Plattsburgh, New York

Desmond J. Racicot
Police Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-561-5965
Fax: 518-561-8236
citychief@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Kasprzak
Members of the Common Council

FROM: Chief Desmond J. Racicot

DATE: March 22, 2012

RE: Fire and Ambulance Responses

For this week's period: Thursday, March 15, 2011 to Wednesday, March 21, 2012
our Department has responded to the following:

Fire Calls 18

- 1 electrical wiring
- 5 system activations
- 1 MVA
- 4 EMS assist
- 1 excessive heat
- 1 water leak
- 3 smoke removals
- 1 rescue
- 1 service call

Ambulance Calls 52

Mutual Aid by CVPH 12

7/5/11 - 8/10/11

BUILDING INSPECTOR'S COMPLAINT REPORT: 3/20/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSP REPORT	CORRECTION	DATE OF CORRECTION
7/5/2011	62	MARGARET ST	GARBAGE	CB	NO VIOLATION FOUND	NO VIOLATION TO CORRECT	
7/11/2011	53	JOHNSON AVE	LEAKING CEILING	CB	VERBAL NOTICE OF VIOLATION	CORRECTIVE ACTION IN PROCESS	10/20/11
7/14/2011	222	MARGARET ST	BASEMENT IS WET	CB	VIOLATION NOTICE ISSUED	CORRECTED	9/2/11
8/4/2011	67	BRINKERHOFF ST	REPLACING PORCH, REPLACING SHINGLES, HISTORICAL DISTRICT	CB	ISSUED STOP WORK ORDER TO FILE FOR PLANNING REVIEW	CORRECTED	10/20/11
8/10/2011	29	HAMILTON ST	GARBAGE	CB	VIOLATION NOTICE ISSUED	CORRECTED	11/23/11

BUILDING INSPECTOR'S COMPLAINT REPORT: 3/20/12

2/1/12 - 3/20/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSP REPORT	CORRECTION	DATE OF CORRECTION
2/1/2012	227	MARGARET ST., APT. 5	BROKEN WINDOW	JM	VIOLATION NOTICE ISSUED	CORRECTED	2/24/12
3/9/2012	10	DURAND ST	PIDGEON'S FROM NEIGHBORS BIRD FEEDER	JM	FORWARDED COMPLAINT TO LT. BEEBIE, PPD	CORRECTED	3/13/12
3/9/2012	50	TRUMAN AVE	MAINTENANCE	JM	NOTICE SENT TO PROPERTY OWNER	CORRECTED	3/14/12
3/14/2012	129	BROAD ST	DOG WASTE, GARBAGE, BOARDED UP WINDOWS	CB		CORRECTIVE ACTION IN PROCESS	
3/15/2012		CORNELIA ST	GOING OUT OF BUSINESS SALE SIGNS	RP		CORRECTIVE ACTION IN PROCESS	
3/15/2012	151	MCGAULEY AVENUE	MOLD	KB		CORRECTIVE ACTION IN PROCESS	
3/15/2012	5446	PERU ST., APT. 1	INTERIOR ISSUES	KB		CORRECTIVE ACTION IN PROCESS	
3/19/2012	11	LORRAINE ST	FALLEN STRUCTURE ON PROPERTY	JM		CORRECTIVE ACTION IN PROCESS	
3/19/2012	12	SOUTH PLATT ST	BAGS OF DEBRIS AT CURB	KB		CORRECTIVE ACTION IN PROCESS	
3/19/2012	124	MARGARET ST	ACTIVITY INSIDE BUILDING, PEOPLE INSIDE, LIGHTS AND FAN ON	CB		CORRECTIVE ACTION IN PROCESS	

Plattsburgh, NewYork

Building and Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: (518) 563-7707
Fax: (518) 563-6426

March 20, 2012

Honorable Mayor Donald Kasprzak
Members of the Common Council
City Clerk
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor, Councilors and City Clerk:

Please be advised that the Zoning Board of Appeals held a Public Hearing on March 19, 2012, at 7:00 PM in the Common Council Chambers to hear:

APPEAL	APPLICANT	REQUEST
1905	RANDY DAME 45 BOYNTON AVENUE	CLASS B VARIANCE AMEND PREVIOUSLY APPROVED APPEAL **GRANTED WITH STIPULATIONS**
1924	BETTY JOCK 16 ELIZABETH STREET	CLASS B VARIANCE COVER EXISTING PORCH WITH ROOF **GRANTED**
1925	JAMES MUNGER 39 DRAPER AVENUE	CLASS B VARIANCE TO CONSTRUCT AN ADDITION WITHIN REQUIRED SIDE YARD SETBACK **GRANTED WITH STIPULATIONS**

Richard Perry
Building Inspector

RP/dj

NYS GIS association
www.nysgis.org

Nov 15, 2011

Benjamin H. Houston
New York State GIS Association
Awards Committee Chairman
14 Lund Court
Woodstock, NY 12498

David Brown
Engineering Department
41 City Hall Place
Plattsburgh, NY 12901

Dear David,

It is with great enthusiasm and humility that I am writing to notify you of your selection as one of the NYSGIS Association's 2011 Annual Award winners. Attached please find the nomination submitted on your behalf, and a certificate commemorating this award. Also, please note that record of this achievement is valid for certification and/or re-certification credits toward professional certification through GISCI (http://www.gisci.org). Congratulations, and from the NYSGIS Association we wish you all the best in 2012.

Sincerely,

Benjamin H. Houston, Chairman of Awards Committee
NYS GIS Association
www.nysgis.org
benjamin.h.houston@gmail.com

New York State GIS Association

presents the

2011 Annual Achievement Award

to

David Brown

Mr. Brown has been the primary contributor to the design, implementation, creation, management, maintenance and supervision of the City of Plattsburgh's GIS. He has done so with a confidence, friendliness and encouragement that has resulted in others feeling eager to participate and he has successfully demonstrated that GIS is a tool that can be used not only by scientists with advanced degrees, but also one that can be learned and used by everyone without a tremendous amount of training.

Presented on November 15, 2011

Benjamin Houston
Awards Committee Chair

Bruce Oswald
Association President

CITY OF PLATTSBURGH, NEW YORK

GUIDELINES FOR ADMINISTRATION OF ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

approved June 10, 2010
Revisions 9-20-10, 3-15-12 approval pending

ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

A. PREFACE

The money in our **ECONOMIC DEVELOPMENT REVOLVING LOAN FUND**[1] (EDRLF) is from the repayment of loans made with Community Development Block Grants. The use of the money is regulated by rules for Program Income under Part 570 of the Code of Federal Regulations.[2]

Federal and State regulations permit the money to be used only for loans that benefit low and moderate income persons. This requirement is explained in some detail later in these guidelines.

B. GOALS OF THE PROGRAM

The goals of our Loan Program are :

1. Our primary goal is to create new employment opportunities for low or moderate-income residents of the City by assisting new and expanding businesses.
2. We try to make loans that
    i. Assist businesses that locate in the downtown area, and other areas where we have made large investments of public money.
    ii. Create jobs with income growth potential.
    iii. Are well secured.

C. APPLICATIONS, REVIEW AND APPROVAL

1. Loan applications are processed through the Office of Community Development.

2. Loan applications are reviewed by a Loan Review Committee of the Lake City Local Development Corporation. Recommendations for approval are submitted to the Common Council.

3. The Common Council approves all loans.

D. THE STEPS IN THE PROCESS

1. A new business applicant, or a business expanding into a new line of goods or services, begins by carefully researching the business venture. The applicant must understand the market, your capital and operating costs and realistically project income and operating expenses. The applicant should consult with professionals who can provide assistance such as the Small Business Development Center. Your understanding of these factors, or lack of understanding, will be a major factor in deciding whether to provide assistance.

2. The applicant prepares a complete application with all supporting documentation.

3. CD staff reviews the application and submits it to the Loan Review Committee.

4. The Loan Review Committee may interview the applicant or request additional information. If it recommends approval, the recommendation is sent to the Common Council for approval.

5. If assistance is approved, the applicant receives a commitment letter with conditions that must be met to close the loan.

6. The loan is closed which means loan documents are signed and moneys are advanced.

7. Until the loan is repaid the applicant will be required to submit information on your business and the persons it employs to assure compliance with the financial assistance terms.

E. APPLICATION REQUIREMENTS

1. Loan Application
2. Personal financial statements for the principals. Principals are persons with a 20% or greater share of profits and losses in the business.
3. For existing, expanding businesses, the previous 3 years: tax returns, profit and loss statements and a balance sheet.
4. For new and expanding businesses:
    a. A description of your business plan.
    b. A statement showing the source and use of funds. This statement itemizes the costs of starting up such as inventory, equipment, repairs and renovations, prepaid insurance, working capital needs. It shows the source of funds to pay these costs such as a bank loan, the loan applied for, cash invested by the owner(s).

c. Cash flow projections for 3 years.
d. Profit and loss projections for 3 years
e. Pro forma year end balance sheets for 3 years.

5. Employment projections and wage rates for employees for 3 years
6. Evidence of required equity capital.
7. Documentation of ownership and value of collateral offered as security for loan.
8. A current personal credit report with credit score for all principals.
9. For all principals working substantially full time in the business, a household income and expense statement showing all household income and expenses. The purpose is to determine if there is sufficient income from other sources to pay your living expenses until the business is established.
10. The lease for where the business will be located, or a letter from the landlord confirming the lease terms. (The applicant should not sign a lease that commits the applicant to pay rent until the applicant is ready to open your business.)
11. Organizational documents for the business, i.e. a filed DBA certificate for sole proprietorships; Articles of Incorporation, By Laws and resolutions for corporations; Operating Agreement and resolutions for LLC's and LLP's.
12. Additional documents are required if the project involves a loan to purchase or renovate real property.
13. Additional documents and information may be required. Proof of worker's compensation, NYS disability insurance and casualty insurance on collateral naming the secured party (City of Plattsburgh) will be required as a condition of loan closing.

II. LOAN UNDERWRITING

The decision whether to make a loan is a judgment about the probability of your business succeeding and whether the project furthers the goals of the City. We review the above information to determine: (1) whether capital and operating costs are reasonable; (2) the business plan makes sense and market assumptions are credible, (3) management and financial record keeping capabilities are in place; (4) revenue and expense projections are reasonable, (5) other financing and owner equity is firmly committed.

The Loan Review Committee also considers how your project rates with others in achieving the program objectives:

A. JOB CREATION

The business must:

1. Be owned by a person from a low to moderate income household (the income of all occupants is considered; not just the applicant); OR
2. The business must create jobs, 51% of which are held or available to L/M persons. Part-time jobs must be converted to full-time equivalents (FTE). Only permanent jobs count; temporary jobs may not be included. Seasonal jobs are considered to be

permanent if the season is long enough for the job to be considered as the employee's principal occupation;

One new job for a low to moderate income person should be created for every $25,000 in loan funds. Employment opportunities for City residents are encouraged.

B. BUSINESS LOCATION

Businesses that locate in the Downtown Area, and other areas of the city where substantial investments of public funds have been made to renovate existing buildings, will rate higher than those located elsewhere. Landlords who commit to a lease for the loan term and agree to rent at what we consider a below market rent, for at least the first 6 months of the lease term will enhance the financial feasibility of the project proposal and significantly increase the chances of loan approval.

C. BUSINESS TYPE

No loans s will be made for the following types of businesses:

- Bars or Taverns
- Liquor Stores
- Adult entertainment establishments
- Franchised food or retail businesses

All other types of retail, commercial, service and industrial businesses are eligible to apply, but since loan funds are limited the City has preferences or priorities that are considered in deciding whether to finance a project. As a general rule the City wants to encourage retail, commercial and service businesses in the downtown area and other areas of the City that are "underserved" which means areas that do not have goods and services convenient to neighborhood residents. Retail businesses that sell new or hand crafted merchandise are preferred over those that sell used goods.

Service businesses are eligible, but we presume that businesses that require professional licenses can obtain private financing, therefore they are likely to rank much lower than other businesses.

Although restaurants are eligible, the historically high failure rate for this type of business will cause the Loan Review Committee to be very careful in reviewing the owners' restaurant operating experience and loan collateral. It is unlikely the City will provide sufficient financing for all restaurant start up costs; therefore, financing from other sources will likely be required.

Manufacturing businesses in properly zoned locations are preferred, but the loan limits may be insufficient to start a capital intensive business.

C. ELIGIBLE PROJECTS AND USES OF LOAN PROCEEDS

The City can make loans for the following types of projects:

1. starting or expanding a business
2. purchasing and renovating residential rental property where more than 50% of the units are occupied by low to moderate income persons.
3. making "bridge loans" to persons who have firm commitments of financing from state or federal agencies or private lenders for City loan eligible projects. A bridge loan is a loan we make before the applicant receives funds from another source and is repaid immediately upon receipt of those funds.

The City does not have sufficient funds to make loans for the purchase or renovation of single family homes. There are other state and federally funded programs the CD office administers that may be available to provide this type of financial assistance.

State and federal regulations permit CDBG money to be used for other purposes that benefit low to moderate income persons. Those permitted uses are not discussed in these guidelines.

WHAT LOANS CAN AND CANNOT BE USED FOR

1. Loan proceeds **can be used** to buy equipment, fixtures, inventory, make building improvements and for working capital.
    a. If building improvements cost more than $2,000 dollars, federal prevailing wages must be paid. Also the construction work must be competitively priced or bid in accordance with the City's purchasing policy.
    b. As a general rule, working capital can be used to pay up to 50% of the first 6 months operating costs, but not more than 20% of the loan amount. Working capital may not be used to pay owners compensation for working in the business that is more than 75% of the minimum wage times a 40 hour week for each week worked. Owners should expect to work for little or no compensation until their business becomes established.

2. Loans **cannot be used** to:
    a. Refinance existing debt
    b. Reimburse the owner for money invested in the project

PURCHASING AND RENOVATING COMMERCIAL PROPERTY AND RESIDENTIAL RENTAL PROPERTY

Although loans can be used to purchase or renovate real property for a business or low to moderate income rental housing, the relatively large amount and longer term of such loans makes it unlikely such loans will be made except on buildings that are considered critical to the revitalization of a neighborhood.

D. LOAN AMOUNT, RATE, TERMS AND CONDITIONS

1. Loan Amount.

The loan amount is determined on an individual basis, but as a general rule business loans will not exceed $50,000.00 and smaller loans are preferred; bridge loans will not exceed 90% of the permanent loan amount that is being bridged. Property acquisition and improvement loan amounts are determined on a case by case basis.

2. Loan Interest Rate.

City Loans are presently three quarters of the prime rate quoted by the Wall Street Journal on the date of the loan commitment. The rate charged may change in the future.

3. Term of Loans.

   a. for property acquisition and improvements amortization period up to 15 years with a balloon payment due in year 5-7.
   b. for business loans up to 7 years.
   c. for bridge loans, repayable upon funding of other financing.
   d. The term of loans is set by the Loan Review Committee.

4. Security for Loans.

   a. All loans are required to be personally guaranteed, jointly and severally, by the principals of the owner.
   b. All loans should be secured by a security interest in personal and/or real property with an unencumbered value equal to not less than 110% of the loan amount (loans will not exceed 90% of the value of the collateral). This is the minimum equity requirement. Loans with greater collateral equity and strong personal guarantees will receive more favorable consideration and may justify departure from the guidelines.
   c. Personal property may be offered as collateral, however inventory and equipment will be valued at its liquidation value. Personal property collateral alone is unlikely to be sufficient to obtain loan approval. The City loan may be secured by a subordinate mortgage on real property, but the combined debt cannot exceed 90% of the value of the collateral.

5. Loan Closing Costs.

Loan processing and closing costs are payable by the owner and not payable from the loan proceeds. These costs include:

   a. Loan application fee of $100.00.
   b. Loan administration fee equal to 2% of the loan amount.
   c. Title searches for real and personal property.
   d. Appraisals of property used for collateral.
   e. Personal credit reports.
   f. Cost of filing or recording security interests in loan collateral.

E. Underwriting Guidelines. Grant applications shall be reviewed and evaluated in accordance with guidelines set forth below that pertain to the following areas:

a. Job creation for low and moderate income persons.
b. Project location.
c. Recipient need, business experience and financial resources.
d. Business Plan
e. Sufficiency of collateral and loan guarantees for loan portion of financial assistance package.

Recipient need, business experience and financial resources. Applicants who are low to moderate income persons, female, or a member of a minority group will be given special consideration. The loan program is generally intended to help persons establish or expand a business who cannot obtain financing from banks or other lending institutions. Persons with substantial family income or considerable net worth will be presumed to be able to obtain financing elsewhere and may not be approved for this reason.

Although the program is intended to assist those who cannot get assistance elsewhere, we understand that it takes some time to establish a small business that can be the sole support for an owner. The Loan Committee will consider the applicant's monthly income (including income from other sources) and monthly living expenses in evaluating the probability of the business succeeding. As a general rule the applicant should be able to pay at least 50-75% of current living expenses for the first 6 months from income other than projected income from the business. The Loan Committee's evaluation of the business' income potential may be strongly influenced by the applicant's previous business experience in the same or a similar enterprise.

Business Plan. The applicant must submit a detailed business plan which includes a Total Project Cost breakdown, and income and expense projections for a three year period. The plan should describe in detail the basis for market assumptions. It is strongly recommended that the Business Plan be prepared with professional help from the North Country Small Business Development Center, or a similar organization.

Sufficiency of collateral and loan guarantees.

The EDRLF loan portion will be secured with a first priority securing interest in equipment, inventory purchased with loan proceeds and must be personally guaranteed by the principals. If the applicant does not have sufficient net worth to provide the loan guarantee, the applicant should consider asking friends or family to give a limited loan guaranty. If an asset used to establish net worth is jointly owned, all joint owners may be required to sign the guaranty.

F. SMALL LOANS

The Common Council authorizes the Lake City LDC to adopt simplified loan application documentation requirements for loans of $5,000 and under, provided such modifications comply with federal regulations on the use of CDBG funds.

G. FORMS

By approving these guidelines the Common Council delegates to the Lake City LDC the authority to adopt and revise forms and documents used to administer the loan program, provided however, that all such forms, documents and instruments must be approved by the Corporation Counsel before they are put in use.

Use of These Guidelines.

Some of the grant requirements, for example low moderate income employment, are mandated by the funding agency. Others are not mandated per se, but have been approved by the funding agency and the Common Council, therefore, the Loan Committee is obliged to make decisions within the guidelines, or have good cause for deviating from them.

CLOSING THOUGHTS ON THE PROGRAM

Loan approval decisions involve weighing and balancing all the factors listed above. Some are not listed, for example, the impression the applicant makes on the Loan Committee is a subjective but important factor. There is no mathematical formula for deciding whether to approve an application. It is not simply a matter of who is first through the door. The City has a limited amount of money for loans and an important consideration is how best to spend the money so that it helps not just the applicant, but indirectly other properties and businesses in the area or neighborhood where the money is spent.

The Mayor and the Common Council consider these programs essential to the vitality of the City.

[1] The moneys in the EDRLF are program income from CDBG funded loans made prior to 2000 when the CDBG funds and program income were subject to direct HUD regulation. NYDHCR now oversees program compliance.

[2] Previous editions of the program guidelines were adopted by the Common Council on May 3, 1990, August 25, 1994, March 15, 2001and June 10, 2010. Copies are on file in the Community Development Office.

CITY OF PLATTSBURGH
ECONOMIC DEVELOPMENT REVOLVING LOAN PROGAM
APPLICATION

APPLICANT INFORMATION:

Applicant's Name: _____
Business Name: _____
Business Phone: _____
Cell Phone: _____

Residence
Address: _____
Business
Address: _____

Type of Business and Ownership:

I am applying for loan to:

- ☐ start a new business
- ☐ expand an existing business
- ☐ renovate housing for low to moderate income persons
- ☐ I will be the sole owner of the business
- ☐ The business will be owned with others
- ☐ I will do business as:
  - ☐ a sole proprietor
  - ☐ corporation
  - ☐ partnership
  - ☐ limited liability company

Job Creation:

If I am not considered a low to moderate income person, I understand I must create one full time job for a low or moderate income person for every $25,000 I borrow.

I have ___ full time employees now.
I will hire or add _____ full time employees within 6 months of business startup.

Loan Request:

The total estimated cost of starting or expanding my business is $_____ dollars.

I am applying for a loan in the amount of $_____ dollars.

I understand that I cannot spend more than $2,000 of the city loan for improvements to commercial property without paying federal prevailing wage rates.

I intend to use the loan money for the following business expenses:

USE	TOTAL COST	OWNER FUNDS	CITY LOAN	OTHER LOAN	TOTAL
Real estate purchase					
RE improvements					
Equipment					
Inventory					
Working Capital					
Other (specify)					

OTHER INFORMATION REQUIRED:

This is a list of some of the information and documents required to process the loan application. Additional documentation may be required.

	Required	Submitted
business plan		
monthly income and expense statement		
assets and liabilities		
personal credit report with score		
personal tax returns (3 years)		
business tax returns (3 years)		
business organizational documents		
proof of value of collateral		
proof of other financing, if required		

PRIMARY BANK ACCOUNT

NAME _____

ADDRESS _____

CONTACT _____ TEL. NO. ( ) _____

ATTORNEY

NAME _____

ADDRESS _____

CONTACT _____ TEL NO. ( ) _____

ACCOUNTANT

NAME _____

ADDRESS _____

CONTACT _____ TEL. NO. ( ) _____

I/WE CERTIFY THAT ALL INFORMATION CONTAINED HEREIN OR ATTACHED IS TO THE BEST OF MY/OUR KNOWLEDGE COMPLETE AND ACCURATE.

APPLICANT(S): _____ DATE: _____

_____

City of Plattsburgh
EDRLF Loan
Monthly income and expense statement

Applicant's Name: _____

Part A. Marital Status and Dependents

Please select your current Marital Status:

- ☐ Single
- ☐ Married
- ☐ Divorced
- ☐ Separated
- ☐ Widowed
- ☐ Common Law
- ☐ Unknown

Please list all dependents of you and your spouse with their age and relationship to you *(if applicable)*.

_____

_____

Part B. Applicant's Employer Information

Name and Address of your employer:

_____

_____

_____

_____

How long have you been employed at this job: _____

Occupation *(please state job title or provide brief description)*: _____

Part C. Spouse or Companion's Employer Information

Name and Address of your spouse's employer:

How long has spouse been employed at this job: _____

Occupation *(please state job title or provide brief description)*: _____

Second employer *(if applicable):* indicate if for applicant or spouse

Name and Address of your **Second** employer:

_____

_____

_____

_____

How long have you been employed at this second job: _____

Occupation *(please state job title or provide brief description)*: _____

Notes: _____

Part 1. Current Household Monthly Income

State the monthly income for all persons living in your household who contribute to household expenses. If your income for one of the below categories varies from month to month, state the average income for the previous 6 months and note "avg. varies"complete the below chart by entering in your income for all six months.

	Applicant	Spouse or Companion	Others	For Office Use Only
Gross wages, salary, tips, bonuses, overtime, commissions.				
Income from operation of business: a. Gross Income - b. Expenses = c. Net Income.				
Rent and other real property income:: a. Gross Income - b. Expenses = c. Net Income.				
Interest, dividends, and royalties.				
Pension and retirement income (NOT Social Security).				
Regular contributions from others to the household expenses, including child support.				
Unemployment Compensation.				
Other sources not already mentioned. Describe:				
			TOTAL MONTHLY	

Part 2. Current Household Expenses

Indicate how much you pay for each item each month:

1. Rent or Home Mortgage: ..... _____
   Does that amount include real estate taxes: ☐ No ☐ Yes
   Does that amount include property insurance: ☐ No ☐ Yes
2. Utilities:
   a. Electricity and heating fuel: ..... _____
   b. Water and sewer: ..... _____
   c. Telephone service/long distance: ..... _____
   d. Do you have any other utility bills? If **yes**, describe and enter monthly amount below:
   _____ _____
   _____ _____
   _____ _____
3. Home maintenance (including repairs and upkeep): ..... _____
4. Food: ..... _____
5. Clothing: ..... _____
6. Laundry and dry cleaning: ..... _____
7. Medical and dental expenses: ..... _____
8. Transportation (do NOT include car payments): ..... _____
9. Recreation and entertainment: ..... _____
10. Charitable contributions: ..... _____
11. Insurance NOT deducted from wages or included in home mortgage payments:
    a. Homeowner's or renter's insurance: ..... _____
    b. Life insurance: ..... _____
    c. Health insurance: ..... _____
    d. Auto insurance: ..... _____
    e. Other insurance *(describe and list monthly amount)*:
    _____ _____
    _____ _____
    _____ _____
12. Tax bills NOT deducted from wages or included in home mortgage payments:
    _____ _____
    _____ _____
    _____ _____

13. Installment payments for car, furniture, etc. *(Describe)*:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

14. Alimony, maintenance and support paid to others:..... _____
15. Payments for support of additional dependents not living at your home:..... _____
16. Regular expenses from operation of business, profession or farm: ..... _____
17. Describe any increase or decrease in expenses you expect to occur within the next year?

_____

TOTAL MONTHLY EXPENSES _____

The undersigned applicant for a grant and loan from the City of Plattsburgh certifies that he foregoing information is complete and accurate as of the below date.

Date; _____ _____

Applicant's signature

EDRLF Loan Application
Assets and Liabilities

Applicant's Name: _____

Please complete the following. If you do not have an item of property or a liability, please write none.

Part A. Real Estate (Schedule A)

List **ALL** real estate which the applicant owns or is a joint owner of, even if the applicant still owes money on the property.

Address and Description of Property	Value	The applicant's % ownership, or $ amount of equity, if you are not the sole owner	List all mortgages and liens		Indicate P for Personal B for Business
			What is the $ value of the loan, lien, or mortgage?	Who issued the lien, loan or mortgage? (name and address of institution)	

Part B. Personal Property

For each type of property listed below, indicate whether the applicant owns any property of that category, and, if so, fill in the remaining information. You can think of the value as the resale value. Attach additional pages if necessary.

Type of Property	Do you own this type of property?	Description and Location of Property	Value	Indicate P for Personal B for Business
1. Cash on hand	☐ No ☐ Yes			
2. Checking/Savings	☐ No			

last revised JULY 8, 2010.

Account, Certificates of deposit, other bank accounts	☐ Yes			
3. Interest in insurance policies-specify refund or cancellation value	☐ No ☐ Yes			
4. Stock and interests in incorporated/ unincorporated business	☐ No ☐ Yes			
5. Interests in partnerships/joint ventures	☐ No ☐ Yes			
6. Bonds	☐ No ☐ Yes			
7. Accounts receivable	☐ No ☐ Yes			
8. Automobiles, trucks, trailers, and accessories	☐ No ☐ Yes			
9. Office equipment, supplies	☐ No ☐ Yes			

10. Machinery, fixtures etc. for business	☐ No ☐ Yes			
11. Inventory	☐ No ☐ Yes			
12. Other personal property of any kind not listed.	☐ No ☐ Yes			

Part D - Debts

List below all debts that the applicant owes, or that creditors claim that the applicant owes. Attach additional sheets if necessary.

Type of Debt	1. Creditor Name and Address 2. Date/Range of dates when debt was incurred 3. Account Number, if any 4. Contact person's name and address, if different	Amount owed	What is the debt for? Describe the collateral for this loan, if any. What is the estimated value of the collateral?[1]
Mortgages			
Car/vehicle loans			
Other bank loans			

[1] You may use the tax assessed value of real property. Attach a copy of your most recent tax bill.

EDRLF Loan Application
Assets and Liabilities

Credit Cards			
Business Accounts			
Unpaid taxes LIST ONLY TAXES DUE AND NOT PAID			

Part E Unexpired Leases and Contracts

List below any leases or contracts that are still current that the applicant is a party to. Include real estate, car and business leases, and service or business contracts.

Nature and Description of Contract	Name and Address of Other Party or Parties	Date that Contract Expires

The undersigned applicant for a grant and loan from the City of Plattsburgh certifies that he foregoing information is complete and accurate as of the below date.

Date; _____

_____
Applicant's signature

Plattsburgh, NewYork

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

March 20, 2012

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

REF: Request for Permission to Advertise for bids for "Beekman Street Roadway & Waterline Improvements, Broad Street – Cornelia Street;" Contract #2012-04

Dear Mayor Kasprzak & Councilors:

It is requested that permission be granted to advertise for bids for Contract #2012-04, "Beekman Street Roadway & Waterline Improvements, Broad Street – Cornelia Street."

Very truly yours,

Kevin R. Farrington, P. E.
City Engineer

/dn

CC: City Clerk
City Chamberlain
Public Works Dept.

C:\Users\nephewd\Documents\old c drive\Denise\CL ADVERTISE FOR BID.doc

MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, NewYork

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

March 19, 2012

To: Mayor Donald M. Kasprzak

Subject: St. Lawrence 1 and St Lawrence 2 Substation Upgrades – Phase 1
Structures and Equipment Package - Bid No. 2012-1-1
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department and PLM Engineering have reviewed and evaluated the four bids received on March 6, 2012, for the above subject contract. Attached is PLM's review and recommendations.

We recommend award to **Distran Package Substations, LLC, Pineville, Louisiana** in the total amount of **$ 373,803.00**. The bid is within the funding allotted for this project. If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,

William Treacy
Manager

Enclosure: (2)

CC: City Clerk
Councilor Chris Jackson, PMLD Liaison
Bid 2012 -1-1 File

CITY OF PLATTSBURGH

BID TITLE: 2012-1-1 MLD Sub Sta Upgrade BID OPENING DATE: 2-28-12 2PM

NAME & ADDRESS OF BIDDERS	AMOUNT OF BID	NCBC	SECURITY
Hanby Young ~~Keith Cutlip~~ 124 E. Danner Dr Aurora OH	408,425.00	✓	Bid Bond
Michael Zarichnak PoB 2010 Alabaster AL	390,000.00	✓	Bid Bond 5/0
~~Christy Gallahan 919 Alabama Ave S Bremen~~			
David Campbell, Distran Pkg Substation 4725 Hwy E GA Pineville LA	387,977.00 ~~107,092.00~~	✓	Bid Bond
Associated Sub Station Engineering Bremen GA	390,800.00	✓	Bid Bond

Atch 1

PLM
ELECTRIC POWER ENGINEERING
35 MAIN STREET, HOPKINTON, MA 01748 TEL: (508) 435-0200 FAX: (508) 435-4491

Project 9122-39

March 19, 2012

Mr. William Treacy
Superintendent
Plattsburgh Municipal Lighting Department
6 Miller Street, Suite 1
Plattsburgh, NY 12901

Dear Bill:

SUBJECT: St. Lawrence No. 1 and St. Lawrence No. 2 Substation Upgrades – Phase 1
Structures and Equipment Package – Bid No. 2012-1-1
Bid Review and Award Recommendation

Sealed bids for the above contract were opened on Tuesday, February 28, 2012 at 2:00 pm at the Plattsburgh City Clerks Office. We have conducted a review of these bids. This letter contains a summary of our review, as well as a recommendation for award of the contract.

This bid is for the procurement of 115 kV and 46 kV structures, buswork and equipment necessary to upgrade the St. Lawrence No. 1 and St. Lawrence No. 2 Substations. A total of four bids were received. Following is a review of the bids received:

Distran Packaged Substations, LLC submitted a bid in the amount of $387,977.00 for the subject equipment. Distran indicated several minor technical exceptions and clarifications, all of which are acceptable. They did take exception to the payment terms and proposed two progress payment schedules and further that their bid is subject to adjustment based on metals escalation/de-escalation. We discussed this with Distran, and they have agreed to withdraw these requirements, making their bid Firm for the delivery quoted and in compliance with PMLD's payment terms. In reviewing their bid, we noted that Distran included two 8 foot pedestals for the two 115 kV circuit switchers at St. Lawrence No. 2 Substation, for a total cost of $14,174. We do not require these structures, as the new circuit switchers will be mounted on existing steel structures. Distran has agreed to remove these structures, and reduce the price of their bid to $373,803.00. E-mail correspondence between PLM and Distran is included with this letter to document these modifications.

PLM has experience with Distran on similar and larger projects, and find them well qualified to provide this equipment.

Atch 2

Substation Enterprises, Inc. submitted a bid in the amount of $390,000 for the subject equipment. They indicated several minor exceptions/clarifications, and in general conformance with the bid requirements. PLM does not have prior experience with Substation Enterprises. Based on an acceptable lower cost bid, this bid is not considered further.

Associated Substation Engineering, Inc. submitted a bid in the amount of $390,800 for the subject equipment. They indicated several minor exceptions/clarifications, and in general conformance with the bid requirements. PLM has considerable prior experience with ASE, and find them well qualified for this project. Based on an acceptable lower cost bid, this bid is not considered further.

Hamby Young submitted a bid in the amount of $408,425 for the subject equipment. They indicated several minor exceptions/clarifications, and in general conformance with the bid requirements. PLM has considerable prior experience with Hamby Young, and find them well qualified for this project. Based on an acceptable lower cost bid, this bid is not considered further.

Based on the analysis listed above, we recommend award of PMLD Bid No. 2012-1-1 for St. Lawrence No. 1 and St. Lawrence No. 2 Substation Upgrades – Phase 1 - Structures and Equipment Package to **Distran Packaged Substations, LLC** in the amount of **$373,803.00**. Distran is the lowest responsive and responsible bidder.

If you have any questions or comments concerning this correspondence, please do not hesitate to contact me.

Sincerely,

Michael C. Barrett

Michael C. Barrett
Principal Engineer

enclosures

Mike Barrett

From: Bob Gray [bob@jfgray.com]
Sent: Tuesday, March 13, 2012 10:49 AM
To: Mike Barrett
Cc: Bill Treacy
Subject: Dis-Tran / Plattsburgh

Mike & Bill:

See Dis-Tran's response below.

We look forward to working with you and the Plattsburgh Municipal Light Department on this project.

Thanks,

Bob

Begin forwarded message:

From: David Campbell <David.Campbell@DisTran.com>
Date: March 13, 2012 10:28:10 AM EDT
To: Bob Gray <bob@jfgray.com>
Cc: David Ducote <david.ducote@DisTran.com>, Joey Baker <joey.baker@DisTran.com>
Subject: FW: Dis-Tran / Plattsburgh

Bob,

This is DIS-TRAN's response to engineers comments. Please forward as necessary.

Breakout pricing has been provided based on recent request by other customers to show cost for major pieces of equipment.

Removing the stands results in a final price of $373,803.00.

DIS-TRAN will remove the escalation clause for this proposal.

DIS-TRAN will accept 100% payment upon delivery.

Anchor bolts are included for the circuit breakers

Thanks,
David Campbell
DIS-TRAN Packaged Substations, LLC

On Mar 12, 2012, at 9:35 PM, Mike Barrett wrote:

Bob,

I've gone through the Distran bid and I have some questions on the pricing and terms.

The value $387,977.00 was entered on our bid form.

The Cover letter notes a "lump sum amount" of $107,092, plus adders of $38,865 each for 46 kV circuit breakers (3 included in Bid Forms), 75,058.00 each for 115 kV circuit switchers (2 included in Bid Forms), and $7,087.00 each for 8' pedestal (2 included in Bid Forms). This all adds up to the $387,977.00, so I'm assuming you are proposing all of the above (although it's kind of a strange way to say it - I'm curious as to why they wrote the cover letter this way as I thought the bid requirements were clear).

The 115 kV circuit switchers were specified to be mounted on existing steel structures and we don't require the 8' pedestals. Would this reduce your bid by $14,174?

In going through the cover letter, we have a couple of concerns:

- Distran includes what amounts to an escalation/de-escalation clause for copper, steel and aluminum. We required firm price bidding on this, and even if we accepted the escalated pricing the Distran policy is unclear as it mentions "... products containing significant amounts of copper, galvanized steel and aluminum." It's not clear what is "significant". Will Distran agree that this order doesn't include significant amounts of copper, galvanized steel and aluminum, and remove the escalation clause (ie. Make their bid FIRM)?

- Distran includes a progress payment schedule. The bid documents included payment terms of 100% on delivery, net 30 days. Will Distran agree to the specified payment terms?

- Is Distran providing anchor bolts for the three 46 kV circuit breakers? This is not clear in their bid.

Please let me know on these items as soon as you can so that I can complete our review.

Thanks,

Mike

-----Original Message-----
From: Bob Gray [mailto:bob@jfgray.com]
Sent: Monday, March 12, 2012 1:34 PM
To: Mike Barrett
Subject: Dis-Tran / Plattsburgh

Hi Mike

Any questions on our bid??

Bob Gray
603/770-2048

Plattsburgh, NewYork

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

March 19, 2012

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

REF: Request for Permission to Advertise for bids for "Sailors Beach Flood Damage Repair," Contract #2012-06

Dear Mayor Kasprzak & Councilors:

It is requested that permission be granted to advertise for bids for Contract #2012-06, "Sailors Beach Flood Damage Repair."

Very truly yours,

Kevin R. Farrington, P. E.
City Engineer

/dn

CC: City Clerk
City Chamberlain
Public Works Dept.

MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, NewYork

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

March 20, 2012

To: Mayor Donald M. Kasprzak

From: Bill Treacy, Manager

Subject: Permission to Issue Proposal

The Plattsburgh Municipal Lighting Department respectively requests permission from the Common Council to advertise for:

PMLD PROPOSAL NO. 2012 - 4- 1

PROPOSAL FOR COPIER LEASE

PROPOSAL SUBMISSION DATE: May 1, 2012 at 11 AM

We request that two new copiers be leased to replace two PMLD owned copiers. The image device is failing in one copier; both copiers are constantly jamming; and basic repair parts are no longer being made by Sharp. Proposals will be received under PMLD Proposal No. 2012 - 4 - 1, prior to 11:00 a.m., local time, on the date shown above, then will be reviewed with the best proposal being selected meeting the needs of PMLD.

Respectfully submitted,

Bill Treacy

Bill Treacy, P.E.
Manager

cc: Keith Herkalo, City Clerk
Councilor Jackson, PMLD Liaison
Proposal 2012- 4 -1 File

COUNCIL RESOLUTION.
March 21, 2012

WHEREAS, by Council Resolutions dated August 2, 2011 and August 9, 2001 a number of Yield to Pedestrian Signs (NYR 9-7) were installed at various locations in the City, and

WHEREAS, NYS Codes, Rules and Regulations Title 17 - Transportation states *"The Yield to Pedestrians in Crosswalk sign shall not be used at intersections where traffic control signals are in operation, at mid-block crosswalks where traffic control signals are in operation, or in the vicinity of pedestrian tunnels or overpasses."*

THEREFORE, BE IT RESOLVED THAT noncompliant Yield to Pedestrian Signs shall be removed in conformance with New York State Codes, Rules and Regulations, Title 17 – Transportation.

Non compliant signs to be removed include, but may not be limited, to the following:

- South Catherine Street / South Peru intersection
- Margaret Street / Boynton Avenue intersection
- North Catherine Street / Boynton Avenue
- South Peru Street / Hamilton Street
- South Catherine Street / Broad Street
- South Catherine Street / Monty Street
- Oak Street / Cornelia Street

All signs previously established that are inconsistent with this resolution are hereby repealed and superseded.

APPLICATION

STREET SOLICITATION - PARADE - USE OF PARK OR FACILITY, ETC.

ORGANIZATION/NAME: Club Caribbean @SUNY Plattsburgh

ADDRESS: 312 Harrington Hall, Plattsburgh 12901

DESCRIBE EVENT: Club Caribbean's Annual Street Jam

(Expected # participants; if PARADE: route, # cars/floats)

We would like to block off a section of Rugar street from infront of Memorial Hall to the crossing by Hood Hall and Adirondack. We are expecting at least 50 people to be in the street. We will have a truck from North Country Towing there as well. This event is in celebration of our culture and presence on the campus and in the community.

DATE/DATES: 4/21/12

ALTERNATE/RAIN DATES: 4/28/12 (N/A For Street Solicitations)

BEGIN/END TIMES: Begin 1pm Ends 3pm

GENERAL LIABILITY INSURANCE MUST BE PROVIDED

(City of Plattsburgh ***MUST*** be named as additional insured)

(Insurance ***MUST*** cover vehicles if used)

SOLITICATIONS are at designated intersections only

Signature/Title

CONTACT: Sharisse DaSilva 312 Harrington Hall 347 546 5542

PRINT - Name Address Phone

sdasi001@plattsburgh.edu

==========

APPROVALS:

Insurance: (Y) (N) Police Dept: (Y) (N) Clerk: (Y) (N)

Init/Date _____ _____ _____

Copied
- DPW
- Police
- Fire

Plattsburgh, New York

Jonathan P. Ruff, P.E.
Environmental Manager

41 City Hall Place
Plattsburgh, NY 12901
Phone: 518-536-7519
Fax: 518-563-6083
ruffj@cityofplattsburgh-ny.gov

March 21, 2012

To: Mayor Kasprzak and Members
Of the Common Council

Fr: Jonathan Ruff

Re: Akey Landfill – Barton and LoGuidice Engineering Services Agreement

After B&L was originally hired to provide engineering services for the Akey Landfill, EFC started requiring M/WBE language in the agreements. The attached B&L contact amendment provide the EFC required language at no additional cost to the City. It is respectfully requested that the Common Council agree to the amendment and authorize the Mayor to sign all necessary paperwork.

Please contact me if you have any questions.

Barton & Loguidice, P.C.
Engineers • Environmental Scientists • Planners • Landscape Architects
Syracuse • Albany • Rochester • Ellenville • Newburgh • Camp Hill
Celebrating 50 years of service

March 21, 2012

Jonathan Ruff, P.E.
Environmental Manager
City of Plattsburgh
Environmental Services Department
41 City Hall Place
Plattsburgh, New York 12901

Re: Akey Road Landfill Closure Engineering Services Contract Amendment

File: 853.005

Dear Mr. Ruff:

Based on our conversations with the Environmental Facilities Corporation (EFC) staff, this correspondence has been prepared to amend the existing agreement for Engineering Services related to the City's Akey Road Landfill Closure construction project authorized on December 11, 2009 and subsequently amended on dated May 17, 2011. The proposed terms to be added to the contract were provided by the EFC and are included as an attachment to this correspondence. This amendment will be provided at no additional fee to the City.

If this meets with your approval, please countersign this letter below and a return one copy to our office. If you have any questions, please contact our office.

Very truly yours,

BARTON & LOGUIDICE, P.C.

Paul R. Czerwinski, P.E.
Principal

Attachment

CJM/jms

Authorization

Barton & Loguidice, P.C. is hereby authorized by the City of Plattsburgh to incorporate the contract terms included herein in accordance with the Terms and Conditions proposed herein

Signature _____ Date _____

200 Elwood Davis Road • Box 107 • Syracuse, New York 13220
Telephone 315 457 5200 • Facsimile 315 451 0082 • www.BartonandLoguidice.com

The experience to listen. The power to solve.

REQUIRED TERMS FOR CONTRACTS AND SUBCONTRACTS RECEIVING SRF FINANCIAL ASSISTANCE

The following language will be included in all contracts and subcontracts:

The contractor and its subcontractors shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

Additionally, the contractor is required to carry out the applicable provisions of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements, and as such shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Prior to the award of a contract regarding the Project, the contractor and any subcontractor shall submit an EEO policy statement to the Recipient within the time frame set by the Recipient.

The contractor's and any subcontractor's EEO policy statement shall contain, but not necessarily be limited to, the following:

(i) The contractor and any subcontractor will not discriminate on the basis of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status against any employee or applicant for employment, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts relating to the Project.

(ii) The contractor and any subcontractor shall state in all solicitations or advertisements for employees that, in the performance of the contract relating to the Project, all qualified applicants will be afforded equal employment opportunities without discrimination on the basis of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status.

(iii) Each contractor and any subcontractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status and that such union or representative will affirmatively cooperate in the implementation of the contractor's or subcontractor's obligations herein.

Any contractor or subcontractor shall, as a precondition to entering into a valid and binding contract relating to the Project, agree to the provisions set forth in (i), (ii) and (iii) above, and shall include or make reference to said provisions in all contracts and documents soliciting bids or proposals relating to the Project.

Except for construction contracts, prior to an award of a contract relating to this Project, the contractor and any subcontractor shall submit to the Recipient a staffing plan of the anticipated work force to be utilized on such contract or, where required, information on the contractor's and any subcontractor's total work force, including apprentices, broken down by specific ethnic background, gender and Federal occupational categories or other appropriate categories specified by the Recipient.

After an award of a contract relating to this Project, the contractor and any subcontractor shall submit to the Recipient a workforce utilization report, in the form and manner required by the Recipient, of the work force actually utilized on the contract relating to this Project broken down by specific ethnic background, gender, and Federal occupational categories or other appropriate categories specified by the Recipient.

The contractor is not a debarred or suspended party under 2 CFR Part 180, 2 CFR Part 1532 and 40 CFR Part 32. Further, neither the contractor nor any of its subcontractors have contracted with, or will contract with, any debarred or suspended party under the foregoing regulations or with any party that has been determined to be ineligible to bid under Section 316 of the Executive Law.

Lastly, the contractor shall carry out applicable requirements of Executive Law Article 15-A in the award and administration of contracts awarded under EPA financial assistance agreements and, as such, shall commit to MBE and WBE participation goals for their contract that are equal to or greater than the goals presented below:

Construction Contracts

NYS Regions	County			MBE Goals	WBE Goals
1	Nassau	Suffolk		10%	6%
2	New York City			17%	8%
3	Dutchess Orange Putnam	Rockland Sullivan	Ulster Westchester	10%	6%
4	All counties not listed above			9%	5%
5					
6					
7					
8					
9					

Non-construction Contracts/Agreements

10% total combined for M/WBE participation (All Counties)

(Includes professional services, such as legal, engineering, or financial advisory services; supplies; commodities; equipment; materials; travel)

For further information about the program and required documentation, please refer to the EFC website. **www.efc.ny.gov/mwbe**

The SRF MWBE & EEO/Workforce goals for construction are as follows:

*Non-construction goal is 10% combined MBE & WBE statewide

County	NYSDEC Region	MBE Goal %	WBE Goal %	EEO Minority Goal %	EEO Women's Goal %
Albany	4	9	5	3.2	6.9
Allegany	9	9	5	6.3	6.9
Bronx	2	17	8	22.6	6.9
Broome	7	9	5	1.1	6.9
Cattaraugus	9	9	5	6.3	6.9
Cayuga	7	9	5	2.5	6.9
Chautauqua	9	9	5	6.3	6.9
Chemung	8	9	5	2.2	6.9
Chenango	7	9	5	1.2	6.9
Clinton	5	9	5	2.6	6.9
Columbia	4	9	5	2.6	6.9
Cortland	7	9	5	2.5	6.9
Delaware	4	9	5	1.2	6.9
Dutchess	3	10	6	6.4	6.9
Erie	9	9	5	7.7	6.9
Essex	5	9	5	2.6	6.9
Franklin	5	9	5	2.5	6.9
Fulton	5	9	5	2.6	6.9
Genesee	8	9	5	5.9	6.9
Greene	4	9	5	2.6	6.9
Hamilton	5	9	5	2.6	6.9
Herkimer	6	9	5	2.1	6.9
Jefferson	6	9	5	2.5	6.9
Kings (Brooklyn)	2	17	8	22.6	6.9
Lewis	6	9	5	2.5	6.9
Livingston	8	9	5	5.3	6.9
Madison	7	9	5	3.8	6.9
Monroe	8	9	5	5.3	6.9
Montgomery	4	9	5	3.2	6.9
Nassau	1	10	6	5.8	6.9
New York (Manhattan)	2	17	8	22.6	6.9
Niagara	9	9	5	7.7	6.9
Oneida	6	9	5	2.1	6.9
Onondaga	7	9	5	3.8	6.9
Ontario	8	9	5	5.3	6.9
Orange	3	10	6	17	6.9
Orleans	8	9	5	5.3	6.9

County	NYSDEC Region	MBE Goal %	WBE Goal %	EEO Minority Goal %	EEO Women's Goal %
Oswego	7	9	5	3.8	6.9
Otsego	4	9	5	1.2	6.9
Putnam	3	10	6	22.6	6.9
Queens	2	17	8	22.6	6.9
Rensselaer	4	9	5	3.2	6.9
Richmond (Staten Island)	2	17	8	22.6	6.9
Rockland	3	10	6	22.6	6.9
Saratoga	5	9	5	3.2	6.9
Schenectady	4	9	5	3.2	6.9
Schoharie	4	9	5	2.6	6.9
Schuyler	8	9	5	1.2	6.9
Seneca	8	9	5	5.9	6.9
St. Lawrence	6	9	5	2.5	6.9
Steuben	8	9	5	1.2	6.9
Suffolk	1	10	6	5.8	6.9
Sullivan	3	10	6	17	6.9
Tioga	7	9	5	1.1	6.9
Tompkins	7	9	5	1.2	6.9
Ulster	3	10	6	17	6.9
Warren	5	9	5	2.6	6.9
Washington	5	9	5	2.6	6.9
Wayne	8	9	5	5.3	6.9
Westchester	3	10	6	22.6	6.9
Wyoming	9	9	5	6.3	6.9
Yates	8	9	5	5.9	6.9

PLATTSBURGH, NEW YORK

Plattsburgh, NewYork

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

March 20, 2012

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

REF: Request for Permission for Travel to Syracuse, NY for NYS GIS 2012 Conference

Dear Mayor Kasprzak & Councilors:

It is requested that permission be granted for Engineering Aide David Brown to attend the 27th Annual New York State GIS Conference on May 15 – 16, 2012 in Syracuse, NY, at an estimated cost of $249.00. A copy of the Program is attached.

Sufficient funds are available in the Engineering Department Budget.

Very truly yours,

Kevin R. Farrington,P.E.
City Engineer

/dn

CC: City Chamberlain

a

Tentative Agenda

27th Annual New York State GIS Conference

Tuesday, May 15

12:30 - 4:30 p.m.	**Seminars and Workshops** (included in conference registration)
	Smart Phone App Development Workshop Ever want to know how to develop some of those great smartphone applications everyone's using? Come to this workshop, and get a sense for how it's done. This workshop will provide a general overview of the tools, skills, and registration requirements needed to get smartphone apps published. We'll discuss the three primary platforms - iOS, Android, and Blackberry, and compare and contrast their various pros and cons. With the explosion of geo-intelligent devices in everyone's hands, the ability to exploit these tools for customized geocentric information, inventories, and applications is boundless. Whether you're a developer, or someone who just wants a better understanding of what's inside that little black box, come learn how you can be part of this tremendous wave.
	LiDAR Workshop LiDAR (light detection and ranging) and other acquisition technologies are developing rapidly. The demand for high-quality elevation data has also increased significantly. This workshop will discuss the needs for high-resolution elevation data including an introduction to Lidar data, and examples of Lidar data applications. The participant will have hands-on experience implementing LIDAR data into GIS projects. • Dave Tewksbury, Technical Support, Department of Geology, Hamilton College
	AutoCAD GIS Workshop *Interoperability Between ArcGIS and AutoCAD Civil 3D / Map 3D Workshop (Part 1)* This workshop will demonstrate numerous methods in which users can Leverage GIS Data in CAD and vice versa. Topics include import export, Connecting to and utilizing Feature Sources on the CAD side, and using CAD dwg information on the GIS side. Special attention is made to real world Design and GIS project scenario's where collaboration between GIS and CAD teams is critical. The intent of this session is to give the participant a clear view of bringing the two worlds together as seamlessly as possible. Classroom machines will be set up for participants to explore on their own. *ArcGIS Tips and Tricks: Increase Efficiency with Optimized Maps (Part 2)* There are many different techniques that can be used to increase the performance of your maps in ArcGIS. Making small changes to the properties of your layers and data frames can have a dramatic effect on performance. Learn techniques to optimize your maps to create a better platform for geographic analysis, and increase your editing productivity. • Chuck Pietra, Senior Technical Applications Manager, O'Brien & Gere
	Open Source GIS Workshop Do you ever feel like innovation in map production and online mapping tools is happening at a rate you can't keep up with? Would you like to start learning how to use open source and online technologies but you don't know where to begin? This hands-on workshop will provide the basic skills needed to utilize emerging geospatial tools for creating, analyzing, and publishing geospatial data. We will cover technologies such as MapWindows, Quantum GIS, TileMill and Google Fusion Tables, and other emerging open source technologies. Space is limited so register early and prepare to jump start your geospatial retraining! **Attendees must bring their own laptop.** • Dr. John Van Hoesen, Associate Professor of Geology & Environmental Studies, Green Mountain College
	Dealing with Data: Sources, Structures, and Solutions Seminar This four-hour seminar will address the challenges associated with the need to acquire and use geospatial data. The seminar presenters will include representatives from some of the federal and state agencies that distribute data within New York State. Datasets considered will cover a variety of application areas including water, air, soil, elevation, administrative, environmental, and imagery sources. The first part of the seminar will consider the process of obtaining data, will identify what is unique about particular datasets, and will identify some of the challenges and pitfalls associated with using the data including the preprocessing needed to convert tabular data into a spatial form and dealing with projections and datums. The second part of the seminar will demonstrate a variety of applications that highlight the traps, issues and limitations with performing analysis and producing map output. • Dr. Joe Francis, Associate Professor, Department of Development Sociology, Cornell University • Douglas Freehafer, Computer Specialist, USGS • Dr. Eric Greenfield, Forester, USFS • Frank Winters, Assistant Deputy Director for GIS Programs, NYS Office of Cyber Security
5:00 - 7:00	**Networking reception** at the Oncenter Complex

Wednesday, May 16

7:30 a.m.	**Registration and Continental Breakfast**
8:30	**Welcome and Introduction**
8:45	**Keynote Presentation Part 1** Jeff Howe, Author, *Crowdsourcing*
9:30	**Visit the Exhibitors, App Garden, and Technology Petting Zoo**

11:00	**Specialized Spatial Spotlights**			
	LiDAR: What's the Point? Did you ever wonder what LiDAR is used for? Experienced LiDAR users will tell their tales and woes of what to expect from this high gear technology. Can LiDAR surfaces be improved? What can you expect from the data? Can you integrate LiDAR with other data layers? Three presenters will give you information about their particular projects; perhaps giving you ideas about how to incorporate LiDAR into your daily GIS projects. At the end of the presentations, the panel will entertain questions and discussions about the role of LiDAR today and in the future. This could be your next step into the 3-D world of tomorrow. • Ron Frederiks, NYS Department of Transportation • Karen Kwasnowski, Chief Technical Officer, GroundPoint Technologies, LLC; and GIS Analyst II/Project Manager, IAGT • Charles Mondello, Executive Vice President of Corporate Development, Pictometry	**Get Your Head in the Cloud** Did you ever wonder what's in the Cloud? Here is your chance to learn about some different GIS Cloud computing applications that are available to you. Cloud computing is an efficient way to utilize GIS services without the initial costs for hardware and software in many cases. Also, it will free you from having to maintain servers and other equipment. It can also give you more flexibility by allowing you to be more mobile by allowing you access to GIS functionality online. During this session, presenters from the geospatial community will give their perspectives on the benefits of using the Cloud to publish and share your spatial data. • Kevin Flander, PeopleGIS • Josh Pierro, PeopleGIS • Tyson Schallipp, Google Earth Enterprise	**Crisis Response** This session will delve into the use of GIS in emergency response in New York and in neighboring states. The session will start with 45 minutes of presentations by expert panelists that used GIS to respond to the recent flooding in New York and Vermont from Hurricane Irene as well as the response to the October snowstorm in hitting Connecticut and other incidents. Panelists will be asked to talk about applications developed, the use of "crowd sourced" data and their recommendations for the most effective use of GIS in meeting the needs of their emergency management communities. Following those presentations, a scenario depicting an emergency will be provided to the attendees and a series of questions will lead the audience to determine ways to respond to those questions as well as expected outcomes and risks. The expert panelists will also be asked for their opinions and the cumulative answers will be recorded. The scenario, questions and answers will be made available to all attendees for future reference. • Dave Brotzman, Executive Director, Vermont Center for Geographic Information • Steve Emerick, NYS Office of Cyber Security • Tyler Kleykamp, State of Connecticut Office of Policy and Management • Dan O'Brien, Program Manager, NYS Office of Emergency Management • Dave MacEwan, NYS Department of Transportation Region 9 (Binghamton) • TBA, NYC Office of Emergency Management • Michael Praeger, NYS Office of Cyber Security • TBA, NYC Office of Emergency Management	**Think Spatially, Act Locally** Do you want to see how geospatial technology is being used or could be used by local governments? This is your lucky day! You will have a chance to see what others are doing with GIS and how it could be replicated possibly within your own organization. Having the ability to understand different geospatial technologies and how they work together can be the difference in making an informative decision and increasing your efficiencies. • Butch Conover, Superintendent of Department of Public Works, City of Rome • Tyson Edwards, YouTown Mobile App • Steve Signell, Research Support Specialist, Adirondack Ecological Center
12:30 p.m.	**Lunch**			
1:30	**NYS GIS Association Meeting**			
2:30	**Visit the Exhibitors, App Garden, and Technology Petting Zoo**			
3:30	**Keynote Presentation Part 2** Jeff Howe, Author, *Crowdsourcing*			
4:30	**Conference Concludes**			

Hosted by **SUNY-ESF** in partnership with **NYS GIS Association**

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Denise Nephew

Subject: FW: NYS GIS Conference: Workshops and Special Spatial Spotlights!

Register today for the 2012 NYS GIS Conference!

May 15-16, 2012
Oncenter Complex in Syracuse, NY

Early registration deadline is just two weeks away for professionals, students, and exhibitors!
Register before March 30th to receive the early rate!

New for this year!

Workshops and Seminars on Day 1 are included in your conference registration and are a great way to get an in-depth look at important emerging topics. Find out where your field is heading; don't miss out!

- Smartphone App Development Workshop
- LiDAR Workshop
- AutoCAD GIS Workshop
- Open Source GIS Workshop
- Dealing with Data: Sources, Structures, and Solutions Seminars

Special Spatial Spotlights on Day 2 will inform you how GIS technology applications are being used in exciting ways!

- LiDAR: What's the Point?
- Get Your Head in the Cloud
- Crisis Response
- Think Spatially, Act Locally

Crowdsourcing, smartphones, cloud computing...if it's a hot topic in the industry, we'll be talking about it! Register for this exciting conference at www.esf.edu/nysgisconf/2012/register.htm.

For more information on the 2012 conference, visit www.esf.edu/nysgisconf.

For information on sponsorship opportunities, visit www.esf.edu/nysgisconf/2012/exhibitor.htm.

Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:
http://www.cvent.com/d/FajtJVYLhEKTq5P3YzKHoQ/07lj/P1/1Q?

If you no longer want to receive emails from Terry Sakowski please click the link below.
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PLATTSBURGH, NEW YORK

Plattsburgh, NewYork

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City Chamberlain

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To: Mayor Kasprzak and the Common Council

From: Richard A. Marks, City Chamberlain

Date: March 20, 2012

Re: Travel Request

Travel approval is requested for Barbara Phillips, Principal Account Clerk (City Chamberlain), to attend the Office of the State Comptroller's class Introduction to Governmental Accounting in Clifton, Park from April 18 through April 20, 2012 at a cost not to exceed $ 488.00 as follows:

• Registration	$ 85.00
• Lodging	208.00
• Meals	154.00
• Mileage	145.00
Total	$592.00

This training is essential to have an introduction to the detailed requirements for governmental or 'fund' accounting that Barbara will need to perform many of the duties of her position in the Finance Office. There is a more advanced course in the fall that we plan for her to attend to receive the full exposure to the complexities of governmental accounting.

Please advise any questions or concerns about this training.

Thank you.