



Taxation, Revenue and Utilization of Expenditures (TRUE) Commission

Wes Benwick, Chair
Robert Jones, Vice Chair
Joe Andrews, Secretary

RESOLUTION 2010-5

URGING THE MAYOR AND CITY COUNCIL TO REINFORCE WITH CITY DEPARTMENTS THE IMPORTANCE OF PROPER INVENTORY CONTROL AND ADHERENCE TO STANDARD OPERATING PROCEDURES WITH REGARD TO TRACKING AND DISPOSITION OF CITY TANGIBLE PERSONAL PROPERTY

WHEREAS, the TRUE Commission is composed of a number of citizens representing community and business interests, all of whom bring a variety of skills and perspectives to the process of reviewing and commenting upon City financial and management issues; and

WHEREAS, prompted by a review of Ordinance 2010-153, an ordinance deleting certain missing, stolen or lost items of tangible personal property from the City's inventory records, the Commission researched the City's inventory and record keeping policies and practices and finds that there appear to be weaknesses in implementation and oversight of the existing policies, as a result of which many items of tangible personal property are left unaccounted for due to human error, inattention, or failure to closely follow existing inventory procedures; and

WHEREAS, follow-up investigation by City Council Member Clay Yarborough and TRUE Commissioner Marcella Lowe with various City personnel has located many of the items listed as missing or stolen in Ordinance 2010-153, and determined that these items were unaccounted for in most instances because the proper paperwork was not completed when items were moved from one location to another or when obsolete or broken equipment (particularly computers and printers) was replaced with new equipment and the old equipment was not properly consigned to the City surplus property system; now therefore

BE IT RESOLVED that a majority of the TRUE Commission hereby recommends the Mayor and City Council reinforce with City personnel the importance of property inventory control and the necessity of strict adherence to existing standard inventory operating procedures with regard to tracking and disposition of City tangible personal property. The responsibility of designated inventory officers for proper completion of paperwork, tagging of property, physical verification of all inventory item locations on a regular basis, and proper surplusing and/or disposition of obsolete or replaced items should be stressed.

Adopted by unanimous vote of the Commission this 3rd day of June, 2010.

Wes Benwick, Chairman