



# City of Lauderhill

City Commission  
Chambers at City Hall  
5581 W. Oakland Park  
Blvd.  
Lauderhill, FL, 33313  
www.lauderhill-fl.gov

## File Details

**File Number: 24R-5704**

**File ID:** 24R-5704

**Type:** Resolution

**Status:** Agenda Ready

**Version:** 1

**Reference:**

**In Control:** City Commission Meeting

**File Created:** 06/23/2024

**File Name:** Resolution - City Vehicle Policies

**Final Action:**

**Title:** 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).

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** RES-24R-07-119-Policy-city vehicle & travel modifications.pdf, DRAFT - Travel Policy -GA 23-apr-6-25-24.pdf, COL Employee Travel Authorization Form (2024)-Attachment #1 6-25-24.docx, COL Employee Travel Expense Reimbursement Form (2024) - Attachment #2 6-25-24.docx, COL Public Officer Travel Authorization Form (2024) - Attachment #3 6-25-24.docx, COL Public Officer Travel Expense Reimbursement Form (2024) - Attachment #4 6-25-24.docx, DRAFT - Vehicle Use Policy-GA 13-APR-6-25-24.docx

**Enactment Number:**

**Contact:**

**Hearing Date:**

\* **Drafter:** apetti@laudershill-fl.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 24R-5704

**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).**

**Request Action:**

Amend Policy GA-13 re Vehicle Use and amend policy GA-23 regarding Travel.

**Need:**

Amend various policies regarding use of city-owned vehicles and travel reimbursements.

**Summary Explanation/ Background:**

The General Administration Travel Policy (GA-23) and the General Administration Vehicle Use Policy (GA-13), together with their supporting forms, shall be modified as provided in the attached copies that are backup to the resolution. Some of these modifications shall included, 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.

**Attachments:**

Modified Policy GA-23 Travel Policy (and modified Travel Authorization Forms and Expense Reimbursement Forms for both employees and for public officers)  
Modified Policy GA-13 Vehicle Use Policy

**Cost Summary/ Fiscal Impact:**

Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements

**Estimated Time for Presentation:**