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Agenda Item V. 3. May 14, 2026

PROPOSED RESOLUTION

APPROVAL OF THE REVISED RIOC'S PERSONALLY OWNED VEHICLE USAGE POLICY

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York ("RIOC"), as follows:

- Section 1. that the revised RIOC's Personally Owned Vehicle Usage Policy, as recommended by the Governance Committee in accordance with the requirements set forth by the Director of State Operations, attached hereto, is hereby approved and adopted.
- Section 2. that the President/Chief Executive Officer or President's designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.

Roosevelt Island Operating Corporation
Personally Owned Vehicle Usage Policy

I. Purpose and Applicability

The purpose of the Personally Owned Vehicle (POV) Usage Policy (the “Policy”) is to help Roosevelt Island Operating Corporation of the State of New York (“RIOC”) implement statewide requirements set forth in the memorandum from the Director of State Operations to Commissioners and Heads of Agencies, dated January 20, 2015. The Policy applies to all RIOC officers and employees and supersedes all inconsistent or prior POV usage policies currently in effect. Any deviation from the Policy requires the approval of the Director of State Operations (or his or her designee) and the Office of General Services (“OGS”) Commissioner.

A personal vehicle may be used for RIOC business purposes when a RIOC vehicle or common carrier is not available, is not cost effective or is otherwise not appropriate (for example, there is a need to transport voluminous files or documents and use of a RIOC vehicle or common carrier is not practical). Mileage reimbursement rates are determined by the IRS and collective bargaining agreements. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance. RIOC-owned or RIOC-purchased fuel may not be used to operate a POV under any circumstances, whether for personal use or for official RIOC business.

II. Definitions

As used herein:

“Authority” means any public authority or public benefit corporation created by or existing under any New York State law, at least one of whose members is appointed by the Governor or whose members serve by virtue of holding a civil office of New York State, including any subsidiaries of such public authority or public benefit corporation, but not including any interstate or international authority or public benefit corporation.

“State Agency” or “Agency” means (i) any State agency or department, or any office, division, bureau, or board of such State agency or department, except where the head of such agency or department is not appointed by the Governor and (ii) any State board, committee, or commission, at least one of whose members is appointed by the Governor.

“State Vehicle” means a vehicle owned by a State Agency or Authority or leased or rented by a State Agency or Authority for official State business.

“Personally Owned Vehicle (POV) Usage” means the use of a non-State Vehicle personally owned by an employee working for an Agency or Authority while in the course of State employment.

III. Personally Owned Vehicle (POV) Usage

- A. Mileage threshold
 - i. Any RIOC employee whose annual POV Usage has been or is expected to

exceed 15,000 miles or more during a fiscal year must be provided the use of a State-owned vehicle.

- ii. RIOC employees may only exceed this threshold in unforeseen or extraordinary circumstances and only when approved by the Director of State Operations (or his or her designee) and the OGS Commissioner.
- B. In order to meet additional vehicle needs based on the above threshold, RIOC will first attempt to utilize existing pool vehicles and explore the possibility of obtaining additional vehicles via the OGS State Surplus Property.
 - C. If RIOC needs to purchase additional vehicles in order to meet the needs of impacted RIOC employees, RIOC will follow the procedures set forth in the Budget Bulletin D-0750 (revised as of July 11, 2023) including the development of a Business Case for Vehicle Purchases form for OGS, Division of the Budget (DOB) and Governor's Office approval.
 - D. When requesting approval for an exemption to the Policy, RIOC shall provide:
 - i. A list of the job titles and circumstances which require exemption.
 - ii. A detailed explanation in support of each individual request.

IV. Implementation and Compliance

- A. RIOC shall submit a monthly status report to OGS Fleet Management provided that RIOC has such POV vehicles covered under this Policy.
- B. RIOC shall confirm to OGS Fleet Management on an annual basis that it is in compliance with the Policy provided that RIOC has such POV vehicles covered under this Policy.

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 - ii. RIOC employees may only exceed this threshold in unforeseen or extraordinary circumstances and only when approved by the Director of State Operations (or his or her designee) and the OGS Commissioner.
- B. In order to meet additional vehicle needs based on the above threshold, RIOC will first attempt to utilize existing pool vehicles and explore the possibility of obtaining additional vehicles via the OGS State Surplus Property.
- C. If RIOC ~~requires~~needs to purchase additional vehicles in order to meet the needs of impacted RIOC employees, RIOC will follow the procedures set forth in the Budget Bulletin D-~~750~~750 (revised as of July 11, 2023) including the development of a Business Case for Vehicle Purchases form for OGS, Division of the Budget (DOB) and Governor's Office approval.
- D. When requesting approval for an exemption to the Policy, RIOC shall provide:
- i. A list of the job titles and circumstances which require exemption.
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IV. Implementation and Compliance

- A. ~~Starting March 1, 2015,~~ RIOC ~~will~~shall submit a monthly status report to OGS Fleet Management ~~outlining its strategy and progress with the provided that RIOC has such POV vehicles covered under this Policy. These reports will be submitted until June 2015.~~
- B. ~~Starting July 2015,~~ RIOC ~~will~~shall confirm to OGS Fleet Management on an annual basis that it is in compliance with the Policy: provided that RIOC has such POV vehicles covered under this Policy.

Dated: ~~February 26, 2015~~May __, 2026