

expressed approval of the department head.

SOP #6 - CITY PERSONAL PROPERTY INVENTORY, TRANSFER AND DISPOSITION

1. Definition

- a. City personal property consists of all items belonging to the City except for land, land improvements, public rights of way, building and appurtenances.
- b. Fixed assets are personal property items with a unit cost of five hundred dollars (\$500) or more and a useful life of more than one year.

2. Background

City fixed assets are purchased with capital outlay funds, enterprise funds, or internal service funds. When fixed assets are purchased, they are added to the City fixed asset inventory with a department designated as the responsible custodian. When fixed assets are transferred to another department, the fixed asset inventory is changed accordingly to identify the new custodian department. When fixed assets are designated surplus to City needs, they are disposed through trade in, sale to the public or as scrap. Personal property items other than fixed assets are purchased with operating budget funds and they are either consumed in use or not accounted for in inventory because of dollar value. When personal property items, other than fixed are designated surplus to City needs, they are disposed through sale to the public or as scrap. Proceeds from disposal of all City property remains with the City.

3. Action

- A. The Finance department will maintain City fixed asset records by department or division and it will make changes to these records as necessary.
- B. An inventory of City fixed assets will be conducted by each department for fixed assets in department custody as of June 30 of each year. The Finance Department will provide each department a list of fixed assets held on record. Each department head will acknowledge custody of fixed assets in his/her department's possession and he/she will provide a written explanation for items on record but not in possession.
- C. Fixed assets may be transferred among departments with the mutual consent of department heads or upon direction by the City Manager. The transferring department and the receiving department will jointly acknowledge all transfers in writing to the Finance Department.
- D. Department heads may declare fixed assets surplus because of obsolescence, scheduled replacement, excess inventory and wear and tear beyond economical repair. Such declaration will be by memo to the Department of Finance. The Finance Department will dispose of surplus fixed assets by reassignment to another department if appropriate, by trade-in or sale to the public. Sale to the public may be by public auction, sealed bid or salvage. Controlled items such as firearms, etc. will be disposed of by the Police Department in accordance with state law.

- E. City personal property other than fixed assets may be transferred among departments by approval of respective department heads.
- F. Department heads may declare City personal property, other than fixed assets surplus because of obsolescence or wear and tear beyond economical repair. Personal property deemed to be scrap with no salvage value will be discarded as trash; scrap with salvage value will be disposed at an appropriate salvage yard or source at the highest price. Obsolete personal property with remaining marginal life will be turned over to the Finance Department for disposition by sale to the public.
- G. Personal property items offered for sale to the public and not sold will be disposed as scrap.

SOP #7 - LEAVES OF ABSENCE - DEPARTMENT HEADS

This S.O.P. supersedes the S.O.P dated May 25, 1978, on this subject. This S.O.P. will establish new procedures regarding department heads' leaves of absence.

As a general rule, the Office of the City Manager is to be notified in advance of department heads' requests for leaves of absence in proportion to the amount of time off requested. However, in no case, other than emergencies, shall requests for time off be less than 24 hours notice. For example, for time off of two days, the City Manager shall be notified two days in advance of requested time, for a two-week vacation, City Manager shall be notified two weeks in advance, etc. The Request for Leave Form should name the person who will be in charge of the department during the department head's absence.

In scheduling any absence from duty of a department head, a minimum of at least one working day should occur between the return to work of one person and the departure of the other, in order to provide proper continuity.

SOP #10 - BOMB THREAT EMERGENCY PROCEDURE

The purpose of this procedure is to establish a uniform method for handling explosive device threats within the City of Seaside.

Bomb threats should be taken seriously. The police and fire departments must be notified anytime a threat is received, or any suspected device is located.

PROCEDURE:

- A. Upon notification of a suspected or actual device located in or upon any property within the City of Seaside:
 - 1. 911 SHOULD BE NOTIFIED AT ONCE. Also, the individual in charge of the incident will have the City Manager notified. If he is unavailable, the Mayor and the Acting City Manager should be notified.