Resolution shall take effect immediately upon its passage.

DATED this _____ day of _____, 2024.

PASSED AND ADOPTED on first reading this _____ day of _____, 2024.

PRESIDING OFFICER

ATTEST:

CITY CLERK

MOTION
SECOND

M. DUNN
D. GRANT
L. MARTIN
S. MARTIN
K. THURSTON

Approved as to Form

Angel Petti Rosenberg
City Attorney