

ORDINANCE 2019-4

AN ORDINANCE CONCERNING ACCEPTABLE USE OF TOWN PROPERTY

WHEREAS: The Town of Randolph feels it necessary to define authorized personal use of town property, including for the purposes of Utah Code Ann. 76-8-402(1)(a).

Acceptable Use of Town Property. Town-owned property is public property and is to be used for the benefit of the public. Town Offices, departments, and employees are to use town-owned property to achieve the purposes of town government. However, incidental personal use of town-owned property is permitted. The only personal use of town-owned property that is unauthorized is personal use which occurs after the employee is provided written notice from a department head prohibiting the use.

If an employee's personal use of town-owned property creates more than a de minimis cost to the town, the employee shall reimburse the town for the cost of the personal use. If the town-owned property is damaged during personal use and must be repaired or replaced, the employee shall pay the cost of repair or replacement.

"Employee" means one of the following who performs services for the town, whether or not paid: an employee, including an elected official, a volunteer; a board or committee member; a consultant; or a contractor.

This policy applies to all town offices and departments. This policy supersedes all other town policies related to personal use of town owned property.

Approved this \_\_\_\_\_ day of July, 2019

Mayor Lyn P. Weston

Lana Peart, Clerk