

**CITY OF LONG BEACH
MINUTES OF THE SPECIAL MEETING
OF THE COMMON COUNCIL
HELD OCTOBER 29TH, 2020**

A regular meeting of the City Council of the City of Long Beach was held on Thursday, October 29th, 2020.

Present were Council President Bendo and Council Members Delury, Mandel, McInnis and Treston.

Corporation Counsel Simone Freeman and City Manager Donna Gayden were also present.

Because of the COVID-19 pandemic, public attendance was suspended for this meeting. The following notice was posted prior to the meeting:

In light of current health concerns and as per Gov. Cuomo's Executive Order 202.1 we are making the following changes for this Council Meeting:

- **Public attendance for this meeting will be suspended.** A live Stream of the meeting will be available on our YouTube channel. Please visit longbeachny.gov/councilmeetings for the link to our YouTube channel.
- Anyone wishing to directly participate in the meeting was provided with a link to the Zoom meeting.

Council President Bendo welcomed everyone to the meeting and reminded the audience that it was the anniversary date of Super Storm Sandy. He then introduced Council Member Treston to say a few words.

Council Member Treston reminded everyone that it was the 8th year since Super Storm Sandy and gave a brief overview of how the City of Long Beach looked different. She added that many are still advocating for funding and support from the State and the Feds. Ms. Treston noted that calls are still being made to consumer affairs and the DA's office for updates on those who mismanaged projects. She continued to speak about working together and adapting to the difficult times that so many are currently faced with, and thanked Long Beach for looking out for each other.

The calendar items were read by the City Clerk

#1 – Resolution Adopting a Capital Asset Policy for the City of Long Beach

The City Manager asked Mr. James Nytko of CMA to speak about the Capital Asset Policy.

Mr. Nytko introduced the Capital Asset Policy as a way to establish principles relating to the accounting of the City's capital assets. He noted that this was also a way to be sure that property owned by the city was properly inventoried and taken care of by the city. Mr. Nytko continued to go through the items that were included within the policy.

Council Vice President McInnis asked the City Manager if a capital asset policy existed before this one.

Ms. Gayden replied that they could not find one that existed and did not recall seeing one.

Ms. McInnis expressed her disappointment in the fact that no policy had existed prior to this one and commended the current administration for instituting one.

Roy Lester (72 Boyd St) – asked about the definition of capital assets and if the section regarding the assets being under \$5,000.00 was a new policy. He also asked if the city had any vehicles under \$5,000.00 of the initial cost.

Ms. Reznik replied that she was not aware of any.

Mr. Lester then asked about the inventory in excess or less than \$1,000.00, and if it would fall under the formalized inventory system.

The City Comptroller explained that when the city purchases equipment or any other kind of capital assets that is over \$5,000.00, the city capitalizes it and depreciates it.

Mr. Lester then asked how this system was tracked.

Council Vice President McInnis addressed Mr. Lester's question by stating that if an item is not a capital asset, it would not be tracked in the capital assets system.

A lengthy discussion ensued regarding the tracking system of capital assets and non-capital assets, as well as the context of the policy. Ms. Reznik and the City Manager both gave Mr. Lester a full explanation.

#2 – Resolution Adopting a Capital Budget Policy for the City of Long Beach.

Mr. Nytko introduced the Capital Budget Policy and how it established principles relating to planning, maintenance and replacement of capital assets. He noted that the city made some large investments and this policy relates to the planning of how equipment would be maintained and/or replaced, and sets forth different policies to ensure that this does occur.

#3 – Resolution Adopting a Debt Management Policy for the City of Long Beach.

Mr. Nytko explained that the purpose of the policy was to make certain that the city was operating within its allowable debt limits and it is following set procedures for the issuance of its debt. He continued to discuss the policy that included certain parameters of the debt management policy.

City Manager, Donna M. Gayden noted that a few typos were found within the policy and that they will be corrected.

Roy Lester (72 Boyd St) – asked several questions regarding this policy including financial necessity and taxable full valuation of property and its amount.

Mr. Nytko explained the taxable full valuation process and defined financial necessity as it related to the policy parameters.

#4 – A “Resolution Adopting a Grant and Financial Award Policy for the City of Long Beach” was taken off the calendar.

#5 – Resolution Adopting an Information Technology Policy for the City of Long Beach
Mr. Mandel made a motion to change Section III 1a to read “Determine, with consultation with Corporation Counsel, what personal, private and sensitive information the City collects, and where it resides on its IT systems.” It was seconded by Ms. McInnis and was passed unanimously.

Mr. Nytko of CMA noted that the purpose of the IT Policy was to protect data that was stored in the city’s IT systems and to make sure that efforts are being made for cyber security, and there are no types of breaches. He recognized that there were a number of policy statements within the policy requiring a cyber security self-assessment to ensure the safety and security of the system.

Council Vice President McInnis asked the City Manager if there was an IT policy prior to this one.

Ms. Gayden replied that she did not believe there were any policies prior to the ones being presented at this meeting.

Once again, Ms. McInnis expressed her disappointment of the fact that no policies had been established before this meeting.

#6 – Resolution Adopting an Information Technology Disaster Recovery Policy for the City of Long Beach

Council Member Mandel asked that language be added that would include Corporation Counsel as part of determining certain personal, private and sensitive information the city collects.

Ms. Freeman, Corporation Counsel agreed with Mr. Mandel and explained that sometimes personal and confidential information did need to be transmitted within certain departments.

Roy Lester (72 Boyd St) – shared his observation that he did not think an annual basis was often enough to perform a self-assessment and asked if the city had off-site storage as back-up in the event of a system freeze.

Mr. Fraser, City Clerk responded yes and the city did have backups in place to take care of a situation like that.

Mr. Nytko of CMA explained that the scope of this IT policy was to know what to do if there was an unplanned IT disruption and how the city would maintain and provide its services, and get itself back up and running. He added that there were backup procedures listed in the policy as well as discussions of the off-site backups within the policy.

#7 – A “Resolution Adopting a Vehicle Usage Policy for the City of Long Beach” was taken off the calendar.

Council President Bendo stated that the purpose of this meeting was to put in writing, policies and procedures so that standard practices are followed and are done with consistency in a defined manner. He noted that there would be more policies presented at future meetings.

The voting portion of the meeting was then begun.

Council Member McInnis introduced and moved the adoption of the following resolution, seconded by Mr. Delury, and it was duly adopted, all five council members present voting in the affirmative.

(RES. #94/20)

Resolution Adopting a Capital Asset Policy for the City of Long Beach

Council Pres. Bendo introduced and moved the adoption of the following resolution, seconded by Mr. mandel, and it was duly adopted, all five council members present voting in the affirmative.

(RES. #95/20)

Resolution Adopting a Capital Budget Policy for the City of Long Beach

Council Pres. Bendo introduced and moved the adoption of the following resolution, seconded by Ms. Treston, and it was duly adopted, all five council members present voting in the affirmative.

(RES. #96/20)

Resolution Adopting a Debt Management Policy for the City of Long Beach

Council Member Mandel introduced and moved the adoption of the following resolution (as amended), seconded by Ms. McInnis, and it was duly adopted, all five council members present voting in the affirmative.

(RES. #97/20)

Resolution Adopting an Information Technology Policy for the City of Long Beach

Council Member Treston introduced and moved the adoption of the following resolution, seconded by Mr. Mandel, and it was duly adopted, all five council members present voting in the affirmative.

(RES. #98/20)

Resolution Adopting an Information Technology Disaster Recovery Policy for the City of Long Beach

There being no further business before the Council, Council Member McInnis made a motion to close the meeting. It was seconded by Ms. Treston and was duly closed, all five council members present voting in the affirmative.

Dated: October 30, 2020

David W. Fraser
City Clerk