

**CITY OF WALTON, KENTUCKY  
ORDINANCE NO. 2024-13**

**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 CITY ISSUED EQUIPMENT AND RELATED PROPERTY TO 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 to read as follows:

**§ 36. USE OF CITY ISSUED EQUIPMENT AND RELATED PROPERTY.**

**A. ALL CITY EMPLOYEES, OFFICERS AND ELECTED OFFICIALS, INCLUDING WITHOUT LIMITATION: THE MAYOR, MEMBERS OF CITY COUNCIL, MEMBERS OF CITY BOARDS, COMMISSIONS AND COMMITTEES, CLERKS, AND PUBLIC WORKS, WILL BE REQUIRED TO SIGN AN ACKNOWLEDGEMENT OF RECEIPT FOR ANY EQUIPMENT ISSUED TO THEM – COMPUTERS, PHONES, LAPTOPS, IPADS, KEYBOARDS, APPLE TAGS OR THE LIKE, AND ANY OTHER EQUIPMENT AND PROPERTY.**

**1. THE ACKNOWLEDGEMENT OF RECEIPT SHALL BE ON A FORM PRESCRIBED BY THE CITY, OR IN A FORMAT ACCEPTABLE TO THE CITY.**

**2. EACH EMPLOYEE, OFFICER AND ELECTED OFFICIAL WILL BE REQUIRED TO SIGN ACKNOWLEDGEMENT OF HAVING SAID EQUIPMENT ON A YEARLY BASIS.**

**B. ANY EQUIPMENT ISSUED TO A CITY EMPLOYEE, OFFICER OR ELECTED OFFICIAL SHALL BE RETURNED WHEN THAT EMPLOYEE LEAVES THAT POSITION. IF SAID EQUIPMENT IS NOT RETURNED, THE EMPLOYEE/OFFICER/ELECTED OFFICIAL WILL BE REQUIRED TO PAY TO THE CITY THE FULL CURRENT REPLACEMENT COST FOR EACH ITEM NOT RETURNED.**

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All ordinances or parts of any ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.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

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PASSED AND APPROVED ON FIRST READING BY 5 OF 5 MEMBERS OF CITY COUNCIL ON THE 13<sup>TH</sup> DAY OF AUGUST, 2024; AND PASSED AND ADOPTED BY 4 OF 4 MEMBERS OF CITY COUNCIL ON THE 10<sup>TH</sup> DAY OF SEPTEMBER, 2024, AND WAS THEREAFTER APPROVED BY THE MAYOR AND ORDERED PUBLISHED IN SUMMARY FORM.

APPROVED:

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MAYOR TERRI COURTNEY

ATTEST:

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GEVANA HICKS, CITY CLERK

DATE OF PUBLICATION: SEPTEMBER 28, 2024