



# CITY OF FERNLEY

## CITY COUNCIL AGENDA REPORT

**Meeting Date: July 21, 2021**

<b>REPORT TO:</b>	Mayor and City Council
<b>REPORT THRU:</b>	Daphne Hooper, City Manager
<b>REPORT FROM:</b>	<b>Thomas Lukas, Deputy City Treasurer</b>
<b>REVIEWD BY:</b>	Denise Lewis, City Treasurer

<b>FINANCIAL IMPACT:</b> Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	<b>CURRENTLY BUDGETED:</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>	<b>FUND/ACCOUNT:</b> N/A
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**ACTION REQUESTED:**  Consent  Ordinance  Resolution  Motion  Receive/File

**AGENDA ITEM: Staff Report (For Presentation Only):**  
**Discussion and possible action to approve the City of Fernley Small Tools and Equipment Policy and Procedures.**

The City does not have a small tools and equipment policy and procedures in place. The City in in need of a document that clearly defines the policies, procedures, roles and responsibility for assets that can be easily misappropriated.

**Recommended Motion:**  
"I move to...."  
  
"I move to approve the City of Fernley Small Tools and Equipment Policy and Procedures."

**Business Impact (per NRS Chapter 237):**

A Business Impact Statement is Attached.

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

**See attached report for background, analysis, alternatives.**

**ALTERNATIVES:** Not to approve the City of Fernley Small Tools and Equipment Policy and Procedures.

**BACKGROUND:**

The City of Fernley does not currently have a Small Tools and Equipment Policy and Procedures.

**General Policy**

The purpose of the policy is to provide internal control and assign responsibility in the management of small tools and equipment used in the field.

**Goals:**

To protect the assets of the City of Fernley against theft and loss.

Staff recommends Council approves the new policy.

**ATTACHMENTS:**

**Small Tools and Equipment Policy and Procedures**