

**GOVERNANCE, STRATEGY & CITY OPERATIONS COMMITTEE
NOVEMBER 5, 2020
CITY OF PLATTSBURGH COMMON COUNCIL CHAMBERS
MINUTES
4:15 PM**

Roll Call: Councilor Barbell, Councilor Brodi, Mayor Read

Others Present: Councilor Gibbs, Councilor Moore, Councilor McFarlin (*arrived after Roll Call*)

Absent: Councilor Kelly

1. REPORTS FROM DEPARTMENT REPRESENTATIVES AND DISCUSSION WITH COUNCILORS:

1. Council will hold 2021 Budget Sessions with Community Development and City Clerk Departments.

City Clerk Sylvia Parrotte gave budget narrative for City Clerk’s office and report made part of the minutes of this meeting.

Director of Community Development Matthew Miller gave budget narrative for Police Department and report made part of the minutes of this meeting.

1. AGENDA ITEMS BROUGHT FORWARD FROM DEPARTMENTS TO BE APPROVED BY COMMITTEE AND RECOMMENDED TO COUNCIL:

1. Request from Project Coordinator Ethan Vinson that Council accepts and authorizes the property owner to enter into a contract with the lowest priced, qualified selected bid for “Downtown Grant Program – 33 Bridge Street Apartment Renovations” for renovation work related to the 33 Bridge Street project pursuant to the Downtown Grant Program Administrative Plan.
2. Request from Project Coordinator Ethan Vinson that Council accepts and authorizes the property owner to enter into a contract with the lowest priced, qualified selected bids for the “Downtown Grant Program – 15 Clinton Street Renovations” for electrical, roofing, sprinkler system & water main service renovation work related to the 15 Clinton Street project pursuant to the Downtown Grant Program Administrative Plan.
3. Request from the Public Safety Citizen’s Review Panel that the Common Council extend the deadline of December 31, 2020, set forth in the Common Council resolution of June 25, 2020, which created the Public Safety Citizen’s Review Panel, for ratification or adoption of the plan based on the recommendations of this Panel, which is required by Governor Cuomo’s Executive Order 203, to be completed on April 1, 2021.

4. RESOLUTION AUTHORIZING SETTLEMENT OF PROPERTY ASSESSMENT CASES FILED BY GEORGIA PACIFIC CONSUMER OPERATIONS, LLC.

WHEREAS, Georgia Pacific Consumer Operations, LLC (“Petitioner”), filed Article 7 Real Property Assessment Review cases against the City challenging the 2016 through 2020 assessments on real property located at Margaret Street, Weed Street and Cumberland Avenue, City of Plattsburgh, New York, and identified as the five following Tax Map Parcel Nos.: 207.8-1-17, 207.8-1-16, 207.11-1-27, 207.12-3-3, 207.11-1-24; and

WHEREAS, it is the best interests of the City to avoid the significant costs that would result if the litigation continues to Trial; and

WHEREAS, the following settlement terms which the Council believes to be fair, equitable and advantageous to the City, have been negotiated with Petitioners; and

NOW, THEREFORE, BE IT

RESOLVED, that the Common Council hereby approves the proposed settlement of the tax assessment cases filed by Petitioner for the 2016 through 2020 assessment rolls as follows:

- 1) The 2016 and 2017 Proceedings will be dismissed in their entirety without reduction of the assessments or refunds.
- 2) The 2018, 2019 and 2020 assessments on Tax Map Parcels #207.8-1-16 and #207.8-1-17 shall be reduced to a combined assessment of \$11,000,000, with refunds to be paid accordingly.
- 3) The combined assessed value on Tax Map Parcels #207.8-1-16 and #207.8-1-17 will be set at \$11,000,000 for the 2021, 2022 and 2023 assessment rolls, with the exceptions set forth at RPTL Section 727(2) to apply.
- 4) The assessments on Tax Map Parcels 207.11-1-24, 207.12-3-3 and 207.11-1-27 shall not be reduced and shall remain at their current assessments through the 2023 assessment roll, with the exceptions set forth at RPTL Section 727(2) to apply.

BE IT FURTHER, RESOLVED, that unless otherwise ordered by the Court, refunds based upon the assessment reductions shall be paid without interest provided they are paid within ninety (90) days after Petitioner serves a copy of the filed Stipulation and Order of Settlement on the City and other municipal taxing authorities; and

BE IT FURTHER, RESOLVED, that the Common Council further authorizes and directs the Mayor, City Assessor, Corporation Counsel and/or its Special Counsel to execute settlement documents and take any additional steps necessary to effectuate the settlement in accordance with the terms of this Resolution.

By Councilor Gibbs; Seconded by Councilor Brodi

(RC) Roll call: Councilor Barbell, Councilor Brodi, Mayor Read

(All voted in the affirmative)

3. OLD BUSINESS: None

4. NEW BUSINESS: None

Motion to Adjourn by Councilor Barbell; Seconded by Councilor Brodi

(RC) Roll call: Councilor Barbell, Councilor Brodi, Mayor Read

(All voted in the affirmative)

MEETING ADJOURNED: 4:59 pm

City Clerk

Budget Review 2021

The City Clerk is the city registrar of vital records. My office is responsible for registering all births and deaths that occur in the City of Plattsburgh, processing them and making sure that families are provided with the birth certificates and death certificates needed. What should be noteworthy this year is that we were still able to accomplish this during COVID when City Hall was closed and with limited staff. My office was still able to meet the state requirements regarding time frames for registering all births and deaths.

While during normal times we are able to process "request" for births and deaths, which is different than registering them, with a same day turnaround, during the closure we were still able meet most request within a few days.

All requests for vital records were done via email and by using the drop box located on Trinity Place.

The benefit to taxpayers was that parents were able to put their children on their insurance policies and individuals that had a death of a family member could settle estates.

Councilor Barbell asked for a brief description of some of the things that the City Clerk's office does, see below.

The city clerk's office is responsible for issuing certified transcripts of death, birth and marriage, issuing marriage licenses, driver taxi permits, vehicle permits, dog licenses, gas permits, vendor permits, hauler licenses, tree removal licenses, handicap placards, Bingo license, Games of Chance licenses etc.

Specifically the City Clerk is responsible for: filing all local laws with the state, records access and records management officer, notice of claims, giving oaths of office, certifications, background checks on participants of Bingo and Games of Chance, monthly revenue reports, reports to NYS Department of Health, NYS Department of Agriculture and Markets, street drives, auditorium requests, timesheets, bid openings, returning of securities, budget preparation, municipal building repairs - compliance and budget preparation, city court budget preparation and project coordination for internal construction projects and repairs, notary, oversight of staff and coordination of work assignments, claim reimbursements, bridge street market stalls, etc.

Our office is always looking to be more efficient and a few of the things that we are starting to do is scan and email documentation. Begin contacting dog owners to determine whether or not we can email them their renewals. Continually updating our vital records.

Suggestions to the Mayor's budget:

Non-pay compensation of \$2500.00 needs to be added to line item 14110000 1400. I had inadvertently put it in my budget under 11410000 1500 and the Mayors budget zeroed it out. This is the buy-out option for one of my staff members.

Additionally I need to request an increase of \$6131.00 for line item 11410000 4414 that I had initially put in for \$4,800.00 (telephone). I wasn't informed that there was going to be this dramatic of an increase to phone (computer support).

Contracted services needs to be upped to a minimum of \$7351.00, the Mayor's budget reduced it to \$5531.00. If contracted services for just City Clerk the amount suggested would suffice, however, part of contracted services now includes website fees, which amounts to approximately \$600.00 per year, BAS (Clerk Software) is approximately \$2300.00. General Code falls under contracted services for the City Clerk, but this really should be allocated to the Common Council as the Council is the body that creates the laws and changes to the General Code. Currently without including LL P-4 and LL P-5 the fees for 2020 for General Code amount to \$3800.00.

The Clerk's office has always had an austere budget, so I don't have any suggestions as to where other cuts can be made in my department to cover the money I am requesting, it would have to come directly from the general fund.

The Municipal Buildings budget, should be fine.

There are no projects slated for City Court for this year but I never received the budget from Unified Court System until September so the Cap Outlay request of \$55,000 can be eliminated.

As far as other efficiencies, I believe the Municipal Buildings Budget and City Court Budget would fit better under another department. Repairs are primarily done through DPW as such it makes sense that they be responsible for these budgets.

The 2021 election budget received from the County on Sept. 24, was for \$64,324. The Mayor's budget \$69,140 so line item 11450000 4440 can be reduced by \$4816.

I know there has been discussion of a "One Stop Shop" and while in theory this sounds like a great idea, I don't believe it would be something that would work for the City Clerk's office. The City currently uses Munis for most of its transactions, however, Munis is not equipped to process City Clerk transactions, this is the reason we have the BAS service. It isn't practical to have someone come in to pay for a building permit, their taxes with one check and then ask that they write a separate check for a birth, death or marriage record. Another concern is where to put this person. City clerk records are confidential and the only people allowed in the vaults are individuals that have been registered with the state.

Having stated the above, I do believe the City could benefit from cross training within job classifications. Ex. a typist in one department being trained as a typist in another department, etc. This would help with holiday, vacation, sick time coverage.

Department Heads Budget Review Outline

Community Development Office, Recreation Complex, and Parking Fund

1. Brief overview of mayors budget

The Community Development Office (CDO) has the responsibility of managing its own departmental budget, the Recreation Complex budget (including City Parks), and the Parking Fund budget. The 2021 Mayor's budget released in October effectively dismantles the CDO through staffing reallocations to other City departments and the elimination of the Director of Community Development position. It also contains major funding reductions to what remains of the Recreation Complex (RCX) budget that will complicate our ability to both effectively manage the RCX's ongoing operational responsibilities and plan/implement future improvements to the City's recreational assets (beach, parks, etc.) for which the Council has expressed consistent support. As to the Parking Fund, the Mayor's budget eliminates funding for the City's lone Parking Enforcement Officer position which will hinder our ability to manage the City's parking system for which an enforcement mechanism is an indispensable component. It also removes all anticipated revenue associated with a new paid downtown parking system that was recommended by the City's Parking Advisory Committee.

a. What did you do this year that is noteworthy?

The CDO's most noteworthy project is, of course, the Durkee Lot Mixed Use Development (DLMUD). During 2020, the CDO supervised completion of the City's first Generic Environmental Impact Statement (GEIS) in recent memory that evaluated the impacts of 8 City-sponsored projects, including the DLMUD. In coordination with Prime Plattsburgh, LLC (Prime) we have navigated an extensive review process by the City's Zoning Board of Appeals and Planning Board which has involved numerous, significant changes to the DLMUD's design. Despite the efforts of an extraordinarily vocal opposition group, we have kept the process on track and anticipate resolution of the board review process by the end of 2020.

As to physical improvements during 2020, the CDO supervised and completed the demolition of both the former Municipal Lighting Department (MLD) complex on Green Street and the former Glens Falls National Bank building on Margaret Street. We planned and completed both the construction of the Arnie Pavone Memorial Parking Plaza and the expansion of the City's Broad Street municipal parking lot which added over 120 spaces of new public parking capacity in downtown Plattsburgh. Construction of the first phase of improvements to the Betty Little Arts Park has commenced with all phases scheduled for completion during the summer of 2021. One building renovation project funded under the DRI's Downtown Grant Program (DGP) was completed in 2020 and two others are currently under construction. These DGP projects involved the issuance of multiple loans through the City's revolving loan fund. The installation of new downtown street signs and banners highlighting Plattsburgh's history were completed in 2020 with funding from the DRI's Marketing, Signage, and Branding project. Lastly, the CDO, in coordination with

DPW, facilitated the fabrication and installation of half a dozen new historic signs throughout downtown.

Regarding capital projects overseen by the CDO that have yet to break ground, the two most noteworthy are Phase 2 of the Saranac River Trail (SRT 2) and the relocation of the Plattsburgh Farmers' and Crafters' Market (PFCM) to the former MLD site on Green Street. Each project involved complex bidding processes with multiple rounds and both projects are now under contract. Construction of the PFCM's new facility is scheduled to begin construction in the fall of 2020 while groundbreaking on SRT 2 is set for the spring of 2021. **In all, the dollar value of all active construction contracts currently being supervised by the CDO is \$4,135,139.**

Throughout 2020, the CDO has assisted the Mayor's Office and Corporation Counsel during the annexation process for the City's Rugar Street property. We also began the process of updating the City's Comprehensive Plan, Local Waterfront Revitalization Plan, and Zoning Code under a grant from NYSDOS. The process of creating a master planning document for the Harborside area under another NYSDOS grant has also commenced. An \$825,000 grant contract from the Financial Restructuring Board to reimburse costs associated with the City's multiple downtown parking projects has been finalized and awaits only execution by NYSDOS. A further \$882,000 in costs associated with the DRI's Dock Street project, White & Burke's consulting services for the DLMUD, and the demolition of the former MLD site have been submitted to Empire State Development for reimbursement which is anticipated in the spring/summer of 2021.

The CDO's management of the City's Planning Board yielded several significant accomplishments this year, including final approval of a 56,000 square foot expansion of the historic Vilas Home, 12 new multi-family units, 3 new subdivisions, 11 historic site review applications, and advisory review of four City-sponsored DRI projects.

It has been a difficult year for the RCX as the COVID-19 pandemic forced the closure of most recreational facilities and resulted in the elimination of the entire RCX staff. These developments required a frank reappraisal of how RCX facilities would be operated and caused us to seek third party management for both the Crete Center and the City Recreation Center. An agreement has been executed with Elevate518 that will allow for continued public use of the Crete and negotiations for the Plattsburgh YMCA to manage the Recreation Center are ongoing.

b. How well did you do it?

Of those capital projects completed during 2020, we believe the physical results speak for themselves. The final cost of a few of those projects was, admittedly, higher than originally anticipated which can be explained, in part, on bidding irregularities resulting from the logistical chaos created by the COVID-19 pandemic. Despite that chaos, the CDO was able to secure a contract for completion of the PFCM's relocation that matched almost exactly the DGP grant award approved by the Council. Additionally, demolition of the MLD site was completed for less than half that project's grant award.

As stated above, many of these capital projects are funded in whole or in part by grant awards from various agencies. **In total, the CDO is currently managing \$9,265,000 in grants directly. That figure does NOT include the \$4,000,000 grant awarded directly to Prime Plattsburgh, LLC as the DRI's capital investment in the DLMUD.** Those active grants, in descending order of award amount, are as follows:

DRI: Streetscape Improvements & Riverfront Access – \$2,900,000

Saranac River Trail Phase II – total of \$2,100,000

 NYS DOT – \$1,600,000

 NYS Parks – \$500,000

DRI: Downton Grant Program – \$1,205,000

Restore NY (MLD Site Demolition) – \$831,000 (prorated from \$1,000,000)

FRB Grant for Parking Projects – \$825,000

DASNY Grant for City Hall Windows – \$300,000

DRI: Durkee Street Consultant (White & Burke) – \$300,000

DRI: Dock Street Consultant and MLD Demolition Match – \$290,000

DRI: Marketing, Signage, & Branding – \$250,000

LWRP/Comp Plan/Zoning Update – \$125,000

Harborside Master Plan – \$109,000

Climate Smart Communities – \$30,000

Managing this many grants with a total CDO staff of four people is neither a simple nor an easy task. Each grant is unique and comes with its own budget, deliverables, reporting requirements, reimbursement procedures, completion schedule, and, in most cases, subcontractors and consultants that require the drafting and management of Requests for Proposals, coordination of public bidding processes, contractual negotiations, and construction oversight. Despite these complexities, we have kept all grants on track and will continue to update the Mayor and Council on their progress.

We believe that the CDO has conducted its manifold responsibilities admirably this past year and we look forward to continued forward progress in the City's slow but steady planning efforts during 2021.

c. *What difference did it make?*

In partnership with Clinton County, the City has laid the foundations for a new and more efficient downtown parking system that will better serve the needs of the City's residents, business owners, and visitors for decades to come. The need for that new parking system was the most significant impediment to the development of the Durkee Street parking lot. With construction of the PFCM's new home scheduled to be completed next spring,

construction of the Prime project can proceed without delay or detriment to the community pending board approvals and the resolution of any associated litigation.

The anticipated completion of Phase 2 of the SRT in 2021 will result in a direct multimodal connection from SUNY Plattsburgh's campus to the City's downtown core for the first time in history. The anticipated benefits of this connection are tremendous and will create a far stronger link between two of the City's most important institutions than has existed in the past. The increased pedestrian traffic will benefit downtown businesses and the new recreational opportunities for City residents and visitors will make Plattsburgh an even more attractive place to live.

To our knowledge, it has been over 15 years since Plattsburgh's downtown has seen changes to its streetscape as significant as those implemented during 2020. The staff of the CDO are proud to have taken part in this ongoing transformation.

2. Identify three top department outcomes you would propose for 2021

- i. Regarding capital improvements, we'd like to see groundbreaking on the Prime project and have construction well underway by the end of 2021. The successful completion of SRT Phase 2, the Betty Little Arts Park, and the new PFCM building (along with a successful 2021 PFCM season) are also important goals.
- ii. As to the CDO's planning efforts, completion of grant funded updates to the City's Comprehensive Plan, Local Waterfront Revitalization Plan (LWRP), and Zoning Code are anticipated. These are foundational documents that will govern planning and development efforts within the City for a generation. The work of the City's Climate Smart Communities Coalition Sustainability Task Force has been on pause while it awaits further guidance from NYS but obtaining active community involvement in the development and implementation of the initiatives being spearheaded by this group will also be an important goal of the CDO next year.
- iii. The implementation of a downtown parking management system is proposed that incorporates current technological solutions and is financially self-sufficient. This will afford the City the option to relieve property owners within the Special Assessment District of the financial burden of maintaining our parking infrastructure and create a more equitable system in which that burden is shifted to the system's users.
- iv. For RCX, reductions in available resources and restrictions associated with the COVID-19 pandemic necessitate a more community based approach to management of the City's parks and other recreational facilities. This may include establishment of a Youth Bureau to assist with management of league use of City parks and consultation with Clinton County regarding the potential for a more collaborative approach to the administration of the City's recreational assets. While a reduced RCX staffing contingent will still be needed to coordinate these efforts, a broader base of support will limit expenses to City taxpayers.

- v. It is worth noting here that, while actively seeking various sources of grant funding is an important responsibility of the CDO, the staffing capacity needed to effectively administer those grants must also be considered when applying for new ones. As detailed above, the CDO is currently administering 12 grants which, by almost any reasonable standard, is a full grant load for an office containing 4 staff members. In 2021, we believe that the CDO should prioritize completion of our existing grants and, rather than commit our limited staffing resources to the search for new grants, focus our energies on deployment of the City's existing development assets, namely our revolving loan funds.

However, recent discussions with professionals specializing in grant writing and administration have indicated that, in response to the economic devastation wrought by the pandemic, NYS is considering an aggressive approach to funding shovel-ready infrastructure projects during 2021 as part of a multi-pronged approach to economic stimulus. The CDO believes that the Crete Center, with the City's 2016 feasibility study of that facility in hand, would be a prime candidate for grant funding but this would require firm guidance from the Mayor/Council as to whether the structure is to be rehabilitated or demolished. The CDO proposes that the Council set itself an April deadline for this decision to afford us enough time to prepare all necessary application materials for submission during the 2021 CFA process which traditionally has required all applications to be submitted no later than July.

3. Adopt mayors' budget or suggest modifications

Four proposed budget amendment resolutions are attached as Exhibit A which apply to the 2021 Mayor's budget released in October 2020:

- i. Community Development Office
- ii. City Recreation Parks
- iii. Parking Fund
- iv. Recreation Complex

These amendments include changes to estimated revenue, anticipated expenses, and staffing.

4. Identify new approaches to operations

- a. *Describe one program/function in the Department where there is the potential to test new approaches*

The City possesses multiple revolving loan funds with several million dollars in assets which are currently underutilized. This is due, in part, to the necessary prioritization of limited staffing resources. Additionally, the history of these funds, their initial sources of funding, and their permitted uses are opaque which has made us reluctant to deploy them. While the CDO has facilitated multiple such loans this year, the majority have been bridge loans to facilitate DGP projects.

As a preliminary step towards obtaining a more thorough understanding of the origin of these funds, any obligations of the City related to their use, and the applications to which

they can be applied, the CDO sought and received a proposal from a consultant in Willsboro, NY with over 40 years' experience administering federal and state grant programs (attached as Exhibit B). That proposal outlines a two-phase analysis including an informal audit of the City's loan programs, verification of regulatory restrictions and compliance issues with funding agencies, interviews with former City staff members, and submission of recommendations for reconstituting the programs with updated policies and procedures. Payment for these services could be made through the CD Special Revenue account, a discretionary account associated with the loan funds, with no burden to the General Fund.

With those recommendations in hand, the CDO would create a marketing strategy to inform the public of the available funding and seek a third party loan administrator, ideally a local bank or credit union, to manage our loan portfolio on the City's behalf. We also propose that these public outreach efforts should include meetings with every business, of any size, within the City at least once every other year to discuss their short/medium/long term goals and make them aware of any assistance, financial or otherwise, the City could provide in support of those goals.

b. Improve efficiency

The CDO's proposed budget amendments for RCX reflect a more community based approach with reduced staffing resources when compared to those appropriated in 2019. If approved, 2021's RCX payroll would include a total of three permanent employees as opposed to the seven who were on staff at the close of 2019. While we believe this reduced staffing structure can adequately serve the City's needs, a 2021 budget that includes no payroll appropriations for full time RCX staff would be highly detrimental to our ability to effectively manage the City's recreational assets, especially our beach and parks.

c. Reduce costs

The CDO, Parking Fund, and RCX have for the past several years been operating under budgets that leave few opportunities for further cost reductions without substantial degradation to the services provided. When compared to the 2021 Mayor's Budget released in October, almost all the proposed amendments submitted with this outline contain cost increases. However, when compared to historical trends, most of the expense figures are comparable to year-end costs observed in prior years.

d. Enhance customer experience

Proposed marketing efforts for the City's revolving loan funds will significantly increase public awareness of the available funds and we anticipate they will lead to increased utilization of those funds to the benefit of City residents and property/business owners.

The DRI's Marketing, Signage, and Branding project has improved the look and feel of the downtown. That project's in-progress interactive map of the City will assist visitors and residents alike when navigating the City, alert them to points of interest, and improve the overall experience of being downtown.

e. Timeline for these actions

With Council approval of a consulting agreement to clarify applicable uses for the revolving loan funds, the City's loan programs could be reconstituted as early as the spring of 2021.

The interactive downtown map is anticipated to be completed during the spring of 2021.

EXHIBIT A

PROPOSED BUDGET AMENDMENTS TO
2021 MAYOR'S BUDGET

PROPOSED AMENDMENTS TO 2021 MAYOR'S BUDGET
COMMUNITY DEVELOPMENT OFFICE

*These proposed amendments apply to the 2021 Mayor's Budget released in October 2020

RESOLVED: That the Common Council approves the following amendments to the proposed Mayor's Budget for 2021.

1. The Common Council is amending the 2021 Mayor's Budget through increasing the Community Development Regular Payroll appropriation by a total of \$119,556 and through decreasing the appropriation to the Building Inspector's Office Regular Payroll by \$119,556 in order to reclassify both the Planner and Senior Account Clerk positions currently within the Community Development Office as positions to remain within the Community Development Office rather than transferring those positions to the Building Inspector's Office.

2. The Common Council is amending the 2021 Mayor's Budget through increasing the General Fund appropriations by a total of \$91,681 for retaining the full time Director of Community Development position increasing Community Development Regular Payroll and related employee benefits accounts.

3. The Common Council is amending the 2021 Mayor's Budget through a net decrease in appropriations of \$1,000 to the following accounts within the General Fund for various adjustments to the operating budget of the Community Development Office.

1633 0000 Community Development				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Amendment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1200	OT Payroll	\$0	\$2,000	\$2,000
1400	Non Payroll Comp.	\$0	\$0	\$0
3000	Capital Outlay	\$0	\$0	\$0
4330	T&S Mat/Supls	\$400	\$550	\$950
4350	Office Supplies	\$0	\$500	\$500
4414	Telephone	\$25,301	\$0	\$25,301
4430	Contracted Services	\$50,000	-\$5,000	\$45,000
4431	Printing & Copying	\$250	\$750	\$1,000
4440	Fees for Services	\$100	\$0	\$100
4462	Conferences	\$0	\$200	\$200
4470	Postage	\$150	\$0	\$150
Totals		\$76,201	-\$1,000	\$75,201

PROPOSED AMENDMENTS TO 2021 MAYOR'S BUDGET
CITY PARKS

*These proposed amendments apply to the 2021 Mayor's Budget released in October 2020

RESOLVED: That the Common Council approves the following amendments to the proposed Mayor's Budget for 2021.

1. The Common Council is amending the 2021 Mayor's Budget through a net increase in appropriations of \$33,195 to the following accounts within the General Fund for various adjustments to the operating budget of City Recreation Parks.

1714 0000 City Recreation Parks				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1100	Regular Payroll	\$0	\$0	\$0
1200	OT Payroll	\$350	\$0	\$350
1300	Temp. Payroll	\$10,000	\$10,000	\$20,000
3000	Capital Outlay	\$2,500	\$4,500	\$7,000
4320	Vehicle Supplies	\$2,500	\$1,500	\$4,000
4330	T&S Mat/Supls	\$2,500	\$1,300	\$3,800
4340	Bldg/Grounds Supls	\$10,000	\$4,000	\$14,000
4411	Electricity	\$8,000	\$2,000	\$10,000
4412	Water	\$7,500	\$1,620	\$9,120
4413	Sewer	\$5,000	\$2,000	\$7,000
4430	Contracted Services	\$11,000	\$3,475	\$14,475
4450	Repairs to Equipment	\$0	\$300	\$300
4451	Repairs to Buildings	\$0	\$2,500	\$2,500
Totals		\$59,350	\$33,195	\$92,545

PROPOSED AMENDMENTS TO 2021 MAYOR’S BUDGET
PARKING FUND

*These proposed amendments apply to the 2021 Mayor’s Budget released in October 2020

RESOLVED: That the Common Council approves the following amendments to the proposed Mayor’s Budget for 2021.

1. The Common Council is amending the 2021 Mayor’s Budget through increasing the Parking Lot Fund appropriations by a total of \$69,138 for retaining the full time Parking Enforcement Officer position increasing Parking Lot Regular Payroll and related employee benefits accounts.
2. The Common Council is amending the Mayor’s Budget through a net increase in estimated revenue of \$142,500 to the following accounts within the Parking Lot fund for various adjustments to estimated revenue for the Parking Lot Fund.

Parking Lot Fund Revenue				
		Mayor's October 2020 Estimated Revenue for 2021	Budget Adjustment Approved by Common Council (+ indicates decrease in estimated revenue)	Amended Estimated Revenue for 2021
3125 2506	Parking Permits	\$0	-\$67,500	-\$67,500
3125 2510	Parking Fees	\$0	-\$45,000	-\$45,000
3126 2612	Parking Violations & Fines	\$0	-\$30,000	-\$30,000
Totals		\$0	-\$142,500	-\$142,500

3. The Common Council is amending the 2021 Mayor’s Budget through a net increase in appropriations of \$83,750 to the following accounts within the Parking Lot Fund for various adjustments to the operating budget of the City Parking Lots.

3565 0000 Parking Lot				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Amendment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1200	OT Payroll	\$0	\$3,000	\$3,000
4320	Vehicle Supplies	\$0	\$3,000	\$3,000
4321	Vehicle Parts	\$0	\$1,000	\$1,000
4330	T&S Mat/Supls	\$1,000	\$1,500	\$2,500
4350	Office Supplies	\$200	\$0	\$200
4360	Personal Clothing & Equip.	\$250	\$250	\$500
4411	Electricity	\$4,000	\$0	\$4,000
4412	Water	\$600	\$0	\$600
4413	Sewer	\$600	\$0	\$600
4420	Insurance	\$370	\$0	\$370
4429	Contracted Svcs Oval 3&4	\$0	\$0	\$0
4430	Contracted Services	\$0	\$75,000	\$75,000
4440	Fees for Services	\$0	\$0	\$0
Totals		\$7,020	\$83,750	\$90,770

PROPOSED AMENDMENTS TO 2021 MAYOR'S BUDGET
RECREATION COMPLEX

*These proposed amendments apply to the 2021 Mayor's Budget released in October 2020

RESOLVED: That the Common Council approves the following amendments to the proposed Mayor's Budget for 2021.

1. The Common Council is amending the 2021 Mayor's Budget through a net decrease in estimated revenue of \$56,120 to the following accounts within the Recreation Complex Fund for various adjustments to estimated revenue for Culture & Recreation.

0000 2120 Culture & Recreation				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (+ indicates decrease in revenue)	Amended Appropriation for 2021
2013	Concessions Crete Center	\$0	\$0	\$0
2026	Admissions Beach	-\$91,120	\$41,120	-\$50,000
2035	Crete Rental Fees	\$0	-\$18,000	-\$18,000
2036	Crete - Sports Programs	\$0	\$0	\$0
2037	Wilcox Dock Marina Revenue	\$0	-\$25,000	-\$25,000
2038	Marina Revenue	-\$88,000	\$63,000	-\$25,000
2039	Crete - Events	\$0	\$0	\$0
2044	Flag Football	\$0	\$0	\$0
2045	Gym- Member Fees	\$0	\$0	\$0
2046	Gym - Rental Fees	\$0	\$0	\$0
2047	Gym Oval Rental	\$0	\$0	\$0
2055	Parks Revenue	\$0	\$0	\$0
2061	Gym - Sports Programs	\$0	\$0	\$0
2065	Outdoor - Sports Programs	\$0	-\$5,000	-\$5,000
2068	Adult Volleyball	\$0	\$0	\$0
2231	Recr Receipts Over/Sh	\$0	\$0	\$0
Totals		-\$179,120	\$56,120	-\$123,000

2. The Common Council is amending the 2021 Mayor's Budget through increasing the Recreation Complex Fund appropriations by a total of \$80,905.40 for reinstating the full time Recreation Program Coordinator position increasing Recreation Complex Admin Regular Payroll and related employee benefits accounts.
3. The Common Council is amending the 2021 Mayor's Budget through increasing the Recreation Complex Fund appropriations by a total of \$69,646.40 for reinstating the full time Recreation

Leader position increasing Recreation Complex Admin Regular Payroll and related employee benefits accounts.

4. The Common Council is amending the 2021 Mayor’s Budget through increasing the Recreation Complex Fund appropriations by a total of \$64,437.40 for reinstating the full time Recreation Maintenance Worker position increasing Recreation Complex Admin Regular Payroll and related employee benefits accounts.
5. The Common Council is amending the 2021 Mayor’s Budget through a net increase in appropriations of \$26,250 to the following accounts within the Recreation Complex Fund for various adjustments to the operating budget of Rec Complex Admin.

2721 0000 Rec Complex Admin				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1200	OT Payroll	\$0	\$7,500	\$7,500
1300	Temporary Payroll	\$0	\$0	\$0
1400	Non Payroll Comp.	\$0	\$0	\$0
1500	Separation Pay	\$0	\$0	\$0
4350	Office Supplies	\$0	\$500	\$500
4360	Personal Clothing & Equipment	\$0	\$250	\$250
4414	Telephone	\$0	\$7,500	\$7,500
4430	Contracted Services	\$0	\$10,000	\$10,000
4431	Printing & Copying	\$0	\$500	\$500
4440	Fees for Marketing Services	\$0	\$0	\$0
Totals		\$0	\$26,250	\$26,250

6. The Common Council is amending the 2021 Mayor’s Budget through a net increase in appropriations of \$28,300 to the following accounts within the Recreation Complex Fund for various adjustments to the operating budget of Rec Complex Beach.

2721 5000 Rec Complex Beach				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1200	OT Payroll	\$0	\$0	\$0
1300	Temporary Payroll	\$80,000	\$0	\$80,000
4330	T&S Mat/Supls	\$0	\$9,000	\$9,000
4340	Bldg/Grounds Supls	\$0	\$0	\$0
4411	Electricity	\$1,500	\$0	\$1,500
4412	Water	\$1,300	\$0	\$1,300
4413	Sewer	\$1,300	\$0	\$1,300
4430	Contracted Services	\$0	\$4,500	\$4,500
4440	Fees for Services	\$0	\$1,300	\$1,300
4450	Repairs to Equipment	\$0	\$1,500	\$1,500
4451	Repairs to Buildings	\$0	\$12,000	\$12,000
Totals		\$84,100	\$28,300	\$112,400

7. The Common Council is amending the 2021 Mayor's Budget through a net increase in appropriations of \$55,550 to the following accounts within the Recreation Complex Fund for various adjustments to the operating budget of the Crete Center.

2722 0000 Crete Center				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1200	OT Payroll	\$0	\$0	\$0
1300	Temporary Payroll	\$0	\$0	\$0
4330	T&S Mat/Supls	\$0	\$2,000	\$2,000
4340	Bldg/Grounds Supls	\$0	\$2,000	\$2,000
4350	Office Supplies	\$0	\$0	\$0
4411	Electricity	\$30,000	\$30,000	\$60,000
4412	Water	\$750	\$750	\$1,500
4413	Sewer	\$800	\$800	\$1,600
4430	Contracted Services	\$0	\$10,000	\$10,000
4450	Repairs to Equipment	\$0	\$0	\$0
4451	Repairs to Buildings	\$0	\$10,000	\$10,000
Totals		\$31,550	\$55,550	\$87,100

8. The Common Council is amending the 2021 Mayor’s Budget through a net increase in appropriations of \$16,500 to the following accounts within the Recreation Complex Fund for various adjustments to the operating budget of the City Gym.

2722 1000 Gym				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1200	OT Payroll	\$0	\$0	\$0
1300	Temporary Payroll	\$0	\$0	\$0
1400	Non Payroll Comp.	\$0	\$0	\$0
1500	Separation Pay	\$0	\$0	\$0
3000	Capital Outlay	\$0	\$0	\$0
4321	Vehicle Parts	\$0	\$0	\$0
4330	T&S Mat/Supls	\$0	\$2,000	\$2,000
4340	Bldg/Grounds Supls	\$0	\$2,000	\$2,000
4350	Office Supplies	\$0	\$0	\$0
4411	Electricity	\$12,500	\$2,500	\$15,000
4412	Water	\$1,000	\$0	\$1,000
4413	Sewer	\$1,000	\$0	\$1,000
4430	Contracted Services	\$0	\$5,000	\$5,000
4450	Repairs to Equipment	\$0	\$0	\$0
4451	Repairs to Buildings	\$0	\$5,000	\$5,000
Totals		\$14,500	\$16,500	\$31,000

9. The Common Council is amending the 2021 Mayor’s Budget through a net increase in appropriations of \$16,500 to the following accounts within the Recreation Complex Fund for various adjustments to the operating budget of the City Marina.

2722 5000 Marina				
		Mayor's October 2020 Budget Appropriation for 2021	Budget Adjustment Approved by Common Council (- indicates decrease)	Amended Appropriation for 2021
1100	Reg Pay	\$0	\$5,000	\$5,000
1200	OT Payroll	\$0	\$0	\$0
1300	Temporary Payroll	\$0	\$0	\$0
4330	T&S Mat/Supls	\$0	\$2,000	\$2,000
4340	Bldg/Grounds Supls	\$0	\$1,000	\$1,000
4411	Elec / Natural Gas	\$1,250	\$1,250	\$2,500
4412	Water	\$875	\$1,125	\$2,000
4413	Sewer	\$875	\$1,125	\$2,000
4430	Contracted Services	\$0	\$2,500	\$2,500
4450	Repairs to Equipment	\$0	\$2,500	\$2,500
Totals		\$3,000	\$16,500	\$19,500

EXHIBIT B

**PROPOSAL FOR COMPREHENSIVE REVIEW
OF CITY'S REVOLVING LOAN PROGRAMS**



October 26, 2020

Malana Tamer, City Planner
Shelise Marbut, Senior Account Clerk
City of Plattsburgh
41 City Hall Place, Plattsburgh, NY 12901 VIA EMAIL

RE: Revival of the City's \$1.9M Economic Development Revolving Loan Program

Dear Malana and Shelise:

Thank you for inviting me to provide the City of Plattsburgh with a modest professional services proposal to assist the City Community Development Office to revive the City's \$1.9M Economic Development Revolving Loan program(s).

As I have mentioned before, I have more than 40 years' experience designing, developing, funding, managing, and accounting for Federal and State Grant programs. As a non-profit CEO/CFO/COO, I administered more than \$75M in public community economic development grants, including municipal revolving loan programs. My work involved collaborating with dozens of county, town, and village governments to successfully deliver grants and loans to various projects in the North Country. Furthermore, as a WBE small business, I have raised and helped manage more than \$400M in economic funds for various clients. My careful and discreet public fund management expertise led a Federal Agency to use my services as an informal agent to evaluate compliance with program delivery requirements for several capital projects and to rely on my recommendations for remediation. Please visit my website at www.grantplanact.com for more information on my company.

This proposal recommends conducting a two-phase analysis of the various programs on the books and then assisting the City to reinstate the program. I estimate Phase I will require 60 hours of services at a discounted rate of \$125.00 per hour for a not-to-exceed amount of \$7,500.00. Phase II will require 20 hours of services at a discounted rate of \$125.00 per hour for a not-to-exceed amount of \$2,500.00. The total cost of both Phase I and Phase II is expected not-to-exceed amount of \$10,000).

Ann Ruzow Holland, PhD. AICP WBE Consultant,
135 Sabousin Drive, Willsboro, New York 12996
P. 518-569-7115 Email: aholland@grantplanact.com
Web: www.grantplanact.com

Phase 1: Reconnaissance-level assessment of the existing program(s)

Cost: \$7,500.

- Conduct informal audit of program and recipient hard-copy files for two or more RLF programs.
- Review Active Grant Recipients Files and Repayment Activities (digital and hard copy).
- Distill with City Accounting Staff original sources/uses of RLF Balance Sheet Funds.
- Research and Identify relevant program policies and procedures associated with various funding streams.
- Verify with various funders regulatory restrictions and compliance issues.
- Interview prior staff members (pre-2017) to the extent needed/available.

Phase 2: Revival Pathway and Plan

Cost: \$2,500.

- Review existing and various RLF policies and procedures manuals existing on the books of the City.
- Review existing RLF grant/loan agreements.
- Troubleshoot parameters for reinstating active RLP program(s) to comply with funder requirements and needs of the City.
- Identify list of recommendations for reinstatement policies, procedures, etc.
- Prepare a report for the City Community Development Office.

I look forward to working with you to solve this puzzle and help the City resume administering these funds. Please let me know what additional information you require and when you want to get started.

Sincerely yours,

Ann Ruzow Holland, AICP, Ph.D.

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