

1. Agenda

Documents:

[AGENDA.3.17.2020.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2020.03.17.PDF](#)

COMMON COUNCIL AGENDA
85-99 Madison St (Parker School Building)
March 17 , 2020

7:00 PM

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Mayor's Report
- Minutes – Approval of minutes

AGENDA:

Item #1 – Consideration of a Resolution to approve the appointment of Angela Gellatly to the Public Safety/DPW Commission for a 3 year term. (Mayor Tobin)

Item #2 – Consideration of a Resolution to lift the hiring freeze to hire Cheryl Michales as a part time employee in the City Clerk's Office from April – June 2020. (Ray Parker)

Item #3 – Consideration of a Resolution to recognize and appropriate \$3830.40 from fees received for reimbursement of sidewalk shoveling from account A3620-42701 to A3620-541505 contractual services. (Captain TenKate)

Item #4 – Consideration of a Resolution to transfer \$27,534.28 from Capital fund to account A3410-540200 in the Fire Department to reimburse the Federal Share of the Station #2 vehicle exhaust extraction grant. (Captain Tenkate)

Item #5 – Consideration of a Resolution to approve the Mayor to enter into a Memorandum of Agreement with SEIU member Connie Sorrells to assist the IT Department. (Mayor Tobin)

Item #6 – Consideration of a Resolution to award a contract for program delivery and grant administration to Thoma Development Consultants for the 2018 \$350,000 NYS Affordable Housing Corporation Grant for a fee or the lesser of \$35,000 or 10% of the project costs.(Subject to Corporation Counsel approval) (Mayor Tobin)

Item #7 – Consideration of a Resolution to award a contract for program delivery and grant administration to Thoma Development Consultants for the DRI Building Redevelopment Program for a total fee of \$58,000. (Subject to Corporation Counsel approval) (Mayor Tobin)

Item #8 – Consideration of a Resolution to approve the Mayor to enter into a contract agreement with the Cortland Regional Sports Council for the amount of \$12,000.00. (Mayor Tobin)

Item #9 – Consideration of a Resolution to adopt the 2020 Miscellaneous Revenue Budget incorporating the following expenditures: (Mayor Tobin)

- Tree Fund \$10,000
- Sidewalk Repair Program \$20,000
- Cortland Sports Council \$12,500
- Downtown Music Series \$5,000
- Administrative and Advertisement \$500

Total Budgeted Expenditures **\$48,000**

Item #10 – Discussion on the City adopting a Credit Card Usage Policy. (Mack Cook)

Item #11 – Discussion on the City’s trash and recycling.

Item #12 – Discussion on the City’s plan for the Covid-19.

Adjournment

From: noreply@civicplus.com
Sent: Wednesday, March 04, 2020 9:09 AM
To: mayorofc
Subject: Online Form Submittal: Application to Serve on a Board or Commission

Application to Serve on a Board or Commission

| | |
|---|---|
| Name | Angela Gellatly |
| Email | crockfordangela@yahoo.com |
| Phone | 6073474698 |
| Address | 4 Otter Creek Place |
| City | Cortland |
| State | New York |
| Zip Code | 13045 |
| Commission or Board You Would Like to be Considered For | Public Safety |
| Why are you interested in this position? | I would like to contribute to my city. |
| What qualifications do you have for this position? | BS in Business Management with focus on Finance |
| Resume Upload | <i>Field not completed.</i> |

Email not displaying correctly? [View it in your browser.](#)

**City of Cortland
Fire Department
Code Enforcement**

21 Court Street
Cortland, New York 13045



Michael Ten Kate
Interim Director of Code Enforcement
Fire Captain
Grant Manager
Special Operations Program Manager

Phone: 607.756.5613
Fax: 607.758.8585
Email: mtenkate@cortland.org

To: Lori Crompton Deputy Director Admin & Finance
From: Interim Director of Code Enforcement Michael TenKate
Date: March 9, 2020

A handwritten signature in black ink, appearing to read "Michael Ten Kate", is written over the "From:" line of the memo.

RE: Budget Line Transfer

We are requesting you to transfer \$3830.40 from account: A3620-42701 and put in to account: A3620-541505.

These funds are needed to cover the costs of sidewalk shoveling, grass cutting, garbage clean up, etc.

Thank You



February 25, 2020

Mayor Brian Tobin
CITY OF CORTLAND
25 Court Street
Cortland, NY 13045

Dear Mayor Tobin,

On behalf of the CRSC, we are asking to be included in the City of Cortland's budget for 2020. Please consider this document our "contract" submission for 2020.

With all the added sporting events for 2020, we are hoping the City of Cortland will agree to support the Cortland Regional Sports Council at the level of \$12,500.00 to be paid annually.

Our event partners are very excited about the various recreational venues in our community. The restaurants in the City and vendors on Main Street play a vital role in our ability to attract these events.

The CRSC has sincerely appreciated the City of Cortland's partnership since 2006. We recently acquired two new events for our council and are excited to bring these to Cortland in 2020!

We will continue to work to bring various sporting events to our community in an effort to increase the economic impact for our county. Without the support of partners such as the City of Cortland, we would not be able to accomplish this.

Thank you, on behalf of the entire CRSC organization, for your support.

Cortland is Sportland!

Sincerely,
Cortland Regional Sports Council

Machell Phelps
Machell Phelps
Executive Director

City of Cortland Representative



Corporate Credit Card Usage Policy

Objective

The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to use of Corporate Credit Cards.

The objective of this policy is to:

- Fulfill all statutory requirements of the Local Government Act with respect to the use of Corporate Credit Cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of Corporate Credit Cards.
- Reduce the risk of fraud and misuse of the corporate credit card.

Scope

This policy applies to any City employee and/or Elected Official issued and involved in the development, implementation, reconciliation and approval of Corporate Credit Cards.

Policy Statements

The City of Cortland's Common Council approve the following principles and procedures to ensure:

A. Principles:

- Transparency in City's use of Corporate Credit Cards; and
- City's financial resources are managed with integrity and diligence.

B. Procedures:

(1) Custodianship & Conditions of Use:

Corporate credit cards will be held by the below mentioned custodians. Credit cards are only to be used under direction of the Common Council where:

- Payment is required to be made via credit card; and/or
- A Purchase Order is not appropriate, for example:
 - One-off purchases where credit facilities do not exist;
 - Immediate payment is a condition of purchase.

The City of Cortland will hold 4 credit cards and 4 store accounts under the following custodians:

| | | |
|---|-----------------------|---------|
| • Director of Administration and Finance | Monthly Limit | \$5,000 |
| • Police Chief | Monthly Limit | \$5,000 |
| • Fire Chief | Monthly Limit | \$5,000 |
| • Youth Bureau Director | Monthly Limit | \$5,000 |
| • DPW. Water, Waste Water. Buildings Department | Lowes Credit Accounts | |

A corporate credit card may be issued on a temporary basis to an officer acting in one of the above roles for periods in excess of three (3) months.

Corporate credit cards will be used for City business only and where normal purchasing guidelines are not appropriate.

(2) Restrictions

- Corporate credit cards are not to be used for personal expenses under any circumstances.
- Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.
- The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of the City of Cortland. Where required by the issuing financial institution the Director of Finance shall guarantee the credit extended and shall be indemnified by the City as appropriate in case of default
- The credit limit of the credit card is not to be exceeded.
- For employees that are no longer entitled to a corporate credit card, the card must be immediately returned to the Finance Office for appropriate destruction and cancellation.
- Cancellation of corporate credit cards will be made within 30 days of the Finance Department receiving the surrendered card or as requested by holding Department.

(3) Reconciling Monthly Statements

Within five (5) working days of receiving the credit card statement:

- Each cardholder will be issued with a statement listing all their transactions. It is the responsibility of the cardholder to match their supporting documentation to the monthly statement.
- The cardholder (credit card custodian) is responsible for reconciling the credit card statement, with all invoices/receipts attached and signing the statement.
- If an invoice or a receipt cannot be provided, then as much detail about the transaction must be provided, to be used to support the payment when required. (Date, Company, Address, ABN, Amount, any GST included).
- The description of each transaction must be detailed, examples of what to provide are as follows:

| Type | Description Examples |
|--|--|
| <i>Accommodation</i> | Reason for stay (i.e. training course), employee name, dates, location. |
| <i>Training and Education</i> | Course name, employee name, dates, location. |
| <i>Travel (Flights, Taxi Fares)</i> | Reason for flights (i.e. training course), employee name, dates. |
| <i>Meals (Meetings, Training)</i> | Where, why meal has occurred, employee/councilors name, name of outside person/business attending a meeting. |
| <i>Subscriptions (Spotify, Mail Chimp, Software)</i> | Department name, what subscription is for, length of subscription. |

- In some cases, a more detailed explanation of why the expense was incurred and/or a Statutory Declaration may be requested, with the transaction referred to the Deputy Director of Finance for approval purposes.
- If a lack of supporting information or detailed explanation is a regular occurrence, the cardholder may be refused access to a credit card.
- Transactions must be accompanied by an account/job number for costing purposes. Any credit card fees and charges will be costed by the Finance Department.

- All transactions requested by officers other than the cardholder or the cardholder's personal assistant (if applicable) must complete the Purchasing Authorization Form (attached).
- The signed corporate credit card statement and all supporting documentation are to be given to the Deputy Director of Finance for certification. The Deputy Director of Finance's signed corporate credit card statement and all supporting documentation will be provided to the Mayor for certification.
- Once certified, all documentation is submitted to the Finance Department for processing.

Legislative and Strategic Context

The *Local Government Act 1995* is also complemented by guidelines and handbooks produced by the Department of Local Government (WA):

- *Local Government Act 1995*, s2.7(2)(a) and (b).
- *Local Government Act 1995*, s6.5(a).
- *Local Government (Financial Management) Regulations 1996*;
- Regulation 5; and
- Regulations 11(1)(a), 12(1) and 13.
- Commonwealth Bank of Australia, Current Terms and Conditions for Business Finance, Sections:
- A. Conditions for all Facilities; and
- B.7 Card Products, Issued 30 April 2018.

Note: Current version can be accessed via below link:

<https://www.commbank.com.au/important-info/business/business-finance.html> *Business Finance, Terms and Conditions*

Review Position and Date

This policy was originally approved by the Executive Management Team on 18 July 2012. This policy must be reviewed and evaluated every two years from date of adoption.

Refer to the version control page for a history of amendments.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- **Attachment 1:** Corporate Credit Card Purchasing Authorization Form
- **Attachment 2:** Corporate Credit Card Cardholder Approval and Acknowledgement Form



Corporate Credit Card Purchasing Authorization Form

Cardholder's Name: _____

Position: _____

Requesting Officer: _____ Date: _____

Company/Supplier: _____

Amount: _____ GL Account: _____

Description: _____

Acknowledgement by Requesting Officer

I acknowledge and agree to the following conditions upon requesting the above payment to be processed via Corporate Credit Card:

1. *I have read and agreed to the Corporate Credit Card Usage Policy and all of its procedures.*
2. *I understand that individual purchasing limits apply and that the requested transaction is not above my authorized spending limit.*
3. *I will retain all original supporting documentation that meets the requirements of a Tax Invoice for presentation to the relevant officer.*
4. *I will only request transactions for Council business use and where normal purchasing guidelines are not appropriate.*
5. *If I misuse the Corporate Credit Card through this transaction (i.e. use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action, up to and including dismissal.*
6. *I will ensure that all Occupational Health & Safety requirements are complied with for all purchases.*

Name: _____

Title: _____

Signature: _____ Date: _____

Below to be completed by Cardholder/transaction processing officer.

Transaction Amount: _____ Date: _____

Processed By: _____

Comments: _____



Corporate Credit Card Cardholder Approval and Acknowledgement Form

Cardholder's Name: _____

Position: _____

Credit Limit (Monthly): _____

Acknowledgement

I acknowledge receipt of the City of Cortland Corporate Credit Card and agree that:

1. *I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.*
2. *I will ensure security of the Corporate Credit Card at all times and will not permit the card to be used by any other person other than my personal assistant (if applicable) due to the nature of their role.*
3. *If the Corporate Credit Card is lost or stolen, I will immediately report it missing to the Financial Institution that has issued the card, and will also inform the Finance Manager.*
4. *If my position with the City of Cortland changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.*
5. *I will retain all original supporting documentation that meets the requirements of a Tax Invoice for presentation to the relevant authorizing officer.*
6. *I will ensure that all Occupational Health & Safety requirements are complied with for all purchases.*
7. *If I misuse the Corporate Credit Card (i.e. use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action, up to and including dismissal.*
8. *I acknowledge that the Financial Institution issuing the card has its own terms and conditions and have read and agreed to those as issued with the card and updated from time to time.*

Name: _____

Signature: _____ Date: _____

As the Cardholders Personal Assistant, I agree to the terms and conditions as outlined above.

Personal Assistant (PA): _____

PA Signature: _____ Date: _____

CEO / Mayoral Approval: _____

Signature: _____ Date: _____