

The City Manager will not cause or allow unprotected, inadequately maintained, or unnecessarily risked corporate assets including, but not restricted to, tangible capital assets.

Further, without limiting the scope of the above statements by the following, the City Manager shall not:

- 1 Allow assets to be without proper physical protection from damage and misappropriation.
- 2 Subject property, plant, and equipment to improper wear and tear or insufficient maintenance.
- 3 Allow infrastructure maintenance expenditures to drop below sufficient levels.
- 4 Allow infrastructure maintenance to be inadequately funded.
- 5 Sell tangible capital assets to fund ongoing operating expenses.
- 6 Permit the organization to be without adequate insurance.
- 7 Operate without adequate safeguards to protect intellectual property, information and files from loss or significant damage.
- 8 Unnecessarily expose the organization or staff to claims of liability.

**Document History:**

Policy Adopted	September 3, 2013
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**Administrative Revisions:**

<b>Date:</b>	<b>Description:</b>
May 16, 2017	<ul style="list-style-type: none"> <li>• Changed policy number to EL-D-2.1</li> <li>• Updated to current template format</li> </ul>
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