



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: September 17, 2019

RE: Fire and Ambulance Responses

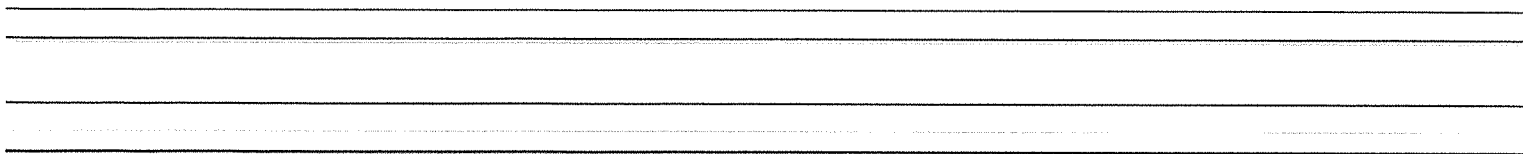
For this week's period: Tuesday, September 10, 2019 to Monday, September 16, 2019
our Department has responded to the following:

Fire Calls 17

- 4 alarm activation with investigation of cause
- 2 MVA with patient care and hazardous mitigation
- 5 EMS initiated patient care prior to transport ambulance
- 1 passenger vehicle fire with hazardous mitigation
- 1 gasoline leak with hazardous mitigation
- 1 removal of victim from stalled elevator
- 1 water leak with investigation
- 1 smoke/odor removal
- 1 cooking fire

Ambulance Calls 64

Mutual Aid by CVPH 18





09/18/2019 11:02
14271bee

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 1
picvirpt

DEPARTMENT: Building Inspector

REPORTING PERIOD: 09/11/19 TO 09/17/19

COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
GRASS	1
HEDGE LAW VIOLATION	2
PROPERTY MAINTENANCE	1
ZONING VIOLATION	2
DEPARTMENT TOTALS	6
REPORT TOTALS	6

** END OF REPORT - Generated by Lisa Beebie **



VIOLATION	SEVERITY	PHONE CALL AREA	COMPLY BY	DATE	STATUS	RESPONSIBLE PARTY SEVERITY	CREATED
1803 113 CORNELIA ST PROPERTY MAINTENANCE WATER DAMAGE TO APARTMENT. MOLD FORMING. LANDLORD NOT ADDRESSING DAMAGE.	0	LYS A ST LOUIS	09/14/19	09/12/2019	COMPLETED		
STEPS INITIAL INSPECT NOTICE FOLLOW UP ORDER REMEDY APPEARANCE TICKE							
INSPECTION COMPLAINT NICK WALKER COMPLAINT NICK WALKER							
COMPLAINT/VIOLATION TOTALS							
1802 169 BROAD ST		RUSSELL B PUSCHAK		09/11/2019			
VIOLATION HEDGE LAW VIOLATION SUNFLOWERS OVERGROWN, PLANTED IN CITY OWNED MEDIAN, BLOCKING VIEW AT CORNER OF LEONARD AVE AND BROAD STREET.	0		COMPLY BY				
COMPLAINT/VIOLATION TOTALS							
1804 4 SO ACRES RD		ROBERT CLISBY		09/13/2019			
VIOLATION ZONING VIOLATION ANONYMOUS COMPLAINT- CONCERN THAT OWNER IS CREATING HOUSING IN GARAGE BEHIND HOUSE.	0	PHONE CALL AREA	COMPLY BY				
STEPS INITIAL INSPECT NOTICE FOLLOW UP ORDER REMEDY APPEARANCE TICKE							
INSPECTION COMPLAINT KYLE BURDO COMPLAINT KYLE BURDO							
COMPLAINT/VIOLATION TOTALS							
1805 4952 SO CATHERINE ST		THOMAS KELSH		09/17/2019			
VIOLATION ZONING VIOLATION ANONYMOUS COMPLAINT- CONCERN THAT OWNER IS CREATING HOUSING IN GARAGE BEHIND HOUSE.	0	PHONE CALL AREA	COMPLY BY				
STEPS INITIAL INSPECT NOTICE FOLLOW UP ORDER REMEDY APPEARANCE TICKE							
INSPECTION COMPLAINT KYLE BURDO COMPLAINT KYLE BURDO							
COMPLAINT/VIOLATION TOTALS							



VIOLATION SEVERITY AREA COMPLI BY COMPLETED
HEDGE LAW VIOLATION 0
CONCERN REGARDING LARGE TREE IN FRONT OF PROPERTY THAT IS DEAD, LOOKS UNSTABLE AND LIKE IT MAY FALL DOWN. 1 DAYS OPEN
COMPLAINT/VIOLATION TOTALS .00

1806 9 ELIZABETH ST CHRISTOPHER WINKLER 09/17/2019
VIOLATION SEVERITY AREA COMPLI BY COMPLETED
GRASS 0
TALL GRASS. HAS NOT BEEN MOWED FOR WEEKS ON STREET SIDE OF PROPERTY. 1 DAYS OPEN

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
INITIAL INSPECT NEW 09/19/19
NOTICE NEW
FOLLOW UP NEW
ORDER REMEDY NEW LETTER
APPEARANCE TICKE OTHER
INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KYLE BURDO 09/19/19 .00
COMPLAINT KYLE BURDO .00
COMPLAINT/VIOLATION TOTALS .00

1801 9 RIVERSIDE AVE JAMES F RUSHFORD 09/11/2019
VIOLATION SEVERITY AREA COMPLI BY COMPLETED
ZONING VIOLATION 0 PHONE CALL 0
Complaint about roosters and chickens on the property and being a nuisance. 7 DAYS OPEN

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
INITIAL INSPECT NEW 09/13/19
NOTICE NEW
FOLLOW UP NEW
ORDER REMEDY NEW LETTER
APPEARANCE TICKE OTHER
INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT NICK WALKER 09/13/19 .00
COMPLAINT NICK WALKER .00
COMPLAINT/VIOLATION TOTALS .00

DEPARTMENT TOTALS 6 COMPLAINTS/VIOLATIONS 0 COMPLETED .00
COMPLAINT/VIOLATION ACTIVITY 09/11/19-09/17/19: 6 CREATED
REPORT TOTALS 6 COMPLAINTS/VIOLATIONS 0 COMPLETED .00
COMPLAINT/VIOLATION ACTIVITY 09/11/19-09/17/19: 6 CREATED



09/18/2019 11:02
14271bee

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 4
picvirpt

DEPARTMENT: Building Inspector

REPORTING PERIOD: 09/11/19 TO 09/17/19

REFERENCE LOCATION
CASE
COMPLAINT/VIOLATION

COMMENT

AREA
SOURCE

RESPONSIBLE PARTY
SEVERITY

CREATED
COMPLETED

** END OF REPORT - Generated by Lisa Beebie **

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 09/08/2019 00:00 TO 09/15/2019 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTALS
ABANDONED 911	0	1	0	0	0	1	1	0	0	0	0	0	0	3
ABC VIOLATIONS	0	3	0	0	0	0	0	0	0	0	0	0	0	3
ADMINISTRATIVE	0	0	0	0	0	0	0	0	0	0	1	1	0	2
AIDED MEDICAL	0	3	0	0	0	1	0	0	2	0	0	1	0	7
ALARM	0	0	0	1	0	2	1	0	0	1	0	0	0	5
ANIMAL DOMESTIC	0	0	0	0	0	0	0	1	0	1	2	0	1	5
ASSAULT	0	0	0	0	0	0	1	0	0	0	0	0	0	1
BAD CHECK	0	0	0	0	0	0	1	0	0	0	0	0	0	1
BEAT MONITORING	0	3	1	0	0	0	0	0	0	0	0	0	0	4
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	1	0	1
CITY CODE VIOLATION	0	1	0	0	0	0	1	0	0	0	0	0	0	2
CRIMINAL MISCHIEF	0	1	0	0	0	2	0	0	0	1	1	0	1	6
DEATH INVEST	0	0	0	0	0	0	0	0	1	0	1	0	0	2
DISORDERLY PERSONS	0	1	1	0	0	0	1	0	1	2	1	0	1	8
DOMESTIC	0	1	0	1	1	1	1	0	0	1	0	3	5	14
DOOR UNLOCKING	0	0	1	0	1	0	0	1	0	0	0	1	0	4
DRUG INVESTIGATION	0	0	0	0	0	1	2	2	0	0	1	1	0	7
DWI / IMPRD / DRUGS	0	0	2	0	0	0	0	0	0	0	0	0	0	2
FINGERPRINTING	0	0	0	0	0	0	1	1	3	0	0	0	0	5
FIRE	0	0	1	0	0	0	0	0	0	0	0	0	0	1
FOOT PATROL	0	6	4	1	0	0	0	0	0	0	0	0	6	17
FRAUD	0	0	0	0	1	0	0	0	0	1	0	0	0	2
HARASSMENT	0	1	0	0	0	0	2	2	2	0	0	1	1	9
INSECURE PROPERTY	0	0	1	1	0	0	0	0	0	0	0	0	0	2
JUVENILE	0	0	0	0	0	1	1	0	0	2	0	1	0	5
LARCENY	0	0	0	0	1	1	3	0	0	1	1	2	0	9
LOST AND FOUND	0	1	1	0	2	2	1	0	1	2	3	0	0	13
M/V ACCIDENT	0	0	0	0	0	4	5	6	6	4	0	2	0	27

M/V OFFENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2
MEDIATION-NO OFFENSE	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	1	0	0	1	4
MISC CALLS	0	2	2	0	2	0	2	5	1	0	0	0	1	5	0	0	0	0	3	23
MISC OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
NOISE VIOLATION	0	8	2	0	0	0	0	0	0	0	0	0	0	1	1	1	1	9	21	
OUTSIDE AGENCY ASSIST	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
PARKING VIOLATIONS	0	0	0	0	0	0	1	1	0	0	0	0	2	0	0	0	0	2	6	
PAROLE NOTIFICATION	0	0	0	0	0	0	0	3	2	0	0	0	0	0	0	0	0	0	0	5
PRISONER TRANSPORT	0	0	0	0	0	0	3	0	1	0	0	0	1	1	0	0	1	0	0	9
PROPERTY RETRIEVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1	2
REPOSESSION	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
SAFE SCRIPTS PROGRAM	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
SERVICES	0	0	0	0	0	0	3	0	0	1	0	1	0	1	0	1	1	1	1	7
SEX CRIMES	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
SEX OFFNDR REGISTRATION	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
SICK LEAVE	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
SUSPICIOUS ACTIVITY RPT	0	0	0	0	0	0	2	1	0	0	0	1	1	2	3	1	2	1	10	
TRAFFIC STOP	0	3	2	2	1	0	0	0	1	1	1	0	0	6	18	8	6	8	42	
TRESPASSING	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	4	
WARRANT	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
WELFARE CHECK	0	0	2	2	1	1	1	1	4	3	0	0	0	2	2	0	2	0	0	17
Totals:	0	37	21	7	14	29	37	22	25	22	32	40	42	328						

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 01/01/2019 00:00 TO 09/15/2019 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTALS
ABANDONED 911	0	12	14	7	4	9	11	6	9	11	12	9	10	114
ABC VIOLATIONS	0	47	0	0	0	0	2	2	0	2	0	2	14	69
ABSCONDED	0	1	5	4	1	0	0	2	1	3	2	2	0	21
ADMINISTRATIVE	0	4	3	4	3	7	5	3	4	2	8	10	1	54
AIDED MEDICAL	0	29	29	10	9	9	12	16	22	20	17	34	32	239
ALARM	0	17	13	18	27	17	13	19	11	34	27	13	10	219
ANIMAL DOMESTIC	0	5	5	4	1	4	15	21	20	24	17	16	8	140
ANIMAL WILD	0	4	0	0	0	7	2	2	5	1	1	3	2	27
ASSAULT	0	8	10	0	3	4	1	3	2	5	2	4	1	43
BAD CHECK	0	0	0	0	0	1	1	2	2	0	0	0	0	6
BEAT MONITORING	0	63	32	0	0	0	0	0	0	0	0	0	0	95
BKGRND INVST CIVILIAN	0	0	0	0	0	3	11	1	5	0	0	0	0	20
BKGRND INVST SWORN	0	0	0	0	0	2	1	0	0	0	0	0	0	3
BURGLARY	0	1	4	1	0	5	3	5	4	8	7	4	1	43
CHILD SEAT INSTALL	0	0	0	0	0	1	0	0	0	0	7	7	0	15
CITY CODE VIOLATION	0	7	3	0	0	1	4	3	2	4	5	7	16	52
CRIMINAL MISCHIEF	0	6	5	1	1	14	3	8	8	13	10	11	7	87
CROSSING GUARD	0	0	0	0	2	8	1	3	9	1	0	2	1	27
DEATH INVEST	0	0	1	1	0	2	0	2	5	1	1	2	0	15
DISORDERLY PERSONS	0	42	36	4	1	6	16	18	26	27	23	31	39	269
DOG SEIZURE	0	0	0	0	1	0	4	0	1	1	1	0	0	8
DOMESTIC	0	22	18	9	16	6	23	22	22	22	35	52	42	289
DOOR UNLOCKING	0	3	2	1	14	23	30	36	30	36	32	26	10	243
DRUG INVESTIGATION	0	6	3	1	1	12	23	24	24	22	22	15	5	158
DWI / IMPRD / DRUGS	0	10	13	0	0	0	0	1	0	0	0	1	7	32
EMOTIONALLY DISTRBD PERSN	0	5	4	3	5	6	4	7	15	10	12	9	14	94
ENDANGERING WELFARE	0	0	0	0	0	0	0	0	1	0	0	0	0	1
FINGERPRINTING	0	0	0	0	10	18	39	87	29	9	3	1	0	196

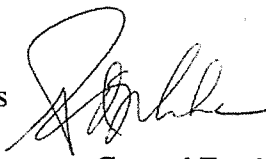
FIRE	0	0	0	0	0	1	2	2	4	3	6	2	5	4	32
FOOT PATROL	0	58	67	30	0	3	9	9	12	11	9	9	35	50	293
FORGERY	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
FRAUD	0	0	0	0	1	5	6	6	5	3	2	1	0	0	23
HARASSMENT	0	4	6	2	0	12	23	23	21	31	23	24	27	17	190
INSECURE PROPERTY	0	18	25	12	3	1	0	0	0	1	1	4	10	21	96
JUVENILE	0	0	0	0	2	13	7	7	14	15	15	14	10	2	92
KIDNAPPING	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
LARCENY	0	7	3	3	7	20	44	44	39	28	31	24	27	6	239
LOST AND FOUND	0	8	13	3	14	22	37	37	32	35	33	26	16	7	246
M/V ACCIDENT	0	10	5	2	14	59	80	80	119	119	94	49	36	8	595
M/V OFFENSE	0	7	1	1	0	5	3	3	4	3	7	6	8	5	50
M/V THEFT	0	0	0	0	0	0	3	3	1	0	2	0	1	1	8
MARIHUANA INVST	0	0	0	0	0	3	1	1	3	5	4	2	0	0	18
MEDIATION-NO OFFENSE	0	3	1	5	1	2	3	3	1	6	3	8	5	6	44
MISC CALLS	0	40	28	7	16	40	50	50	61	60	53	62	57	41	515
MISC OFFENSES	0	2	2	0	1	14	15	15	5	8	14	7	5	2	75
MISSING PERSON	0	0	0	0	0	1	0	0	6	1	7	3	4	2	24
NARCO INTEL	0	0	0	3	1	0	0	0	0	1	1	0	2	0	8
NEIGHBOR CRISIS	0	1	1	1	1	1	2	2	11	6	15	14	5	7	65
NOISE VIOLATION	0	78	34	7	4	7	9	9	7	9	16	21	56	90	338
OPEN CONTAINER	0	4	2	0	0	0	0	0	0	1	0	0	2	4	13
OUTSIDE AGENCY ASSIST	0	7	3	5	3	6	7	7	12	13	9	8	7	6	86
PARKING VIOLATIONS	0	4	3	0	13	8	19	19	12	13	3	8	5	10	98
PAROLE NOTIFICATION	0	0	0	0	4	25	25	25	8	13	2	0	0	0	77
PRISONER TRANSPORT	0	2	0	0	17	64	10	10	9	17	13	7	11	2	152
PROPERTY RETRIEVAL	0	0	1	1	1	12	9	9	10	14	13	7	8	4	80
REPOSESSION	0	1	1	0	1	0	1	1	2	4	2	0	2	2	16
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	1	0	1	2
SAFE SCRIPTS PROGRAM	0	0	0	0	0	21	8	8	11	14	0	0	0	0	54
SERVICES	0	42	38	37	33	182	219	219	79	11	9	9	63	55	777
SEX CRIMES	0	2	1	2	1	6	6	6	4	6	4	1	2	2	37
SEX OFFNDR REGISTRATION	0	0	0	0	1	9	17	17	2	3	1	0	0	0	33

SICK LEAVE	0	2	11	17	13	4	13	13	7	19	2	7	3	111
SIDEWALK ORDINANCE	0	0	0	0	0	0	0	0	1	0	0	0	0	1
SUSPICIOUS ACTIVITY RPT	0	26	17	7	4	6	11	16	7	14	13	52	52	225
TRAFFIC DETAIL	0	0	0	0	7	9	1	6	1	1	9	10	2	46
TRAFFIC STOP	0	191	145	37	13	90	109	86	116	66	62	441	404	1760
TRESPASSING	0	22	10	3	6	5	14	9	14	12	19	15	19	148
WARRANT	0	7	1	0	1	2	2	4	11	5	2	7	5	47
WELFARE CHECK	0	43	43	15	25	45	56	53	59	40	58	96	49	582
Totals:	0	881	665	268	308	870	1045	974	928	805	726	1298	1109	9877



Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: September 12, 2019
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2019 General Budget, as follows:

Increase: General Fund – Corporation Counsel Contract Services	11420000-4430	\$3,930.00
Increase: General Fund – PW Snow & Ice Contract Services	15142000-4430	\$2,947.00
Decrease: General Fund – Unassigned Unappropriated Fund Balance	1-0599	\$6,877.00

To provide for the unbudgeted costs for the Corporation Counsel to engage an engineering firm to provide annexation consulting services to the City and for Public Works to engage a building contractor to haul snow for disposal from downtown City stockpiled areas during the winter storms of 2019. The budget adjustment will increase appropriations for the General Fund budget by \$6,877.00 in 2019 and require the use of Unassigned Unappropriated Fund Balance from the General Fund.

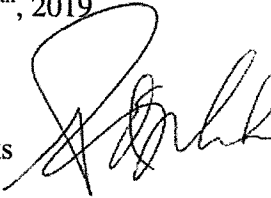
Thank you for your attention to this request.

Cc: Dean Schneller
Mike Brodi
Barbara Phillips
Lynda Mulcahy



Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: September 16th, 2019
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2019 General Fund Budget, as follows:

Increase: General Fund – Police Technical Equipment	13120000-2400	\$33,000.00
Increase: General Fund – Federal Aid Other	00001440-4089	\$33,000.00

To provide for unbudgeted estimated revenues and appropriations for the Police Department in the General Fund for the Stonegarden Federal Grant program income to be shared through the Clinton County Sheriff's Office. The budget adjustment will increase the General Fund budget for estimated revenue and appropriations equally in 2019 by \$33,000, therefore not requiring the use of Unassigned Unappropriated Fund Balance from the General Fund.

Thank you for your attention to this request.

Cc: Chief Ritter
Heather Silver
Barbara Phillips
Lynda Mulcahy

EVENT APPLICATION

EVENTS APPLICATION

Please return completed application form and any additional paperwork to:
Mayor's Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 563-7701 or fax (518) 561-7367
carlinb@cityofplattsburgh-ny.gov

Applications and additional paperwork can be submitted electronically or applicant can mail completed application and additional paperwork to the address above. If submitting additional paperwork electronically please click on the link below. PLEASE BE ADVISED that all required paperwork, such as certificate of insurance, alcohol permit from NYSLA, Clinton County health department permits, worker's compensation, etc., must be submitted WITH application. Any application that does not include such supporting documentation will be returned.

Additional Paperwork Field not completed.

EVENT INFORMATION

If this request is to hold a "small event" please read the information below. If your event qualifies as a "small event" complete Section A of this application, scroll to bottom of page, Section C, complete applicants signature area and hit submit. If you do not qualify as a "small event" complete application in its entirety.

SMALL EVENTS

Small events is defined herein as an event which does not involve a request to close a street or parking space; a parade; or to use, consume or serve alcohol on City property. Similarly a "Small Event" shall not require substantial use of electricity, or other City resources, including Police and DPW personnel.

*****Street Solicitations require Common Council Approval and are not considered a "Small Event" *****

SECTION A:

Name	Carrie Bednarz
Email Address	cbednarz@plattscsd.org
Address	53 Johnson Ave, Unit 14
City	Plattsburgh
State	New York
Zip Code	12901

Phone Number 315-368-3658

Fax Number *Field not completed.*

Location of Event Site: Other: Please list in box below

Other: Annual parade from Stafford Middle School to Plattsburgh High School via Clifford Drive (between high school and Sibley)

City Hall Auditorium/Rotunda: *Field not completed.*

List of City Parks *Field not completed.*

Brief Description of Event and Date Requested: This is our annual parade to celebrate homecoming. Faculty, staff, students, and families will be walking with corresponding groups with floats on the westbound side of Broad St., turning onto Rugar, similar to previous years. We will have 10 marshals walking along the route wearing reflective vests. Candy will be physically passed to individuals on the parade side of the march- no candy will be thrown and no individuals will cross the parade side for any circumstance. This will take place at 12:00 on October 12th, 2019. Parade members will be lining up at Stafford beginning at 11:30. City police will be informed of this event, as well as Campus police. We like to be escorted by police- one leading and one following, as well as a presence at the intersection of Broad and Rugar for traffic purposes and insurance that vehicles cannot puncture the parade from Rugar to Broad.

Will there be food or beverage served at this event? No

If yes please be aware proper permits will be required. If alcohol is served this no longer qualifies as a small event and Common Council approval will be required.

***Reminder if this qualifies as "small event" please scroll to bottom of page and hit submit.

For all other events complete remaining fields.

SECTION B:

Type of Event: Parade

Other: *Field not completed.*

Event Date(s): 10/12/2019 12:00 PM
Event Time:

Set-Up Date/Start Time: 10/12/2019

Tear Down Date/End Time: *Field not completed.*

Estimated Attendance: *Field not completed.*

Admission Fee: *Field not completed.*

Event Details: *Field not completed.*

Is your group a non-profit/charitable organization? *Field not completed.*

If yes, charitable donation #: *Field not completed.*

OTHER EVENT DETAILS

Power Required? No

Water Required? No

Trailer Stage Required? No

Firework No

Sanitation Facilities? No

Vendors? No

Additional Details/Requirements Not Previously Mentioned: police escorts, standby at Rugar/Broad

Alcohol? No

NYS Liquor Authority Rules and Regulations <http://www.sla.ny.gov>

Signature: Carrie Bednarz

ROAD CLOSURES/PUBLIC WORKS

Does your event require road closures? Yes

If so what roads/intersections? Westbound Broad-Rugar

PARADE/WALK INFORMATION

Describe the Proposed Event Route of Parade: Stafford to High School, Westbound Lane only

EMERGENCY MANAGEMENT

All sections *MUST* be completed before an event will be approved or and event permit issued.

Designated Emergency Liaison (Event Day): Carrie Bednarz

Cell # of Liaison: (315)368-3658

Alternate Contact Person: Hannah Bouayadi

Cell # of Alternate Contact: (518)578-3455

SECURITY *Field not completed.*

First Aid/Training/Evacuation: *Field not completed.*

TENTS *Field not completed.*

CHECKLIST *Field not completed.*

SECTION C:

SIGNATURE OF APPLICANT: Carrie Bednarz

Municipal Events Rules <http://www.cityofplattsburgh.com/DocumentCenter/Home/View/699>

Are you in need of insurance? <https://venueability.com/TULIP/LesseePortal/Home.aspx?cid=WXGZS%2fhTxgezXI4qdSVSdg%3d%3d>

Application Signature/Date: Carrie Bednarz

NOTE: Applications for small events should be submitted 10 days in advance of event. All other events require submission 45 days in advance of event.

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PROCUREMENT POLICIES AND PROCEDURES

FOR

THE CITY OF PLATTSBURGH

IT IS HEREBY RESOLVED BY, the Common Council of the City of Plattsburgh , County of Clinton, State of New York that to conform with the requirements of General Municipal Law, Section 104-b, Procurement Policies and Procedures, and

IT IS FURTHER RESOLVED, that environmentally friendly purchasing is a key element of the Common Council's efforts to reduce waste, greenhouse gas emissions and combat climate change, both in its own operations and throughout the community. Buying environmentally-friendly products and services harnesses the purchasing power of the City to reduce waste and greenhouse gas emissions and encourages others to do likewise. Such purchasing practices include purchasing products that are durable, contain recycled content, are energy efficient, and promote waste reduction and reuse. It also can include doing business with service providers who engage in climate-friendly practices. Accordingly, the Common Council is committed to purchasing specific environmentally-friendly products to the extent practicable; and

IT IS FURTHER RESOLVED, that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Common Council is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law, as follows:

I. Procedures for determining whether procurement is subject to bidding.

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

A. Procedure: All procurement must be examined and categorized as follows:

adopted 7/26/2012; revised 09/17/2019

1. GML Section 104-b Non-competitive Bidding:

- a). Purchase under \$20,000.00.
- b). Contract for public work below \$35,000.00.
- c). Articles manufactured in a New York State correctional facility (Corrections Law Section 184, 186).
- d). Purchases from agencies for the blind or severely handicapped (State Finance Law Section 175b).
- e). Purchases under a County contract (GML Section 103(3)).
- f). Purchases under a State contract (GML Section 104).
- g). Emergency purchases (GML Section 103(4)).
- h). Sole source purchases (GML Section 104-b).
- i). Professional Services (GML Section 104-b).
- j). True leases (GML Section 104-b).
- k). Insurance (GML Section 104-b).
- l). Second-hand equipment from another government (GML Section 103(6)).
- m) State or federal contract lists that comply with GML section 103.16.¹

2. GML Section 104-b - Competitive Bidding:

- a). Purchase contract of \$20,000.00 or more.
- b). Contracts for public work of \$35,000.00 or more.

3. Other Analysis:

a). Purchases should be evaluated to determine whether, over the course of the fiscal year, the City of Plattsburgh will spend in excess of the competitive bidding thresholds for the same or similar items or services. Prior year's budgetary appropriations should be referred to for this information and compared with current projections.

4. For all items determined not to be subject to competitive bidding for reasons other than dollar amount, a written notation of the facts justifying the particular category of exception must be made.

5. If full compliance with these documentation requirements is not practical, a note of explanation shall be made and placed with the purchase records.

C. Statutory Exceptions from These Policies and Procedures:

Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts), or GML section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104-b. Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the City, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. This shall require adequate documentation of actions taken in connection with each such method of procurement and justification and documentation of any contract awarded to other than the lowest responsible dollar offeror, setting forth the reasons such an award furthers the purpose of this policy.

1. City of Plattsburgh Purchases under County, State and Federal Contracts

- A. When there is only one provider of an item of equipment, material, product or service competitive pricing is not required.
- B. When there is more than one provider of the same (or functionally equivalent) item of equipment, material, product or service, the prices offered by all vendors shall be compared and the purchase made from the one offering the lowest price, taking transportation or shipping costs into consideration.
- C. CONSTRUCTION EQUIPMENT AND LABOR RENTAL. For all state, county or local contracts for the rental of construction equipment and labor which the City of Plattsburgh is permitted to piggyback on as required by County Law section 408-a(2) or General Municipal Law section 103, the following guidelines apply to the use of such contracts:
 - a. Equipment and labor may be rented under state, county or local Contract, provided:
 - i. The City Official or Independent Contractor as designated by the Mayor, determines they have sufficient staff resources to monitor time and material expended on the job.
 - ii. The scope of work is specified in sufficient detail.
 - iii. All the labor and equipment used by the contractor performing the work is listed on the county contract.

- iv. Before letting the work, the City Official or Independent Contractor as designated by the Mayor, shall prepare an estimate of project cost which includes quantity time estimates for labor and equipment.
- v. In deciding whether to award the work under state, county or local contract, or competitively bid the work, City Official or Independent Contractor designated by the Mayor may consider the accuracy of previous contractor time and cost estimates under county contract jobs, including county contract work for the county and other municipalities.

II. Methods of Competition to be used for Non-Bid Procurement:

The methods of procurement to be used are as follows:

Purchase Contracts for Goods Costing Less than \$20,000	
ESTIMATED COST	WRITTEN QUOTES
\$100 to \$999	1
\$1,000 to \$2,999	2
\$3,000 - \$19,999	3
Public Works Contracts Costing Less than \$35,000	
\$100 - \$15,000	2
\$15,001 - \$34,999	3

Notes to Table

(a) The head of the Purchasing Department may approve purchases of Goods costing less than \$1,000 without Mayoral approval. All other purchases require prior Department Head and Mayoral approval. When the Mayor is unavailable, the Mayor Pro Tem or the City Councilor who is liaison to the purchasing department may approve the purchase.

(b) If the suggested number of written quotes cannot be obtained, this fact should be noted on the purchase order.

(c) Written quotes should be kept in the purchasing department's file.

(d) Where three written quotes are required for Goods, one quote should be obtained from an internet-based vendor. The requirement for written price quotes for the purchase of goods may be satisfied by copying the internet page where goods are offered for sale, or from internet price comparison web sites that report prices from more than one vendor. If a vendor who sells goods over the internet is rated by customers, a relatively low customer rating may be used as a basis for purchasing goods from a vendor other than one who offers the lowest price.

(e) De minimis purchases of goods or services under \$100 do not require a written quote.

IV. Awards to Other Than Lowest Responsible Dollar Offeror:

Whenever any contract is awarded to other than the lowest responsible dollar Offeror, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b above shall be explained by the purchasing department head in writing and attached to the purchase order.

V. Items Excepted From Policies and Procedures by Common Council:

A. There may be circumstances where the solicitation of alternative proposals or quotations, or accepting the lowest price or offer, will not be in the best interest of the City. These circumstances might include:

1. Emergencies where time is a crucial factor.

2. Procurement for which there is not viable competition (sole source items).

3. Procurement of professional services. Professional services or services requiring special or technical skill, training, expertise or familiarity with the policies, procedures, past practices and operational decisions of the City. The individual, company or firm must be chosen based on accountability, reliability, responsibility, skill, conflict of interests, reputation, education and training, judgment, integrity, continuity of service and moral worth. Furthermore, certain professional services to be provided to the City, e.g., legal and accounting services, impact liability issues of the City and its directors, including securities liability in circumstances where the City is issuing bonds. These qualifications and the concerns of the City regarding its liability and the liability of its officers are not necessarily found or addressed in the individual, company or firm that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the City shall take into consideration the following guidelines: (a) whether the services are subject to state licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the

services; and (c) whether the services require a personal relationship between the individual and the officers of the City. Professional or technical services shall include but not be limited to the following: services of an attorney (including bond counsel); services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of City-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

Banking and insurance services shall be procured by RFP submitted to not less than three providers.

VI. Input from Officers:

Comments concerning the policies and procedures shall be solicited from city officers involved in the procurement process prior to the enactment of the policies and procedures, and will be encouraged at all times hereafter.

VII. Supersedes Prior Policy; Effective Date. This policy restatement supersedes all previous policies concerning the purchase of goods and services. It is effective on the date it is adopted by Common Council resolution with respect to purchases made after that date.

VIII. Annual Review.

The Common Council shall annually review these policies and procedures. The Mayor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy. It is contemplated that the annual review will be made during annual budget preparation, or such other time as the Mayor may designate.

VIII. Unintentional Failure to Comply:

The unintentional failure to fully comply with the provisions of this General Municipal Law, Section 104-b shall not be grounds to void action taken, or give rise to a cause of action against the City of Plattsburgh or any officer or employee thereof.

IT IS HEREBY RESOLVED, that the foregoing **PROCUREMENT POLICIES AND PROCEDURES** shall become effective on October 1, 2019.

The foregoing **PROCUREMENT POLICIES AND PROCEDURES** were adopted by resolution of the Common Council at a regular meeting of the Common Council held on _____, __, 2019.

GML 103.16 reads as follows: 16. Notwithstanding the provisions of subdivisions one, two and three of this section, and section one hundred four of this article, any officer, board or agency of a political subdivision or of any district therein authorized to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by such political subdivision or district therein through the use of a contract let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; provided, however, that no political subdivision or district therein, other than a city with a population of one million or more inhabitants or any district, board or agency with jurisdiction exclusively therein, may make such purchases or contract for such services through the use of such a contract let on the basis of best value in a manner consistent with this section unless the political subdivision or district shall first adopt a local law, rule, regulation or resolution, as the case may be, pursuant to subdivision one of this section, authorizing the use of best value for awarding purchase contracts.

The authority provided to political subdivisions and districts therein pursuant to this subdivision shall not relieve any obligation of such political subdivision or district therein to comply with any applicable minority and women-owned business enterprise program mandates and the preferred source requirements of section one hundred sixty-two of the state finance law.