

TOWN OF GREENVILLE, FLORIDA

Municipal-Owned Property and Inventory Management Policy

I. INTRODUCTION

The purpose of this policy is to establish guidelines for the management, control, and accountability of all municipal-owned property within the Town of Greenville. This policy ensures that all assets are properly recorded, maintained, and disposed of in a manner that maximizes the Town's resources and complies with applicable laws and regulations.

II. SCOPE

This policy applies to all tangible property owned by the Town of Greenville, including but not limited to land, buildings, vehicles, equipment, furniture, and technology assets. It covers the acquisition, management, maintenance, and disposal of these assets.

III. DEFINITIONS

A. Asset Custodian: The designated individual or department responsible for the control, maintenance, and security of a specific municipal asset or group of assets.

B. Inventory: A detailed and itemized list of municipal-owned property, including information on each asset's location, condition, acquisition date, cost, and other relevant details.

C. Municipal-Owned Property: Any tangible item or asset owned by the Town of Greenville, purchased with Town funds, donated to the Town, or otherwise acquired for Town use.

IV. RESPONSIBILITIES

A. Town Clerk:

1. Overall responsibility for the management and control of municipal-owned property.
2. Ensures that this policy is implemented and adhered to by all Town departments.
3. Reviews and approves inventory reports and asset disposals.
4. Maintains the official inventory records for the Town.
5. Coordinates with departments to ensure that all municipal-owned property is accurately recorded and updated in the inventory system
6. Oversees the annual physical inventory and reconciles it with the official records.

B. Department Heads:

1. Responsible for the custody, maintenance, and control of municipal-owned property within their respective departments.
2. Ensure that an accurate and up-to-date inventory of assets is maintained.
3. Report any changes in the status of assets (e.g., loss, damage, disposal) to the Town Clerk.

C. Asset Custodians:

1. Manage the day-to-day care, maintenance, and security of specific assets assigned to them.
2. Keep accurate records of asset usage and condition.
3. Report any discrepancies, damages, or maintenance needs to the Department Head.

V. INVENTORY MANAGEMENT

A. Inventory Records:

1. All municipal-owned property must be recorded in the Town's inventory system. The inventory record must include:
 - a. Description of the asset.
 - b. Unique identification number (e.g., serial number, asset tag).
 - c. Date of acquisition.
 - d. Acquisition cost or estimated value if donated.
 - e. Location.
 - f. Department or individual assigned as custodian.
 - g. Condition and maintenance history.

B. Asset Tagging:

1. All assets with a value exceeding \$1,000.00, as well as all technology assets, must be tagged with a unique identification number.

2. Asset tags must be affixed to the property in a visible and secure location.

C. Annual Physical Inventory:

1. An annual physical inventory of all municipal-owned property must be conducted by each department.

2. The results of the physical inventory must be reconciled with the official inventory records maintained by the Town Clerk.

3. Any discrepancies must be reported immediately to the Town Clerk, and corrective actions must be taken.

D. Inventory Updates:

1. The Town Clerk must update the inventory records whenever there is a change in the status of an asset, such as relocation, reassignment, disposal, or significant changes in condition.

2. Departments are responsible for notifying the Town Clerk of such changes within 10 business days.

VI. MAINTENANCE OF MUNICIPAL-OWNED PROPERTY

A. Regular Maintenance:

1. All municipal-owned property must be maintained in good working order and in a state of readiness for use.

2. Department Heads are responsible for ensuring that regular maintenance schedules are established and followed.

B. Repairs:

1. Any damages or malfunctions must be reported immediately to the Department Head.

2. Necessary repairs should be conducted promptly to restore the asset to its proper condition.

C. Preventive Maintenance:

1. Departments must establish and follow preventive maintenance procedures for critical assets to prolong their lifespan and prevent unexpected failures.

2. Maintenance records must be kept for each asset and included in the inventory system.

VII. DISPOSAL OF MUNICIPAL-OWNED PROPERTY

A. Authorization:

1. No municipal-owned property may be sold, transferred, or disposed of without the prior approval of the Town Clerk.

2. Disposals must be conducted in accordance with applicable state and local laws.

B. Disposal Methods:

1. **Public Auction:** Surplus or obsolete property may be sold at a public auction. Notice of the auction must be publicly advertised.

2. **Donation:** Property that is no longer needed may be donated to a nonprofit organization, provided that the donation is approved by the Town Council.

3. **Recycling or Scrapping:** Items that are no longer functional or have no market value may be recycled or scrapped.

C. Documentation:

1. The disposal of any asset must be documented, including the method of disposal, the date, and the proceeds or costs associated with the disposal.

2. Disposal records must be filed with the Town Clerk and updated in the inventory system.

VIII. COMPLIANCE AND REVIEW

A. Compliance:

1. All Town employees, departments, and contractors must comply with this policy. Non-compliance may result in disciplinary action.

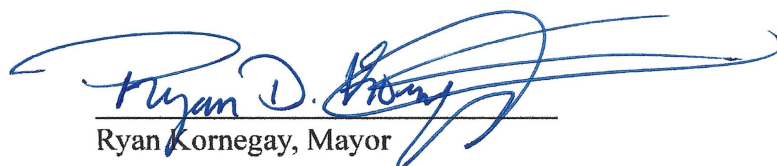
2. The Town Clerk is responsible for monitoring compliance with this policy and addressing any issues that arise.

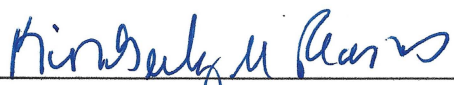
B. Review:

1. This policy shall be reviewed annually by the Town Clerk and updated as necessary to reflect changes in laws, regulations, or best practices.

IX. EFFECTIVE DATE

This policy shall become effective immediately upon its passage and shall remain in effect until amended or repealed.


Ryan Kornegay, Mayor


Kimberly M. Reams
Town Clerk

<u>ACTION</u>	<u>SECTION(S) AMENDED</u>	<u>RESOLUTION #</u>	<u>DATE</u>
Adoption	n/a	2024-14	09/23/2024
Amendment	IV.A., IV.B., IV.C., IV.D., V.C., VII.A., VIII.A., and VIII.B.	2025-06	03/10/2025