

**CALENDAR**  
**for**  
**SPECIAL MEETING OF THE COUNCIL**  
**of the**  
**CITY OF LONG BEACH**  
**held**  
**MAY 24, 2022**

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1. Resolution Authorizing the Adoption of a Capital Improvement Program for Five Years from July 1, 2022 to June 30, 2027, Inclusive.
2. Resolution Authorizing the Adoption of the Operating Budget for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, Appropriating Sums Set Forth Therein and Determining and Fixing the Real Estate Tax Levy.
3. Resolution Adopting a Petty Cash Fund Policy for the City of Long Beach.
4. Resolution Adopting a Vehicle Usage Policy for the City of Long Beach.
5. Resolution Adopting a Public Relations/Communications Policy for the City of Long Beach.

May 24, 2022

Item No. 1  
Resolution No.

The following Resolution was moved by  
and seconded by :

Resolution Authorizing the Adoption of a Capital Improvement  
Program for Five Years from July 1, 2022 to June 30, 2027, Inclusive.

BE IT RESOLVED, by the City Council of the City of Long Beach, New York,  
that the Capital Improvement Program for the five year period from July 1, 2022 to June 30,  
2027, inclusive, which is on file in the Office of the City Clerk, be and the same is hereby  
adopted.

May 24, 2022

Item No. 2  
Resolution No.

The following Resolution was moved by  
and seconded by :

Resolution Authorizing the Adoption of the Operating Budget for the Fiscal Year Commencing July 1, 2022 and Ending June 30, 2023, Appropriating Sums Set Forth Therein and Determining and Fixing the Real Estate Tax Levy.

BE IT RESOLVED, by the City Council of the City of Long Beach, New York, as follows:

Sec. 1. The Operating Budget of the City of Long Beach for fiscal year commencing July 1, 2022 and ending June 30, 2023, providing for the expenditure of \$95,500,168 and the Personnel Schedule, all of which are attached hereto and made a part hereof, are in all respects adopted, confirmed, fixed and determined.

Sec. 2. The sums of money designated in the Operating Budget as appropriations for the fiscal year commencing July 1, 2022 and ending June 30, 2023, and the sums of money set forth for debt service and capital outlay are hereby appropriated and authorized to be expended for debt service and current expenses of the departments, agencies and purposes enumerated therein, in such manner as may be provided by law.

Sec. 3. The amount of real estate taxes required in addition to such other current revenues and other receipts is hereby determined to be \$53,111,723. The rate of tax required to produce such amount is determined to be \$22.0809 per \$100 assessed valuation, as shown on the Assessment Roll last completed for Homesteading properties, and \$38.4824 per \$100 of assessed valuation as shown on the Assessment Roll last completed for non-Homesteading properties. The said Assessment Roll is in all respects confirmed.

Sec. 4. The City Council hereby directs that the said amount be levied and raised by an ad valorem tax on all of the taxable property in the City according to the valuation on the last completed Assessment Roll.

Sec. 5. The City Manager is hereby directed to cause the amount heretofore directed to be levied and raised, and to extend such tax and issue the warrant required by law for the collection of same.

Sec. 6. The City Manager is hereby authorized to allocate the expending and/or encumbering of appropriations on a monthly, quarterly or other basis to assure availability of appropriations throughout the fiscal year.

Sec. 7. This Resolution shall be determined to repeal any inconsistent provision of the personnel schedule or roster.

Sec. 8. This Resolution shall take effect immediately.

May 24, 2022

Item No. 3  
Resolution No.

The following Resolution was moved by  
and seconded by :

Resolution Adopting a Petty Cash Fund Policy for the  
City of Long Beach.

WHEREAS, petty cash funds are established to enable City 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; and

WHEREAS, disbursement of petty cash funds occur in the following scenarios: making change; paying travel expenses; paying expenses, parcel post and freight charges; reimbursing an authorized employee for laying out the costs of a qualifying purchase; and an advance of petty cash funds in order to make a qualifying purchase; and

WHEREAS, 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, and shall not be in excess of the amounts specified in the City's Code of Ordinances (currently \$1000.00); and

WHEREAS, it is the desire of the City Council to establish a formal Petty Cash Fund Policy at this time;

NOW, THEREFORE, be it

RESOLVED, by the City Council of the City of Long Beach, New York, that the Petty Cash Fund Policy is hereby adopted; and be it further

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

The following Resolution was moved by  
and seconded by :

Resolution Adopting a Vehicle Usage Policy for the  
City of Long Beach.

WHEREAS, the City of Long Beach provides vehicles for various departments and employees, for the purpose of conducting City business when deemed necessary and/or appropriate; and

WHEREAS, the purpose of adopting a Vehicle Usage Policy for the City 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; and
2. To protect the City's investment in its inventory of City vehicles; and
3. To ensure City vehicles are utilized in a manner that is appropriate and aligned to the values of the City; and

WHEREAS, 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; and

WHEREAS, the City Manager, upon advice of the Department Head and Director of Fleet Management, shall annually review and approve a list of all 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; and

WHEREAS, 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 and 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; and

WHEREAS, 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; and

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WHEREAS, said lists shall then be placed on file with the City Clerk;

NOW, THEREFORE, be it

RESOLVED, by the City Council of the City of Long Beach, New York that the City of Long Beach Vehicle Usage Policy is hereby adopted.

May 24, 2022

Item No. 5  
Resolution No.

The following Resolution was moved by  
and seconded by :

Resolution Adopting a Public Relations/Communications  
Policy for the City of Long Beach.

WHEREAS, the City of Long Beach has a responsibility for providing the public with accurate, timely and consistent information of public interest at all times, especially during times of emergency; and

WHEREAS, the goal of the Public Relations/Communications 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; and

WHEREAS, in order to achieve the City's goals, the City Manager shall designate a Public Information Officer ("PIO") who shall be responsible for the implementation of this Policy; and

WHEREAS, all communications, messages and any other forms of public interactions of the PIO 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; and

WHEREAS, it is the desire of the City Council to establish a formal Public Relations/Communications Policy at this time;

NOW, THEREFORE, be it

RESOLVED, by the City Council of the City of Long Beach, New York, that the Public Relations/Communications Policy is hereby adopted.