

RESOLUTION NO. R-2022-09

A RESOLUTION ESTABLISHING POLICY DEFINING FIXED ASSETS, THE DOLLAR AMOUNT FOR RECORDING ASSETS AND USEFUL LIFE OF THE ASSETS

WHEREAS, ARKANSAS CODE ANNOTATED (A.C.A) § 14-59-107 requires governing bodies to set forth the dollar amount and useful life to qualify as a fixed asset; and,

WHEREAS, A.C.A § 14-59-107 requires all municipalities establish an asset listing of all fixed assets owned by the municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WARD, ARKANSAS, HEREBY ESTABLISHES THE FOLLOWING TO MANAGE THE CITY'S FIXED ASSETS;

SECTION 1 – ADMINISTRATION:

- a. The Mayor shall appoint an individual to manage the city's Asset Files
- b. A separate Asset File shall be maintained for the city and water/wastewater and shall include the information outlined in A.C.A § 14-59-107
- c. The Asset Manager must review the Asset Files annually, at minimum.
- d. Department Managers must review their portion of the Asset File annually, at minimum.

SECTION 2 – DEFINITIONS:

- a. Fixed Asset: The following are hereby defined as a fixed asset for the City of Ward.
 - a. All motor vehicles with a purchase price of \$2,500 or more.
 - b. All Information Technology (IT) equipment purchased for \$500 or more. IT equipment includes but is not limited to computers, cameras and associated items, WIFI and associated items, etc.
 - c. All other items with a purchased price of \$2,500 or more.
 - d. All land regardless of purchase price or assessed value.
 - e. All structures regardless of purchase price or assessed value.
 - f. Donated items with an estimated value above \$2,500 or more.
- b. Motor Vehicle¹ : Any self-propelled land vehicle designed to travel along the ground without the use of rails. This shall include but not be limited to automobiles, buses, campers, go-karts, golf carts, lawn tractors, mopeds, motorcycles, motor home, tractors, trailers, and tucks.

SECTION 3 – ADDING ASSETS TO THE ASSET FILE:

- a. Department Managers will notify the Asset Manager any purchases that should be placed on the Asset File using the form prescribed for that.

¹ Ward Ordinance 2021-12

- b. The Asset Manager will ensure the item is added to the Asset File in a timely manner.

SECITON 4 – REMOVING ASSETS FROM THE ASSET FILE:

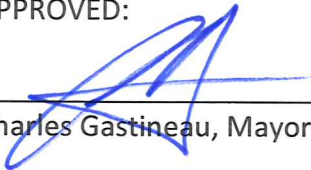
- a. Department Managers must notify the asset manager that the item needs to be removed because it falls in one of the following categories:
 - i. Any motor vehicle in which the worth is below \$2,500 as show on a reputable car valuing website².
 - ii. Any asset that is no longer owned by the city.
 - iii. Any asset that is obsolete and no longer in-service may be removed file once it is deposed of in accordance with A.C.A. 14-54-302 or local Ordinance.

PASSED/FAILED:

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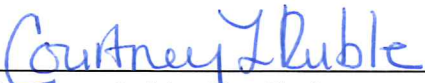
DATE: April 18th, 2022

APPROVED:



Charles Gastineau, Mayor

ATTEST:



Courtney Ruble, City Clerk

² i.e. Kelly Blue Book, Cars.com, etc