

**VILLAGE OF ELIZABETH**  
**STATE OF LOUISIANA**  
**ORDINANCE NUMBER 29-21**

BE IT ORDAINED, by the Mayor and the Board of Aldermen of the Village of Elizabeth, Louisiana, that the Village of Elizabeth hereby enacts this ordinance to read as follows:

**AN ORDINANCE REGULATING THE USE OF VILLAGE-OWNED MOTOR VEHICLES**

Section One

For the purposes of this ordinance, the following meanings shall apply:

- A. *Motor Vehicles* mean any motorized means of conveyance including but not limited to motor vehicles, automobiles, pickup trucks, golf carts and utility vehicles and shall include such Motor Vehicle(s) assigned for use by the municipal police and fire departments.
- B. *Business Use* means use directly and reasonably related to the business of the municipality as established by municipal and/or departmental policies or use expressly authorized in writing by the Mayor or, in the case of Motor Vehicles assigned for use by the municipal police department, by the Chief of Police. C. *Personal Use* means any use other than Business Use.
- D. *Village-Owned* means a Motor Vehicle owned, leased, lent to or otherwise controlled by the municipality, Village of Elizabeth.
- E. *Employee* means a natural person employed or contracted by the municipality, Village of Elizabeth.

Section Two

- A. Village-Owned Motor Vehicles shall be used solely for Business Use.
- B. Personal Use of Village-Owned Motor Vehicles is prohibited.

Section Three

- A. No Employee shall allow or authorize the use of a Village-Owned Motor Vehicle by anyone who is not an Employee of the municipality, Village of Elizabeth except as is expressly authorized in writing by the Mayor or, in the case of Motor Vehicles assigned for use by the municipal police department, by the Chief of Police.

- B. No Employee shall allow anyone who is not an Employee of the municipality to occupy or be a passenger in a Village-Owned Motor Vehicle except as is expressly authorized in writing by the Mayor or, in the case of Motor Vehicles assigned for use by the municipal police department, by the Chief of Police.

Section Four

- A. Any Employee who uses a Village-Owned Motor Vehicle for Personal Use shall be required to report such Personal Use to the Mayor and shall be required to reimburse the municipality the fair value of the personal use of such Motor Vehicle in accordance with the current state mileage reimbursement rules.
- B. In the event it is determined an Employee has failed to report Personal Use of a Village Owned Motor Vehicle, the municipality, upon learning of such personal use, shall notify the Employee in writing of its determination and proposed reimbursement from the Employee.
- C. All Employees shall be deemed to have consented to reimbursement of the municipality for fair value of the personal use of municipal Motor Vehicles through withholding of such reimbursement(s) from sums due from the municipality to the Employee either after self-report or notice of determination.

Section Five

- A. Violation of this ordinance shall be deemed grounds for disciplinary action against an Employee including but not limited to reprimand, suspension or termination.
- B. Disciplinary action against an Employee for violation of this ordinance shall be administered solely by the Mayor, or if an Employee of the Police Department, by the Chief of Police.

Ordinance introduced on the 12th day of April 2021 by Alderwoman Angela Smith.

Notice of the proposal of this Ordinance was published in the official journal on the 22nd day of April 2021.

Public Hearing on this Ordinance was held on the 10<sup>th</sup> day of May, 2021 at 5:30 P.M. at Elizabeth Community Center, Elizabeth, Louisiana.

The above and foregoing Ordinance was read and called for a vote by the Mayor at a meeting of the Village Aldermen & alderwomen called for said purpose on the 10<sup>th</sup> day of May, 2021. Motion was made by Alderwoman Angela Smith and seconded by Alderwoman Kelly Stalsby to adopt said ordinance. Angela Smith: Yea Kelly Stalsby: Yea Ken Kelly: Yea

/s/Mayor Mandy L. Green

Attest by: /s/Denise Lee, Clerk