

**Auburn City Council
Regular Meeting
Thurs., April 2, 2020
5:00 P.M. City
Council Chambers**

Minutes

The meeting of the Auburn City Council was called to order at 5:00PM in the City Council Chambers 24 South St. Auburn NY by Mayor Quill.

- 1. Roll Call** – The City Clerk called the roll. Mayor Michael D. Quill and Councilors Debra McCormick, Jimmy Giannettino, Terry Cuddy (by teleconference) and Tim Locastro were all present.

The following City Staff was present for the regular meeting:

- City Manager Jeff Dygert
- Corporation Counsel, Stacy DeForrest (by teleconference)
- City Clerk Charles Mason
- Police Chief Shawn Butler
- Engineer Bill Lupien
- Comptroller Rachel Jacobs

- 2. Pledge of Allegiance to the Flag** – Mayor Quill led the Pledge of Allegiance.

- 3. Moment of Silent Prayer or Reflection** – Mayor Quill asked for a moment of silent prayer.

4. Public Announcements –

- Planning board meeting for Tuesday April 7th 2020 has been canceled.
- We have been asked to share some information about the Calvary Food Pantry - people are asked to call in their orders to the Calvary Food Pantry for pick up. The phone number is 315-252-7772. They will schedule a pickup time for you. Their hours of operation are as follows in the short-term: Mondays 10 a.m. to 5 p.m.; Wednesday at 10 a.m. to 3 p.m.; and, Fridays 10 a.m. till 2 p.m. They are located at the church on Franklin Street. There was some misinformation put out over social media that that they deliver and unfortunately they do not have the capacity to deliver.

5. Ceremonial Presentations and Proclamations.

6. Public to be Heard - none

7. Approval of Meeting Minutes

- March 5th, 2020 minutes. Motion to approve the March 5, 2020 minutes by Councilor Giannettino, seconded by Councilor Locastro. Motion to approve carried 4-0. Mayor Quill voted present.

8. Reports of City Officials

A. City Manager's Report

- The City of Auburn continues to provide services throughout the COVID 19 situation. As previously mentioned, a significant number of staff are either working from home or due to their job duties may be home waiting to be called back to work. These reductions in workforce are mandated by New York State. We're doing our best to strike a balance between providing services. All City buildings are closed to the public. Those needing information or wishing to conduct business with the city are directed to view the city of Auburn webpage for contact information or stop by a city building location where contact information is posted at the entrances.
- We've modified our operations. Things are going as good as could be expected. Most of our day-to-day operations continue to the extent that they can as we keep looking forward to try to see what's on the horizon and what we need to do.
- One of our biggest challenges is keeping up with all the federal and state level directives and changes that occur daily, if not hourly. Our Corporation Counsel's office is continually researching these issues and interpreting the city's role and responsibilities for each. This often requires further research with a variety of different entities.
- Planning office is taking on the growing task of collecting information about a variety of state and federal programs intended to provide relief for businesses. This involves a significant amount of research and communication with other agencies attempting to tackle the same topic, most notably the Cayuga Economic Development Agency (CEDA). The intent is that, in the short term, the various agencies tasked with providing business assistance locally, will collaborate on communication and guidance to reduce the burden on individual businesses, to help them navigate the numerous and often complex programs that are available. The information out there currently, CEDA is the go to place for most of that information right now but with their small staff and our small planning staff it's very important that we work together to try to provide enough support to our local businesses. I will continue to share the burden of that so the responsibility of that for the extent that we can and reach out to businesses. In the coming weeks, we will reach out in a formal fashion. Then it's going to be a matter of how do we apply these various programs in the most cost-effective and impactful manner in the community.

B. Reports from members of Council

- Councilor Giannettino - I like the approach that the City Manager is taking. We need to remember that everything was consolidated under CEDA, for a One Stop Shop with input from both the city and county. I received some inquiries as to what's going to go on with the CDBG money. Whether or not the state is going to allow us to use that on the Small Business Development money, monies out of the DRI. These questions have already been posed to

them. Everybody has to realize and understand that while these issues are important, right now the state is grappling with saving people's lives. So, those answers may not be fast coming.

I had a conversation with Joe Nehme from Senator Schumer's office today related to my daytime job. It's the same thing, Congress appropriated the money, but then different agencies are tasked with doling out that money. Everybody is waiting on the directives. I know it's easy for us to say sit tight because we're not the ones that are experiencing it but I do think that that's the best approach. I appreciate that you and staff are working with CEDA.

- Councilor McCormick – To back up Councilor Giannettino, I remember it was pre CEDA, we had a lot more staff. I don't even want to think about what it would be like without CEDA. Their work is so critical.
- Mayor Quill – I keep hearing about our parks and playgrounds they are wonderful. We have to learn to separate. There are a lot of people concerned about the lack of social distancing. Human beings are social animals. Times like this, we enjoy each other's company but be respectful of each other and give each other space. Let's all work together through this COVID-19 time. It is not a criticism, people have to stop and think about the times. We are aware of it but there are some things we cannot control.

9. Matters to Come Before Council

AWARD RESOLUTION #46 OF 2020

AWARDING A CONTRACT FOR THE HVAC SYSTEM REPAIRS AND REPLACEMENT PROJECT FOR THE AUBURN POLICE AND FIRE DEPARTMENT FACILITIES

By Councilor McCormick

April 2, 2020

WHEREAS, on May 16, 2019, the Auburn City Council authorized Bond Ordinance #2 of 2019, which approved the financing of up to \$125,000 for the Auburn Police & Fire HVAC System Repairs and Replacement Project (the "Project"); and

WHEREAS, the Auburn Police Department has completed Phase I of the Project thereby identifying a scope of work for repair and replacement of the existing heating and cooling units and geothermal heat pumps; and

WHEREAS, on March 2, 2020, a request for proposals was released for Phase II of the Project, which included the repair & replacement of the heating and cooling units and geothermal heat pumps; and

WHEREAS, on March 24, 2020, the City received five (5) responses from various HVAC companies; and

WHEREAS, based upon a review and scoring of all of the proposals submitted, City staff now recommends Postler & Jaekle Corporation of East Syracuse, NY as the highest ranked firm to provide the above mentioned heating and cooling services for the Project; and

WHEREAS, it is necessary that Postler & Jaekle Corporation of East Syracuse, NY be awarded the contract for the Project in an amount not to exceed \$115,808.00.

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby

award a contract to Postler and Jaeckle Corporation of East Syracuse, NY for the HVAC system repairs and replacement project for the Auburn Police & Fire Headquarters in an amount not to exceed \$115,808.00; and

BE IT FURTHER RESOLVED that the Mayor, or appointed designee, is authorized to sign all documents relating to the award on behalf of the City of Auburn; and

BE IT FURTHER RESOLVED that the cost of the HVAC System Repairs and Replacement Award in the amount of \$115,808.00 is to be charged to the project capital account #HA.3120.440.JY which will be funded in the amount of \$112,278 from general municipal bonds and \$3,530.00 from the Equitable Sharing Account #CM.3120.220.APD.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

Discussion on resolution 46 of 2020:

- Chief Butler – I will handle any questions
- Councilor Locastro – Will this solve the problem or what phase is this of the project?
- Chief Butler - this is the Final Phase. The first phase was basically to determine scope of work and some minor maintenance to each of the units. They went through the entire system both APD and AFD replaced filters, things like that and then identified exactly what was wrong with each heating/cooling unit in every office of both facilities. This will repair and replace certain identified issues throughout both facilities
- Councilor Locastro – crystal ball – how long will this last?
- Chief Butler - we really didn't have an established maintenance system in place, yearly maintenance, that is something with our upcoming budgeting issues we might have to scale back, but I did request in this year's budget, going forward, an actual maintenance system put in place with a vendor who will come twice a year. Come in during the spring, get ready for summer, then again in fall, get ready for winter. To make sure everything's functional. We haven't done it this way and it's been piece meal. Its making this sound, call a person come look at it. There's nothing really strategic about our system that we had in place. Its where we were, he came when there was an issue. going forward, once we get on a stable ground and everything is back to where it was originally, that's what I'd like to do going forward.
- Councilor Giannettino - did you speak with this company regarding an ongoing maintenance
- Chief Butler - I have you know because of the cost it will also do the phase one of this project so we got to work with them more in-depth. So we are happy with what they provided.

- Councilor Giannettino - just for the record I know it was mentioned in the resolution this money's already has been appropriated from last year's bonding correct?
- Chief Butler – yes

AGREEMENT RESOLUTION #47 OF 2020

AUTHORIZING A CONSTRUCTION INSPECTION CONTRACT WITH C&S ENGINEERS, INC. FOR THE STATE STREET OVER THE OWASCO RIVER BRIDGE REPLACEMENT PROJECT (PIN #375637)

By Councilor McCormick

April 2, 2020

WHEREAS, on April 6, 2017, the Auburn City Council authorized Agreement Resolution #50 of 2017, authorizing implementation and funding for all phases of the State Street Bridge Replacement Project; and

WHEREAS, the Project is a Locally Administered Federal Aid Project which is eligible for 95% Federal Highway Administration Reimbursement of all qualified project costs up to \$5,000,000 for a total reimbursement of \$4,750,000; and

WHEREAS, following NYSDOT requirements in the selection of obtaining a Consultant, on March 11, 2020 all consultant firms on the NYSDOT LDSA short list were invited to submit "Expression of Interest" to provide Construction Inspections Services for this project. Responding submittals that were due on March 25, 2020 were then evaluated based on the furnished scoring criteria, and C&S Engineers, Inc. was chosen to provide the Construction Inspection Services for this project; and

WHEREAS, a Construction Inspection contract with C&S Engineers, Inc. in the amount of \$526,000 is now required to cover the costs for oversight and inspection of this project; and

WHEREAS, the cost of this Resolution is to be charged to the State Street Bridge Replacement Project Account #HA 5110-440-JA in the amount of \$526,000; and

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby award the Construction Inspection Agreement with C&S Engineers, Inc. in the amount of \$526,000 for the State Street Bridge Replacement Project; and,

BE IT FURTHER RESOLVED that the cost of this Resolution shall be charged to the State Street Bridge Replacement Project Account #HA 5110-440-JA; and

BE IT FURTHER RESOLVED that the Mayor of the City of Auburn is hereby authorized to execute any and all necessary agreements and contracts, certifications, and reimbursement requests on behalf of the City of Auburn for said project.

Seconded by Councilor Giannettino

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro		X	
Mayor Quill	X		
Carried and Adopted	X		

- Councilor Giannettino – Do we have a time frame moving forward with this project?
- City Manager Dygert – It's going to get started relatively soon but Mr. Lupien is right there. I'm sure he's anxious talk about his project.
- Mr. Lupien - The State sent the letter of approval yesterday they've already received notice to proceed. They've already ordered the steel. Hopefully will get a schedule of when the steel will be delivered but that's upwards to six months. In the meantime, they'll take the existing bridge out and start pouring the cement for abutments and removing the contaminated soil in that one corner where the gas station and taxi stand once were. I would imagine within a month, it will be going full board with the demolition and that's all supposed to be operational by the end of this year. I know there might be some sidewalk work or peripheral work but the bridge will be functional by the end of the year.
- Councilor Giannettino - when will the area businesses be notified that work is going to start?
- Mr. Lupien - we have reached out to them, it's been two or three different times. We can again if you like. One business is already closed. The Health Center and the Prison are to be notified as well.
- City Clerk Mason - as soon as the construction meeting is held and we have the materials to update the website. We have created a web page just for the project AuburnNY.Gov/StateStreetBridge, which we will be keeping the website 100% updated with the most current information. We'll be using all our social media and email, everything to get the word out. So as soon as the initial construction meeting happens and they finalize what their plan is, we'll be getting it out throughout the public media. That we can do.
- Mr. Lupien - pre-construction meeting to get it all going - that probably will be within 2 weeks and at that time we will invite the concerned residents if they want to come Chuck mentioned on all our capital projects we usually have a two week look ahead and we put that on the website so everybody knows how our projects are progressing
- Councilor Giannettino - hypothetically speaking say when this starts and we're still in the current state of affairs with social distancing it would be considered essential work
- Mr. Lupien - Yes
- Councilor Locastro - is the \$526,000 on top of the 5 million?
- Mr. Lupien – totally, it's the design, the construction, and the construction inspection all lumped together, yes. We will be a little bit over the five million. We are approaching \$5.5. We had that Bond Ordinance of a million-one in addition to the five million dollar grant and that that included a 10% contingency. We're hoping to have this job done under that \$5.6 – \$5.7 million total cost. Some of that cost can be charged to the storm water bond because we do have some sewer and water work in there as well that's something we'll determine as we get to that portion of the project.
- Councilor Locastro - one last thing. do we already have or when do we get the 95% reimbursement
- Mr. Lupien - we've already got \$600,000 and we've probably got \$500,000 on it already. We put in payment reimbursement request as we're spending the money. We do that at least every 2 months and

sometimes even every month. We are always, constantly, trying to get a reimbursement as we're spending the money. We really never need to borrow all the money that is bonded because we've already got some of the reimbursements already. We keep asking for the reimbursements throughout the project.

- Councilor Locastro - with everything going on, is it possible for us not to be reimbursed?
- Mr. Lupien – Its 80% Federal 15% State. I've never had a problem with Federal.

**AWARD RESOLUTION #48 OF 2020
AWARDING A BID FOR THE 2020 ROAD IMPROVEMENT PROGRAM**

By Councilor Giannettino

April 2, 2020

WHEREAS, on February 20, 2020, the Auburn City Council passed Bond Resolution #3 of 2020 to fund the 2020 Road Improvement Program; and

WHEREAS, the 2020 Road Improvement Program involves streets to be improved by asphalt resurfacing including partial reconstruction, patching, crack sealing, micro-surfacing, milling the road surfaces, and installing asphalt trueing and leveling and top courses; and

WHEREAS, on March 24, 2020, bids were opened for the 2020 Road Improvement Program and the following bids were received:

- | | | |
|-------|---|-----------------|
| 1. | Paul F. Vitale Inc.
Auburn, New York | \$ 1,152,418.00 |
| 2. | Nardozzi Companies
Geneva, New York | \$ 1,363,820.00 |
| 3. | Villager Construction
Fairport, New York | \$ 1,871,550.00 |
| ; and | | |

WHEREAS, it is necessary that the Auburn City Council award the 2020 Road Improvement Program to the lowest responsible bidder, namely, Paul F. Vitale Inc., which has submitted a low bid of \$1,152,418.00.

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby award the contract for the 2020 Road Improvement Program to Paul F. Vitale Inc., the lowest responsible bidder in the amount of \$1,152,418.00; and

BE IT FURTHER RESOLVED that the cost of the Resolution in the amount of \$1,152,418.00 is to be charged as follows:

- \$812,418.00 is to be charged to 2020 Road Improvement Program Acct. #HA 5110-440-KI;

- \$ 125,000.00 is to be charged to Swift, Pulsifer, Chase St. Ext. Construction Acct. #HF 8340-440-JZ for repairs to pavement caused by water department patches;
- \$ 125,000.00 is to be charged to Sewer Slipline & Manhole Replacement Acct. #HG 8120-440-KB for repairs to pavement, manholes and catch basins;
- \$50,000.00 is to be charged to Revolving Loan Sidewalk Acct. #HA 5497-440-001 for property owner curb & sidewalk installations; and
- \$40,000.00 is to be charged to 2020-21 (City) Sidewalk Improvements Acct. #HA 5497-440-JV for installation of ADA accessible corner ramps.

BE IT FURTHER RESOLVED that the Mayor is authorized to sign any and all documents necessary in reference to the award of this bid.

Seconded by McCormick

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro		X	
Mayor Quill	X		
Carried and Adopted	X		

Discussion on Resolution 48 of 2020:

- Councilor Giannettino - I'd like to thank staff for bringing this to us so early this year. Something that we've all worked together to accomplish. It figures that the one year that we get it done this early, we face these uncertain times. My first thought was to ask to table this resolution but I really don't want to because I want to see this move along, work needs to get done. It would bring people back to work and it's a local company, but here we are, waiting on the state budget. As I understand, they are voting on it right now. the latest update, the way it was received yesterday, was the AIM funding, which doesn't pertain to the roads, but it's important to us, the budget makes no changes the amount of the funding for cities, villages and towns and in terms of transportation funding, CHIPS will be funded at the current \$438 million. The budget includes the additional \$65 million in Extreme Winter Recovery Fund, which is important to us. So what I

would ask, because we don't know what the budget is going to look like, and we obviously don't really want to table it, make an amendment, if possible. I came up with some wording here, to amend so that the program reflects actual funding received from Chips, Pave New York, and Extreme Winter Recovery Programs as they are finalized in the adopted NYS 2020 -2021 budget. I think that protects us going forward. I don't know how the rest of the council feels about that. What do you or what would you like to add to it, to amend the resolution in the road program to match the state aid received from those programs that we typically receive funding from that we get it at those levels that we were anticipating.

- Ms. DeForrest – Council could add language that is contingent upon the receipt of those funds. Councilor Giannettino is that what you're thinking? Other boards frequently add this to their resolutions that contingent on some act happening, so that is what the verbiage would be. Make the resolution contingent upon receiving the State funds that are necessary being received.
- Councilor Giannettino – Yes, something to protect us in case we don't get the funding needed.
- Mayor Quill – Let's get a second for the motion on the floor and then discuss it.
- Councilor Cuddy - I second it.
- Councilor Locastro –I also want to commend you along with Councilor Giannettino for getting this out to us so early. Is there a completion date on this?
- Mr. Lupien - yes there is and what it is I think it's around November I don't remember the exact date. We don't want to be too confining to the contractor otherwise the price goes up if you tell him it has to be done. Could I just put my two cents in for your resolution here? Our road program is a multiphase program. There is micro surfacing, crack sealing and the road program. the only thing is it's we're using the reimburse money that we've already received from last year's chips pave New York and Extreme Winter Recovery Program and what you approved in the bonding. The only thing that is up in the air is the Pave NY program it's a 5 year program and we don't know if that would be renewed. That's like a lot like

\$100,000 or something. We really don't need to amend the resolution. I could not spend the last \$100,000 toward my micro-surface and crack-sealing programs. Which I do crack sealing and micro surfacing. We can just take it out of there because this contract is basically fully funded with the bonding that's already been approved in the money that we've already been reimbursed. I can say that this is only using \$812,000 out of our money that we weren't anticipating for this year's road program money. Only eight-twelve is coming out of this road program account. Oh, I forgot to \$1.3million or something we were authorized between the various funding sources so I mean we can still not do a hundred thousand dollars of crack-sealing or micro-surfacing if we're worried about it. Right now this program, we are only using \$812,000 of that million-three we were authorized, because we were using the other accounts as well. Well I mean of this million, \$812,000 is coming out of the road program account. While we're also taking money out of the water fund and the sewer fund to re-do their patches. He just went through and replaced all the water and laterals on one of the streets that were paving and so that's their proportionate share of the cost. There's the revolving loan sidewalk and curb program. A lot of people sign up for that. That portion is part of that total of the 1 million-one. Then there are some of the handicapped ADA ramps on the corners. We usually take that out of the capitol account off the sidewalk money. Actually \$812 is only coming out of the Road program money for this first and most important phase for the road program. This is for the contracted one. Between your bonding and the money we already have.

- Ms. Jacobs - basically the way that it works is we get reimbursed after. So like the money that we got this year was actually reimbursing for last year but we use it for this upcoming construction season. So we did already receive that money as Bill stated. It's probably just a few weeks ago before all this happened. So we do have that money, in the account as a receivable, and we did also have the money to set aside in the account for the bond. So the money's already there. If that's what your question was. In a way we're dependent on it because if we don't get it next year that'll be

basically money we won't have for next year's road program. We always basically do it, after the fact. So that we're using last year's reimbursement for this year's project.

- Councilor Giannettino - should I withdraw my Amendment to the resolution?
- Mayor Quill – We have a motion on the floor and it's been seconded. We could vote on it. Vote it down then go back to the original resolution.
- Councilor Giannettino - I make a motion to strike the amendment.
- (amendment was voted down)
- Mayor Quill – Now we are back to the original resolution. Now we are back to the original resolution 48. Rachel did you want anything else? I said I'd give you a chance to speak. Clerk, can you call the roll please?

OTHER BUSINESS:

- City Manager Dygert - with everything going on we've had a slight delay in the budget calendar as was previously proposed by me and Rachel. There's been some discussion throughout the week about what potential changes what happened with budget development and the process. We looked at it this afternoon and there's been some discussion about making some significant changes to the budget calendar as was originally proposed and adopted by the council back in January. But in some discussions with Rachel today, I don't know that we need to make those drastic changes in the budget calendar. So I've asked Rachel to come up if you don't mind and talk about some things up some adjustments we could make and the reasoning behind the need to stay somewhat close to this to the current calendar for the adopted calendar as possible.
- Ms. Jacobs - so we we've been following this budget calendar pretty much to the tee since the beginning. We are up to the point where tonight would normally be when we submit the preliminary budget to you all. The preliminary budget is essentially complete at this time. We do need to make some changes which we can still get that out to you probably within the next week. I would suggest eliminating the department head

presentations especially with the situation we're in right now. We're not really allowing the department to put anything extra in their budget. It's just their regular increases and any inflation. Because that might need to be in there but I would say that we don't necessarily need them to come for individual budgets but instead we can present the budgets at a fund level to tell you what each fund is at and how we perceive going forward in this upcoming year. Obviously there's a lot of uncertainty. We're trying to kind of keep it as lean as possible. Also in doing that I would prefer to stick to the schedule as much as possible. Part of that is because there's a lot of work that goes into the budget after it's approved that needs to happen before July 1st in order to get the bills out and get them printed. I don't really like the idea of pushing it out too far. My original suggestion was to basically eliminate from the budget calendar what would be tonight's presentation and next week's presentation. Then just move forward with doing a presentation to council for each fund and then also getting your input. Then moving forward with the rest of the calendar. The budget will look the same as it has in previous years with detailed line-by-line. I just think it would be unnecessary, at this point, to have the Department's present a budget and create a budget presentation, when really nothing's going to change from last year. Because we need to get the budget extremely lean this year, more than ever. Because we don't know what's going to happen with revenues. We're essentially not allowing any Department to purchase anything above and beyond what their normal minimum is needed. We're not changing any staffing. We're not adding any positions or eliminating any positions. The only change in the budget is an inflation cost for electric and obviously the normal contractual increases and the increase in benefits. Other than that we're not going to allow the Department's to ask for additional wish list items that they normally would.

- Councilor Giannettino - I guess my concern with keeping the current proposed calendar, and I get what you're saying and I appreciate what you're saying, that a lot of work that went in is now after-the-fact. If we move forward, and the current state of affairs

continues for 2 months, what is that going to do our budget? I hope that were taking into account the very real impact the decrease in sales tax is going to have on us. It's not just state funding. Are people to be able to pay their property taxes? We have no idea how long this is going to go out? So my concern, by keeping the current calendar, is that we do all this work and then we're going to have to do it all over again. Because we realize that it's worse, or hopefully better, than we thought it was.

- Ms. Jacobs - yes and no. what I mean is, it's a difficult situation with the budget because once you approve the budget then that's when all the additional stuff has to happen. When it comes to calculating the tax rate, and staying under the tax cap, and printing the bills, and all of that. So for me, I think pushing it back a few weeks for the adoption date would not necessarily be the best decision. As far as the budget, itself, we're trying to look at all the revenues and expenditures and still try to cut as much as possible because we know that there are going to be things that don't come in next year. Possibly with the revenue side, more than anything, we're looking to make that is realistic as possible. With the uncertainty, there's going to be an uncertainty, I don't think that there's really a way around that. I think that's going to happen no matter what. Even if we push this out a few weeks, I don't think that, at that point, we'll we know what the impact financially would be. I think that impact won't actually hit us until probably September. So by then, the budget already into its first-quarter. At that point, if we wanted to amend the budget, and make changes at that point, we could. We still would have to have to have the budget adopted by the time frame needed to have the taxes done.
- Councilor Giannettino - when will we get the next sales tax report? It should be for this quarter right?
- Ms. Jacobs – We get it near the end of the month for end of April, previous quarter.
- City Manager Dygert - I think related to that question, we're talking about 3 to 4 weeks of difference here. I don't know that we're going to have much more information than we got now to base a decision on. So I don't want to make light of the situation, but to a

certain extent join hands and I'll say jump in the pool. We've got to make some assumptions. There's no way around it. At the state level, the federal level, every local level of government, every business, is making larger and more dramatic assumptions than they've ever made at this point in time. That's all we can offer. All we can offer a whole bunch of data to back up some of these decisions. all we've got really is our guts and the experience of staff and in your experience as in your rolls. Unfortunately, none of us have experience dealing with this situation at of this magnitude. So our discussions have been to keep the budget as lean as possible, not react with a knee-jerk reaction. Again, not to add positions, not cut positions, necessarily. Try to keep the workforce stable, because there's some argument there to providing some stability for our workers and the families that they support in the community. We have a fund balance and that balance essentially exists to get us through a rainy day. This is a rainy day. I wouldn't suggest that we dip into that fund balance for 2 or 3 budget Seasons. At this point in time, it's going to take us time to feel out, and to experience what the new realities going to be. I can't think of any other better way to say it. We don't know what this is going to look like on the other side of it. I don't think anybody can accurately tell us that. So to a certain extent, I think there's a little bit of a leap of faith here for everybody. We do the best we can. We try to maintain some stability. We hope for the best. Once we get into this, once we get through the situation, the crisis, whatever you want to call it, and see how that rules out over the next several months. If we look at just the health impact of what's going on, and we watch this curve, and if we consider that at some point that curves going to be bell-shaped, right, we're talking where we're well into June, probably. Anyway, by the time that portion of this passes or looks like it's on the downward side. Operationally, I don't see much of a change for us until we get into summertime, maybe even later. That's in my mind, is the best case scenario. By that time, the budget development process and our timelines have already passed us by. So I don't know that we're really buying much by trying to take away an extra 3 or 4 weeks. I

don't think it's going to give you that peace of mind I know you're looking for. I wish I had it. I don't think three weeks is going to do that. The other side of that issue is we're also dealing with a reduced Workforce right now. The budget development process and getting the bills calculated and out, doing all those things, tends to be a pretty hectic time of year around here anyway. With a reduced Workforce that's going to be even more so.

- Councilor Locastro - has the state notified, or warned us, of what to be ready for?
- Ms. Jacobs – there are assumptions out there, and graphs, that people have come up with. They're not necessarily realistic, at this point. I don't think we have enough data to really tell us what's going to happen to our revenues. The majority of our revenues, obviously, come from taxes and state funding, sales tax, those things are going to change. It's just a matter of how much? We don't really know. I mean, some of the estimates I've seen range from 3-17% but whether those numbers are realistic. I don't know. Nobody knows.
- Councilor McCormick – amending the budget, it would just be a resolution? If you come to a certain point where you know what you didn't know, you would then present us with a resolution to amend the budget?
- Ms. Jacobs – right.
- Councilor Cuddy – I was going to bring this up in “Other Business” but I feel it's somewhat relevant to the conversation now. I know that it is state law that we collect taxes either twice a year or annually. I was wondering if, with so many things have been changed due to the coronavirus outbreak, would there be value in petitioning the state to consider allowing municipalities, and other tax places, to make it so that they could pay taxes either quarterly, or even on a monthly basis? So that there is a sense of urgency and understanding of what some of the things that might be difficult. I want to at least before this body as consideration, or at least, to see if there is value in doing something like that. So that we're planning and anticipating some of the issues that might be coming before is in the upcoming year.

- Ms. Jacobs – Stacy, have you heard anything about them possibly amending in the real property tax law? I haven't heard anything.
- Ms. DeForrest – No I haven't heard of any change to that with COVID. Although, I wouldn't be surprised if that comes.
- Ms. Jacobs – currently, that's dictated by the real property tax law. That states when it has to be paid, and whether it has to be paid in full, and whether we can do two installments or not. That's not something that we could change. Potentially, if the state comes out and decides if that's something they want to do, then that was something we could consider. I'm not sure how that would even work, as well. Because of the way that the tax bills are process, currently, there wouldn't really be time to change that process. I don't know how that would work.
- Ms. DeForrest – if I could just make a comment to the Councilor's question. The bills have to go out according to the real property tax law. I have been in conversations with the City Treasurer. He is in constant contact with city residents in terms of payments. Council has the ability, along with the City Manager and the City Treasurer, to come with payment arrangements to make things work for residents. That is something that may warrant further discussion.
- Councilor Cuddy – I was thinking of offering up something more uniform that would benefit the people of Auburn. At least it would give some latitude for other municipalities in the state. I wasn't just thinking of Auburn. I was thinking more it would be more beneficial for this time being. Considering the real property tax law, as even quarterly, as it might change some of the ways people are doing things. The alternative is just having people having difficulty paying the two or the one. So I wanted to say it sometimes we do send memorialization to the governor, asking for the state to reconsider this kind of extreme circumstances. I wanted to put it out there before my colleagues. To see if they find Value In in doing that or we should we considered just keeping it the way it is.
- Ms. Jacobs - my only comment on that would be,

currently, property taxes make up about a third of our budget. I'm not sure that we would even want to consider doing something like that. That would affect our current cash flow situation. It would definitely be something that would warrant more discussion if we were going to move that way.

- Councilor McCormick – It would also affect people who pay their taxes through escrow. It would take a lot of research; I think to make it work.
- Councilor Cuddy - I just know in the upcoming months, it's going to be very difficult continue going on as business as usual. I'm trying to look ahead, see what we can do. That's my concern.
- City Manager Dygert – Again, the discussion was, how do we modify that has the budget calendar? What are you all collectively comfortable with, as far as a modification budget development calendar?
- Councilor McCormick - I'm agreeable, because the circumstances are volatile. What we have as far as staff reductions and changes. Knowing that we can amend the budget at any time. It's not like written in stone that we can't change it if, God forbid, we need to. I think it'll be better for everyone if they know we're going forward and that, whatever happens, that would want us to change it, we can always amend it, Depends on what it is, sales tax, who knows. I'm for going ahead with what Rachel proposed.
- City Manager Dygert - do you have any proposed schedule to keep us on track? There's only a handful of adjustment.
- Ms. Jacobs – The only suggestions I would have are to eliminate the 3 middle steps. Essentially that would be when we present the budget to you (tonight), which were not doing, and the department had presentations. Then Council input would be due by April 16th, currently. That, if you wanted to amend that, and make that a different date. That would be only date.
- Councilor McCormick - Would you be able to present the budget next week? For the public that the date we would all get it.
- Ms. Jacobs - I can email it ahead of time.
- Mayor Quill – April 30th would be the fifth Thursday. I would rather leave it on the schedule to assist staff in completing everything.

- City Manager Dygert - unfortunately, we've already voted on our calendar back in January. So we need a vote to change the calendar. What we could do is, next week; we could do a budget presentation to the council with our initial thoughts. Certainly, there's going to be a lot of things to discuss and consider. Then the following week, on the 16th, we discuss the budget, again, and officially get your feedback. If there's any more feedback. Then we continue on. We've got a meeting on the 23rd, that there's actually no budget discussion plan. If we need to, we could slide some further discussion on their. Obviously, the New York state budget gets passed and approved, hopefully, in the next couple of days. That'll provide a little more stability in our proposals. Obviously, things like our property tax, is going to be relatively stable, I would think at this point. Sales tax will be the big unknown. We've been fortunate to see an increasing sales tax over the last couple of years. I would almost say that, if we see this quarter sales tax, I wouldn't doubt if that's up. Because of the amount of hoarding, and things like that, that has gone on. At this point in time, there are certain things that have gone down. Obviously, our restaurant business has gone down, but our grocery business, and things like that, has gone way up. So we're not going to even see the effects of this, more than likely, in any real time until the next time in midsummer.
- Councilor Giannettino -I think, probably, one of the big wild card with sales tax is the gasoline. There's been a decrease in the price and decreasing usage. I haven't filled up my car in 3 weeks. I think that's going to be one of the big wild cards is the sales tax on gasoline
- City Manager Dygert - I agree. I think, maybe, this might be another good time to try to push the state to do that. If you recall, the state's never broken down for us, on the local level, where all the sales tax comes from. So when there are fluctuations in petroleum and gas prices, we don't know exactly what that is. It would be great to be able to see that for future reference. I know there's a lot going on but that would be a nice little thing to get from the states around this time. So really, we're looking at the city manager

submit a limited budget to the Council on April 9th.
That would be, really, the only change in that. We have a couple of weeks and we can have some discussion, learn some more about what's going on in the state budget.

- Mayor Quill – did we formally endorse a calendar for the budget? And if so, do we have to amend that?
- City Clerk Mason – so you're talking about striking the weeks for the department head presentations. Council input to the manager stays at April 16th
- City Manager Dygert – right. April 23rd would be available as well.
- Mayor Quill - my suggestion is to kick it out to the 23rd to give us time to study it. Is that alright with council?
- Councilor Giannettino – I agree
- City Manager Dygert – we're prepared to modify that calendar tonight; if you did you want to do that.
- City Clerk Mason - if everybody's happy with what we discussed we could just do it tonight. We can do a walk on.
- Councilor Cuddy – I do not have a copy but I understand where we are with the schedule
- City Clerk Mason – the budget calendar that was just handed to you. That's the existing budget calendar. If you wanted to, write down the changes for yourself but I'll have this recorded for us. The fifth line down, the date's going to be changed to April 9th 2020 for the preliminary balanced budget. That's going to be submitted to the council. Then we're going to strike the next line which is the Department head presentation. Then the next line down we're going to change that date to April 23rd 2020. We're going to keep the April 30th date and keep the rest of the timeline. We will troubleshoot the public hearing once we get to the month of May, depending on the situation that we're in with the COVID. We need a motion for that.
- Mayor Quill –Council, We have a walk on resolution number 49 of 2020. Do we have a sponsor? Councilor Giannettino. Seconded by Councilor McCormick. Discussion of the walk on? Corporation counsel, are you comfortable with everything we've done to this point?
- Ms. DeForrest – Yes I am

COUNCIL RESOLUTION #49 OF 2020

AMENDING THE BUDGET CALENDAR FOR THE PREPARATION OF THE FISCAL YEAR 2020-21 CITY BUDGET

By Councilor Giannettino

March 5, 2020

WHEREAS, the City Budget is the financial document that funds the many services provided by local city government; and,

WHEREAS, the City's fiscal year begins on July 1st of each year and the City Council must adopt a final City Budget by the end of June each year for the next budget year; and,

WHEREAS, adequate preparation, review, and eventual adoption of the annual City Budget is an open process that lasts several months; and,

WHEREAS, due to the COVID-19 epidemic the preparation of the Fiscal Year 2020-21 budget has been delayed and the following attached amended budget calendar has been proposed by Mayor Quill for Council adoption.

NOW, THEREFORE, BE IT RESOLVED, that the City Council sets the attached listed dates as the amended official budget calendar for the preparation of the City of Auburn Fiscal Year 2020-21 Budget and that all business pertaining to the City Council called for in said calendar will be scheduled as part of regular City Council meeting agendas in accordance with the Council Rules and Procedures; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to notify the public of the dates as set forth herein and that throughout this budget preparation process the City Clerk shall immediately make available to the public all budget related documents as they become available to the Council.

Seconded by Councilor McCormick

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

- City Manager Dygert - I would like an executive session. We've got two matters that fall under attorney-client privilege.

Executive Session. Councilor Giannettino made a motion to enter Executive Session, seconded by Councilor LoCastro. Council voted to enter an executive session at 7:12 p.m. regarding the following matters:

- Two matters made confidential by Federal or State law. (Section 4503 of the Civil Practice Law and Rules which establishes that a confidential communication between attorney and client shall be privileged. Pursuant to this section, Council will be receiving legal advice from its attorney which fulfills the requirement provided in Section 108(3) of the Public Officers Law allowing this exemption.)

Executive session adjourned at 7:44 p.m.

Adjournment: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 7:45 p.m.

Minutes submitted to the City Council on April 23, 2020 by:
Charles Mason, City Clerk