



**CITY OF WALTON, KENTUCKY
ORDINANCE NO. 2025-03**

**AN ORDINANCE OF THE CITY OF WALTON, KENTUCKY,
AMENDING ORDINANCES 2020-09, 2021-03, 2022-04 AND
SECTION 35.01 OF THE WALTON CODE OF ORDINANCES, IN
ORDER TO ADOPT AND APPROVE REVISIONS TO THE CITY'S
PERSONNEL POLICIES EMPLOYEE HANDBOOK BY
AMENDING THE CITY VEHICLE HOME FLEET REGULATIONS.**

WHEREAS, the Mayor and City Council of the City of Walton, Kentucky, have previously adopted and revised its Personnel Policies Employee Handbook in order to provide for the recruitment, development and retention of a professional and efficient staff; and

WHEREAS, the Mayor and City Council have determined that there is a need to amend the Personnel Policies Employee Handbook to amend the City vehicle home fleet regulations.

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

SECTION ONE

Ordinances 2020-09, 2021-03, 2022-04 and Section 35.01 of the City of Walton Code of Ordinances is hereby amended by amending Chapter 24, Section 4 [currently mis-numbered Section 3] of the *CITY OF WALTON EMPLOYEE HANDBOOK CITY AND EMPLOYMENT POLICIES AND PROCEDURES*, entitled ***PROCEDURES FOR HOME FLEET OPERATION*** as follows:

SECTION 4 [3] - - PROCEDURES FOR HOME FLEET OPERATION

1. Department vehicles will only be used to further the business of the city or the specific programs of the department.
2. The assigned operator of a vehicle and its equipment will properly use and maintain it; to include scheduling periodic maintenance inspections, cleaning, oil changes, preventive maintenance and breakdown maintenance.
3. Operators will not leave engine running on an unattended vehicle unless it is required to do so at the

scene of an emergency or repairs

4. If involved in an accident, an accident report is required.
5. No civilian is to operate the unit at any time.
6. No civilian is to ride in the unit while in transit to or from the employee's residence.
7. Employee must carry proper identification.
8. Employee cannot take his vehicle home for lunch unless he lives within, or is eating lunch within a five (5) mile circle of the city.
9. The unit must be available to any other Public Works employee if it is needed.
10. Assigned vehicle will be returned to the garage during vacation periods or their absence exceeding three (3) calendar days.
11. If other vehicles are available, employee will be permitted to use the vehicle to attend training, with approval from the Mayor.

[12. After adoption of Ordinance 2020-09, a home fleet vehicle will be available to future hires if that employee lives in the city limits of the City of Walton or within fifteen (15) miles of the city limits.]

SECTION TWO

This Ordinance shall take effect and shall be in full force upon adoption and publication according to law.

SECTION THREE

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

SECTION FOUR

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 FIVE

This ordinance may be read and published in summary form.

PASSED AND APPROVED ON FIRST READING BY -3- OF -5- MEMBERS OF CITY COUNCIL ON THE 8th DAY OF APRIL, 2025.

PASSED AND APPROVED ON SECOND READING BY -6- OF -6- MEMBERS OF CITY COUNCIL ON THE 10th DAY OF JUNE, 2025

APPROVED:

TERRI COURTNEY, MAYOR

ATTEST:

REBECCA McCLURE, CITY CLERK

DATE OF PUBLICATION: _____.