
CITY OF LONG BEACH

PUBLIC RELATIONS/COMMUNICATIONS POLICY

I. POLICY STATEMENT

The City of Long Beach (“City”) has a responsibility for providing the public with accurate, timely, and consistent information of public interest at all times, especially during times of emergency. In furtherance of that responsibility, the City hereby establishes this Public Relations/Communications Policy (“Policy”), which will set forth protocols and procedures for communication between the City, the public and the media.

II. GOAL

The goal of this Policy is to establish the framework for communication with the media and press, as well as with the public through the use of self-generated communication tools (*e.g.*, City newsletters, the City website, City social media accounts, e-mail blasts, robocalls and related efforts) in order to disseminate information of public interest and concern in an accurate, complete, and timely manner.

III. POLICY AND PROCEDURES

1. The City Manager shall designate a Public Information Officer (“City PIO”) who shall be responsible for the implementation of this Policy. When the City PIO is unavailable, he or she shall coordinate with the City Manager to designate one of the authorized City spokespersons as the Acting City PIO. All such designations shall be in writing.
2. All official City PIO communications, messages and any other forms of public interactions are subject to the approval of the City Manager in order to ensure that such communications and interactions remain consistent with the goals, objectives and vision of the City.
3. City Council members who receive press inquiries will inform the City PIO. City employees, interns and volunteers will refer press inquiries immediately to their department head who, in turn, will immediately forward the contact and inquiry to the City PIO for response. Prior to responding, the City PIO will report to and obtain approval from the City Manager or, when unavailable, the Acting City Manager.
4. Press inquiries should be responded to as quickly and efficiently as possible. Every effort should be made, within reason, to meet media deadlines and to ensure that all information released is accurate and complete. When the City PIO requests information needed to respond to a press inquiry, department heads must provide the City PIO with the most accurate and complete information known to him or her.

5. If the City PIO determines that the City's goals can best be achieved by having someone with more background or expertise speak for the City on a particular topic, he or she may designate one of the authorized spokespersons to assist with, or to provide the City's response, with the approval of the City Manager.
6. To assure that the City's elected officials have accurate, complete, and timely information to fulfill their responsibilities in representing their constituents, the City PIO shall inform all City elected officials of the substance of the press inquiries, who will be responding, and of the City's official response before the response is issued. This shall be accomplished by email. If the City PIO reasonably believes the response is likely to result in the press or public directly contacting City Council members, then the City PIO will inform the City Council members by phone call and/or text message.

IV. CITY SPOKESPERSONS

Authorized City spokespersons that the City Manager, in his or her judgment, may designate in addition to the City PIO for a particular response are:

1. The Deputy City Manager
2. City Council Members
3. The Corporation Counsel
4. All Department Heads
5. All Commissioners (e.g., Fire, Police, Public Works)
6. City employees with expertise on a specific issue

V. RECORDS REQUESTS

1. Press requests for records will be handled in accordance with this Policy and in accordance with applicable federal, state, and local laws, including but not limited to, New York's Freedom of Information Law ("FOIL"), Public Officer's Law, Article 6, §§ 84-90.
2. The City's designated FOIL officer will immediately notify the City PIO and the City Clerk upon receipt of a records request from the press. Both the City Clerk and FOIL officer are responsible for addressing such records requests in accordance with applicable law and in an accurate and timely manner.
3. A copy of all records provided to the press in response to such requests shall be attached to a copy of the request and archived by the City Clerk.
4. The records produced in response to press requests shall be readily available for public viewing upon FOIL request.

VI. PRIVILEGED AND CONFIDENTIAL INFORMATION

1. The vast majority of City records and its affairs are public information. Accordingly, citizens, including the press, have the right to access these materials in accordance with applicable law. All public information subject to disclosure under applicable law must be provided to the press upon proper request and in a timely fashion.
2. Certain matters, however, are governed by privileges and laws intended to advance important public policy goals. Examples of these privileged and/or confidential matters include but are not limited to, privileged attorney-client communications, ongoing investigations, information regarding litigation or the threat of litigation, personnel issues, real estate transactions, medical and mental health matters, private data regarding citizens, and documents in draft form. Accordingly, the City has the right to reject certain information requests or limit the City's response as provided by applicable law.
3. When a press request for an interview or for records appears to involve a subject matter that may be privileged or private, the City PIO should consult with the Corporation Counsel and the City Manager. The Corporation Counsel will review the request and promptly provide legal counsel to the City Manager and City PIO.

VII. PERSONAL POINTS OF VIEW WHEN SPEAKING/COMMUNICATING AS AN AUTHORIZED CITY SPOKESPERSON

1. Designated/authorized City employees who speak or prepare a written response on the City's behalf as provided in this Policy are speaking/communicating as an agent of the City and in the course of their official duties. Accordingly, employees shall refrain from injecting his or her own personal opinion when speaking or responding to the press/media on the City's behalf.
2. The City recognizes that all employees, volunteers and interns, when speaking/communicating as citizens, have a First Amendment right under the U.S. Constitution to express their points of view on matters of general public concern. However, personal points of view may conflict with the City's official policy and could confuse or mislead the public into thinking that such statements and/or views represent official City views. City employees, volunteers, and interns making statements or expressing their personal points of view outside the scope of their employment, must refrain from doing so under their official City title.

VIII. CITY-INITIATED PUBLICITY

1. City-initiated publicity must be processed through the City PIO. This includes, but is not limited to press releases, media advisories, and personal contacts with reporters and editors for coverage.
2. City employees seeking to publicize City events or activities, or needing to collaborate with the media to communicate important information to the public, must coordinate with the City PIO first.

IX. CITY WEBSITE AND SOCIAL MEDIA

1. The City PIO shall designate City employee(s) as Webmaster(s). Webmaster(s) are responsible for regularly updating the City's official website to achieve the City's goal of disseminating information of public interest and concern in an accurate, complete, and timely manner.
2. Webmaster(s) shall coordinate with the City PIO who will consult with the City Manager before publishing any new information on the City's official website.
3. If employees of a City department wish to create and operate social media site(s) that are specific to the respective department's activities, the department head must request and obtain written approval from the City PIO and City Manager first.
4. The City PIO will then coordinate with the department head to designate a social media liaison for that specific department. Once designated, the social media liaison is solely responsible for maintaining the department's social media site(s). No other City employee may publish information to that department's social media site(s). If the department's social media liaison is unavailable, the City PIO may designate an acting department social media liaison in his or her place for a specific period of time or to complete a specific task.
5. Department social media liaisons shall coordinate with the City PIO, who will consult with the City Manager and department head, before publishing any new information on the department's social media site(s).

X. PUBLIC SAFETY AND EMERGENCY COMMUNICATIONS

1. The Long Beach Police Department ("LBPD") and Long Beach Fire Department ("LBFD") operate 24/7 and the work of these departments generates a high volume of media inquiries. Accordingly, the LBPD and LBFD shall designate an officer as each department's Public Information Officers ("LBPD PIO" and "LBFD PIO"), who must adhere to specific guidelines when releasing information. These guidelines will be promulgated by the Commissioners of the LBPD and LBFD, subject to the approval of the City Manager. The designated LBPD PIO and LBFD PIO shall be subject to the same requirements and restrictions of the City PIO.

2. When the City, LBPB, or LBFD PIO is notified of a media call regarding a police investigation, general criminal activity, and/or a matter of public safety involving the LBPB and/or LBFD, the City PIO will immediately coordinate with the LBPB PIO or LBFD PIO to generate the appropriate response.
3. All information released to the media regarding the activity of LBPB and LBFD should be reviewed by the City PIO, who will be responsible for forwarding the information by email to elected officials.
4. Media inquiries concerning matters of police and fire personnel, general police and fire policies and procedures, or in any way reflecting upon the competency or integrity of police and fire personnel or police and fire administration will be routed to and handled directly by the City PIO as provided in this policy.
5. In law enforcement and emergency response situations, on-scene requests for press interviews will be referred to the LBPB PIO/LBFD PIO. The City PIO may write and distribute press releases based on information provided by the LBPB PIO/LBFD PIO.
6. The LBPB PIO/LBFD PIO will immediately notify the City PIO if an on-scene interview was conducted.
7. In combined law enforcement/fire/EMS situations, only one person will speak on behalf of the City, as determined by the City PIO.
8. During a crisis or major emergency (i.e. flooding, hurricane, mass casualty incident, etc.) the City PIO will coordinate with the City Manager, Police Commissioner and Fire Commissioner to designate the appropriate course(s) of communication with the media and the public. The City PIO will be assisted by alternates, including the LBPB PIO and LBFD PIO, to prepare and disseminate emergency public information.

ADOPTED: MAY __, 2022

CITY OF LONG BEACH

VEHICLE USAGE POLICY

I. SCOPE AND APPLICABILITY

The City of Long Beach (the "City") provides vehicles for various departments and employees for the purpose of conducting City business when deemed necessary and/or appropriate. This policy shall apply to all City departments, except for the police and fire departments which shall have their own respective vehicle use policies.

II. PURPOSE

The purpose of the City Vehicle Usage Policy (the "Policy") shall be as follows:

1. To establish and maintain rules and procedures to promote responsible, safe, and accountable use of both City-owned and non-City vehicles by City employees in conducting City business.
2. To protect the City's investment in its inventory of City vehicles.
3. To ensure City vehicles are utilized in a manner that is appropriate and aligned to the values and business of the City.

III. DEFINITIONS

1. **Vehicle.** The term "Vehicle," as used in these guidelines includes, but is not limited to, cars, sport utility vehicles, all-terrain vehicles, utility vehicles, trucks, backhoes, and front-end loaders.
2. **City-owned Vehicle.** "City-owned Vehicle" means any Vehicle owned, leased, rented, utilized and/or maintained by the City of Long Beach in order to conduct City business.
3. **Private/Personal Vehicle.** "Private/Personal Vehicle" means any Vehicle owned or leased by an employee or by a non-City party.
4. **Employee.** The term "Employee" shall include all officials, officers, employees, interns and volunteers of the City of Long Beach, as well as any contractor(s) hired by the City who are authorized to operate City equipment.

IV. LICENSE REQUIREMENTS

The license requirements of the City are as follows:

1. Employees driving either a City-owned Vehicle or a Private/Personal Vehicle to conduct business on behalf of the City must possess a valid New York State Driver's License at the time of appointment and, must maintain that license throughout employment. Proof of such license must be on file with Civil Service and the Police Department. Failure to possess or maintain such license shall disqualify an employee from driving a City-owned Vehicle or a Private/Personal Vehicle to conduct City business. Note additionally that, in some instances, failure to possess or maintain a valid drivers' license may constitute failure to meet the minimum qualifications of employment and may subject an Employee to separation from employment.
2. Any employee who has a probationary license, a suspended license, a revoked license, a restricted use license, a conditional license, and/or a junior license is prohibited from operating a City-owned Vehicle or a Private/Personal Vehicle to conduct City business. Employees must immediately notify his or her immediate Department Head who within 24 hours will notify the City Manager and Corporation Counsel of any change in license status that would impact their eligibility to operate a City-owned Vehicle or a Private/Personal Vehicle to conduct City business. Note that in some instances, failure to possess or maintain a valid drivers' license may constitute failure to meet the minimum qualifications of employment and may subject an Employee to separation from employment.
3. If an Employee is authorized to utilize a Private/Personal Vehicle to conduct business on behalf of the City, said employee shall maintain insurance coverage that meets New York State requirements. Employees will be required to annually file the attached acknowledgement form. When filing the acknowledgement form the employee shall also provide to the City a valid insurance card, as of the date of the filing, and must maintain such insurance when utilizing a Private/Personal Vehicle to conduct business on behalf of the City.
4. All Employees who operate City-owned Vehicles or Private/Personal Vehicles to conduct City business shall have:
 - a. No more than two (2) moving violations in the past three (3) years;
 - b. No more than two (2) safety belt violations in the past three (3) years;
 - c. No more than two (2) at fault accidents in the past three (3) years; and/or
 - d. No more than six (6) points on an employee's license under New York State Law.
5. Additionally, an Employee shall not drive a City-owned Vehicle or a Private/Personal Vehicle to conduct City business if any of the following violations appear in the employee's Motor Vehicle Report ("MVR") within the past three (3) years:
 - a. Leaving the scene of an accident;
 - b. Reckless driving;

- c. Driving under the influence of, or with ability impaired by, alcohol or drugs;
- d. Hit and run;
- e. Vehicular homicide or assault;
- f. Participating in an unlawful speed contest; and/or
- g. Eluding or attempting to elude a police officer.

V. COMMERCIAL DRIVERS

An Employee who operates a City-owned Vehicle which requires a Commercial Driver's License ("CDL"), must obtain and maintain such license throughout employment. Proof of such license must be on file with the City Clerk, Civil Service, and Police Department.

In accordance with the Federal Commercial Motor Vehicle Safety Act of 1986, a commercial driver must notify the City within ten (10) days of a conviction of any traffic violation (except parking), no matter where or what type of vehicle the Employee was driving.

VI. LOSS OF DRIVER'S LICENSE

An Employee who is required to possess a driver's license or CDL license in order to perform certain job duties and responsibilities must immediately notify his or her immediate Department Head, the City Manager and Corporation Counsel of any change in license status, suspension or revocation. The loss or suspension of the driver's license or CDL license may affect the employee's driving privileges and/or employment with the City. At the direction of the City Manager, the City Police Department may utilize the NYS Department of Motor Vehicles' License Event Notification Service ("LENS") to monitor activity that may negatively impact an employee's ability to maintain a required license.

VII. PROCEDURE FOR OBTAINING CITY-OWNED VEHICLE AND REIMBURSEMENT(S) FOR EXPENSES

Procedures for obtaining City-owned Vehicles and reimbursement(s) for expenses shall include:

1. Designation of City-owned Vehicles for use or assignment must fall into one of the following categories:
 - a. "Take Home Vehicles" – This designation is for City-owned Vehicles that are specifically assigned to an eligible Employee, who is permitted to use the vehicle for commuting to work from his/her residence, and vice versa, and to conduct City-business.
 - b. "Travel Vehicles" – This designation is for City-owned vehicles that are available to employees who need to travel offsite for work related matters or training.
 - c. "Work Vehicles" – This designation is for City-owned Vehicles that are utilized by an eligible Employee and can only be used for City-business.
2. **List of Authorized Employees.** The City Manager, upon advice of Department Heads and the Director of Fleet Management, shall annually review and approve a list of non-exempt

Employees authorized to use City-owned Vehicles, inclusive of Employees assigned Take-Home Vehicles and Employees authorized to use Travel Vehicles for City business. In accordance with Chapter 19 of the City's Charter and Code of Ordinances, the City Council may provide exempt Employees with a City-owned Vehicle. In furtherance of that authority, the City Council will annually review the list of exempt Employees authorized to use City-owned Vehicles, including those assigned Take-Home Vehicles and those authorized to use Travel Vehicles for City business. A list of all authorized Employees shall be placed on file with the City Clerk.

3. **List of Assigned Work Vehicles.** Department Heads shall assign Work Vehicles to eligible Employees consistent with the needs of the department and shall have the discretion to change such assignments as departmental need requires.
4. **Assignment of Take-Home Vehicles.** The City Manager has the sole discretion to assign a Take-Home Vehicle to non-exempt Employees who require transportation in order to perform their duties on a daily basis. As provided in Chapter 19 of the City's Code of Ordinances, the discretion to provide exempt employees with a Take Home Vehicle rests with the City Council. Only Employees who actually require a vehicle in order to perform their job duties (*i.e.*, responding to emergencies from home, Commissioners and some department heads) may be assigned a Take-Home Vehicle.
 - a. The assignment of a Take-Home Vehicle may result in taxable income to the Employee pursuant to IRS rules. Typically, qualified non-personal use vehicles (such as an ambulance, bus or other vehicle whose design would make the vehicle unlikely to be able to be used personally) are exempt from taxation, while use of other vehicles result in the attribution of taxable income. Employees assigned Take-Home Vehicles must coordinate with Payroll Department to determine whether they have IRS reporting requirements and how to submit documentation for such reporting.
5. **Process of Utilizing a Travel Vehicle.** Department Heads are responsible for coordinating with the Director of Fleet Management and the City Clerk to acquire a Travel Vehicle from the City Vehicle Pool for authorized employees. Use of a Travel Vehicle must be approved by the Department Head in writing. When no City-owned Vehicles are available, employees may use a Private/Personal Vehicle for City business only with prior approval of the respective Department Head and City Manager. If an employee requires a Travel Vehicle but is not on the list of authorized users, the City Manager must approve the Travel Vehicle assignment in writing prior to the employee's usage of the vehicle.
6. **Non-transferability.** In no event shall any employee or Department Head acquire or transfer to another Department or to another employee, a City-owned vehicle without prior written approval from both the City Manager and the Director of Fleet Management, and also from each respective Department Head whose department is involved in the acquisition or transfer. In the event of such transfer, the City Clerk must be notified.

7. **Mileage reimbursement.** Mileage reimbursements relating to Private/Personal or City-owned Vehicles is subject to the parameters of the City's Code of Ordinances and/or applicable collective bargaining agreement.

VIII. TRAFFIC AND PARKING VIOLATIONS

Employees shall be responsible for any moving/traffic violation(s), parking ticket(s), or violation(s) of any city ordinance(s), state or federal law(s) arising out of his/her operation and/or assignment of a City-owned Vehicle or Private/Personal Vehicle. Employees shall be personally responsible for the payment of any resulting fines and/or penalties. Employees must immediately notify their Department Head of such incidents, with a copy to the City Manager. Certain traffic violations, as described in Section IV, will result in the loss of City driving privileges.

IX. TRAFFIC ACCIDENTS

Any Employee who is involved in an accident with a City vehicle, regardless of severity, shall obtain a Police Accident/Incident Report on the circumstances of the accident and immediately notify their Department Head and/or Director of Fleet Management. The Employee shall file the Police Accident/Incident Report with the Corporation Counsel within 24 hours of the accident, with a copy to the City Manager and Department Head. A copy of the accident report shall be filed with the City Clerk's office as soon as practicable, but no later than 48 hours of such accident.

Employees are expected to cooperate fully with authorities in the event of an accident. However, Employees should make no voluntary statement(s) other than in reply to questions of investigating officers.

X. INSPECTION, CARE, AND USE OF VEHICLES

The inspection and care policies of the City shall include:

1. Each Employee assigned a City-owned Vehicle shall inspect the vehicle each day prior to usage for damage, inoperable lights, safe tires and any other condition that may be a safety hazard. Any issues discovered as a result of such inspection shall be reported in writing to the Department Head immediately.
2. It shall be the Employee's responsibility to report any incidents of malfunction or damage to a City-owned Vehicle to his/her Department Head immediately, who shall in return notify the Director of Fleet Management for appropriate assessment and/or repair.
3. All City-owned Vehicles shall be parked legally and locked when not in use or when unattended, and Employees shall not leave sensitive information or public documents, other than reference material, in the vehicle while off duty.
4. Employees are prohibited from making any cosmetic or mechanical modifications to any City-owned Vehicle without the approval of the Director of Fleet Management. The Director of Fleet Management reserves the right to remove any or all modifications that

may impair the vehicle's safety or usefulness and or cosmetic changes that are not in accordance with City policy.

5. For Employees assigned Take Home Vehicles or Work Vehicles, proper use, care, and cleanliness of City-owned vehicles are the responsibility of the Employee assigned to or utilizing the vehicle, which shall include, but not be limited to:
 - a. Safe operation of the vehicle;
 - b. Ensuring proper and routine maintenance;
 - c. Safekeeping of the vehicle; and
 - d. Cleanliness of the vehicle.
6. Each Employee assigned a City-owned Vehicle when notified or directed is responsible for scheduling or returning such vehicle for routine and preventative maintenance to the City Garage.
7. City-owned Vehicles must be fueled at the City's fueling station, when possible. Reimbursement for any other fuel-related purchases may be denied.
8. Each Employee assigned a City-owned Vehicle is responsible for notifying their Department Head of any suspected vehicle issues as such issues occur.
9. Employees must always operate City-owned Vehicles in a safe and responsible manner, and in compliance with all applicable federal, state and local motor vehicle and traffic laws, rules, regulations and/or ordinances in effect.

XI. ADDITIONAL RULES AND RESTRICTIONS

Additional rules and restrictions relating to City-owned Vehicles shall include:

1. City-owned Vehicles or equipment may not be used for any unauthorized purpose nor to conduct personal, private, or non-City related business.
2. City-owned Vehicles shall not be driven beyond the geographical limits of the City, without approval from the Department Head or City Manager. The use of any City-owned Vehicles to be driven out of Nassau County must be approved first by the City Manager. Take-Home Vehicles may be driven outside the geographical limits of the City only for work-related purposes and for transportation to and from work.
3. City-owned Vehicles will not be used to transport any individual who is not directly or indirectly related to City business.
4. City-owned Vehicles assigned for transportation to and from work must be parked at a City facility when the Employee is on leave for more than three (3) consecutive days. This applies to Take-Home Vehicles as well.

5. Per the City's Drug-Free Workplace Policy, at no time shall any Employee be under the influence of a controlled substance or alcohol while operating a City-owned Vehicle, regardless of the legality of the substance or the Employee driver's actual blood alcohol level. This provision is intended to be construed broadly in favor of the employer.
6. All Employees are absolutely forbidden from smoking and/or vaping while operating a City-owned Vehicle.

XII. VIOLATIONS AND PENALTIES

Violation of this Policy may result in disciplinary action, up to and including termination. Additionally, the City reserves the absolute right to suspend or revoke an Employee's City-owned Vehicle driving privileges for any reason. Employees shall be held personally liable for damage to any City-owned Vehicle used in violation of this policy.

XIII. ANNUAL REVIEW & AMENDMENTS

On an annual basis, or as deemed necessary, the City Council shall review the Vehicle Use Policy and shall approve policy revisions, if any, by formal resolution.

ADOPTED: MAY ____, 2022

Vehicle Usage Policy – Attachment 1
City of Long Beach, New York

ACKNOWLEDGMENT OF VEHICLE USAGE POLICY

This form is used to acknowledge receipt of, and compliance with, the City of Long Beach’s Vehicle Usage Policy.

Complete the following steps:

1. Read the Vehicle Usage Policy.
2. Sign and date in the spaces provided below.
3. For Employees who have been authorized, or may be authorized, to utilize a Private/Personal Vehicle to conduct business on behalf of the City, a copy of a valid insurance card that meets New York State requirements must be attached to this form.
4. Return *this page only* to the Office of Corporation Counsel.

By signing below, I agree to the following terms:

1. I have received and read a copy of the Vehicle Usage Policy.
2. If applicable, I pledge to maintain insurance coverage that meets New York State requirements anytime I operate a Private/Personal Vehicle to conduct City business.
3. I understand I am responsible for complying with the Vehicle Usage Policy of the City.

Employee Signature

Employee Title

Employee Names (Printed)

City Department or Agency

Date

Fiscal Year

**FOR EMPLOYEES WHO HAVE BEEN AUTHORIZED, OR MAY BE AUTHORIZED,
TO UTILIZE A PRIVATE/PERSONAL VEHICLE TO CONDUCT CITY BUSINESS, A
COPY OF A VALID INSURANCE CARD MUST BE ATTACHED TO THIS FORM**

CITY OF LONG BEACH

PETTY CASH FUND POLICY

I. OBJECTIVE

The objective of this Policy is to provide guidelines for the appropriate use and accountability of Petty cash funds in the City of Long Beach (the "City") as established by Chapter 2, Article V, Division 1, Section 2-106 of the City's Code of Ordinances.

II. PURPOSE and INTENT

Petty cash funds are established to enable departments to make small purchases when a purchase order, a credit card or other disbursement method cannot be used for the day-to-day operational business needs of City departments. These funds should be used only when cash is the most cost efficient method of payment. Petty cash funds are for official City business only, specifically to cover the costs of items purchased by employees for their respective department. Expenditures may not be used to circumvent current purchasing and procurement policies. This policy is intended to be implemented in accordance with the City's Charter and Code of Ordinances, as well as its procurement policy and applicable law.

III. PETTY CASH POLICY/PROCEDURES

1. Definitions.

- a. "Qualifying Purchase" shall mean all duly authorized purchases of materials and supplies which require payment upon delivery; such payments, however, shall be made only after an official order has been issued and a certification has been made that the material and supplies can be purchased only for cash on delivery.

2. Disbursement scenarios. Disbursement of petty cash funds occur in the following scenarios:

- a. Making change.
- b. Paying travel expenses.
- c. Paying expenses, parcel post and freight charges.
- d. Reimbursing an authorized employee for laying out the costs of a Qualifying Purchase.
- e. An advance of petty cash funds in order to make a Qualifying Purchase.

3. Reimbursement and Advances. Reimbursement will be made only to authorized employees upon presentation of the appropriate paid detailed receipt to the City Comptroller's Office. Advances of petty cash prior to a Qualifying Purchase will be made only to employees authorized by the Comptroller's Office, after submitting the appropriate request. In either case, payment from the petty cash fund shall be made only upon the written approval of the City Manager, City Comptroller and City Treasurer (*i.e.*, signed petty cash slip).

4. Disbursement limits. The petty cash fund shall not be in excess of the amounts specified in the City's Code of Ordinances (currently \$1000.00). Disbursements of petty cash funds will be authorized by the City Comptroller's Office in the lowest practicable amount and

no single disbursement will be in excess of two hundred dollars (\$200.00) unless approved in writing by the City Manager, the City Comptroller, and the City Treasurer.

5. **How to become an authorized employee.** Disbursements of petty cash funds will be given only to employees authorized by the City Manager and the Comptroller's Office, and will be generally limited to one employee per department. Requests to become an authorized employee shall be made in writing to the Comptroller's Office, on a form prescribed by the Comptroller's Office.
6. **Reimbursement procedure.** An employee seeking reimbursement for making an approved purchase shall obtain a receipt from the vendor and present the receipt to the Comptroller's Office, as well as any other proof requested by the Comptroller's Office. The employee will then be assigned a petty cash slip, which shall show the date, recipient, item purchased, the purpose, the amount and the account to be charged. The employee will be reimbursed with cash upon receipt of the completed slip. The original, legible, detailed sales invoice or receipt must accompany the slip.
7. **Petty cash advances.** Only when deemed necessary or appropriate by the Comptroller's Office (with a justification in writing) may a petty cash advance be provided to an authorized employee for a Qualifying Purchase. Employees seeking approval for an advance of petty cash funds for a purchase must complete and submit a written request to the Comptroller's Office: (a) the purpose and subject of the request; (b) the amount requested; (c) the relevant department; (d) the date of the request; (e) vendor's name and contact information; and (f) the employee's name and signature. Once received, the Comptroller's Office will promptly issue its determination. If the authorized employee's request is granted, the Comptroller's Office will issue a petty cash slip with the appropriate advance.
8. **Security.** Employees responsible for disbursement of petty cash funds shall keep such funds secure in a locked location separate from other cash drawers in the Comptroller's Office.
9. **Replenishment and Reconciliation.** Balances will be replenished only once proper documentation is submitted to the Comptroller's Office so that the expenditures can be recorded. The Comptroller's Office will periodically reconcile petty cash on-hand and unreimbursed receipts to ensure that all petty cash is accounted for.
10. **Violations of policy.** Use of the petty cash fund in a manner not in compliance with this Policy, will result in the immediate revocation of that privilege, and may result in discipline and/or criminal charges against the abusing employee.

IV. ANNUAL REVIEW & AMENDMENTS

On an annual basis, or as deemed necessary, the City Council shall review the Petty Cash Policy and shall approve policy revisions, if any, by formal resolution.

ADOPTED: May ____, 2022