

**CITY OF WALTON, KENTUCKY
ORDINANCE NO. 2024-03**

**AN ORDINANCE OF THE CITY OF WALTON,
KENTUCKY, CREATING A NEW SECTION OF
CHAPTER 36 OF THE CITY OF WALTON CODE OF
ORDINANCES IN ORDER TO ADOPT A POLICY FOR
THE USE OF THE CITY AUTOMOBILE BY CITY
EMPLOYEES, OFFICERS AND ELECTED OFFICIALS.**

BE IT ORDAINED BY THE CITY OF WALTON, KENTUCKY AS FOLLOWS:

SECTION ONE

A new Section of Chapter 36 of the City of Walton Code of Ordinances is hereby created as Section 36.04, to read as follows:

§ 36.04 USE OF CITY AUTOMOBILE.

- A. WHEN THE CITY AUTOMOBILE IS NOT ON OFFICIAL CITY BUSINESS, IT SHALL BE PARKED AT THE CITY BUILDING, AND ALL KEYS TO THE VEHICLE SHALL BE KEPT AT THE CITY BUILDING, UNTIL THE VEHICLE IS CHECKED-OUT PURSUANT TO SUBSECTION D, BELOW.**
- B. THE CITY AUTOMOBILE SHALL ONLY BE USED BY AUTHORIZED CITY EMPLOYEES, OFFICERS AND ELECTED OFFICIALS; AND ONLY TO BE USED EXCLUSIVELY FOR CITY PURPOSES.**
- C. PERSONAL USE OF THE CITY AUTOMOBILE IS PROHIBITED. ANY SUCH USE WILL RESULT IN DISCIPLINARY ACTION AND POSSIBLE DISMISSAL AND/OR LEGAL ACTION.**
- D. EACH USE OF THE CITY AUTOMOBILE SHALL BE DOCUMENTED BY A SIGN-OUT NOTATION ON A LOGBOOK (OR SIMILAR PERMANENT RECORD) WHICH STATES THE DATE AND TIME, THE PURPOSE OF THE CITY BUSINESS TO BE CONDUCTED, THE ESTIMATED TIME THE VEHICLE WILL BE IN USE FOR THAT PURPOSE, AND THE MILEAGE ON THE VEHICLE'S ODOMETER.**
- E. UPON COMPLETION OF THE CITY BUSINESS, THE CITY AUTOMOBILE AND ALL ITS KEYS SHALL BE RETURNED TO THE PARKING LOT AT THE CITY BUILDING. THE DATE AND TIME OF RETURN OF THE VEHICLE, AND THE MILEAGE ON THE VEHICLE'S ODOMETER SHALL BE NOTED IN THE LOGBOOK.**

F. ANY VIOLATION OF THIS POLICY WILL RESULT IN THE TERMINATION OF THAT EMPLOYEE'S, OFFICER'S OR ELECTED OFFICIAL'S CITY AUTOMOBILE PRIVILEGES; AND THE REQUIREMENT THAT THE CITY SHALL BE REIMBURSED FOR GAS CHARGES. IF REIMBURSEMENT IS NOT MADE, THE APPLICABLE AMOUNT SHALL BE DEDUCTED FROM THE NEXT PAY.

SECTION TWO

All ordinances or parts of any ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.

SECTION THREE

If any sentence, clause, section or part of this ordinance or the application thereof to any particular situation is, for any reason, found to be unconstitutional, illegal or invalid, the invalidity of any provision of this Ordinance shall not affect the validity of any other provisions hereof, and such other provisions shall remain in full force and effect as long as they remain valid in the absence of that provision determined to be invalid.

SECTION FOUR

This ordinance may be read and published in summary form.

PASSED AND APPROVED ON FIRST READING BY 6 OF 6 MEMBERS OF CITY COUNCIL ON THE 27th DAY OF MARCH, 2024; AND PASSED AND ADOPTED BY 6 OF 6 MEMBERS OF CITY COUNCIL ON THE 1st DAY OF APRIL, 2024, AND WAS THEREAFTER APPROVED BY THE MAYOR AND ORDERED PUBLISHED IN SUMMARY FORM.

APPROVED:

GABRIEL D. BROWN, MAYOR

ATTEST:

GEVANA HICKS, CITY CLERK

DATE OF PUBLICATION: April 1, 2024