

CUSTODY AND DISPOSAL OF CONTROLLED PROPERTY

PURPOSE

To set forth the City's policy concerning custody and disposal of controlled property.

DEFINITION

Controlled Property is generally defined as City-owned materials, equipment, tools and furniture subject to theft, loss or misuse. Conversely, major capital assets with no potential for theft, such as buildings, land and other infrastructure assets affixed to the earth are exempted from this policy. For further discussion of "Controlled Property" and property control procedures, see Administrative Procedures concerning Controlled Property.

PROPERTY CONTROL RESPONSIBILITIES

The Finance Director shall establish and maintain citywide property acquisition and disposal procedures. However, the ultimate accountability for Controlled Property, along with the responsibility for maintaining reasonable safeguards to secure Controlled Property, lies with the Director of the Department that acquired the property until such time the item has been formally transferred to another Department or has been formally approved by the Finance Department for sale/disposal. Procedures for acquisition, transfer, sale/disposal of controlled property vary by property type and value and are addressed through Administrative Procedures. As property custodians, Departments Directors are also responsible for a periodic inventory of their Controlled Property in accordance with Administrative Procedures. At the discretion of the Finance Director, material losses or discrepancies in Controlled Property will be reported to the Finance Committee.

Adopted - January 24, 1994

Corrected - February 26, 1996

Amended - August 12, 1996

Amended - April 23, 2002

Amended - April 13, 2004

Amended - September 27, 2011

Amended - February 12, 2019

DISTRIBUTION OF PUBLIC INFORMATION IN MUNICIPAL SERVICES
STATEMENTS AND BUSINESS LICENSE RENEWALS

PURPOSE

The purpose of this Policy is to establish guidelines for the distribution of written materials with the Municipal Services Statement and Business License Tax Renewal forms.

Periodically, material is distributed to residents through the Municipal Services Statement and Business License Renewal form. This material shall be approved by the Finance Director using the guidelines below as criteria for approval. Material not completely consistent with the guidelines below will not be distributed with Municipal Services Statements or Business License Tax Renewal forms without specific Council authorization. All costs associated with the inclusion of such material must be paid by the Department submitting the request for inclusion.

Mailing may include the following:

- A. Notification of schedules or procedures affecting City services.
- B. Notification of any changes in procedure or process affecting business license holders.
- B. Information on the availability and scope of City services and facilities.
- C. Information concerning the functions and responsibilities of City departments and financial aspects of City operations.
- D. Information on municipal projects or future programs where a reaction from the community, business, or a neighborhood is desired.
- E. Information on recommended courses of action to protect the public or property from fire, theft, damage, and related hazards.
- F. Other materials which are designed to keep the public informed on the activities of its government.

Mailings shall not contain information: of a commercial nature; from a commercial entity; or that promotes political candidates or causes. Mailings may include factual financial information except if the topic of such financial information pertains to a ballot measure in an upcoming election unless otherwise determined by the City Council.

With the approval of the City Manager, information from community based, non-commercial organizations may be included in the Municipal Services Statement and Business License Renewal. The primary purpose of any such material should be to

provide information of a public service nature. The material must not contain direct solicitation for contributions or promotions of events whose primary purpose is fund raising (such as \$200 per plate dinners). However, announcements of other events are generally appropriate, even if a nominal fee or “bake sale” type activity is an incidental part of the function. All costs associated with the inclusion of such material must be paid by the non-commercial organization.

The Municipal Services Statement subscribers list shall not be made available for any private or organizational use. The City Manager may authorize exceptions to this restriction.

Adopted - December 9, 1968

Amended - October 25, 1977

Amended - May 13, 1991

Amended - January 24, 1994

Amended - February 27, 1995

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