

## CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL

2. ADMINISTRATIVE

3. PERSONNEL

4. FINANCIAL

5. PUBLIC WORKS

6. PARKS AND RECREATION

CHAPTER: Accounting and Financial Reporting Systems

SUBJECT: City Owned Vehicles for Out of City Travel

POLICY NUMBER: 4.170

PAGES:

EFFECTIVE DATE: March 5, 1986

**REVISION DATE:** 

PERMANENT DELETION DATE:

APPROVED BY: Mayor Marilyn Hardacre

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

In accordance with the motion passed by Council on January 14, 1986, that no out of city mileage for all city personnel (Mayor, Council or City Employees) is to be reimbursed if a city owned automobile is available, the following procedures and automobile assignments are to be implemented effective February 24, 1986.

- Policies and Procedures
- a. This policy will most generally apply to the following departments:

Assessor

Cemetery

Clerk

Comptroller

Community Development Authority

Fire (Dependent upon action of the Fire & Police Commission)

Library

Mayor

Parks, Recreation & Aging

Personnel

Police (Dependent upon action of Fire & Police Commission)

Public Works

Treasurer

Common Council

- It is expected that there would be most often be a city car available in the
  Department of Public Works for an employee in any Public Works Division and in
  the Police Department for any Police Department employee for out of town travel.
  If not, a request should be forwarded to the Mayor's Office.
- c. When travel needs are known, submit request for automobile to Mayor's Office. Either the Mayor's car or one from Department of Public Works will be assigned with verification returned to you. (See attached form).
- d. Keys are to be picked up and returned to Mayor's Office. When returning keys, return copy of mileage record with them.
- e. All vehicles will be kept at City Hall and are to be picked up and returned there.
- f. Mileage record forms will be kept in automobile. Be certain to record mileage and turn in forms where indicated. Please note on form any problems you may have had with car or repairs needed. City Garage will keep mileage records and perform routine maintenance as needed. (See attached form).
- g. Gasoline If gas is needed while out of town, purchase and turn in receipt for reimbursement with other expenses. Upon return to City, fill tank at City Garage. An employee is at the Garage from 7 a.m. til 10 p.m.
- h. The account to which your automobile will be charged will be your account number plus .5331 Central Motor Pool Charges
- i. City officials may transport passengers when traveling outside the city.

Marilyn Hardacre, Mayor March 5, 1986 CITY OF MARSHFIELD
REQUEST FOR CITY AUTOMOBILE
FOR
OUT-OF-TOWN TRAVEL

TO: Mayor\_s Office

FROM: DATE:

1. Date (or dates) of travel Leave Marshfield a.m./p.m.

Estimated time of return a.m./p.m. on

- 2. Destination
- 3. Any additional passengers No.

TO:

FROM: Mayor\_s Office per

DATE:

- 1. Vehicle assigned
- 2. City owned vehicle is not available. Permission granted to use personal vehicle
- 3. Keys may be picked up from Mayor\_s Secretary on after\_\_\_\_\_. Car will be available \_\_\_\_\_.

MILEAGE RECORD FOR CITY AUTOMOBILE

- 1. Vehicle Number
- 2. Beginning Mileage
- 3. Ending Mileage
- 4. Billing Miles
- 5. Billing Account:

Name and Number

6. Attention or Repairs Needed for Vehicle:

Signature Date

VEHICLE TO BE RETURNED WITH FULL TANK OF GAS

White Copy - City Garage
Pink Copy - Return with keys to Mayor's Office
Yellow Copy - Retain for your personal records