

ORDINANCE NO. 2007-06

**AN ORDINANCE REPEALING ORDINANCE 2004-11 AND
ESTABLISHING A POLICY AND PROCEDURE FOR THE
INVENTORY OF ASSETS BELONGING TO THE CITY OF
CLINTON, ARKANSAS, AND FOR OTHER PURPOSES**

WHEREAS, the State of Arkansas, through the Legislative Joint Auditing Committee, requires that each municipality within the State of Arkansas have in place a policy outlining the process by which an accurate inventory of all assets of that municipality are to be kept, and that each municipality actually keep and maintain such an inventory; and,

WHEREAS, The City of Clinton has previously adopted Ordinance 2004-11 which established such a policy; and,

WHEREAS, the City of Clinton now desires to establish a new policy regarding inventories of city assets;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL
OF THE CITY OF CLINTON, ARKANSAS:**

Section 1. The Head of each Department of the City of Clinton shall create an itemized list of all personal property owned or used by said department which has a value of \$ 1000.00 or more. The initial inventory list created by this section shall be delivered to the City Clerk by August 1, 2007.

Section 2. The City Clerk shall maintain a Master Inventory list and shall assign a number or tag or other identifying label to each item.

Section 3. Any time a Department purchases or acquires any item of personal property that has a value of \$ 1000.00 or more, the


Department Head shall report said acquisition to the City Clerk for inclusion on the City's Master Inventory list and the assignment of a number, tag or other identifying label by the City Clerk.

Section 4. Any time a Department determines that an item of personal property valued at \$ 1000.00 or more is no longer needed by the Department or is no longer in the possession of the Department due to sale, trade-in, destruction, theft or for any other reason, said fact shall be reported to the Mayor and the City Clerk for removal of the property from the Master Inventory List and for the sale or disposal of said property if necessary.

Section 5. Each Department Head shall review the Master Inventory List each December, beginning in December, 2007, to determine if the Master Inventory List accurately lists all items of personal property owned or controlled by the Department which have a value of \$ 1000.00 or more. Any discrepancies shall be reported to the City Clerk who shall modify and amend the Master Inventory List.

Section 6. Ordinance 2004-11 is hereby repealed in its entirety.

PASSED: June 14, 2007



Roger Rorie, Mayor

ATTEST:



Merl Eoff, Recorder/Treasurer/Clerk, CMC

APPROVED AS TO LEGAL FORM:

Brad A. Cazort, City Attorney