

# SCHENECTADY CITY COUNCIL COMMITTEE AGENDA

for  
Monday, October 17, 2016  
5:30 p.m.  
Room 110

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

## SURA Meeting

### Administrative Efficiency

- |   |   |               |
|---|---|---------------|
| 1 | CR - Clergy Appreciation Month                      | John Polimeni |
| 2 | Smoke Free Cars - Persons Less than 16 y/o/a (Disc) | John Polimeni |

### Public Safety

- |   |   |                           |
|---|---|---------------------------|
| 1 | Police Traffic Service Program Grant                                    | Asst. Chief Michael Seber |
| 2 | ABAC - 100' Aerial Platform & (2) Custom Pumper Fire Apparatus          | Anthony Ferrari           |
| 3 | Authorize Lease Agreement for 100' Aerial Platform & (2) Custom Pumpers | Anthony Ferrari           |

### City Development & Planning

- |    |   |                |
|----|---|----------------|
| 1  | CPH - Section 108 Loan Amendment                            | Jaclyn Mancini |
| 2  | Revocable Permit #610 - Raw Juice Bar at 177 Jay Street     | Chris Wallin   |
| 3  | CR - Veterans' Day  | Vince Riggi    |
| 4  | Review - Ceremonial Street Naming (Public Hearing 10/24/16) | Leesa Perazzo  |
| 5  | Property Sales Review - 3rd Quarter (Exec)                  | Rachael Ward   |
| 6  | Sale of 1089 Crane Street                                   | Rachael Ward   |
| 7  | Sale of 155 Dartmouth Street                                | Rachael Ward   |
| 8  | Sale of 1605 Becker Street                                  | Rachael Ward   |
| 9  | Sale of 1235 Albany Street                                  | Rachael Ward   |
| 10 | Sale of 1073 Willett Street                                 | Rachael Ward   |
| 11 | Sale of 5 Winston Ave.                                      | Rachael Ward   |
| 12 | Sale of 1335 Carne Street                                   | Rachael Ward   |
| 13 | Sale of 101 Nott Street                                     | Carl Falotico  |

### Health & Recreation

- |   |  |                    |
|---|--|--------------------|
| 1 | CR - Domestic Violence Awareness Month | Marion Porterfield |
| 2 | CR - Breast Cancer Awareness Month     | Marion Porterfield |
| 3 | Affirmative Action                     | Marion Porterfield |

### Government Operations

- |   |                  |               |
|---|------------------|---------------|
| 1 | Taxi Meter Rates | Leesa Perazzo |
|---|------------------|---------------|

### Claims

- |   |                                      |               |
|---|--------------------------------------|---------------|
| 1 | Hotaling v. City of Schenectady      | Carl Falotico |
| 2 | Hillcrest Avenue Settlement of Claim | Carl Falotico |

AE



**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Administrative Efficiency  
DATE: 10/17/2016**

**TO: COUNCILMEMBERS**

**FROM: John Polimeni**

**SUBJECT: CR - Clergy Appreciation Month**

**Background Information:**

**Evaluation/Analysis:**

**Recommendation:**

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

AE



**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Administrative Efficiency  
DATE: 10/17/2016**

**TO: COUNCILMEMBERS**

**FROM: John Polimeni**

**SUBJECT: Disc - Smoke Free Cars - Person Less than 16 y/o/a**

**Background Information:**

**Evaluation/Analysis:**

**Recommendation:**

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



**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Public Safety**

**DATE: October 13, 2016**

**TO: COUNCILMEMBERS**

**FROM: Assistant Chief Michael Seber**

**SUBJECT: "Police Traffic Services Program" Grant  
NYS Governor's Traffic Safety Committee (GTSC)**

**TO BE PLACED ON COUNCIL AGENDA OF: October 17th, 2016**

**Background Information:**

The NYS, Governor's Traffic Safety Committee, Department of Motor Vehicle has awarded the City of Schenectady Police Department \$28,500 to participate in the statewide "Police Traffic Services Program". The goal of this program is to increase seat belt usage and reduce aggressive, speeding, distracted and other dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes. Enforcement shall be scheduled through the SPD Traffic Division.

All funds shall be utilized to hire SPD officers on an overtime detail basis to increase areas of traffic enforcement. Effective date of the grant is October 1st, 2016.

See supporting award letter.

There is no match required.

**Recommendation/Action**

The Police Department recommends acceptance of this GTSC grant award.

**LEGISLATION WILL BE PREPARED BY: Assistant Chief Michael Seber**

ANDREW M. CUOMO  
Governor



CHUCK DEWEESE  
Assistant Commissioner

Ph: (518) 474-5111  
Ph: (518) 474-5777  
Fx: (518) 473-6946

August 22, 2016

Todd Stickney  
Lieutenant  
Schenectady City Police Department  
531 Liberty Street  
Schenectady, NY 12305

Re: PTS-2017-Schenectady City PD -00101-(047)  
Police Traffic Services  
DMV01-T006090 -3700393  
CFDA #: 20.600  
EFFECTIVE DATE: October 1, 2016

Dear Lieutenant Todd Stickney:

On behalf of Governor Andrew M. Cuomo, I am pleased to notify you that the Schenectady City Police Department has been awarded \$28500.00 to participate in the statewide Police Traffic Services Program. Our goal is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes. Please note all grants will be effective only upon final approval by the New York State Office of the State Comptroller.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested.

Thank you for participating in this very important statewide enforcement program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,

Charles R. DeWeese  
Assistant Commissioner

CRD:lo  
Enclosure  
cc: Michael Seber



## No Contract Required for Grants Under \$50,000

**GENERAL INFORMATION** - The enclosed approval letter is notice of authorization to initiate project activity on or after the effective date stated and to incur costs as listed in your approved budget. Before incurring any project related costs, please log onto eGrants and review your approved grant and budget. Items, activities and/or costs may have been reduced or denied during the review process. Only those items, activities and costs approved in your grant and budget are eligible for reimbursement.

Approval of this project is subject to the terms and conditions set forth in the grant.

**DATE OF PROJECT** - Projects are funded for one year and must coincide with the federal fiscal year, with a start date of October 1 and an end date of September 30.

**BUDGET** - Any changes in the approved budget must be submitted through the eGrants system and approved by the GTSC **before** the cost is incurred. A budget modification cannot increase the dollar amount of the grant award.

**PAYMENTS** - This is a reimbursement program. Grant recipients incur the costs of the project according to their approved budget and then submit a request for reimbursement to the GTSC. Claim for payment reimbursement requests must be for exact expenditures and be submitted on a quarterly basis. Payment is issued through the New York State Comptroller's Office. All costs must be documented and the claim for payment reimbursement request must be submitted through the eGrants system. The Claim for Payment form generated through the eGrants system must be printed, signed, dated and mailed with supporting documentation to: New York State Governor's Traffic Safety Committee, Attn: Accounting Unit, 6 Empire State Plaza, Room 410B, Albany, NY 12228. The claim for payment reimbursement request must be submitted through the eGrants system **and** the documentation mailed (postmarked) to the GTSC by the due dates listed in the Claim for Payment Instruction Guide, which is available on the SafeNY.ny.gov "Forms" page.

The deadline for submitting a final claim for payment reimbursement request for all costs incurred during the grant year, October 1 to September 30, is October 31. Claim for payment reimbursement requests must be submitted through the eGrants system, **and** the signed and dated Claim for Payment form with supporting documentation must be mailed (postmarked) to the GTSC by October 31, as the National Highway Traffic Safety Administration (NHTSA) will not reimburse late claims. While we do not intend that costs go un-reimbursed, grantees must claim costs promptly or be subject to non-reimbursement.

Reimbursement and documentation requirements are outlined in the GTSC's Claim for Payment Instruction Guide, which is available on the SafeNY.ny.gov "Forms" page.

Commodity orders and equipment required to conduct the project activities as described in the grant narrative must be received by July 31.

Equipment that costs \$5,000 or more per item needs **prior** written approval from the GTSC and the NHTSA. The item being approved in the grant does not mean it has been approved by the NHTSA. You must contact the GTSC to obtain the written approval **before** the item is purchased.

All Educational materials developed for this project must have prior written approval from the GTSC for content and text or be subject to non-reimbursement. Educational materials must include the following acknowledgement: "Funded by the National Highway Traffic Safety Administration with a grant from the New York State Governor's Traffic Safety Committee". The information provided in these materials must be directly related to the initiatives approved in the grant.

**REPORTING** - The GTSC requires a semi-annual progress report and final progress report on **all** funded projects. Reports must be submitted through the eGrants system. If an agency did not conduct grant funded activity during the reporting period, a semi-annual progress report and final progress report stating so are required. The semi-annual progress report is due by April 15. The final progress report is due by October 15.

Please note that the Police Traffic Services and Child Passenger Safety programs have additional reporting requirements that are unique to that program. Please refer to the PTS Overview Narrative page and the CPS Program Overview page within each proposal to view the specific reporting requirements for that program and the date each report is due.

**MONITORING** - The GTSC has the right to conduct on-site monitoring of grant funded projects, during the grant year or within 3 years after the end of the grant. The GTSC staff will schedule on-site visits at the mutual convenience of the GTSC and the project director or designee.

# Grant Management Information

All grant management activities including the submission of progress reports, claim for payment reimbursement requests and project modification requests will take place through the eGrants system. For directions on how to submit progress reports, claim for payment reimbursement requests and project modification request, please log onto the eGrants system and click on the "My Training Materials" link at the top of the page.

## **eGrants User Management**

Please review your organization contact information in the eGrants system by going to the My Profile and My Organization pages. Organizations must keep their contact information up to date, especially email addresses to ensure important announcements sent from the GTSC via email are received. If you have a spam filter, please add the email domain [dmv.ny.gov](mailto:dmv.ny.gov) to your list of approved senders.

Project Directors may add additional people to their organization as needed. When adding new agency members to replace existing members, please remember that new agency members must also be added to the current year's grant proposals. Project Directors can add new agency members to the current year's grant proposals by using the Access Management Tools / Add Edit People link within the proposal.

## **Progress and Activity Reports**

The GTSC requires a semi-annual progress report and final progress report on **all** funded projects. Reports must be submitted through the eGrants system. If an agency did not conduct grant funded activity during the reporting period, a semi-annual progress report and final progress report stating so are required. If you have additional documentation you would like to submit with your report, you will be able to upload it, provided it is in electronic format such as a word processor document, a digital image, or an Adobe pdf file. The semi-annual progress report is due by April 15. The final progress report is due by October 15.

Please note that the Police Traffic Services and Child Passenger Safety programs have additional reporting requirements that are unique to that program. Please refer to the PTS Overview Narrative page and the CPS Program Overview page within each proposal to view the specific reporting requirements for that program and the date each report is due.

## **Claim for Payment Reimbursement Requests**

This is a reimbursement program. Grant recipients incur the costs of the project according to their approved budget and then submit a request for reimbursement to the GTSC. Claim for payment reimbursement requests must be for exact expenditures and be submitted on a quarterly basis. Payment is issued through the New York State Comptroller's Office. All costs must be documented and the claim for payment reimbursement request must be submitted through the eGrants system. The Claim for Payment form generated through the eGrants system must be printed, signed, dated and mailed with supporting documentation to: New York State Governor's Traffic Safety Committee, Attn: Accounting Unit, 6 Empire State Plaza, Room 410B, Albany, NY 12228. The claim for payment reimbursement request must be submitted through the eGrants system **and** the documentation mailed (postmarked) to the GTSC by the due dates listed in the Claim for Payment Instruction Guide, which is available on the [SafeNY.ny.gov](http://SafeNY.ny.gov) "Forms" page.

The deadline for submitting a final claim for payment reimbursement request for all costs incurred during the grant year, October 1 to September 30, is October 31. Claim for payment reimbursement requests must be submitted through the eGrants system, **and** the signed and dated Claim for Payment form with supporting documentation must be mailed (postmarked) to the GTSC by October 31, as the National Highway Traffic Safety Administration (NHTSA) will not reimburse late claims. While we do not intend that costs go un-reimbursed, grantees must claim costs promptly or be subject to non-reimbursement.

Reimbursement and documentation requirements are outlined in the GTSC's Claim for Payment Instruction Guide, which is available on the [SafeNY.ny.gov](http://SafeNY.ny.gov) "Forms" page.

## **The NYS Comptroller requires enrollment in the NYS ePay program**

Please check with your fiscal agent to see if your agency is enrolled in the NYS ePay Program. For information regarding the NYS ePay Program and enrollment, please go to the New York State Comptroller's website at <http://www.osc.state.ny.us/epav/index.htm> or contact the New York State Comptroller's Office at 518-474-4032.

[www.SafeNY.ny.gov](http://www.SafeNY.ny.gov)

PS

**City of Schenectady  
Legislative Request Form**

**COMMITTEE ASSIGNMENT:** *Public Safety*

**DATE:**10/13/2016

**TO:** City Council

**FROM:** Finance Dept.

**SUBJECT:** 1 100' Aerial Platform Fire Apparatus and 2 Custom Pumper Truck Fire Apparatus for the Fire Dept

**TO BE PLACED ON COUNCIL AGENDA OF:** 10/24/2016

**Background Information:** Request for bids went out for the replacement 100' Aerial Platform Fire Apparatus and 2 Custom Pumper Truck Fire Apparatus for the Fire Department.

**Evaluation/Analysis:** There were 2 bidders for the fire Apparatus, Sutphen Corp. and Garrison Rescue Corp. And the lowest bidder for each of the fire apparatus was Garrison Rescue Corp. (See the attached bid sheets)

**Recommendation:** We recommend that The City of Schenectady accept the bid from Garrison Rescue Corp. for the replacement 100' Aerial Platform Fire Apparatus and 2 Custom Pumper Truck Fire Apparatus for the Fire Department.

**LEGISLATION WILL BE PREPARED BY** Corporation Council

\_\_\_\_\_

**BID SUMMARY TABULATION SHEET**

**BUREAU OF PURCHASE**

Received by the COMMITTEE ON BIDS of The City of Schenectady, NY at 10:30 A.M. Daylight Saving Time on the 24th day of August, 2016

RFB-RM-16-150

Bids for 100' Aerial Tower Platform Fire Apparatus

ITEM No.	PAY ITEM DESCRIPTION	Quantity	UNIT	BIDDER NO. 1 EXTENSION	BIDDER NO. 2 EXTENSION	BIDDER NO. 3 EXTENSION
1	Base bid	1		\$	\$	\$
	<b>Total Bid Amount</b>			\$ 1,395,283.09	\$ 1,130,806.00	\$

Bidder	Company Name	Address	Bid Bond	Certified Check
1	Vandermeulen Fire App. Sales & Serv. / Sutphen Corp.	PO Box 115 Amherst NY 14202	Bid Bond	
2	Francis Fire & Rescue Corp	PO Box 30 3334 Rt 23A Ballenville NY 12403	Bid Bond	
3				

*Colleen Jones*

CITY OF SCHENECTADY – COMMITTEE ON CONTRACT & SUPPLY

List of securities received for August 24, 2016 from the City Clerk and which were enclosed with sealed bids received at the bid meeting from vendors for construction projects, for equipment or for supplies as follows: *100' Aerial Tower Platform Fire Apparatus*

Signed \_\_\_\_\_  
Director of Finance Department

BIDDER	TOTAL AMOUNT OF BID	DESCRIPTION OF SECURITY	DATE OF RETURN
Sutphen P.O. Box 158 Amilim, Ohio 43002	\$1,395,283.09	BB	
Garrison Rescue Corp. P.O. Box 3334, Rt. 23A Palenville, NY 12463	\$1,130,801.00	BB	

**BID SUBMISSION FORM**  
**VENDOR SUPPLY COVER SHEET**

**Sealed Bids are due by 10:30 a.m., Wednesday, August 24, 2016**, in the office of the City Clerk, Room #107, City Hall, 105 Jay Street, Schenectady, N.Y. 12305

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, Specifications and Bid for **Acquisition of 100' Aerial Platform Fire Apparatus**, and offers to fulfill the activities as shown on the attached bid for the cost listed below.

**THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS**

Each Bidder is required to submit a pricing proposal for each Section Listed in the bid package for the following;

- 1) 100' Aerial Tower Platform Fire Apparatus \$ 1,130,801.00

Delivery 365 days after contract award.

- 2) Total amount of bid written in words:

One Million One Hundred Thirty Thousand Eight Hundred  
One Dollars and Zero Cents

**TOTAL: \$ 1,130,801.00**

**BID CERTIFICATON SHEET**

I HEREBY CERTIFY THAT I HAVE READ THE NOTICE TO BIDDERS, GENERAL INFORMATION, SPECIFICATIONS, ADDENDUM (IF ANY ATTACHED), BIDDING SHEET, AND ANY OTHER INFORMATION PERTINENT TO THIS BID. FAILING TO COMPLY WITH THE ABOVE SHALL CAUSE BID TO BE REJECTED AS INFORMAL AND CONSIDERATION WILL NOT BE GIVEN BY THE CITY OF SCHENECTADY.



SIGNED

*PRESIDENT*

TITLE

(SIGNED COPY MUST BE RETURNED WITH BID)



August 24, 2016

City of Schenectady  
Purchasing Department  
City Hall  
105 Jay St.  
Schenectady, N.Y. 12305

Ref: Apparatus Bid Proposal- Aerial

Dear Mr. McIlravy-Ackert,

Rosenbauer America of 100 Third Street, Lyons, SD 57041, and Garrison Fire & Rescue Corp. of 3334 Route 23A, Palenville, New York 12463, our Sales Representative for your area, are pleased to submit the enclosed proposal for one (1) Rosenbauer Cobra MidMount Aerial Platform.

Our proposal dated August 22, 2016 has been tailored around your parameters and we are confident that you will find it closely parallels the design, quality, and performance criteria of the equipment indicated in your specification.

Our proposed apparatus includes One (1) **Rosenbauer** Aluminum Fire Apparatus Body with a **Rosenbauer Commander** Custom Four Door Chassis, 100 ft. Rosenbauer Mid Mount aerial platform, Hale 8G 2000 GPM Single Stage Side Mount Pump, 300 Gallon poly tank and miscellaneous loose equipment as specified within our proposal. Our net price F.O.B. Schenectady, NY is **One Million One Hundred Thirty Thousand Eight Hundred One Dollars and Zero Cents (1,130,801.00)**.

The unit proposed will be completed within approximately 365 calendar days after award and signing of the contract or receipt of an approved purchase order. Bid prices will remain valid for sixty (60) days from date of bid opening.

**Note: Prices listed are less any applicable local, state or federal taxes, which may be applied to the apparatus proposed. These items if applicable, shall be paid by the City of Schenectady.**

The completed apparatus shall be delivered to the Schenectady Fire Department by **Garrison Fire & Rescue Corp.**

P.O. Box 30  
3334 Route 23A  
Palenville, NY 12463-0030



Email: [sales@garrisonfire.com](mailto:sales@garrisonfire.com)  
[www.garrisonfire.com](http://www.garrisonfire.com)

(800) 287-2206  
(518) 678-2281  
Fax (518) 678-5576

**Rosenbauer** has included all warranties for the apparatus within our proposal.

Should **Rosenbauer** be the successful bidder, a Sales Drawing of the apparatus proposed will be provided. A reference drawing has been provided within this proposal at this time.

Our authorized Service Center for your area is Garrison Fire & Rescue Corp., 3334 Route 23A, Palenville, NY 12463.

Thank you for the opportunity to submit our proposal. Should you have any questions, please feel free to contact our Sales Representatives, Mr. Blake Garrison or Mr. Phil D'Angelo of Garrison Fire & Rescue Corp. at (518) 678-2281 or contact us here at the factory.

Sincerely,



Scott Oyen  
Chief Executive Officer

cc: Garrison Fire & Rescue Corp.



# LEASE FINANCING PROPOSAL

Requested by  
**Garrison Fire & Rescue Corp.**

Representing



Presented To (As Lessee)

**City of Schenectady, New York**

<b>Proposal Date:</b>	August 23, 2016	
<b>Equipment Description:</b>	(1) Rosenbauer 100' Cobra Mid Mount Aerial Platform	
<b>Commencement Date:</b>	September 30, 2016	
	<u>Option 1</u>	<u>Option 2</u>
<b>Equipment Cost:</b>	\$1,111,816	\$1,111,816
<b>Lessee Down Payment:</b>		
<b>Amount Financed:</b>	\$1,111,816	\$1,111,816
<b>Lease Term:</b>	5 Years	5 Years
<b>First Payment Date:</b>	9/30/2017	9/30/2017
<b>Payment Frequency:</b>	Annual	Quarterly
<b>Lease Rate:</b>	2.18%	2.18%
<b>Payment Amount:</b>	\$162,161.57	\$40,912.50
<b>Balloon:</b>	\$400,000	\$400,000
<b>Balloon Due Date:</b>	9/30/22	9/30/22

**Qualifications:**

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) **Fixed Rates:** Rates for ten (10) years and under are fixed for the entire term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting:** All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, and qualified as a tax exempt obligation under the tax reform act of 1986 as amended.

**BID SUMMARY TABULATION SHEET**

**BUREAU OF PURCHASE**

Received by the COMMITTEE ON BIDS of The City of Schenectady, NY at 10:30 A.M. Daylight Saving Time on the 24th day of August, 2016

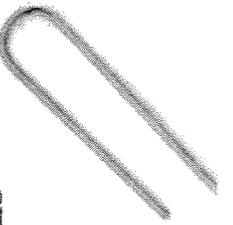
RFB-RM-16-151

**Bids for Custom Pumper Truck Fire Apparatus**

ITEM No.	PAY ITEM DESCRIPTION	Quantity	UNIT	BIDDER NO. <u>1</u> EXTENSION		BIDDER NO. <u>2</u> EXTENSION		BIDDER NO. <u>3</u> EXTENSION
1	Base bid	2	414,174.19	\$ 1,228,348.38	549660	\$ 1,099,320		\$
	<b>Total Bid Amount</b>			\$		\$		\$

Bidder	Company Name	Address	Bid Bond	Certified Check
1	Sutphen Corp	PO Box 0158 Amherst OH 44004	Yes	
2	Garns Fire & Rescue Corp	PO Box 30 Palenville	Yes	
3				

*Colleen Davis*



CITY OF SCHENECTADY – COMMITTEE ON CONTRACT & SUPPLY

List of securities received for August 24, 2016 from the City Clerk and which were enclosed with sealed bids received at the bid meeting from vendors for construction projects, for equipment or for supplies as follows: (2) *Custom Pumper Truck Fire Apparatus*

Signed \_\_\_\_\_  
Director of Finance Department

BIDDER	TOTAL AMOUNT OF BID	DESCRIPTION OF SECURITY	DATE OF RETURN
Supphen P. O. Box 158 Amiltn, Ohio 43002	\$614,174.19 ea. Total = \$1,228,348.38	BB	
Garrison Rescue Corp. P. O. Box 3334, Rt. 23A Palenville, NY 12463	\$549,660.00 ea. Total = \$1,099,320.00	BB	

**BID SUBMISSION FORM**  
**VENDOR SUPPLY COVER SHEET**

**Sealed Bids are due by 10:30 a.m., Wednesday, August 24, 2016**, in the office of the City Clerk, Room #107, City Hall, 105 Jay Street, Schenectady, N.Y. 12305

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, Specifications and Bid for ~~Acquisition of 100' Aerial Platform Fire Apparatus~~ **pumpers Apparatus**, and offers to fulfill the activities as shown on the attached bid for the cost listed below.

**THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS**

Each Bidder is required to submit a pricing proposal for each Section Listed in the bid package for the following;

- 1) Custom Pumper Truck Fire Apparatus (each) \$ 549,660.00  
(times 2) = \$ 1,099,320.00  
Delivery 365 days after contract award.

- 2) Total amount of bid written in words:  
One million Ninety Nine Thousand Three Hundred Twenty Dollars,  
no cents.

**TOTAL: \$ 1,099,320.00**

**BID CERTIFICATON SHEET**

I HEREBY CERTIFY THAT I HAVE READ THE NOTICE TO BIDDERS, GENERAL INFORMATION, SPECIFICATIONS, ADDENDUM (IF ANY ATTACHED), BIDDING SHEET, AND ANY OTHER INFORMATION PERTINENT TO THIS BID. FAILING TO COMPLY WITH THE ABOVE SHALL CAUSE BID TO BE REJECTED AS INFORMAL AND CONSIDERATION WILL NOT BE GIVEN BY THE CITY OF SCHENECTADY.

  
\_\_\_\_\_  
SIGNED

*PRESIDENT*  
\_\_\_\_\_  
TITLE

(SIGNED COPY MUST BE RETURNED WITH BID)



August 19, 2016

City of Schenectady  
Purchasing Department  
City Hall  
105 Jay St.  
Schenectady, N.Y. 12305

**Ref: Apparatus Bid Proposal**

Dear Mr. McIlravy-Ackert,

Rosenbauer America of 100 Third Street, Lyons, SD 57041, and Garrison Fire & Rescue Corp. of 3334 Route 23A, Palenville, New York 12463, our Sales Representative for your area, are pleased to submit the enclosed proposal for two (2) Rosenbauer Commander Custom Pumpers.

Our proposal dated August 19, 2016 has been tailored around your parameters and we are confident that you will find it closely parallels the design, quality, and performance criteria of the equipment indicated in your specification.

Our proposed apparatus includes Two (2) **Rosenbauer** Aluminum Fire Apparatus Body with a **Rosenbauer Commander** Custom Four Door Chassis, Hale QMAX 1500 GPM Single Stage Top Mount Pump, 750 Gallon poly tank and miscellaneous loose equipment as specified within our proposal. Our net price F.O.B. Schenectady, NY is **Five Hundred Forty Nine Thousand Six Hundred Sixty Dollars and Zero Cents (\$549,660.00), for one (1), or One million Ninety Nine Thousand Three Hundred Twenty Dollars and Zero Cents (1,099,320.00) for two (2).**

The unit proposed will be completed within approximately 365 calendar days after award and signing of the contract or receipt of an approved purchase order. Bid prices will remain valid for sixty (60) days from date of bid opening.

**Note: Prices listed are less any applicable local, state or federal taxes, which may be applied to the apparatus proposed. These items if applicable, shall be paid by the City of Schenectady.**

The completed apparatus shall be delivered to the Schenectady Fire Department by **Garrison Fire & Rescue Corp.**

**Rosenbauer** has included all warranties for the apparatus within our proposal.

Should **Rosenbauer** be the successful bidder, a Sales Drawing of the apparatus proposed will be provided. A reference drawing has been provided within this proposal at this time.

Our authorized Service Center for your area is Garrison Fire & Rescue Corp., 3334 Route 23A, Palenville, NY 12463.

Thank you for the opportunity to submit our proposal. Should you have any questions, please feel free to contact our Sales Representatives, Mr. Blake Garrison or Mr. Phil D'Angelo of Garrison Fire & Rescue Corp. at (518) 678-2281 or contact us here at the factory.

Sincerely,



Scott Oyen  
Chief Executive Officer

cc: Garrison Fire & Rescue Corp.

# LEASE FINANCING PROPOSAL

Requested by  
Garrison Fire & Rescue Corp.

Representing



Presented To (As Lessee)  
City of Schenectady, New York

Proposal Date:	August 22, 2016	
Equipment Description:	(2) Rosenbauer Commander Custom Pumpers	
Commencement Date:	September 30, 2016	
	<u>Option 1</u>	<u>Option 2</u>
Equipment Cost:	\$1,081,120	\$1,081,120
Lessee Down Payment:		
Amount Financed:	\$1,081,120	\$1,081,120
Lease Term:	5 Years	5 Years
First Payment Date:	12/15/2017	12/15/2017
Payment Frequency:	Annual	Quarterly
Lease Rate:	2.18%	2.18%
Payment Amount:	\$175,414.52	\$44,249.57
Balloon:	\$300,000	\$300,000
Balloon Due Date:	12/15/22	12/15/22

**Qualifications:**

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) **Fixed Rates:** Rates for ten (10) years and under are fixed for the entire term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting:** All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, and qualified as a tax exempt obligation under the tax reform act of 1986 as amended.

PS

**City of Schenectady  
Legislative Request Form**

**COMMITTEE ASSIGNMENT:** *Public Safety*

**DATE:**10/13/2016

**TO:** City Council

**FROM:** Finance Dept.

**SUBJECT:** Lease-Purchase agreement for 1 100' Aerial Platform Fire Apparatus and 2 Custom Pumper Truck Fire Apparatus for the Fire Dept

**TO BE PLACED ON COUNCIL AGENDA OF:** 10/24/2016

**Background Information:** The Schenectady Fire Dept is in need of replacing 1 100' Aerial Platform Fire Apparatus and 2 Custom Pumper Truck Fire Apparatus for the Fire Department.

**Evaluation/Analysis:** The city has determine that a true and very real need for acquisition of the equipment described in the lease-purchase agreement between the City and Leasing 2, Inc , The equipment shall be used solely for essential governmental functions and not for private business use. All necessary steps , including compliance with legal bidding requirements have been followed.

**Recommendation:** We recommend that The City of Schenectady enter into contract and any other required documents with Leasing 2, Inc, subject to the terms and conditions as the Corporation Council deems necessary.

**LEGISLATION WILL BE PREPARED BY** Corporation Council

\_\_\_\_\_

# LEASE FINANCING PROPOSAL

Requested by  
**Garrison Fire & Rescue Corp.**

Representing



Presented To (As Lessee)  
**City of Schenectady, New York**

Proposal Date:	August 23, 2016	
Equipment Description:	(1) Rosenbauer 100' Cobra Mid Mount Aerial Platform	
Commencement Date:	September 30, 2016	
	<u>Option 1</u>	<u>Option 2</u>
Equipment Cost:	\$1,111,816	\$1,111,816
Lessee Down Payment:		
Amount Financed:	\$1,111,816	\$1,111,816
Lease Term:	5 Years	5 Years
First Payment Date:	9/30/2017	9/30/2017
Payment Frequency:	Annual	Quarterly
Lease Rate:	2.18%	2.18%
Payment Amount:	\$162,161.57	\$40,912.50
Balloon:	\$400,000	\$400,000
Balloon Due Date:	9/30/22	9/30/22

**Qualifications:**

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) **Fixed Rates:** Rates for ten (10) years and under are fixed for the entire term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting:** All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, and qualified as a tax exempt obligation under the tax reform act of 1986 as amended.

# LEASE FINANCING PROPOSAL

Requested by  
**Garrison Fire & Rescue Corp.**

Representing



Presented To (As Lessee)  
**City of Schenectady, New York**

Proposal Date:	August 22, 2016	
Equipment Description:	(2) Rosenbauer Commander Custom Pumpers	
Commencement Date:	September 30, 2016	
	<u>Option 1</u>	<u>Option 2</u>
Equipment Cost:	\$1,081,120	\$1,081,120
Lessee Down Payment:		
Amount Financed:	\$1,081,120	\$1,081,120
Lease Term:	5 Years	5 Years
First Payment Date:	12/15/2017	12/15/2017
Payment Frequency:	Annual	Quarterly
Lease Rate:	2.18%	2.18%
Payment Amount:	\$175,414.52	\$44,249.57
Balloon:	\$300,000	\$300,000
Balloon Due Date:	12/15/22	12/15/22

#### Qualifications:

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) **Fixed Rates:** Rates for ten (10) years and under are fixed for the entire term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting:** All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-profit corporations (vid's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, and qualified as a tax exempt obligation under the tax reform act of 1986 as amended.

CSP

**CITY OF SCHENECTADY  
LEGISLATIVE REQUEST FORM**

**COMMITTEE ASSIGNMENT: City Development & Planning  
DATE: October 17, 2016**

**TO: City Council**

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

**SUBJECT: Proposed Amendment to the Section 108 Loan Guarantee - Call for a Public Hearing**

**Background Information:**

The City was previously authorized to commit \$500,000 in HUD Section 108 Loan Guarantee Program funding to the redevelopment project slated for 487 Nott Street. Since that project progressed in a different manner, the City has an authorized \$500,000 in funding to appropriate towards an affordable housing development project elsewhere in the City.

**Evaluation/Analysis:**

The Hillside View Project by The Community Builders, Inc. involves the rehabilitation of 400 Craig Street and 602 Craig Street. The rehabilitation of 400 Craig Street will include the creation of thirteen residential units and the rehabilitation of 602 Craig Street will include the creation of twenty-five residential units. These rehabilitation projects are part of a larger redevelopment project and are eligible for the use of HUD Section 108 Loan Guarantee Program funding through 24 CFR 570.208(a)(3), housing activities for low-and moderate-income persons.

In order to make this change to the previously authorized use of this funding, a substantial amendment to the original submitted application is required. A substantial amendment requires that the City follows its Citizen Participation Plan, requiring a public hearing and a thirty-day comment period. Upon both of these occurring, the City can then submit its official notice of a proposed amendment to the original application to HUD headquarters for approval.

**Recommendation:**

I recommend that the City Council call for a public hearing to be held on Monday, November 14, 2016 at 7pm in the Council Chambers, Room 209, to hear from the public regarding this proposed amendment. In conjunction, the Department of Development will accept any written comments regarding the proposed amendment for a thirty day period beginning October 18 and ending November 16, 2016.

**LEGISLATION WILL BE PREPARED BY Law Department**

CSF



# Legislative Request Form

## DEPARTMENT OF ENGINEERING

CHRISTOPHER WALLIN, P.E., CITY ENGINEER

COMMITTEE ASSIGNMENT: *City Dev<sup>s</sup> Plan* DATE: October 17, 2016

TO: City Council

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

SUBJECT: Authorize the Issuance of Revocable Permit No. 610 to Raw Juice & Smoothie Bar for an Awning that is 9' 10" long, 32" high and 42" deep that will hang over the City right-of-way with a minimum clearance of 8' at 177 Jay Street, Schenectady, New York.

TO BE PLACED ON COUNCIL AGENDA OF: October 24, 2016

**Background Information:**

Raw Juice & Smoothie Bar would like to put up an Awning that is 9' 10" long, 32" high and 42" deep that will hang over the City right-of-way with a minimum clearance of 8' at 177 Jay Street, Schenectady, New York (please see the attached application, picture, and an email from the Planning Dept.).

**Evaluation/Analysis:**

Attached please find the Revocable Permit Application and the pictures submitted for an awning on the face of the building located at 177 Jay Street, Schenectady, NY.

**Recommendation:**

Authorize the Issuance of Revocable Permit No. 610 to Raw Juice & Smoothie Bar for an Awning that is 9' 10" long, 32" high and 42" deep that will hang over the City right-of-way with a minimum clearance of 8' at 177 Jay Street, Schenectady, New York.

LEGISLATION WILL BE PREPARED BY: Engineering

CRW: cd



## City of Schenectady Department of Engineering

---

Room 205, City Hall, 105 Jay Street  
Schenectady, New York 12305-1938  
Office (518) 382-5082 Fax (518) 382-1050

**Gary R. McCarthy**  
Mayor

**Christopher R. Wallin, P.E.**  
City Engineer

### REVOCABLE PERMIT NO. 610

The City of Schenectady hereby grants **Revocable Permit No. 610** to **Raw Juice & Smoothie Bar** for an **Awning** that is 9' 10" long, 32" high and 42" deep that will hang over the City right-of-way with a minimum clearance of 8' on the corner of the property at **177 Jay Street, Schenectady, New York**.

- a) The **Awning** that is 9' 10" long, 32" high and 42" deep that will hang over the City right-of-way with a minimum clearance of 8' on the face of the building at **177 Jay Street, Schenectady, New York**
- b) **Raw Juice & Smoothie Bar** shall hold the City, its employees or agents harmless for any damage to the **Awning** resulting from their acts in performing of their duties.
- c) So long as the **Awning** remains in the City right-of-way, **Raw Juice & Smoothie Bar** shall carry, at **THEIR** expense public liability insurance in an amount not less than \$1,000,000/\$1,000,000 for personal liability and not less than \$1,000,000 for property damage in one accident and \$2,000,000 in the aggregate. The liability policy must the name City of Schenectady as additionally insured to be saved harmless for personal liability and property damage and is subject to the approval of the Corporation Counsel of the City of Schenectady.
- d) The City Engineer of the City of Schenectady reserves the power to revoke the permission granted and to require the removal of the **Awning** except in case of a dangerous condition which shall be corrected immediately upon notification.
- e) **Raw Juice & Smoothie Bar** complies with all rules, regulations and building permits relating to the erection and maintenance of the **Awning**.
- f) **Raw Juice & Smoothie Bar** agrees to defend, indemnify and hold harmless the City of Schenectady, their officers, agents and employees from any and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part and in any manner from acts, omissions, breach or default of **Raw Juice & Smoothie Bar**, or their agent, related to their performance related to this revocable permit.

**City of Schenectady  
Department of Engineering**

Room 205, City Hall, 105 Jay Street  
Schenectady, New York 12305-1938  
Office (518) 382-5082 Fax (518) 382-1050

Office Use Only			
Application No.:	_____		
Permit No.:	_____		
Date Issued:	_____		
Liability Insurance	Attached:	<input type="checkbox"/>	On File:

**REVOCABLE PERMIT**

**Instruction:**

This application shall be completed in full, either typed or printed **clearly** in ink, and filed with the City of Schenectady Department of Engineering, at the above address.

**Description:**

This application shall be used when a property owner or their representative install or places an object in City right-of-way, such as signs, planters, etc. All required information for the object placed in City right-of-way can be found herein and/or within the City of Schenectady's Municipal Code Section §264-63: Zoning Signs, §228-10: Encroaching Structures and Articles. This Permit shall be allowed for as long as the insurance is still in place and require a fee of **\$100.00** to be paid in Room 100, City Hall 105 Jay Street, Schenectady, NY 12305.

Any work or obstructions within the City Right-of-way shall require submission of current liability insurance naming the City as additionally insured.

Before any excavation always call Dig Safely New - Call 811

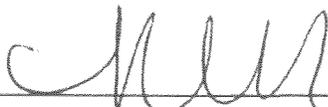
**Part I: General Information**

1. Item Information

- a. Permit Address 177 Jay Street
- b. Name Permit to be issued to: (Owner/Business/etc.) Nicole Pardi / Raw Juice + Smoothie Bar
- c. Object type \_\_\_\_\_

2. Applicant's Information

- a. Applicant's Name: Nicole Pardi
- b. Street Address: 177 Jay St.
- c. City, State, ZIP: Schenectady NY 12305
- d. Telephone No.: 518-767-6680
- e. Fax No.: \_\_\_\_\_
- f. Emergency Name 24/7: Nicole Pardi
- g. Emergency Phone #: 518-526-6687

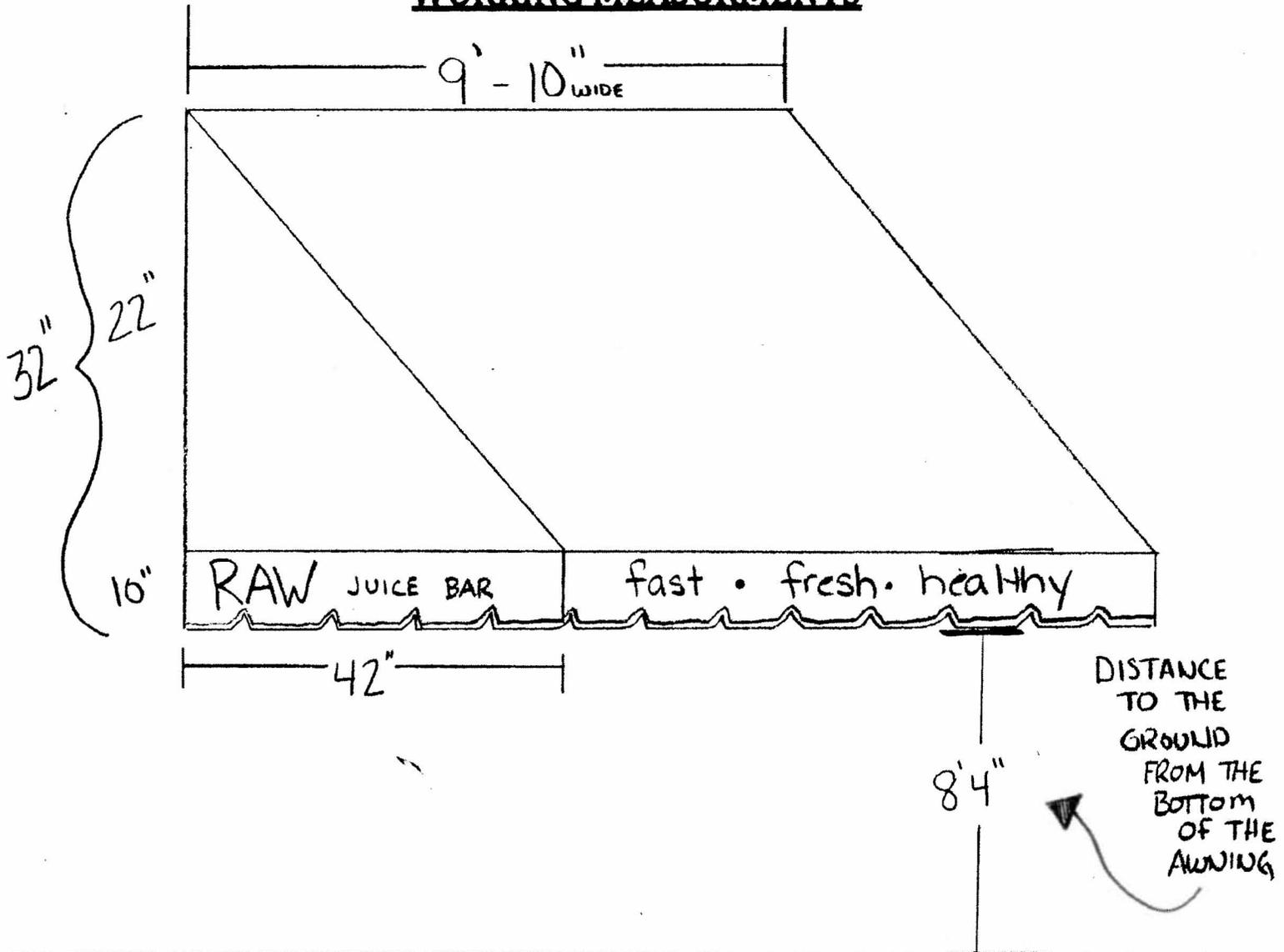
  
\_\_\_\_\_  
Signature:

10/2/16  
\_\_\_\_\_  
Date:

# 4TH GENERATION AWNING CO.

Customer Name: RAW-JUICE BAR	Phone Number: 518-707-6680
------------------------------	----------------------------

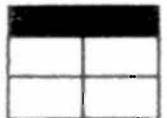
## WORKING MEASUREMENTS



↑  
GROUND LEVEL

↑  
GROUND (JAY ST.) LEVEL

↑  
GROUND LEVEL



<b>FABRIC</b> MANHATTAN CLASSIC SUNBRELLA	<b>VALANCE</b> 10" SCALLOPED
<b>BINDING</b> BLACK	<b>ADD'L NOTES</b>

PLEASE DO NOT BUILD ANYTHING WITHOUT WORKING MEASUREMENT SHEET

## Colleen E. Davignon

---

**From:** Christine Primiano  
**Sent:** Thursday, September 29, 2016 1:16 PM  
**To:** 4thGeneration AwningCo  
**Cc:** Colleen E. Davignon  
**Subject:** RE: Rendering for "raw" Juice Bar on Jay St.

Hooray! Great you are all set with Zoning and now you can contact Colleen in Engineering(she's copied on this email) for the revocable permit application

---

**From:** 4thGeneration AwningCo [<mailto:4thgenerationawnings@live.com>]  
**Sent:** Thursday, September 29, 2016 1:04 PM  
**To:** Christine Primiano  
**Subject:** RE: Rendering for "raw" Juice Bar on Jay St.

It is NOT plastic. It is a fabric canvas.

Thanks!

Richard H. Phillips III  
Vice President  
4<sup>th</sup> Generation Awning Co.  
50 Wetsel Rd. Troy, NY 12182  
(Office) 518-235-4474  
(Cell) 518-488-9884  
[4thgenerationawnings@live.com](mailto:4thgenerationawnings@live.com)

---

**From:** Christine Primiano [<mailto:CPrimiano@schenectadyny.gov>]  
**Sent:** Thursday, September 29, 2016 1:01 PM  
**To:** 4thGeneration AwningCo <[4thgenerationawnings@live.com](mailto:4thgenerationawnings@live.com)>  
**Subject:** RE: Rendering for "raw" Juice Bar on Jay St.

Hi Rich, it was great talking to you too. This looks great. I just want to confirm that the awning material is canvas and not plastic?

---

**From:** 4thGeneration AwningCo [<mailto:4thgenerationawnings@live.com>]  
**Sent:** Thursday, September 29, 2016 12:15 PM  
**To:** Christine Primiano  
**Subject:** Rendering for "raw" Juice Bar on Jay St.

Good morning Christine,

It was a pleasure speaking with you last Friday. Thank you for your help in starting this process. I have attached a rendering of what we intend to manufacture and install for "raw" Juice Bar, at 177 Jay St. We manufacture the awning frame out of 1" Square Galvanized Steel Welded into Rigid form (We are going to paint it Black). We manufacture the awning cover out of Sunbrella Awning Fabric that comes with a 10 Year warranty not to rip or fade. The Graphics are custom painted right into the fabric with an oil based paint so that they last the life of the awning cover. Please let me know what the next step is in this process and whatever you may need from me or Jim going forward.

Thank you very much,

Richard H. Phillips III  
Vice President  
4<sup>th</sup> Generation Awning Co.  
50 Wetsel Rd. Troy, NY 12182  
(Office) 518-235-4474  
(Cell) 518-488-9884  
[4thgenerationawnings@live.com](mailto:4thgenerationawnings@live.com)

---

This email may not be deemed to create any agreement binding upon the City of Schenectady without action of the City Council, the Mayor, and/or the Corporation Counsel, as required by law.

CONFIDENTIALITY NOTICE: The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may contain information that is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this communication in error, please notify sender immediately by e-mail, and delete the original message.

CRP



**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT:** City Development & Planning  
**DATE:** 10/17/2016

**TO:** COUNCILMEMBERS

**FROM:** Vince Riggi

**SUBJECT:** CR - Veterans' Day

**Background Information:**

**Evaluation/Analysis:**

**Recommendation:**

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

CDP



**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: City Development & Planning  
DATE: 10/17/2016**

**TO: COUNCILMEMBERS**

**FROM: Vince Riggi**

**SUBJECT: Review - Ceremonial Street Naming**

**Background Information:**

See attached.

**Evaluation/Analysis:**

**Recommendation:**

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

## Criteria for the Ceremonial naming of a portion of a City street

**Any individual or organization may apply to the City to ceremonially name a City street, or portion thereof. City streets may only be ceremonially named after a prominent person. Such prominent person must be:**

1. A real person
2. A person who has achieved prominence as a result of his or her significant, positive contribution to the United States of America, the City of Schenectady and/or a local community.

**The portion of the street proposed for ceremonial renaming must start and terminate in less than five blocks.**

Shall be limited to no more than three blocks.

### **Application guidelines and submission.**

Applications and official petition forms are available in the City Clerk's office.

There is a \$250 fee to cover cost of signage itself.

The applicant shall, after filing a completed application form and paying applicable fees:

1. Obtain a minimum of 1,000 signatures in support of the proposal from legal residents of the City at large or signatures of at least 75% of the abutting property owners along the street proposed for ceremonial renaming.
2. Provide the City Clerk supporting information including a complete biography of the proposed honoree with references of substantiation: honors received, contributions to the national and/or local community.

This process must be completed within six months (180 days)

The Clerk's office will submit the application and supporting documents to the City Council for review. A public hearing will be called for within two weeks of receiving the completed application. Two weeks after the call for public hearing, the hearing will be held. Two weeks after the public hearing, the Council will hold a formal vote.

The Council may approve or deny application for a ceremonial street name change upon determination of the best interest of the City. If Council denies the application, it is filed with no further consideration, and the subject name and street shall not be considered again under this policy for a period of at least two years.

Names to be avoided:

- street names being duplicated from an existing street
- curse words or derogatory terms
- cumbersome, corrupted or modified names, discriminatory or derogatory names from the point of view of race, sex, color, creed, political affiliation or other social factors
- reuse of former street names

After Council approval of the ceremonially naming, the Signal and Traffic Division shall install the new name signs adjacent to the existing street name signs.

**Do we need to include a provision for alerting:**

- affected City, county, state and federal agencies
- general public
- emergency service organizations
- owners and occupants of all property abutting the street being renamed
- US Postal Service

HR



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

**COMMITTEE: Health & Recreation**

**DATE: 10/12/16**

**TO: COUNCILMEMBERS**

**FROM: Marion Porterfield**

**SUBJECT: CR for Domestic Violence Month**

**Background Information: To recognize October as National Domestic Violence Month.**

**Council Discussion Points:**

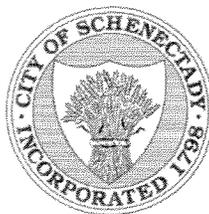
**Staff Required:**

**Legislation Required**

**Discussion Item**

**LEGISLATION WILL BE PREPARED BY Marion Porterfield/Law**

H2



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

**COMMITTEE:**Health & Recreation

**DATE:** 10/12/16

**TO:** COUNCILMEMBERS

**FROM:** Marion Porterfield

**SUBJECT:** CR for Breast Cancer Awareness

**Background Information:** To recognize October as National Breast Cancer Awareness Month.

**Council Discussion Points:**

**Staff Required:**

Legislation Required

Discussion Item

**LEGISLATION WILL BE PREPARED BY** Marion Porterfield/Law

HR



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

**COMMITTEE: Health & Recreation**

**DATE: 10/12/16**

**TO: COUNCILMEMBERS**

**FROM: Marion Porterfield**

**SUBJECT: Affirmative Action**

**Background Information: Affirmative Action Advisory Board presented their report in January 2016 which included specific things to be addressed.**

**Council Discussion Points: To discuss concerns raised by AAAB regarding lack of an adopted Affirmative Action Plan and creating a dedicated City Affirmative Action position.**

**Staff Required:**

**Legislation Required**

**Discussion Item**

**LEGISLATION WILL BE PREPARED BY**



**CITY OF SCHENECTADY  
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Government Operations**

**DATE: 10/17/2016**

**TO: COUNCILMEMBERS**

**FROM: Marion Porterfield**

**SUBJECT: Taxi Meter Rates**

**Background Information:**

**Evaluation/Analysis:**

**Recommendation:**

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