

STATE OF INDIANA
BEFORE THE TOWN COUNCIL OF SELLERSBURG, INDIANA

ORDINANCE NO. 2016 – 003

AN ORDINANCE AMENDING § 35.69 RESPONSIBILITIES OF DEPARTMENT MANAGERS

WHEREAS, pursuant to I.C. 35-5-2 *et seq.*, this Town Council of Sellersburg, Indiana (this “Council”) is the town legislative and fiscal bodies and the President of the town council is the town executive; and,

WHEREAS, from time to time, this Council desires to amend its code of ordinances; and,

WHEREAS, this Council now desires to amend Section 35.69 of the Town of Sellersburg, Indiana Code of Ordinances.

NOW THEREFORE BE IT ORDAINED by this Town Council of Sellersburg, Indiana the following:

1. Section 35.69 is hereby amended as follows:
 - A. It is the responsibility of the department *head* to act as or designate a steward for each piece of property *over \$500.00*. The Steward will become the focal point for questions regarding the availability, condition and usage of the asset, as well as the contact during the physical inventory process.
 - B. *The department head or his or her designee, who shall be identified in writing and forwarded to each Town Council member, shall* be designated to record the receipt of the asset, to examine the asset to make sure that no damage was incurred during shipment and to make sure that the asset was received in good working order.
 - C. The steward is also responsible for arranging for the necessary preventative maintenance and any needed repairs to keep the asset in working condition. It is necessary to have a responsible person available for questions that arise during a physical inventory or when someone wants to borrow the asset. The steward ensures that the asset is used for the purpose for which it was acquired and that there is no personal or unauthorized use. In addition, the steward

should report, *in writing, to his or her department head*, any property damage or theft.

D. Department heads shall be accountable for an inventory list for all inventory above \$500.00 charged to their departments and shall verify a list of their capital assets at year end.

E. Department heads shall use the form set forth in Exhibit A for their inventory list.

2. This ordinance shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of this Council.

So Ordained this 14 day of March, 2016

[Signature page to follow]

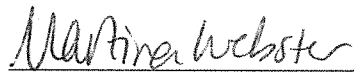
“Aye”



Paul J. Rhodes
Council President



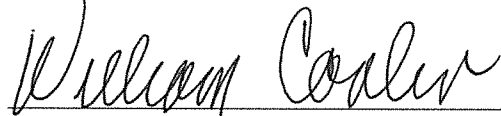
Brad Amos
Council Vice President



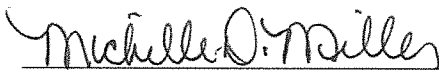
Martina Webster
Council Member



Jim LaMaster
Council Member



William Conlin
Council Member



Attested by: Michelle Miller
Sellersburg Clerk-Treasurer

“Nay”

Paul J. Rhodes
Council President

Brad Amos
Council Vice President

Martina Webster
Council Member

Jim LaMaster
Council Member

William Conlin
Council Member

Inventory Tracking Template

Department	Item Purchased	Date Purchased	Purchase Price/Cost	Capital Asset? Y/N (over \$5k)	Serial # or Other Identifying Features	Location item is stored when not in use	Date Disposed	Sale Price

tabbles

EXHIBIT

"A"