

CITY OF GLEN COVE

MINUTES

CITY COUNCIL

MARCH 26, 2019

Mayor Tenke called the meeting to order at 7:30 p.m. and asked Maureen Pappachristou to lead those assembled in the Pledge of Allegiance.

PRESENT: Mayor Tenke, Councilpersons DiLeo, Panzenbeck, Silverman, McNaughton and Capobianco

ABSENT: Councilman Maccarone

ALSO PRESENT: City Attorney, Charles McQuair and City Clerk, Tina Pemberton

PUBLIC HEARING:

A To amend Department of Public Works Fees

Mayor Tenke stated:
“I move to close Public Hearing A.”
Councilwoman Silverman seconded the motion.
Motion was unanimously adopted.

B To discuss Local Law 02-2019 – adding Sec. 212-17 to the City of Glen Cove Code of Ordinance

Mayor Tenke stated:
“I move to close Public Hearing B.”
Councilwoman Silverman seconded the motion.
Motion was unanimously adopted.

C To discuss amending Sec. 265-34. Schedule II: Speed Limits, as it relates to Albin Street and Shore Road.

Mayor Tenke stated:
“I move to close Public Hearing C.”
Councilwoman Panzenbeck seconded the motion.
Motion was unanimously adopted.

D To discuss amending Sec. 265-43. Schedule XI: Parking Prohibited at All Times, as it relates to Shore Road

Mayor Tenke stated:
“I move to withdraw closing Public Hearing D and leave it open until a later date.”
Councilwoman Panzenbeck seconded the motion.
Motion was unanimously adopted.

E To discuss amending Sec. 265-44. Schedule XII: No Stopping, as it relates to Dosoris Way and Phillips Road

Mayor Tenke stated:
“I move to remove Phillips Road from Public Hearing E.”
Councilwoman Panzenbeck seconded the motion.

Motion was unanimously adopted.

Mayor Tenke stated:

“I move to close Public Hearing E.”

Councilwoman Panzenbeck seconded the motion.

Motion was unanimously adopted.

F To discuss amending Sec. 265-47. Schedule XV: No Stopping Certain Hours, as it relates to Phillips Road

Mayor Tenke stated:

“I move to remove Public Hearing F.”

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

G To discuss amending Sec. 265.54. Schedule XXII: Special Purpose Parking Zones, as it relates to School Street

Mayor Tenke stated:

“I move to close Public Hearing G.”

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

Mayor Tenke moved that the Minutes of March 12, 2019 be approved and adopted.

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

REPORT OF THE CONTROLLER FOR THE MONTH ENDING FEBRUARY 28, 2019

(See Attached)

Mayor Tenke moved that the following Warrants be approved as paid:

Payroll Warrant	3/21/2019	General Fund	\$691,453.19
		Water Fund	\$17,444.00
	1905	General Fund	\$753,363.26
		Water Fund	\$46,205.08
		Capital Fund	\$164,931.08
		insurance	\$30,117.00
		Agency	
		Trust	\$580.00
		Prepaid invoice	103772.01

Councilman DiLeo seconded the motion.

Voucher Number 94576 was adopted by a vote of five (5) ayes and one nay, with Councilwoman Silverman voting nay.

All remaining Vouchers were unanimously adopted.

Mayor Tenke stated:

“I move to amend Resolution 6E, to remove Phillips Road from proposed Ordinance.”

Councilman DiLeo seconded the motion.

Motion was unanimously adopted.

Mayor Tenke stated:

“I move to remove Resolution 6F.”

Ordinance 6F

BE IT ORDAINED, that the City Council hereby amend Sec. 265-47. Schedule XV: No Stopping Certain Hours, as indicated:

Add:

<u>Name of Street</u>	<u>Side</u>	<u>Hours/Days</u>	<u>Location</u>
Phillips Road	West	9:00 a.m. to 9:00 p.m./All	From a point 133 feet north of Forest Avenue to a point 387 feet north of Forest Avenue

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

Mayor Tenke stated:

“I move to table Resolution 6D.”

Ordinance 6D

BE IT ORDAINED, that the City Council hereby amend Sec. 265-43. Schedule XI: Parking Prohibited at All Times, as indicated:

Add:

<u>Name</u>	<u>Side</u>	<u>Location</u>
Shore Road	North	From a point 90 feet east and west of entrance/exit corners of Cove Animal Rescue drive way

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

Mayor Tenke stated:

“I move to add Resolution 6U.”

Councilwoman Silverman seconded the motion.

Motion was unanimously adopted.

Mayor Tenke offered Local Law 02-2019, Resolution 6B, Ordinances 6C, 6E, 6G, Resolutions 6H, 6I, 6J, 6K, 6L, 6M, 6N, 6O, 6P, 6Q, 6R, 6S, 6T and 6U, and moved for their adoption.

Local Law 6A

**CITY OF GLEN COVE LOCAL LAW 02 - 2019
ADDING §212-17 OF THE GLEN COVE CITY CODE**

Section 1: Legislative Intent and Purpose.

Section 212 Glen Cove City Code authorizes the Building Department Administrator and the Plumbing inspector to enforce and regulate the issuance of plumbing permits throughout the City of Glen Cove.

Section 2: Authority.

This local law is enacted in accordance with Municipal Home Rule Law Section 10(c)(1).

Section 3: Legislation:

BE IT ENACTED, that the City Council hereby adds Glen Cove City Code §212-17, which shall now read as follows:

§212-17 MASTER PLUMBER LICENSE RESTRICTIONS

A. No master plumber shall, directly or indirectly, allow his/her license to be used in connection with work not actually performed by him/her or his/her employee(s) or company. Employees shall be considered people who work for the master plumber for no fewer than 35 hours per week, or for no fewer than the minimum number of hours required of employees under applicable union rules, as determined by the Building Department Administrator.

B. Any Master Plumber person who willfully violates the provisions of this § 212-17 shall be guilty of a violation punishable as set in accordance with Chapter **1**, General Provisions, Article **II**, General Penalty, and in addition thereto shall forfeit his or her license and certificate of qualification therein.

Section 4: Separability.

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the City of Glen Cove hereby declares that it would have passed this Local Law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 5: This local law shall take effect upon its filing with the New York Secretary of State

Resolution 6B

BE IT RESOLVED, that the City Council hereby amend the Department of Public Works fees, effective March 27, 2019, as indicated:

Ch. 239: Streets and Sidewalks

Road Opening Permit Fee (Utility)	Current	Proposed
0 – 25 SF	\$125.00	\$250.00
26 – 100 SF	\$175.00	\$350.00
101 – 200 SF	\$275.00	\$550.00
201 SF and greater	As Determined by DPW Director	\$3.00 additional per square foot
Curb Cut (Per Opening)	\$275.00	No change
Street Storage Permit For Roll-Off Dumpster	\$75.00	\$100.00 for 30 days
Scaffolds (Require Permit From DPW Director)	\$75.00	\$100.00 for duration of building permit
PODS (if they have to go into street charged as dumpster in the past)	\$75.00	\$100.00 for 30 days

Ordinance 6C

BE IT ORDAINED, that the City Council hereby amend Sec. 265-34. Schedule II: Speed Limits, as indicated:

Add:

<u>Name of Street</u>	<u>Speed Limit (mph)</u>	<u>Location</u>
Albin Street	25	Entire Length
Shore Road	25	Entire Length

Ordinance 6E

BE IT ORDAINED, that the City Council hereby amend Sec. 265-44. Schedule XII: No Stopping, as indicated:

Delete:

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
Dosoris Way	South	From a point 46 feet west of Oak Lane to a point 40 feet east of Oak Lane

Add:

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
Dosoris Way	South	From a point 96 feet west of Oak Lane to a point 60 feet east of Oak Lane

Ordinance 6G

BE IT ORDAINED, that the City Council hereby amend Sec. 265.54. Schedule XXII: Special Purpose Parking Zones, as indicated:

Add:

<u>Name of Street</u>	<u>Side</u>	<u>Authorized Purpose or Vehicle</u>	<u>Location</u>
School Street	West	Handicapped parking only	One space in front of 1 School Street

Resolution 6H

BE IT RESOLVED, that the City Council hereby adopts an Asset Management Policy for the City of Glen Cove.

(See Attached)

Resolution 6I

Whereas, the City of Glen Cove (“City”) accepted the Brownfield Opportunity Area (“BOA”) Step III Implementation Strategy for the Orchard Neighborhood and Sea Cliff Avenue as complete for the purpose of review under the State Environmental Quality Review Act (“SEQRA”) on January 22, 2019; and

Whereas, on January 22, 2019, the City as the SEQRA Lead Agency adopted a Positive Declaration pursuant to SEQRA thereby requiring and authorizing that a Generic Environmental Impact Statement (“GEIS”) be prepared to further identify, assess, prevent and/or mitigate potential environmental impacts to the maximum extent practicable; and

Whereas, also on January 22, 2019, the City accepted a Draft Scope containing the recommended scope and contents of a GEIS based on the review and conclusions of the Long Environmental Assessment Form (“EAF”) Parts I, II and III and contents of the Positive Declaration for the purpose of receiving written input, and,

Whereas, the City made the Draft Scope available to the public on the City website, as a public notice in the Glen Cove Herald Gazette on January 24, 2019 and through publication on the New York State Department of Environmental Conservation (“NYS DEC”) Environmental Notice Bulletin (“ENB”) on January 30, 2019, with instructions for the public to provide comment through the close of business on February 15, 2019; and

Whereas, the Draft Scope was circulated to the NYS Department of State (“NYS DOS”) as an involved agency and to numerous potential interested agencies with instructions to provide comments on the Draft Scope; and

Whereas, upon request from the Town of Oyster Bay, an interested agency, the deadline was extended by resolution of the City at the February 12, 2019 City Council meeting to accept comments through the close of business on March 8, 2019, after which notice of the extension was posted on the NYS DEC ENB, on the City website, and by letter to interested agencies; and

Whereas, all written comments on the Draft Scope were reviewed by Nelson Pope & Voorhis (“NP&V”), the City’s BOA consultant, and a Final Scope has been prepared by NP&V that incorporates substantive comments as feasible into the document to provide an outline of the required scope and content of the Draft GEIS;

Therefore, be it resolved, that the City Council hereby adopts the Final Scope and directs NP&V to prepare a GEIS in accordance with the Final Scope and the requirements of 6 NYCRR Part 617; and

Be it further resolved, that the City Council authorizes the circulation of the Final Scope to the NYS DOS and potential interested agencies, posting of the Final Scope on the City's website, filing of the Final Scope with the City Clerk, and the posting of a required notice with the NYS DEC ENB on April 3, 2019 indicating that a Final Scope has been adopted.

Resolution 6J

A RESOLUTION AUTHORIZING THE CITY OF GLEN COVE (SUBRECIPIENT) AND THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY, ACTING AS AGENT FOR THE CITY (AGENT), TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF NASSAU FOR THE 45TH PROGRAM YEAR (9/1/19-8/31/20) FOR THE PURPOSE OF UNDERTAKING A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND PROJECT ACTIVITIES UNDER TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

WHEREAS, the Secretary of the U.S. Department of Housing and Urban Development is authorized under Title I of the Housing and Community Development Act of 1974, as amended, to make grants and loans to states and other units of general local government to help finance Community Development Programs and Project Activities;

WHEREAS, the Secretary of the U.S. Department of Housing and Urban Development has approved an application for Community Development Block Grant Funds, under Title I of the Housing and Community Development Act of 1974, submitted by the COUNTY to finance certain project activities, including rehabilitation, economic development and public service projects in the City of Glen Cove; and

WHEREAS, the COUNTY and SUBRECIPIENT entered into a renewable Cooperation Agreement to participate in a Nassau County Community Development Program for a term of three (3) years, under Title I of the Housing and Community Development Act of 1974, as amended (the "Act"); and

WHEREAS, pursuant to said Cooperative Agreement, the COUNTY, SUBRECIPIENT and AGENT have agreed to undertake project activities using Community Development Block Grant Funds to be received by the COUNTY from the U.S. Department of Housing and Urban Development; and

WHEREAS, the City Council of the City of Glen Cove deems it to be in the public interest for the SUBRECIPIENT and AGENT to participate in the CDBG 45TH Program Year and to execute any and all agreements or other documentation necessary to ensure and guarantee the SUBRECIPIENT and AGENT'S participation therein and obligations therein for the purpose of undertaking project activities set forth therein and above, under Title I of the Housing and Community Development Act of 1974, as amended;

NOW, THEREFORE, BE IT RESOLVED, that the SUBRECIPIENT and its AGENT shall participate in the 45TH Program Year and that Mayor Timothy Tenke is hereby authorized to execute any and all agreements or other documentation necessary to ensure and guarantee the SUBRECIPIENT'S and AGENT's participation therein and obligations therein for the purpose of undertaking project activities set forth therein and above, under Title I of the Housing and Community Development Act of 1974, as amended.

RESOLUTION AUTHORIZING THE CITY OF GLEN COVE TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT WITH THE COUNTY OF NASSAU TO ACCEPT A GRANT IN THE AMOUNT OF \$20,000 FOR THE PROCUREMENT OF DOWNTOWN PEDESTRIAN STREETSCAPES

WHEREAS, the City and the County of Nassau recognizes the need to more efficiently utilize the tax dollars of our residents; and

WHEREAS, County of Nassau would like to make certain resources available to the City of Glen Cove when it is in the public interest; and

WHEREAS, County of Nassau would like provide certain funds to the City of Glen Cove in the form of a grant in order to purchase decorative lamppost lighting fixtures, benches, pergola and pedestrian walkway repairs in two pedestrian-walkways located at: 34-40 School Street and 27-19 Glen Street; and

WHEREAS, the City has determined that such a shared resources provides a benefit of the residents of the City and of the County of Nassau; and

WHEREAS, the General Municipal Law authorizes municipalities to enter into inter-municipal agreements, and

NOW BE IT THEREFORE RESOLVED the City Council of Glen Cove hereby authorizes the following:

1. The City Council hereby adopt the inter municipal agreement dated March 2019;
2. The Mayor is hereby to enter into a new inter-municipal agreement as required with the County of Nassau for the purchase of said equipment in accordance with the terms of the agreement herein.

Resolution 6L

BE IT RESOLVED, that the City Council hereby authorizes the Mayor to enter into an agreement with LA Dell Marketing LP, to provide Office 365 subscription, in the amount of \$21,139.40, per year, for a three year commitment.

Funding: A1990-55940

Resolution 6M

BE IT RESOLVED, that the City Council hereby authorizes the Mayor to enter into an agreement with Ocean Computer Group, to provide O365 Migration, in the amount of \$8,960.

Funding: A1990-55940

Resolution 6N

BE IT RESOLVED, that the City Council hereby authorize the Mayor to accept the proposal of and enter into an agreement with TMS Waterfront, to provide consulting services to represent the City as an owner's advocate and program manager for the development and launch of the Glen Cove Ferry Service, in the estimated fee amount plus expenses of \$120,000, which will be reimbursed by RXR Glen Isle Partners, LLC.

March 26, 2019

Resolution 6O

BE IT RESOLVED, that the City Council approve Budget Transfers and Amendments as submitted and reviewed by the City Controller.

(See Attached)

Resolution 6P

BE IT RESOLVED, that the City Council hereby authorizes the City Attorney to settle the following claim in full and final settlement:

<u>Name</u>	<u>Claim Number</u>	<u>Amount</u>
Maria & Jose Cisneros Ardito Law Firm, P.C.	16-2557	\$6,250

Resolution 6Q

BE IT RESOLVED, that the City Council hereby authorizes the City of Glen Cove Parks & Recreation to host their annual “Gold Coast Little League Parade” and closing the following streets on April 13, 2019, between the hours of 9:00 a.m. to 11:00 a.m.:

- Forest Avenue
- School Street
- Brewster Street
- Pratt Blvd.
- Glen Cove Avenue
- Morris Avenue

Resolution 6R

BE IT RESOLVED, that the City Council hereby authorizes the Glen Cove Chamber of Commerce to erect lawn signs April 22, 2019 through May 7, 2019, to advertise their annual “Culinary Delights”.

Resolution 6S

BE IT RESOLVED, that the City Council hereby authorizes the Harbor Child Care to erect lawn signs April 29, 2019 through May 6, 2019, to advertise “Community Yard Sale”.

Resolution 6T

BE IT RESOLVED, that the City Council hereby authorizes Lisa Craig to attend Alzheimer’s Disease Education Conference & Expo 2019, April 11, 2019, in Melville, New York, at a cost of \$62.05.

Funding: A7036-55442

Resolution 6U

BE IT RESOLVED, that the City Council hereby authorizes the Glen Cove Volunteer Fire Department to erect lawn signs March 31, 2019 through April 16, 2019, to advertise their annual “Recruitment Drive”.

Councilwoman Silverman seconded the motion
 Local Law 02-2019, Resolution 6B, Ordinances 6C, 6E, 6G, Resolutions 6H, 6J, 6K, 6L, 6M, 6N, 6O, 6P, 6Q, 6R, 6S, 6T and 6U were unanimously adopted.
 Resolution 6I was adopted by a vote of five (5) ayes and one (1) nay, with Councilwoman Silverman voting nay.

Mayor Tenke offered Resolutions 7A, 7B, 7C, 7D and 7E, and moved for their adoption.

Resolution 7A

BE IT RESOLVED, that the City Council hereby authorizes the promotion of Randa Barrington to Accountant, with the Finance Department, at an annual salary of \$68,287 (grade 14, step 10) effective March 27, 2019.

Budget Line A1310-51101

Resolution 7B

BE IT RESOLVED, that the City Council hereby amend Resolution 7B, dated February 26, 2019, correcting the salary of Carlos Mena Salinas to \$12.00 per hour.

Budget Line A7180-51120

Resolution 7C

BE IT RESOLVED, that Cindy Bonilla is hereby appointed as part-time Youth Service Worker, with Youth Bureau, at \$9.50 per hour effective March 20, 2019 and Janna Perry as part-time Youth Service Worker, with Youth Bureau, at \$9.00 per hour, effective March 27, 2019.

Budget Line A7050-51123

Resolution 7D

BE IT RESOLVED, that the following persons are hereby appointed to Parks and Recreation, as indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Budget Line</u>
Richard Borer	Recreation Leader	\$9.50 per hour	4/13/19 – 11/30/19	CR 7140-51120
Louis Larice	Recreation Leader	\$13.00 per hour	4/13/19 – 11/30/19	CR 7140-51120
Michael Morra	Recreation Leader	\$11.50 per hour	4/13/19 – 11/30/19	CR 7140-51120
Keith Brussel	Seasonal Laborer	\$12.50 per hour	3/27/19 – 11/30/19	CR 7140-51120
Teofilo Lapa Peinado	Seasonal Laborer	\$11.00 per hour	3/27/19 – 11/30/19	CR 7140-51120
Michael Mack	Seasonal Laborer	\$11.00 per hour	3/27/19 – 11/30/19	CR 7140-51120
Paul Orzel	Seasonal Laborer	\$11.00 per hour	3/27/19 – 11/30/19	CR 7140-51120
Nicholas Pietrofere	Seasonal Laborer	\$13.00 per hour	3/27/19 – 11/30/19	CR 7140-51120
Vincent Purcell	Seasonal Laborer	\$11.00 per hour	3/27/19 – 11/30/19	CR 7140-51120
Valentin	Seasonal	\$14.00 per	3/27/19 –	CR 7140-

Reyes Hernandez	Laborer	hour	11/30/19	51120
Vincent Martinez, Sr.	Beautification Seasonal Laborer	\$14.00 per hour	3/27/19 – 11/30/19	CR 7140-51121
Shirley Winston	Beautification Seasonal Laborer	\$10.00 per hour	3/27/19 – 11/30/19	CR 7140-51121

Resolution 7E

BE IT RESOLVED, that Grant A. Newburger is hereby appointed as part-time Public Relations Clerk, with the Mayor’s Office, at \$15.00 per hour, effective March 27, 2019.

Funding: A1210-51120

Councilwoman Panzenbeck seconded the motion.
Resolutions 7A, 7B, 7C, 7D and 7E were unanimously adopted.

Councilman DiLeo stated:
“I move to table Resolution 8A.”

Resolution 8A

BE IT RESOLVED, that the following persons are hereby appointed to Special Events Committee, effective March 27, 2019 through March 26, 2021:

- Jacki Yonick
- Lisa Travatello
- Charles Chiclacos
- Tina Pemberton
- Sandra Potter
- Kathie Flynn
- Karen Tenke
- Maureen Basdavanos
- Danielle Fugazy-Scagliola
- Toni Kessel

Councilwoman McNaughton seconded the motion.
Motion was adopted by a vote of four (4) ayes and two (2) nays, with Councilwoman Silverman and Mayor Tenke voting nay.

Mayor Tenke offered Resolutions 9A and moved for its adoption.

Resolution 9A

BE IT RESOLVED, that the City Council hereby amend the daily salary for Pat Votino to \$50.00 per day effective March 27, 2019.

Councilwoman Panzenbeck seconded the motion.
Resolution 9A was unanimously adopted.

There being no further business before the City Council, Mayor Tenke adjourned the meeting at 9:10 p.m.

Tina Pemberton
City Clerk

CITY OF GLEN COVE



ASSET-MANAGEMENT POLICY

Mayor Timothy Tenke

Adopted March 2019

I. PURPOSE

This policy establishes guidelines for the management of the City's fixed assets and applies to all city employees, subcontractors, and assigns.

II. POLICY STATEMENT

The City shall establish and maintain a perpetual inventory system for:

- A. Land
- B. Buildings
- C. Equipment with an original cost of \$1000.00 or more, purchased, leased, or transferred from another agency, donated, etc. for the city's use
- D. High-risk items with value over \$500
- E. All firearms, regardless of cost or value

III. FIXED-ASSET MANAGEMENT PROGRAM

The Department Head is responsible for creating, and the Controller's employee is responsible for maintaining, asset records for the city consistent with NYS guidelines and this policy and procedure (See paragraph VI). The authority to manage this program is delegated to the Controller. To assist in accountability and theft prevention, each department head shall be responsible for all property assigned to his/her department. All high-risk items assigned to an individual shall be the responsibility of the person who has custody of that item.

IV. DEFINITIONS

Capital Expenditures/Fixed Assets - Real and personal property intended to be held or used longer than one year with value over \$500.00. This includes land and land rights, buildings, furnishings, fixtures and furniture, equipment, machinery, vehicles, and tools.

High-Risk Assets - This is a description given to items that are relatively valuable, small, easily transportable, and adaptable, which have a higher susceptibility to theft and other loss. This category includes, but is not limited to: televisions, laptops, printers, computer equipment and accessories, video cameras, VCRs, cell phones, portable radios, typewriters, tape recorders, firearms, stereo equipment, chain saws, power tools, and other items that fit this description.

Fixed-Asset Data Base - This is a master list of all assets established through purchase or by being leased, which is updated through annual physical inventory counts and periodically, as needed.

Physical Inventory - Direct count of all fixed assets performed by dedicated employee and submitted to the delegated entity for inventory management.

Infrastructure - Infrastructure refers to roads, bridges, sidewalks, water lines, sewers, drainage systems, and similar assets that are immovable and of value only to the city. This policy does not include infrastructure.

V. CONTROL

All disbursements for capital purchases shall be managed in accordance with City purchasing policy. The fixed-asset data base is maintained by the assigned employee of the Controller's office. The Department head is responsible to notify this office each time a capital asset is acquired, transferred, sold, modified, damaged or discontinued.

VI. ASSET-TRACKING INFORMATION

All fixed assets must be assigned a tracking number in a numbering method determined by the controller's office that ties back to the serial number of the item.

Information supplied and verified at the time of purchase and during annual physical count shall include the following information:

- Item
- Date of Purchase or lease
- Date of installation
- Serial number
- Location
- Description of Asset
- Employee assigned to use and have possession of asset
- Department
- Purchase order number
- Disposition
- Any grant funding related to item
- Estimated useful life
- Leased items must be so designated and include lease end date
- Original cost
- Current value (*to be assessed by Controller*)

At the beginning of the year, a physical count of all capital assets, improvements, and high-risk items will be completed and submitted per policy. Such counts will occur every year. For best practices, the department head should not be the person completing the physical count. Any fixed assets lost or stolen will be reported to the Controller and Mayor's office. After 60 days, missing items will be reported to the police department and Controller's office, so they may be removed from inventory. Physical inventories will be reconciled with the master data list and a report sent to the city council within 90 days of completion.

A physical count of audits shall be randomly conducted in each Department annually of 10% of the assets owned by the department. Such audits shall be conducted by non-departmental personnel.

VII. RECEIVING, NUMBERING, AND TAGGING ASSETS

All assets shall be received at a designated site and verified against an authorized purchase order. All assets shall be tagged or tattooed in a manner established by the Controller. Such tags or tattoos shall be placed in a visible area. Leased items shall not be permanently tattooed but tagged for identification and inventory.

VIII. OBSOLETE, DAMAGED, OR DISCONTINUED ASSETS

In completing the physical count, any obsolete, damaged or discontinued items should be segregated from the count and submitted for disposal and, if needed, replacement. Items may not be disposed of without prior permission by the Controller's office and a written plan for disposal or sale.

IX. ASSET TABLES - USEFUL LIFE

For purposes of planning, the following useful life tables will be assumed:

- Computers, scanners, and file servers – 4 years
- Automobiles, light trucks, telephone equipment, fax machines, radio equipment – 5 years
- Heavy duty trucks, light road equipment, firearms, cleaning and maintenance equipment – 7 years
- Office furniture, heavy road equipment – 10 years
- Buildings – 20 years

X. INTER-UNIT TRANSFERS

Inter-unit transfers must have prior approval from the Controller's Office. Such transfers must be memorialized in writing and the Master list amended.

XI. ADDITIONAL REQUIREMENTS FOR DISPOSAL OF AUTOMOBILES

Automobiles being disposed of must be photographed with photographs showing any damage, the odometer reading, and its interior conditions. In addition, all mechanical issues must be documented, indicating whether it is drivable or non-drivable, its mileage, location, and owner. Fair-market value must be established for the vehicle prior to disposal.

XII. SURRENDER OF PROPERTY

The Human Resources Department shall create and enforce a policy specifying that, upon request by the Department Head or at the time of termination of employment (voluntary or involuntary), employees are required to surrender any personally held City-owned equipment, items, or devices within their personal possession. No funds due to the employee shall be released until such time as these items, devices, or equipment have been surrendered and accounted for.

