

# SCHENECTADY CITY COUNCIL COMMITTEE AGENDA

for  
Monday, March 21, 2016  
5:30 p.m.  
Room 110

*The Council President reserves the right to add or delete any agenda item prior to Committee Meeting.*

## **Finance**

- 1 2016 Budget Re-Appropriation -City Codes Department Deborah DeGenova

## **City Development & Planning**

- 1 Ceremonial Resolution - St. Anthony's Restoration Vince Riggi  
2 Sale of 508 Union Street (Exec.) Jaclyn Mancini

## **Government Operations**

- 1 Disc - Waiver of Permit Fees John Mootoveren  
2 Affirmative Action Advisory Board - Annual Report Marion Porterfield

## **Health & Recreation**

- 1 Food Coop Impact on Community Health Marion Porterfield  
2 CPH - Hours of Operation for City Parks Vince Riggi

## **Public Safety**

- 1 ABAC - Police Station Fencing to AFSCO Fence & Supply Co. Inc. Chris Wallin

## **Public Service & Utilities**

- 1 Request for Increased CHIPS Funding John Polimeni  
2 Final Review - Mohawk Harbor Street Names John Ferrari

## **Claims**

- 1 Allstate Insurance Company a/s/o Boodwattie Totaram Carl Falotico

Monday, March 21, 2016

F-1

CITY OF SCHENECTADY  
LEGISLATIVE REQUEST FORM

COMMITTEE ASSIGNMENT: FINANCE

TO: CITY COUNCIL  
FROM: MAYOR'S OFFICE  
DATE: MARCH 21, 2016  
SUBJECT: 2016 BUDGET RE-APPROPRIATION

TO BE PLACED ON COUNCIL AGENDA OF MARCH 28, 2016

**Background Information:**

The City's Codes Department is utilizing the services of an outside consultant to accomplish certain plan reviews and inspections ('Services') related to construction occurring at Mohawk Harbor ('Harbor'). It is the City's intent to use certain of the revenues created by the issuance of permits for construction at the Harbor to support the cost of the Services.

**Evaluation/Analysis:**

Relevant 2016 permit revenue received through March 14, 2016 for the construction of the Marriott and Casino Hotels equals \$143,803.55. The consultant services incurred on behalf of Codes Department activities in 2016 through February 26, 2016 is \$50,898.56. Additional consultant services and receipt of revenue specific to activities at Mohawk Harbor will occur during 2016 and it is anticipated similar budget amendments may also be forthcoming.

<u>Account #</u>	<u>Description</u>	<b>2016</b>		<b>Available</b>
		<u>Current</u>	<u>Revised</u>	
		<u>Budget</u>	<u>Budget</u>	<u>Budget*</u>
<b><u>Revenue</u></b>				
A2501F	Electrical Permit Fee	150,000	250,800	(100,800)
A2501G	Plumbing Permit Fee	145,000	177,903	(32,903)
A2555	Building & Alteration Permit Fee	265,000	275,100	(10,100)
<b><u>Expense</u></b>				
A8664-404-819	Codes-Fee for Services	0	143,803	(143,803)

\*Positive Numbers reflect a decrease in a budget line. Negative numbers reflect an increase in a budget line.

**Recommendation:**

I respectfully recommend that the City Council accept this 2016 budget re-appropriation.

LEGISLATION WILL BE PREPARED BY Law Department

CDP.1

**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT:** City Development & Planning  
**DATE:** 03/21/2016

**TO:** COUNCILMEMBERS

**FROM:** Vince Riggi

**SUBJECT:** Ceremonial Resolution - St. Anthony's Restoration

**Background Information:**

Restoration and grand re-opening.

**Evaluation/Analysis:**

**Recommendation:**

**LEGISLATION WILL BE PREPARED BY** \_\_\_\_\_

SCHENECTADY, N.Y. (NEWS10) – Major renovations are underway at St. Anthony’s Church in Schenectady, and it will be opening its doors again very soon.

A heavy fire damaged the sanctuary on March 7, 2014. But thanks to community donations, the church was able to collect enough money to fix the church.

“It means everything to me,” Sister Maria Rosa Querini said. “I gave my life to this church.”

The outpour of support started in the Capital Region and spread nationwide. Church members said they’ve been extremely grateful the building survived the fire since it was built in the early 1900s.

“It is the first Italian church in the city of Schenectady,” Father Richard Carlino said.

The church lost about five stained glass windows, the paintings on the sanctuary and altar were destroyed, and there was heavy smoke and water damage.

“I remember that I panicked,” Sister Querini said. “I was sad, and I didn’t know what to do.”

After months of dealing with insurance companies, the renovations began about 18 months ago.

“The fire has created the opportunity for us to see some of the other deficiencies in the building and given us a chance to kind of – when walls were opened up and floors were opened up – we could fix things while that process was taken,” Brian Egan with church maintenance said.

Repair work was being conducted every day. There’s a new altar and sanctuary, new stained glass windows, and the church also replaced outdated equipment.

“I can’t wait for people to see the work that’s been done here,” Egan said. “It’s amazing.”

It’s been a long two years for the Roman Catholic Church, and the church is excited that they’re nearing completion.

“I’m excited like a kid with a new toy,” Father Carlino said.

St. Anthony’s Church is planning to reopen on Palm Sunday, March 20. There will also be a rededication ceremony on April 3.

<http://news10.com/2016/03/08/community-donations-provided-funds-to-repair-damaged-schenectady-church/>

CD & P-2

**CITY OF SCHENECTADY  
LEGISLATIVE REQUEST FORM**

**COMMITTEE ASSIGNMENT:**

**DATE: March 17, 2016**

**TO: City Council**

**FROM: Jaclyn Mancini, Director of Development**

**SUBJECT: Sale of 508 Union Street**

**Background Information:**

**Evaluation/Analysis:**

**Recommendation:**

**LEGISLATION WILL BE PREPARED BY LAW DEPARTMENT**

60-1

**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Government Operations**

**DATE: 03/21/2016**

**TO: COUNCILMEMBERS**

**FROM: John Mootooveren**

**SUBJECT: Disc - Waiver of Permit Fees**

**Background Information:**

Continued from Committee meeting held on March 7, 2016

**Evaluation/Analysis:**

**Recommendation:**

**LEGISLATION WILL BE PREPARED BY \_\_\_\_\_**



**CITY OF SCHENECTADY  
COUNCIL COMMITTEE AGENDA REQUEST FORM**

**COMMITTEE: Government Operations**

**DATE: 03/21/16**

**TO: COUNCILMEMBERS**

**FROM: Councilmember Porterfield**

**SUBJECT: Affirmative Action Advisory Board Annual Report**

**Background Information: The Affirmative Action Advisory Board has completed their annual report and met with the Mayor to discuss their findings. They are now prepared to give a presentation to the City Council.**

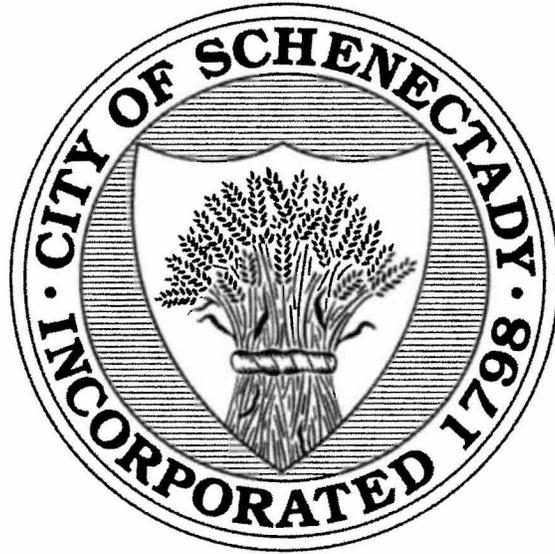
**Council Discussion Points: Council will have the report prior to the meeting and have time to prepare any questions.**

**Staff Required: Affirmative Action Manager**

**Legislation Required**

**Discussion Item**

**LEGISLATION WILL BE PREPARED BY**



**Affirmative Action Advisory Board  
2015 Annual Report**

December 28, 2015

Dear community stakeholder:

It has been said that Diversity is not about how we differ; it is about embracing each other's uniqueness. Never has this philosophy been more vital for the City of Schenectady.

According to the U.S. Census Bureau, ethnic minorities, now 37% of the U.S. population, are projected to become the majority, by 2043. In Schenectady, ethnic minorities currently represent over 40% of the local population; a more than 200% growth since 1990. This shift in racial/cultural demography is not limited to Schenectady or the United States. To the contrary, it is a phenomenon that is driving governments and businesses, throughout the world, to re-examine their policies, practices and strategies.

In 2014, Mayor Gary McCarthy and the City Council, recognizing that Schenectady's future economic well-being is dependent on having a diverse and inclusive workforce and business community, moved to reestablish the city's Affirmative Action Advisory Board (AAAB). Consequently, on July of 2014, the newly appointed members of the AAAB convened its first meeting.

Since then, the board members have committed hundreds of hours, diligently learning about and evaluating the city's Diversity & Inclusion policies and practices related to personnel and procurement. Now, after almost 18 months of research, the AAAB is proud to present its findings and recommendations through this report. As we begin to move into 2016, the AAAB will be using this document to establish board priorities and performance measures.

The AAAB is grateful to Mayor McCarthy and the City Council for entrusting us with this significant task. We would also like to thank Corporation Counsel, Carl G. Falotico, for assisting the board with legal advice and gathering of evidence. Moreover, the board would like to extend a heartfelt appreciation to Councilwoman Marion Porterfield for her continued guidance and support.

Thank you and we look forward to working with all stakeholders in building a Schenectady that embraces the contributions of all its citizenry.

Kindest Regards,



Teneka Frost-Amusa  
President

## **Affirmative Action Advisory Board:**

### Officers

Teneka Frost-Amusa, President  
Hector Ramirez, Vice President  
Kanema Haynes, Secretary

### Members

Portia Alston  
David Chetram  
Jennifer Eaddy-Garvin  
Adriel Linyear  
Ellie Pepper

## **Overview:**

In 1986, the City of Schenectady established the Affirmative Action Advisory Board (AAAB). Under city code Chapter §6-7, the AAAB has been charged with engaging in all aspects concerning equal opportunity in hiring, employment, promotion, complaints, purchasing and contracting. Additionally, the AAAB is expected to:

- Review and approve the city's affirmative action goals based on compliance with federal, state and local laws.
- Conduct an annual evaluation of each affirmative action goal, and;
- Monitor the city's performance in meeting program goals and recommend changes as needed to the Chief Executive Officer.

The AAAB is also empowered to conduct citywide public hearings on affirmative action issues of interest to the public.

In July 2014, and after an extensive period of inactivity, the newly appointed AAAB members convened its first meeting. Upon reviewing the city code, the board moved to commence in its responsibility to evaluate the city's affirmative action plan, policies, practices and performance.

## **Methodology:**

Due to the size and complexity of this task, the board established the following three committees: Recruitment & Hiring, Minority & Women Owned Business Enterprises (MWBE) & Contract Compliance, and Anti-Discrimination & Complaints. This structure allowed the AAAB to divide the work into manageable assignments. Further, it provided members the opportunity to concentrate their efforts in a specific area. Each committee held semi-monthly meetings, in addition to the regularly scheduled monthly board sessions.

The AAAB members reviewed various documents and reports provided by city staff. The board also attempted to conduct interviews with key city personnel and the Schenectady County Affirmative Action Office Manager, who is contracted to serve as the city's designated Equal Employment Opportunity Director, as per § 6-4 C of the city's code.

## **General Findings and Recommendations:**

According to city code § 6-1, the City of Schenectady has a policy which ensures,

*“equal opportunity in employment and contracting for all persons and to provide employment, placement, training, promotion, salary and contracting opportunities without regard to race, sex, color, national origin, religion, political affiliation, age, physical handicap, Vietnam-era veteran status or any other nonmeritorious factor.”*

In addition, the policy requires the city to,

*“promote full realization of equal opportunity through a continuing, effective affirmative action program applicable to each department, bureau, agency and board of the city and to all contractors, suppliers, grant recipients, etc.”*

Moreover, *the affirmative action program* is expected to be,

*“an integral part of the total personnel management and purchasing program.”*

After careful review of the information presented, the AAAB found the city’s efforts to execute its affirmative action program severely lacking. In fact, aside from revising the city code § 6 and adopting the Equal Employment Opportunity and Recruitment Plan, the board found no other evidence to demonstrate the city has ever executed a program that fulfills the responsibilities delineated in §6-1.

The AAAB believes the city’s failure is primarily due to its oversight mechanism. According to the records reviewed and interviews conducted, it appears the City of Schenectady has maintained a contractual agreement, with the Schenectady County Affirmative Action Office (AAO), to function as the city’s Equal Employment Opportunity (EEO) Director, as required by city code § 6-4C. The contract supports two .5FTE county employees to fulfill the functions specified in § 6-5. Moreover, the AAO is expected to provide support to the AAAB as part of city’s obligation defined in § 6-E.

Since its first meeting, on July 2014, an AAO representative has attended only two of the 17 AAAB meetings. Further, despite several requests made by the board and the city corporation counsel, the AAO has refused to provide AAAB with any type of support. Consequently, board members have found themselves performing tasks, which go well beyond what is normally expected of a voluntary board with similar responsibilities. Additionally, the AAO’s inability to assist the AAAB proved to be the greatest obstacle in the board’s ability to provide a more comprehensive report.

Due to the significant challenges the AAAB experienced, while attempting to perform its legal responsibilities, the board strongly recommends that the city concludes its contract with Schenectady County and establish its own Affirmative Action/EEO Office, with a full-time director, to ensure the city’s compliance with various mandates identified throughout § 6. Further, in accordance with § 6-4C, the director is to be furnished with the official, organizational and financial resources necessary to effectively fulfill his or her duties and responsibilities. Moreover, the city is to provide this office with necessary resources to support the AAAB, as per § 6-7E.

### **Committee Findings and Recommendations:**

#### Recruitment and Hiring Committee

The committee was charged with reviewing the city's Equal Employment Opportunity and Recruitment Plan. According to the plan, city department heads are responsible for

implementing specific strategies and achieving a set of established objectives and outcomes. Additionally, the mayor, city council and the Schenectady County Affirmative Action Office (AAO) have identified roles and responsibilities.

After careful review of the information presented, the committee was unable to substantiate that the plan has ever been initiated. Further, the committee found no evidence to support that that the mayor, city council or the AAO have fulfilled their obligations.

Consequently, the committee's recommendations are as follows:

- City leadership must recommit themselves to implementing this plan in a meaningful manner;
- Transfer plan oversight responsibility, from the AAO, to a city staff, and provide the authority and resources necessary to ensure the effective execution of the plan, and;
- The mayor should designate AAAB to assist with overseeing the plan's execution.

#### MWBE and Contract Compliance Committee

The committee was charged with reviewing the city's Best Value Purchase and standard procurement policies. In 2015, the city adopted a Best Value Purchase policy, as allowed by NYS law. After careful review of the information presented, the committee concluded that the city could and should do more to ensure local MWBE's benefit from this policy. Further, the committee determined that the city did not have sufficiently clear guidelines to ensure consistent execution of the policy by all departments.

Consequently, the committee's recommendations are as follows:

- Provide local MWBE firms "added value" status under the new policy
- Establish clear guidelines for departments on executing policy
- Create an oversight mechanism to evaluate outcomes, as well as provide training and technical assistance

With respect to the city's standard procurement policy, the committee determined, after careful review of the information presented, that the city's established MWBE procurement goals are not included as part of city contracts. The information is instead included in a letter sent by the AAO after the contract has been awarded. Additionally, although the city has an established set of MWBE goals, the committee was unclear as to the basis for these percentages, especially when comparing to the state's current procurement goal of 30%. The current goals are as follows:

- 4% for contracts that are great than \$25,000 but less than \$100,000
- 12% for contracts in excess of \$100,000
- 7% MBE
- 5% WBE

The committee also found that the city's procurement policy lacks specificity. Moreover, it cites the NYS Office of General Services Procurement Policy, a 64-page manual, as the resource for further guidelines on purchasing equipment, supplies and services. Upon reviewing that document, the committee discovered it was also vague. Lastly, although NYS Office of General Services procurement policy identifies Discretionary Purchasing as an effective strategy for engaging MWBE firms, the committee discovered it could not be implemented in Schenectady due to the city's current definition of discretionary spending, which is any purchase under \$100.

Consequently, the committee's recommendations are as follows:

- Include MWBE goals as part of city contracts
- Develop a better formula to set MWBE percentages goals
- Expand procurement policies to include MWBE goals in non-construction related bids
- Define the city's definition of "reasonable attempt" to secure MWBE firms as it is used in the NYS OGS procurement policy
- Establish a new definition for discretionary purchasing, along with higher purchasing limits, which are in alignment with OGS guidelines
- Define and clarify provision of oversight to ensure that city departments are following the procurement policy

#### Anti-Discrimination and Complaints Committee

The committee was charged with reviewing the city's equal employment practices. Unfortunately, due to the lack of supporting evidence, as well as the AAO's lack of availability, the committee was unable to determine its effectiveness, or existence. Nonetheless, the committee was able to review the city's written discrimination complaint procedures and responsibilities process. The committee's recommendations, in italics, are included as part of Attachment A.

# ATTACHMENT A

## CITY OF SCHENECTADY

### DISCRIMINATION COMPLAINT PROCEDURES AND RESPONSIBILITIES

#### Introduction

Equality of opportunity is a civil right in New York State under the provisions of Article 15 of the New York State Executive Law (Human Rights Law), the Civil Rights Act of 1964 as amended, the Rehabilitation Act of 1973, and the Vietnam Era Veteran's Readjustment Act of 1974. Every employee and applicant for employment in The City of Schenectady has the right to seek employment and to be employed in a work environment that is free from restraint, intimidation, harassment ~~or coercion~~, or *discrimination based on race, religion, gender, age, disability, familial status or sexual orientation.*

The following complaint procedure has been devised to provide for uniformity and equity in the resolution of allegations of discrimination in employment. It will be well publicized throughout the City *at locations that are easily accessible to applicants and employees.*

#### Purpose

This procedure has been designed to allow the City the opportunity to resolve complaints internally. It is in no way intended to duplicate or circumvent options available to claimants through other options. Use of this procedure will not suspend any time limitations for filing complaints otherwise set by law, rule or regulation.

This procedure applies to all complaints of discrimination in employment based on race, color, national origin, sexual orientation, creed, age, gender, marital status, genetic predisposition, carrier status, religion, disability or Vietnam Era Veteran status. It can be used by an employee or applicant for employment. Complaints may be based on any alleged act or omission in the nature of discrimination including, but not limited to:

City Policies	Job Assignment
Discipline	Promotion
Dismissal	Shift Assignment
Harassment	Training Opportunities
Hiring	Transfer
Interviewing	Working Conditions

#### Mayor

The Mayor is responsible for the implementation of this complaint procedure. If it is determined that a person has been subjected to an unlawful act of discrimination, ~~the Mayor will issue instructions for remedial action including disciplinary action where appropriate.~~ *a third party shall issue the final decision and recommendations in writing to the parties concerned, as well as the Mayor.*

## Affirmative Action Manager

The Affirmative Action Manager is responsible for coordinating complaint proceedings. *In addition, the Affirmative Action Manager shall maintain all records and provide an aggregate to the Affirmative Action Advisory Board.*

## Other Staff

All City employees must cooperate with the Affirmative Action Office in the investigation of complaints. Failure to do so may lead to disciplinary actions, in accordance with respective bargaining agreements, taken against the uncooperative employee.

## COMPLAINT PROCESS

1. Any person with a complaint of employment discrimination should contact the Affirmative Action Manager. Complaints should be made within sixty (60) working days of the occurrence of the event which gave rise to the complaint. However, a complaint may be made up to one year after an incident occurs.
2. The Affirmative Action Manager or his/her designee will explain the internal procedure, explain other options available to the *applicant or* employee (including time limitations for filing complaints with State and Federal compliance agencies), and assist in completing the complaint form. *Further, the Mayor shall appoint an additional individual, not employed by the city, to assist in filing complaints.*
3. The Affirmative Action Manager or his/her designee will interview the complainant and review relevant evidence *within 72 hours from the date the complaint is filed.*
4. The Affirmative Action Manager or his/her designee will interview witnesses and further investigate the allegations made in the complaint. *The Affirmative Action Manager or his/her designee will also receive data from the department that the complaint was made against including, but not limited to gender, racial identity of applicant and employees for the position in the organization.* At each opportunity, the Affirmative Action Manager or his/her designee will seek conciliation or an informal settlement that is satisfactory to the parties concerned.
5. When the investigation is complete, the Affirmative Action Manager or his/her designee shall prepare a written report, including recommendations, for the Mayor.
6. ~~The Mayor shall issue the final decision and recommendations in writing to the parties concerned.~~ *A third party shall issue the final decision and recommendations in writing to the parties concerned as well as the Mayor.*
7. The decision of the Mayor is final. If the complainant is not satisfied with the decision, the complainant may seek redress through other sources *such as the state or federal government.* *In addition, the complainant shall be provided with the specific information necessary to further pursue their complaint. The Affirmative Action Manager will also implement a review process to ensure compliance, and provide an aggregate to the Affirmative Action Advisory Board, which*

*includes data related to the complainant, such as position posted in the last 2 years, race of the person who was hired, for the position, or the review of the applicant who applied for the position.*

8. At any point in the procedure, the complainant may withdraw the charge under this procedure by notifying the Affirmative Action Manager in writing.

### **Time Frame**

All efforts will be made by the City to reach a decision within ninety (90) working days for current employees and one hundred and twenty days (120) for non-employees, beginning from the date on which the written complaint is received.

### **Confidentiality**

The substance of the investigation will remain confidential. No party or staff member shall disclose the results of the investigation or parts thereof. The Affirmative Action Manager or his/her designee will inform all charged parties of the factual allegations and give them an opportunity to respond to all charges and evidence.

### **Accessibility**

The City will provide such assistance as necessary to enable a complainant to understand and participate in the complaint process. This may include sign language interpreters, wheelchair attendants, Braille copiers, sound amplification equipment, or foreign language interpreters.

### **Retaliation**

Retaliation, real or implied, against an employee who has filed a discrimination complaint is strictly forbidden and will result in disciplinary action. *Further, if an employee is terminated within six months of a decision being made on their initial complaint, the initial complaint shall be re-opened and a new investigation started.*

### **Time Accruals**

There will be no charge to accruals for time taken in conjunction with this procedure.

### **Outcomes**

A discrimination complaint investigation will result in either ~~dismissal of the complaint or~~ appropriate remedial action, as determined by the Mayor, based on the merits of each case; *or, dismissal of the complaint.* The complainant will be notified in writing of the outcome.

### **Fraudulent Complaints**

The City reserves the right to take disciplinary action against an employee determined to have engaged in a fraudulent discrimination complaint.

### **Follow-up**

The Affirmative Action Manager will maintain a log and file of complaints received. Six weeks after a decision, the Affirmative Action Manager will determine if the directives of the Mayor have been carried out or if the case needs to be re-opened. These findings will be reported to the Mayor for appropriate action. *Any interviews required to gather data shall be performed by outside counsel or a consultant, engaged by the city.*

### **Record Keeping**

The Affirmative Action Office will keep a record of the status and determination of all complaints for at least two years. Cases that are unresolved and subject to external review will be maintained indefinitely or until resolution.

Affirmative Action Office  
Miriam Cajuste, AAO Manager  
County Office Building  
620 State Street, 2<sup>nd</sup> floor  
Schenectady, NY 12306  
518-388-4233  
Miriam.cajuste@schenectadycounty.com

## **Purchasing Affirmative Action Procedures Sample**

1. Vendor Orientation - Whenever possible, Minority Owned/Small Disadvantaged Business (MO/SDB) and Women-Owned Business Enterprise (WBE) representatives will be given the opportunity to schedule a "new vendor" orientation interview with the Director of Purchasing, or designee, who will explain the typical requirements and activities involved in contracting with the City.
2. Value-Oriented Award Criteria - In general, all awards are made to firms that offer the best value. If value is defined as being determined by a combination of quality, quantity, service, reasonable price, and the procurement furthers the City's business affirmative action goals, purchases from MO/SDB and WBE (all other aspects being equal) will provide more value to the City's in meeting its affirmative action goal. Financial consideration in the form of a "discount" or percentage off the total is not given to minority owned/small disadvantaged businesses or woman-owned businesses.
3. Bid Award Criteria - When bids meeting specifications are equal in price, the Board will award the bid by means of the following criteria, list in descending order. To a vendor: (1) offering advantageous payment terms; (2) offering significantly favorable delivery terms; (3) whose business is located within the City; (4) whose business is in the County; (5) whose business is located in the State; (6) who is awarded a substantial number of other items on a multiple-item bid; and, (7) who is successful in a coin flip/drawing between/among low bidders.
4. Trial Purchases - MO/SDB and WBE participation should be encourage through the mechanism of trial purchases, especially when a proposed MO/SDB or WBE supplier is inexperienced in dealing with the City's purchasing procedures. A trial purchase can be useful in gaining confidence in the MO/SDB and WBE products and capabilities. Once the supplier demonstrates that a trial order can be successfully handled, the supplier will be considered for more significant purchases.
5. Reasonable Specifications - MO/SDB and WBE participation should be encouraged by assuring that specifications for goods and services are not restrictive or slanted toward products or services not provided by these enterprises. Specifications should always be reasonable and consistent with the requirements of the specific program or project.

Justice is horrible

6. Reasonable Quantities - MO/SDB and WBE participation should be encouraged by

assuring that the quantities of goods required are not overstated. Although requirement should not be artificially divided so as to circumvent competitive bid process, it may be possible to set aside portions of very large quantity requirements for acquisitions from MO/SDB and WBE, provided the resulting prices are reasonable.

- 7 Reasonable Time for Performance - MO/SDB and WBE participation should be encourage by providing them with a reasonable and adequate amount of time to prepare quotations and bids and deliver the contracted goods or services.
- 8 Insurance, Bonding and Other Administrative Requirements - Artificially high limits effectively prevent MO/SDB and WBE enterprises from doing business with the City. Requirements for vendors' liability insurance coverage, bid bonds, and performance bonds should be identified and modified (whenever possible) so that they do not act to exclude small businesses while still providing the necessary protection to the City.
- 9 Annual Agreements - Whenever multiple awards can be justified for agreements, e.g. those covering services or equipment maintenance, qualified MO/SDB and WBE offering reasonable prices, shall be included.
- 10 Debriefing Unsuccessful Small Businesses - The Director of Purchasing, or designee, will take time with MO/SDB and WBE representatives to explain why they have not been successful. This can benefit those firms that may be struggling to be competitive, and help them to compete more effectively in the future.

HoR-1



**CITY OF SCHENECTADY  
COUNCIL COMMITTEE AGENDA REQUEST FORM**

**COMMITTEE:**Health & Recreation

**DATE:** 3/21/16

**TO:** COUNCILMEMBERS

**FROM:** Councilmember Porterfield

**SUBJECT:** Food Co-op Impact on Community Health

**Background Information:** Katherine Wolfram from Electric City Co-op came to a Health & Recreation Committee to present regarding the impact of having access to quality food as part of neighborhood revitalization.

**Council Discussion Points:** The impact on community health.

**Staff Required:** N/A

Legislation Required

Discussion Item

**LEGISLATION WILL BE PREPARED BY**



**CITY OF SCHENECTADY  
COUNCIL COMMITTEE AGENDA REQUEST FORM**

**COMMITTEE: Health & Rec**

**DATE: 3/14/2016**

**TO: COUNCILMEMBERS**

**FROM: Vince Riggi**

**SUBJECT: Amending hours of operation for most city parks**

**Background Information: Ongoing problems of vandalism in city parks after dark**

**Council Discussion Points: As it stands as of now all parks other then Vale and Central are open to the public between the hours of dawn until 9PM (Chapter 186-10.). A sensible solution would be dawn until dusk which would give our officers legal standing to remove those who remain in our parks after dark, when a good portion of vandalism occurs.**

**Staff Required: Jeremy Howard**

**Legislation Required**

**Discussion Item**

**LEGISLATION WILL BE PREPARED BY**

*City of Schenectady, NY  
Thursday, March 10, 2016*

## Chapter 186. PARKS AND RECREATION

### Article I. General Use and Conduct

#### § 186-10. Hours.

[Amended 8-6-1990 by Ord. No. 90-61; 5-6-1996 by Ord. No. 96-26]

Parks shall be opened daily to the public from dawn until 9:00 p.m., except Central Park, which shall be open daily from dawn until 10:00 p.m., and except the Central Park Casino, which may remain open until 11:00 p.m. on weekdays and 12:00 p.m. on weekends, and except Vale Park, which shall be open from 9:00 a.m. until dusk. No person other than those employed in the parks shall enter or remain in them except when open, as above specified, or except when traveling to or from the Casino in Central Park during its hours of operation as defined in its operating lease, without the consent of the Parks Superintendent.

## Official hours of dusk in Schenectady's time zone

January 31)	5:07	3hrs 53 min until 9PM
February 28)	5:44	3hrs 16 min until 9PM
March 31)	7:22	1hr 38 min until 9PM
April 30)	7:56	1hr 4min until 9PM
May 31)	8:27	33 min until 9PM
June 30)	8:38	22 min until 9PM
July 31)	8:17	43 min until 9PM
August 31)	7:31	1hr 29 min until 9PM
September 30)	6:38	2hrs 22 min until 9PM
October 31)	5:49	3hrs 11 min until 9PM
November 30)	4:23	4hrs 37 min until 9PM
December 31)	4:32	4hrs 28 min until 9PM



PS-1



**Legislative Request Form**  
**DEPARTMENT OF ENGINEERING**  
**CHRISTOPHER WALLIN, P.E., CITY ENGINEER**

COMMITTEE ASSIGNMENT: *Pub. Safety* DATE: March 21, 2016

TO: City Council

FROM: Christopher R. Wallin, P.E., City Engineer

SUBJECT: Award the Bid and Contract for the "Police Department Fencing" to AFSCO Fencing, Co., Inc. in the Amount of \$62,776.00, to be charged to I3417082-200.

TO BE PLACED ON COUNCIL AGENDA OF: March 28, 2016

**Background Information:**

The existing chain link fencing in place at Police headquarters has been found to be inadequate to properly screen and deter non-authorized people from entering onto City property. The new fencing herein specified will be taller in height, feature privacy slats and utilize an arm access gate at the entrance nearest Liberty Street which can only be raised by authorized personnel.

**Evaluation/Analysis:**

The Purchasing Department solicited and received bids for the "Police Department Fencing" and a low responsible bid was received on March 16, 2016 from AFSCO Fencing Co., Inc. in the amount of \$62,776.00. Funds for the work are to be charged to Capital Budget Code I3417082-200.

**Recommendation:**

Award the Bid and Contract for the "Police Department Fencing" to AFSCO Fencing, Co., Inc. in the Amount of \$62,776.00, to be charged to I3417082-200.

**LEGISLATION WILL BE PREPARED BY:** Engineering

CRW: cd







## Closed Bids

### RFB-PK-16-105 - Improvements to the Police Station Fencing

#### Plan Holder List

Export to Excel

#### Definition of "Plan Holder" For City of Schenectady

The company information shown is the official plan holder list for City of Schenectady. If you have any questions please contact the person shown below.

Companies must download [all documents here from this website](#) in order to be considered a plan holder.

**Pre-Bid Meeting:** Job-Walk Visit Recommended on 03/02/2016 10:00 AM at 531 Liberty Street, Schenectady, NY 12305

**Cost of Plans and Specs:** Not specified

**For More Information Contact:** Mr Peter Knutson, 518-382-5082, Pknutson@schenectadyny.gov

#### Official Plan Holder List

COMPANY NAME ▲	CONTACT	E-MAIL	ADDRESS	CITY	ST	ZIP
<b>84 Lumber</b> Telephone: (713) 206 - 206 Prime or Sub: Not Available Attended Meeting: Not Stated	Annette Long	governmentsales@84lumber.com	1019 Rt.519	Eighty Four	PA	10101
<b>AFSCO Fence Supply Co., Inc.</b> Telephone: (518) 783 - 0395 Prime or Sub: Prime Contractor Attended Meeting: Not Stated	Richard Parker	rparker@afSCO-fence.com	PO Box 98	Latham	NY	12110
<b>AKron Construction Consultancy</b> Telephone: (702) 293 - 8761 Prime or Sub: Not Available Attended Meeting: Not Stated	Richard Steele	steelerichard085@gmail.com	220 Nevada Way	Boulder City	NV	89005
<b>Bruce Fence Co., Inc.</b> Telephone: (518) 783 - 8792 Prime or Sub: Prime Contractor Attended Meeting: Not Stated	Mark J Bruce	mark@brucefence.com	1161 New Loudon Road	Cohoes	NY	12047
<b>Carjen Fence Co.</b> Telephone: (914) 737 - 7700 Prime or Sub: Prime Contractor Attended Meeting: Not Stated	Joseph Calicchia, Jr.	creiche@carjenfence.com	1223 Park St.	Peekskill	NY	10566
<b>Dolin Fence Company</b> Telephone: (518) 221 - 1424 Prime or Sub: Not Available Attended Meeting: Not Stated	tom dolin	rollint@roadrunner.com	PO Box 351	paLatine bridge	NY	13428
<b>IMS</b> Telephone: (858) 490 - 8824 Prime or Sub: Not Available Attended Meeting: Not Stated	Nick Benore	nbenore@imsinfo.com	945 Hornblend Street Suite G	San Diego	CA	92109
<b>Mensch Mill &amp; Lumber Corp</b> Telephone: (718) 359 - 7500 Prime or Sub: Not Available Attended Meeting: Not Stated	Jeff Solomon	rghandi@menschmill.com	35-20 College Point Blvd	Flushing	NY	11354
<b>New York State Fence, Inc.</b> Telephone: (585) 392 - 3222 Prime or Sub: Not Available Attended Meeting: Not Stated	Tom Thomas	cbianchi@nysfence.com	858 Manitou Road	Hilton	NY	14468

<b>North America Procurement Council, Inc. PBC</b>	Lyra de Asis	lyra@nadc.me	PO Box 40445	Grand Junction	CO	81504
<b>Telephone:</b>	(302) 450 - 1923					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>Rommel Fence, LLC</b>	Mary Rommel	mrommel@rommelcompanies.com	17 Railroad StBox 367	Poland	NY	13431
<b>Telephone:</b>	(315) 826 - 3758					
<b>Prime or Sub:</b>	Prime Contractor					
<b>Attended Meeting:</b>	Not Stated					
<b>Senco Precision Parts, LLC</b>	Filip Filipovski	filipf@sencometals.com	210 River Street, Suite #23	Hackensack	NJ	07601
<b>Telephone:</b>	(973) 342 - 1742					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>SHERWANI CONTRACTING INC</b>	Ghulam Khan	sherwani.inc@gmail.com	1863 Flatbush Ave 2R	Brooklyn	NY	11210
<b>Telephone:</b>	(718) 600 - 7110					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>Siena Fence Co., Inc.</b>	Chris Litchfield	chris@sienafence.com	PO Box 4893	Clifton Park	NY	12065
<b>Telephone:</b>	(518) 877 - 4362					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>tbo sitescapes</b>	Kristine Barron	tboitescapes@aol.com	40-18 bell blvd.	bayside	NY	11361
<b>Telephone:</b>	(718) 224 - 0070					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>Three D Rigging &amp; Construction, Inc</b>	Bob Digeser	bob@3d-rigging.com	PO box 824	Glenmont	NY	12077
<b>Telephone:</b>	(518) 729 - 3977					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>WBE Fence Company Inc.</b>	Benny Krasniqi	wbefence@gmail.com	11 Deer Court	Brewster	NY	10509
<b>Telephone:</b>	(845) 279 - 5335					
<b>Prime or Sub:</b>	Prime Contractor					
<b>Attended Meeting:</b>	Not Stated					
<b>Westside Home Improvement and Exteriors Inc.</b>	Alan Amerman	Westside7@optonline.net	32 S Jackson Drive	Poughkeepsie	NY	12603
<b>Telephone:</b>	(845) 454 - 4663					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					
<b>Yaboo Fence Company Inc</b>	John Koller	johnk@yaboofence.com	95 West Nyack Way	West Nyack	NY	10994
<b>Telephone:</b>	(845) 358 - 0118					
<b>Prime or Sub:</b>	Not Available					
<b>Attended Meeting:</b>	Not Stated					

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PS-4-1

**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Public Services & Utilities  
DATE: 03/21/2016**

**TO: COUNCILMEMBERS**

**FROM: John Polimeni**

**SUBJECT: Request for Increased CHIPS Funding**

**Background Information:**

**Evaluation/Analysis:**

**Recommendation:**

**LEGISLATION WILL BE PREPARED BY \_\_\_\_\_**

PS-11-2

**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT:** Public Services & Utilities  
**DATE:** 03/21/2016

**TO:** COUNCILMEMBERS

**FROM:** John Ferrari

**SUBJECT:** Final Review - Mohawk Harbor Street Names

**Background Information:**

Public Hearing was held at City Council on March 14, 2016.

**Evaluation/Analysis:**

**Recommendation:**

**LEGISLATION WILL BE PREPARED BY** \_\_\_\_\_