

Chair, Austin Miller called the meeting to order at 5:00pm. Present Mary Moore and Tanna Leonard.

Committee reviewed the clerks January and February bank reconciliations and reports.

Motion by Miller and seconded by Moore to approve the January and February bank reconciliation reports.

TAKE HOME VEHICLE POLICY AND PROCEDURES

Employees may, upon specific written direction or approval of the Council, be assigned to take home a City of Buffalo ("City") vehicle on a permanent or semi-permanent basis. An employee with a take home vehicle shall follow the following provisions:

1. Only City employees, possessing a valid State driver's license appropriate for the vehicle, are authorized to operate City vehicles.
2. Employees shall not operate a City vehicle while under the influence of drugs or alcohol.
3. ~~Employees shall not transport any persons other than City employees in a City vehicle, except in the course of official business.~~
4. ~~Employees shall use the most direct route, to and from work.~~
5. Employee shall use the vehicle assigned to them and keep it at their home address. Prior approval from the supervisor or the Mayor is required for change of take-home vehicle and location to be parked.
6. ~~Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the City, while operating a take home vehicle.~~
7. All incidents/accident involving City vehicles must be reported to the law enforcement office of the appropriate jurisdiction, the employee's supervisor, and to Mayor immediately. Employees with take home vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to the supervisor and/or Mayor.
8. ~~Employees will not operate their vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.~~
9. ~~Employees are expressly prohibited from making any cosmetic or mechanical modifications to any City owned vehicle without the approval of the supervisor.~~
10. Take home vehicles may only be used for limited personal purposes such as during a commute to or from work, and ~~only with supervisor permission.~~
11. ~~Unattended take home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.~~
12. ~~Employees may be subject to disciplinary action for failing to maintain their take home vehicle in proper working order or if there are signs of mechanical abuse or uncleanliness or if the vehicle is used for personal purposes without supervisor permission. All vehicle maintenance shall occur on duty. No compensation will be made for any maintenance performed off duty.~~
13. ~~Take home vehicles should be fueled at the appropriate city payment method. Reimbursement for any other fuel purchase must be pre-approved by the supervisor.~~
14. ~~Any employee assigned a take home vehicle is required to commute in the vehicle for valid employer business reasons.~~

- ~~15. The assignment of a city take-home vehicle may result in taxable income to the employee pursuant to IRS rules. Typically, qualified non-personal use vehicles (such as an ambulance, bus or other vehicle whose design would make the vehicle unlikely to be able to be used personally) are exempt from taxation, while use of other vehicles may result in the attribution of taxable income.~~
16. Violations of this policy and procedures may result in disciplinary action and could result in the revocation of take-home vehicle privileges for that employee.

EFFECTIVE DATE OF POLICY: December 2022 Approved: _____
_____ Mayor

CITY OF BUFFALO

TAKE HOME VEHICLE POLICY AND PROCEDURES

AWARENESS ACKNOWLEDGEMENT

I acknowledge that I have carefully read and understand the Take Home Vehicle Policy and Procedures. I have been given a copy of the Take Home Vehicle Policy and Procedures to retain in my personal records.

Date

Employee Signature

Motion by Moore and seconded by Miller to adjourn the meeting at 5:47.

Minutes submitted by Tanna Leonard