

**CITY OF LANGLEY**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF LANGLEY,  
WASHINGTON** adopting a Policy for accountability over small and  
attractive assets.

**WHEREAS**, it is in the City's best interest to establish clear, uniform policies  
and guidelines to obtain accountability over items belonging to the City that would not be  
noticed immediately upon disappearance or replacement;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE  
CITY LANGLEY** that:

Exhibit A, City of Langley Attractive Asset Policy attached hereto and incorporated  
herein by this reference is hereby adopted.

Passed by the City Council of the City of Langley and approved by the Mayor at a  
regularly scheduled public meeting this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
**PAUL O. SAMUELSON**, Mayor

ATTEST:

\_\_\_\_\_  
DEBBIE L. MAHLER, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
GRANT WEED, City Attorney

## City of Langley Attractive Asset Policy

1. Purpose:

To authorize the City's Policy to obtain accountability over items that would NOT be noticed immediately upon disappearance or replacement.

2. Employees Affected:

All employees.

3. References:

City of Langley Resolution No. \_\_\_\_,

4. Policy: It is the policy of the City of Langley to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The Departments shall maintain records to be verified by a physical inventory at least once a year and provide such list to the Director of Finance for monitoring differences between years.

4.1. A small and attractive item is an item that has a value of more than \$50.00 but less than \$2,000. These would be items not likely to be missed immediately upon disappearance or that could be replaced without suspicion. Examples include, but are not limited to: cameras, tools, printers, office equipment, etc.

4.2 Each Department Head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Director of Finance each year for monitoring by July 1<sup>st</sup>.

If an item is deleted, the Department Head will note the reason and disposition. The list of items will contain the serial number, model number or other identifying information. Whenever feasible, each piece of property will be tagged or engraved with the city's name or an identifiable number. Such markings will be removed only when an item is sold or disposed of.

4.3 The city may acquire property thru purchase, construction, donation or other means. Regardless of how it is acquired, the property shall be added to the department small and attractive asset list and marked when it is received. Items may be deleted from the list only by the Department Head. Items shall be deleted from the list when sold, destroyed or otherwise disposed of. Items disappearing mysteriously will require additional reports to the police department and Mayor. Items deleted as a result of natural disaster or accident will be reported the Director of Finance for insurance purposes. Any transfers of property between departments will be so noted on the lists of each department.