

A BILL TO CREATE A RESOLUTION ENTITLED:

"A RESOLUTION OF THE CITY OF CENTRALIA, MISSOURI AMENDING RESOLUTION NO. R-87-7 AND ADOPTING AN AMENDED FORMAL WRITTEN POLICY SETTING CONDITIONS AND PROCEDURES FOR THE USE OF CITY EQUIPMENT, CITY MOTOR VEHICLES, CITY TOOLS AND CITY EMPLOYEE LABOR."

WHEREAS, the City of Centralia, Missouri, receives many requests from individuals, organizations, and firms for the opportunity to borrow or make use of city equipment, city motor vehicles, city tools, and city employee labor, and

WHEREAS, there are many state and federal laws and regulations which impact on such use, and

WHEREAS, equity to employees and citizens dictates that consistent standards be created covering such use.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the city of Centralia, Missouri, that the City of Centralia, Missouri adopts the following written policy concerning the use of city equipment, city motor vehicles, city tools, and city employee labor:

CENTRALIA POLICY

No. 1 (Amended 12/87)

USE OF CITY EQUIPMENT, CITY MOTOR
VEHICLES, CITY TOOLS AND CITY EMPLOYEE LABOR

1. Except as provided below, mechanical equipment and tools owned by the City shall not be loaned or rented to private individuals, businesses, for-profit or not-for-profit corporations, not-for-profit organizations or charitable organizations, nor shall City employees perform work for such persons or entities unless the use of the tools, use of equipment or the labor clearly relates to a public purpose and is authorized in writing by the City Administrator. Motor vehicles owned by the City shall not be loaned or rented to any of the above stated persons or entities except as provided below regarding City employees.
2. Mechanical equipment and tools owned by the City may be loaned or rented to other governmental units, and City employees may perform work for other governmental units if authorized in writing by the City Administrator.
3. Mechanical equipment and tools may be loaned to private individuals, businesses, for-profit or not-for-profit corporations, not-for-profit organizations or charitable organizations where there is an agreement between the persons or entities and the City for the use by the City of equipment or tools owned by the above stated persons or entities. The agreement shall be authorized by the Board of Aldermen, by ordinance.
4. Except as provided below concerning City employees, no loan or rental of City equipment or tools shall be authorized by the City Administrator, or Board of Aldermen unless (a) the person or entity receiving the loan or rental shall provide property damage and liability insurance insuring the City and the person or entity for any incidents occurring to the property rented, other property or to any person while the equipment or tools are being loaned or rented by the person or entity, and (b) the person or entity receiving the loan or rental shall agree, in writing, to be responsible for any property damage or personal injury (not covered by insurance) resulting while the equipment or tools are being loaned or rented.
5. Except as provided below, City employees may not use mechanical equipment or motor vehicles owned by the City for their personal use at any time. City employees may use mechanical equipment or motor vehicles owned by the City for their personal use if authorized by the Board of Aldermen, by ordinance, as additional taxable wages, based on the fair rental value of the property. City employees may use tools owned by the City with the written permission of the City Administrator. All City employees allowed use of City equipment, motor vehicles or tools shall agree, in writing, to be responsible for any property damage or personal injury (not covered by insurance) resulting while the equipment, motor vehicles or tools are being used.

6. When property, motor vehicles, tools or equipment have been purchased by or placed under the control of the Centralia Park Board of Directors, agreements for use of said property, motor vehicles, tools, equipment, or labor, pursuant to the provisions specified above, may be authorized by the Park Board of Directors, by resolution recorded in the minutes of the meeting of the Park Board of Directors, instead of by the Centralia Board of Aldermen; and property, motor vehicles, tools or equipment may be loaned, pursuant to the provisions specified above, upon authorization of the Park Director instead of the City Administrator. In all such situations, the Park Board of Directors and the Park Director shall follow the same standards and procedures described above for the City of Centralia in general. The Board of Aldermen may review actions taken by the Park Board of Directors and Park Director under this policy, and recommend changes when the Board of Aldermen deems it appropriate.

PASSED and approved this 15th day of February, 1987.



Mayor

ATTEST:



City Clerk