

**Auburn City Council
Regular Meeting
Thursday, March 18, 2021 5:00 P.M.
City Council Chambers
Memorial City Hall
24 South St.
Auburn, NY 13021**

Minutes

The meeting of the Auburn City Council was called to order at 5:00 p.m. via Zoom videoconference from the City Council Chambers, 24 South St. Auburn, NY by Mayor Quill. The meeting was held by videoconference due to the COVID-19 pandemic.

ROLL CALL – The City Clerk called the roll. Councilor Deb McCormick, Councilor Jimmy Giannettino, Councilor Terry Cuddy and Mayor Quill were all present. Councilor Locastro was excused.

The following City Staff was present for the meeting:

- City Manager, Jeff Dygert
- Corporation Counsel, Stacy DeForest
- City Clerk, Chuck Mason
- Deputy Police Chief, Roger Anthony
- Fire Chief, Mark Fritz
- City Comptroller, Rachel Jacobs
- City Engineer, Bill Lupien
- Director of Planning and Economic Development, Jennifer Haines
- Director of Municipal Utilities, Seth Jensen
- Police Lieutenant James Slayton

Pledge of Allegiance to the Flag – Mayor Quill led the Pledge of Allegiance.

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

Public Announcements –

The next meeting of the City Zoning Board of Appeals will be held on Monday, March 22, 2021 beginning at 7 p.m.. The meeting will be held by videoconference and the information regarding how to attend is listed with the meeting agenda on the City website.

CEREMONIAL PRESENTATIONS – none

Public to be heard: Mayor Quill asked the Clerk read the public to be heard rules. The following individual spoke:

Dr. Walt Aikman, Liberty Street. Good evening Mayor and Councilors. In my opinion, our DPW is doing an excellent job confronting necessary, if painful, ash tree removal in Auburn. Our ash trees are being killed by an invasive insect called the Emerald Ash Borer. This insect comes from Asia, where ash trees evolved in an ecosystem that can counter it. Our ash trees can handle our native ash borer, but not this invasive Emerald Ash Borer. This insect is killing ash trees all over the Eastern US, and sadly, we are not the only City to be impacted in this way. Ash trees killed by the EAB are very dangerous, and must be removed. Auburn's DPW tree crews are dedicated to providing safe, effective, and sustainable urban forestry services to all City residents, and I am very impressed with their diligent efforts to remove our ash trees. I know from personal experience that Auburn is doing great work in caring for our urban forest, and along with volunteers from Grow Auburn's Trees! is committed to the long-term success of the trees we love.

Approval of Meeting Minutes – none

Reports of City Officials

A. City Manager's Report

- Final work on the State St Bridge Project will resume around March 30 and should wrap up by June 30. The work is mostly cosmetic in nature or landscape type work.
- City staff continues to support a variety of local vaccination efforts both administratively and with vaccinators. The public can continue to check in on the City of Auburn webpage for updates as eligibility requirements continue to evolve. Our outreach and coordination efforts continue to expand and we are currently engaging local churches and faith based organizations to improve communications.
- We continue to monitor the progress of the various Federal Covid Stimulus provisions, also known as the American Rescue Plan (ARP) and plan to examine the rules, limitations, and priorities to better inform future discussions of possible uses of the funding. We will need to examine how other funding programs within the package will work as well, in order to avoid duplication of effort and unnecessary expenses. It is our intent to maximize these funds in a manner that provides long term value across the community. We expect the NYS budget to wrap up by the end of March; that process will also provide important information related to state aid funding levels as well as any special programs that may be proposed related to Covid.
- Final topic is when will the Council want to return to in person meetings? Council discussed and it was the desire of all members to return to Council Chambers with COVID-19 protocols in place for the month of April.

B. Reports from members of Council

Matters to Come Before Council

A. State Environmental Quality Review Act Resolutions (SEQR)

SEQR RESOLUTION #1 OF 2021

DETERMINING THAT PROPOSED ACTIVITIES ARE TYPE II ACTIONS FOR PURPOSES OF THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT

By Councilor McCormick

March 18, 2021

WHEREAS, the City Council of the City of Auburn, New York (the “City”) is the sponsor of unrelated capital improvement activities including the purchase of machinery, apparatus, vehicles, and/or equipment for the Department of Public Works and for the Fire Department; maintenance, repairs, and improvements to various City streets, roads and/or sidewalks as part of the annual road improvement program; and renovations and improvements inside the City’s Police Department building located at 46 North Street (the “Project”); and

WHEREAS, the City desires to comply with the New York State Environmental Quality Review Act (“SEQRA”), as set forth in Article 8 of the New York State Environmental Conservation Law, and the requirements of the implementing regulations set forth at 6 NYCRR Part 617 (the “Regulations”) with respect to the Project; and

WHEREAS, pursuant to the Regulations, the City has considered the Project in light of the actions included on the Type I list specified in Section 617.4 of the Regulations and in light of the actions included on the Type II list specified in Section 617.5 of the Regulations.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Auburn as follows:

1. The Project constitutes a “Type II Action” (as the quoted term is defined in the Regulations) because each activity falls within the ambit of one or more of the following actions included on the Type II list specified in Section 617.5 of the Regulations:

(i) “[M]aintenance or repair involving no substantial changes in an existing structure or facility” (6 NYCRR § 617.5(c)(1));

(ii) “[R]eplacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site” (6 NYCRR § 617.5(c)(2));

(iii) “[R]epaving of existing highways not involving the addition of new travel lanes” (6 NYCRR § 617.5(c)(5));

(iv) “[S]treet openings and right-of-way openings for the purpose of repair or maintenance of existing utility facilities” (6 NYCRR § 617.5(c)(6));

(v) “[M]aintenance of existing landscaping or natural growth” (6 NYCRR § 617.5(c)(8)); and/or

(vi) “[P]urchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials” (6 NYCRR § 617.5(c)(31)); and

2. The Project is not subject to further review under SEQRA; and
3. This Resolution shall take effect immediately.

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

SEQR RESOLUTION #2 OF 2021

DETERMINATION THAT THE STATE STREET PUBLIC PLAZA PROJECT IS AN UNLISTED ACTION AND WILL NOT HAVE A SIGNIFICANT ADVERSE ENVIRONMENTAL IMPACT

By Councilor McCormick

March 18, 2021

WHEREAS, the City of Auburn (the “City”) intends to redevelop a vacant 0.2 acre site, formerly the site of Kalet’s Department Store, located at 1-7 State Street, Auburn, New York to create a State Street Public Plaza (the “Project”); and

WHEREAS, the Project will include improvements such as filling the site, installing hardscaping and landscaping features, lighting and stormwater drainage, and related features, with the balance of the site (approximately 0.08 acres) being transferred to the adjoining property owners for redevelopment; and

WHEREAS, the City intends to comply with the New York State Environmental Quality Review Act (“SEQRA”) and the implementing regulations set forth at 6 NYCRR Part 617 (the “Regulations”) with respect to the Project; and

WHEREAS, the City has prepared and completed Parts 1, 2, and 3 of the Short Environmental Assessment Form (“EAF”) for the Project, and compared the impacts that may reasonably be expected to result from the Project to the criteria for determining significance as identified in Section 617.7(c)(1) of the Regulations, which is attached hereto and incorporated herein; and

WHEREAS, the New York State Department of State (“NYSDOS”) is the only other “involved agency” for this Project (as the quoted term is defined in the Regulations) and NYSDOS consented to the City acting as lead agency for a coordinated SEQRA review of this Project; and

WHEREAS, the City Council has considered the significance of the potential environmental impacts of the Project and said review has resulted in a reasoned determination that the proposed

action will NOT result in any large and important impacts(s) and, therefore, is one which will not have a significant negative impact on the environment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Auburn that based upon an examination of the Short Environmental Assessment Form and other available supporting information, the knowledge about the area surrounding the Project, and such further investigation of the Project and its potential environmental impact, the City Council makes the following findings and determinations with respect to the Project:

1. The Project is classified as an “Unlisted” action, as the quoted term is defined in the Regulations; and
2. The City hereby declares itself, and is established as, lead agency for purposes of a coordinated SEQRA review of the Project; and
3. The City Council hereby approves and adopts the Short Environmental Assessment Form for the Project (Parts 1-3 with its supporting written elaboration), which is attached hereto and incorporated herein;
4. The City hereby issues a Negative Declaration for the Project, and will not require the preparation of an environmental impact statement for the Project.
5. That the City Clerk and City staff are authorized to take such additional steps as may be necessary to carry out this Resolution; and
6. That this Resolution shall take effect immediately.

Seconded by Councilor Cuddy

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

SEQR RESOLUTION #3 OF 2021

DETERMINING THAT PROPOSED ACTIVITIES ARE TYPE II ACTIONS FOR PURPOSES OF THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT

By Councilor Cuddy

March 18, 2021

WHEREAS, the City Council of the City of Auburn, New York (the “City”) is the sponsor of unrelated capital improvement activities including the purchase of machinery, apparatus,

vehicles, and/or equipment for the Department of Public Works; and maintenance, repairs, and improvements to various City sewer mains and appurtenances as part of the sewer main improvement program (the “Project”); and

WHEREAS, the City desires to comply with the New York State Environmental Quality Review Act (“SEQRA”), as set forth in Article 8 of the New York State Environmental Conservation Law, and the requirements of the implementing regulations set forth at 6 NYCRR Part 617 (the “Regulations”) with respect to the Project; and

WHEREAS, pursuant to the Regulations, the City has considered the Project in light of the actions included on the Type I list specified in Section 617.4 of the Regulations and in light of the actions included on the Type II list specified in Section 617.5 of the Regulations.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Auburn as follows:

1. The Project constitutes a “Type II Action” (as the quoted term is defined in the Regulations) because each activity falls within the ambit of one or more of the following actions included on the Type II list specified in Section 617.5 of the Regulations:
 - (i) “[M]aintenance or repair involving no substantial changes in an existing structure or facility” (6 NYCRR § 617.5(c)(1));
 - (ii) “[R]eplacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site” (6 NYCRR § 617.5(c)(2));
 - (iii) “[R]epaving of existing highways not involving the addition of new travel lanes” (6 NYCRR § 617.5(c)(5));
 - (iv) “[S]treet openings and right-of-way openings for the purpose of repair or maintenance of existing utility facilities” (6 NYCRR § 617.5(c)(6));
 - (vi) “[P]urchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials” (6 NYCRR § 617.5(c)(31)); and
2. The Project is not subject to further review under SEQRA; and
3. This Resolution shall take effect immediately.

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		

SEQR RESOLUTION #4 of 2021

**DECLARING INTENT TO ACT AS LEAD AGENCY FOR
THE CITY OF AUBURN BIOSOLIDS DRYER & WASTEWATER TREATMENT PLANT
IMPROVEMENT PROJECT**

By Councilor Giannettino

March 18, 2021

WHEREAS, the City Council of the City of Auburn, New York, intends to undertake improvements such as, but not limited to, the removal of existing sludge handling mechanical equipment and processes, installation of new mechanical and electrical equipment and the construction of two- new biosolids stabilization and dryer buildings at the existing wastewater treatment plant located at 35 Bradley Street in the City of Auburn, New York; and

WHEREAS, the City Council of the City of Auburn will be required to review the above *Unlisted Action* in accordance with Article 8 of the New York Conservation Law and the New York State Environment Quality Review Act (SEQR) regulations; and

WHEREAS, the New York State Department of Environmental Conservation may be considered an Involved Agency in such review with respect to permitting of the project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Auburn, New York, that it does hereby declare its intent to act as Lead Agency for the purposes of completing a Coordinated Environmental Review in accordance with SEQR and directs staff to provide Involved Agencies with pertinent project materials and seek comment with regard to the project in compliance with SEQR requirements.

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		

B. Ordinances –

BOND ORDINANCE #2 OF 2021

**AUTHORIZING THE ISSUANCE OF \$1,600,000 SERIAL BONDS
TO FINANCE THE COSTS OF VARIOUS CAPITAL PROJECTS**

BE IT ORDAINED by Council of the City of Auburn, Cayuga County, New York (“City Council”) as follows:

Section 1. The City of Auburn, Cayuga County, New York (the “City”) is hereby authorized to undertake the various capital projects described below (each, a “Project”) at an aggregate estimated maximum cost of \$1,600,000, the estimated maximum cost of each Project as follows:

(a) Fleet Vehicles – Dump Truck, Staff Vehicle & Street Sweeper. The purchase of machinery and apparatus to be used for constructing, reconstructing, repairing, maintaining or removing the snow and ice from, any physical public betterment or improvement the cost of which is \$30,000 or over, including a 10-wheel dump truck, Fire Department staff vehicle having a seating capacity of less than 10 persons, and a street sweeper (one-half of the cost of such street sweeper to be financed pursuant to a separate bond ordinance of the City related to the City sewer system) at an estimated maximum cost not to exceed \$425,000 and to issue an aggregate \$425,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated costs of the aforesaid object or purpose;

(b) 2021-2022 Road Improvement Program. The reconstruction and resurfacing of various City streets and roads, including sidewalks, curbs, gutters, drainage, landscaping, fencing, grading, or improving the rights of way, with a pavement which will be more durable construction than pavement of sand and gravel, water-bound macadam or penetration process with a single-surface treatment at an estimated maximum cost not to exceed \$800,000 and to issue an aggregate \$800,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated costs of the aforesaid object or purpose; and

(c) City Buildings & Grounds Improvements. The renovation or reconstruction of building interiors located at the Auburn Police Department Headquarters, whether or not including grading or improvement of the site, original furnishings, equipment, machinery or apparatus required for the purposes for which such buildings are to be used at an estimated maximum cost not to exceed \$375,000 and to issue an aggregate \$375,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated costs of the aforesaid object or purpose.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific objects or purposes is \$1,600,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of the issuance of \$1,600,000 in serial bonds (the “Bonds”) of the City authorized to be issued pursuant to this Ordinance.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific objects or purposes to Section 11.00(a) of the Local Finance Law are as follows:

	Period of Probable Usefulness (Years)	Local Finance Law Section 11.00(a) Paragraph
<u>Section 1 Subparagraph</u>		

(a) Department of Public Works – Dump Truck and Street Sweeper	15	28
(b) Staff Vehicle Replacement	3	77
(c) 2021-2022 Road Improvement Program	15	20(c)
(d) Buildings & Grounds Improvements	25	12(a)(1)

Section 4. Pursuant to Section 107.00(d)(9) of the Local Finance Law, current funds are not required to be provided prior to issuance of the Bonds or any bond anticipation notes issued in anticipation of issuance of the Bonds.

Section 5. The temporary use of available funds of the City, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this Ordinance.

Section 6. The Bonds and any bond anticipation notes issued in anticipation of the Bonds, shall contain the recital of validity prescribed by Section 52.00 of the Local Finance Law and the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, shall be general obligations of the City, payable as to both principal and interest by a general tax upon all the real property within the City without legal or constitutional limitation as to rate or amount. The faith and credit of the City are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, and provision shall be made annually in the budget of the City by appropriation for (a) the amortization and redemption of the Bonds and bond anticipation notes to mature in such year, and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this Ordinance and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such notes, and the power to prescribe the terms, form and contents of the Bonds, and any bond anticipation notes, and the power to sell and deliver the Bonds and any bond anticipation notes issued in anticipation of the issuance of the Bonds, and the power to issue bonds providing for level or substantially level or declining annual debt service, is hereby delegated to the City Comptroller, the Chief Fiscal Officer of the City.

Section 8. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this Ordinance shall be from the City's General Fund. It is intended that the City shall then reimburse such expenditures with the proceeds of the Bonds and bond anticipation notes authorized by this Ordinance and that the interest payable on the Bonds and any bond anticipation notes issued in anticipation of the Bonds shall be excludable from gross income for federal income tax purposes. This Ordinance is intended to constitute the declaration of the City's "official intent" to reimburse the expenditures authorized by this Ordinance with the proceeds of the Bonds and bond anticipation notes authorized herein, as required by Treasury Regulation Section 1.150-2. Other than as specified in this Ordinance, no moneys are reasonably expected to be received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 9. The serial bonds and bond anticipation notes authorized to be issued by this Ordinance are hereby authorized to be consolidated, at the option of the City's Comptroller, the Chief Fiscal Officer, with the serial bonds and bond anticipation notes authorized by other Bond Ordinances previously or hereafter adopted by the City Council for purposes of sale in one or more bond or note issues aggregating an amount not to exceed the amount authorized in such ordinances. All matters regarding the sale of the bonds, including the date of the bonds, the use of electronic bidding, the consolidation of the serial bonds and the bond anticipation notes with other issues of the City and the serial maturities of the bonds are hereby delegated to the City Comptroller, the Chief Fiscal Officer of the City.

Section 10. The validity of the Bonds authorized by this Ordinance and of any bond anticipation notes issued in anticipation of the Bonds may be contested only if:

- a. such obligations are authorized for an object or purpose for which the City is not authorized to expend money; or
- b. the provisions of law which should be complied with at the date of the publication of this Ordinance or a summary hereof are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or
- c. such obligations are authorized in violation of the provisions of the Constitution.

Section 11. The City Comptroller, as Chief Fiscal Officer of the City, is hereby authorized to enter into an undertaking for the benefit of the holders of the Bonds from time to time, and any bond anticipation notes issued in anticipation of the sale of the Bonds, requiring the City to provide secondary market disclosure as required by Securities and Exchange Commission Rule 15c2-12.

Section 12. This Ordinance, or a summary of this Ordinance, shall be published in the official newspapers of the City for such purpose, together with a notice of the Clerk of the City in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 13. This Ordinance is not subject to a mandatory or permissive referendum.

Section 14. The Council hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the expenditures authorized by this Ordinance.

Section 15. This Ordinance shall take effect immediately upon its adoption.

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		

BOND ORDINANCE #3 OF 2021

AUTHORIZING THE ISSUANCE OF \$400,000 SERIAL BONDS TO FINANCE THE COSTS OF IMPROVEMENT OF THE STATE STREET EVENT PLAZA

BE IT ORDAINED by Council of the City of Auburn, Cayuga County, New York ("City Council") as follows:

Section 1. The City of Auburn, Cayuga County, New York (the "City") is hereby authorized to undertake the improvement or embellishment of the State Street Event Plaza park, playground or recreational area, including the improvement or embellishment, if any, of such existing park, playground or recreational area at an estimated maximum cost not to exceed \$400,000 and to issue an aggregate \$400,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated costs of the aforesaid object or purpose.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific objects or purposes is \$400,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of the issuance of \$400,000 in serial bonds (the "Bonds") of the City authorized to be issued pursuant to this Ordinance.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen (15) years pursuant to paragraph 19(c) of Section 11.00(a) of the Local Finance Law.

Section 4. Pursuant to Section 107.00(d)(9) of the Local Finance Law, current funds are not required to be provided prior to issuance of the Bonds or any bond anticipation notes issued in anticipation of issuance of the Bonds.

Section 5. The temporary use of available funds of the City, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this Ordinance.

Section 6. The Bonds and any bond anticipation notes issued in anticipation of the Bonds, shall contain the recital of validity prescribed by Section 52.00 of the Local Finance Law and the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, shall be general obligations of the City, payable as to both principal and interest by a general tax upon all the real property within the City without legal or constitutional limitation as to rate or amount. The faith and credit of the City are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, and provision shall be made annually in the budget of the City by appropriation for (a) the amortization and redemption of the Bonds and bond anticipation notes to mature in such year, and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this Ordinance and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such notes, and the power to prescribe the terms, form and contents of the Bonds, and any bond

anticipation notes, and the power to sell and deliver the Bonds and any bond anticipation notes issued in anticipation of the issuance of the Bonds, and the power to issue bonds providing for level or substantially level or declining annual debt service, is hereby delegated to the City Comptroller, the Chief Fiscal Officer of the City.

Section 8. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this Ordinance shall be from the City's General Fund. It is intended that the City shall then reimburse such expenditures with the proceeds of the Bonds and bond anticipation notes authorized by this Ordinance and that the interest payable on the Bonds and any bond anticipation notes issued in anticipation of the Bonds shall be excludable from gross income for federal income tax purposes. This Ordinance is intended to constitute the declaration of the City's "official intent" to reimburse the expenditures authorized by this Ordinance with the proceeds of the Bonds and bond anticipation notes authorized herein, as required by Treasury Regulation Section 1.150-2. Other than as specified in this Ordinance, no moneys are reasonably expected to be received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 9. The serial bonds and bond anticipation notes authorized to be issued by this Ordinance are hereby authorized to be consolidated, at the option of the City's Comptroller, the Chief Fiscal Officer, with the serial bonds and bond anticipation notes authorized by other Bond Ordinances previously or hereafter adopted by the City Council for purposes of sale in one or more bond or note issues aggregating an amount not to exceed the amount authorized in such ordinances. All matters regarding the sale of the bonds, including the date of the bonds, the consolidation of the serial bonds and the bond anticipation notes with other issues of the City and the serial maturities of the bonds are hereby delegated to the City Comptroller, the Chief Fiscal Officer of the City.

Section 10. The validity of the Bonds authorized by this Ordinance and of any bond anticipation notes issued in anticipation of the Bonds may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the City is not authorized to expend money; or
- (b) the provisions of law which should be complied with at the date of the publication of this Ordinance or a summary hereof are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or
- (c) such obligations are authorized in violation of the provisions of the Constitution.

Section 11. The City Comptroller, as Chief Fiscal Officer of the City, is hereby authorized to enter into an undertaking for the benefit of the holders of the Bonds from time to time, and any bond anticipation notes issued in anticipation of the sale of the Bonds, requiring the City to provide secondary market disclosure as required by Securities and Exchange Commission Rule 15c2-12.

Section 12. This Ordinance, or a summary of this Ordinance, shall be published in the official newspapers of the City for such purpose, together with a notice of the Clerk of the City in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 13. This Ordinance is not subject to a mandatory or permissive referendum.

Section 14. The Council hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the expenditures authorized by this Ordinance.

Section 15. This Ordinance shall take effect immediately upon its adoption.

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		

BOND ORDINANCE #4 OF 2021

AUTHORIZING THE ISSUANCE OF \$1,140,000 SERIAL BONDS TO FINANCE THE COST OF IMPROVEMENTS TO AND EQUIPMENT FOR THE CITY SEWER SYSTEM

BE IT ORDAINED by Council of the City of Auburn, Cayuga County, New York (the "City Council") as follows:

Section 1. The City of Auburn, Cayuga County, New York (the "City") is hereby authorized to undertake the various capital projects described below (each, a "Project") at an aggregate estimated maximum cost of \$1,140,000, the estimated maximum cost of each Project being as follows:

(a) Sewer System Improvements: The reconstruction and improvement of the City's sewer system including, but not limited to, the City's sewer main improvements project, replacement of manholes and sewer lines, the acquisition and installation of original furnishings, equipment, machinery or apparatus required, costs of surveys, maps, plans and environmental, engineering, feasibility and other design studies, at an estimated maximum cost of \$1,000,000 and to issue an aggregate \$1,000,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated costs of the aforesaid object or purpose.

(b) Fleet Vehicles. The purchase of machinery and apparatus to be used for constructing, reconstructing, repairing, maintaining or removing snow and ice from City sewer improvements, the cost of which is \$30,000 or more, including, but not limited to, a street sweeper (one-half of the cost of such street sweeper to be financed pursuant to a separate bond ordinance of the City related to the City Department of Public Works) for the City Municipal Utilities Department, at an estimated maximum cost of \$140,000 and to issue an aggregate \$140,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated costs of the aforesaid object or purpose.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific objects or purposes is \$1,140,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of the issuance of \$1,140,000 in serial bonds (the "Bonds") of the City authorized to be issued pursuant to this Ordinance.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific objects or purposes described in Section 1 are as follows:

<u>Section 1 Subparagraph</u>	<u>Period of Probable Usefulness (Years)</u>	<u>Local Finance Law Section 11.00(a) Paragraph</u>
(a) Sewer System Improvements	40	4
(b) Fleet Vehicle- Street Sweeper	15	28

Section 4. Pursuant to Section 107.00(d)(3)(l) of the Local Finance Law, current funds are not required to be provided prior to issuance of the Bonds or any bond anticipation notes issued in anticipation of issuance of the Bonds.

Section 5. The temporary use of available funds of the City, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this Ordinance.

Section 6. The Bonds and any bond anticipation notes issued in anticipation of the Bonds, shall contain the recital of validity prescribed by Section 52.00 of the Local Finance Law and the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, shall be general obligations of the City, payable as to both principal and interest by a general tax upon all the real property within the City without legal or constitutional limitation as to rate or amount. The faith and credit of the City are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, and provision shall be made annually in the budget of the City by appropriation for (a) the amortization and redemption of the Bonds and bond anticipation notes to mature in such year, and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this Ordinance and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such notes, and the power to prescribe the terms, form and contents of the Bonds, and any bond anticipation notes, and the power to sell and deliver the Bonds and any bond anticipation notes issued in anticipation of the issuance of the Bonds, and the power to issue bonds providing for level or substantially level or declining annual debt service, is hereby delegated to the Comptroller, the Chief Fiscal Officer of the City.

Section 8. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this Ordinance shall be from the City's General Fund. It is intended that the City shall then reimburse such expenditures with the proceeds of the Bonds and

bond anticipation notes authorized by this Ordinance and that the interest payable on the Bonds and any bond anticipation notes issued in anticipation of the Bonds shall be excludable from gross income for federal income tax purposes. This Ordinance is intended to constitute the declaration of the City's "official intent" to reimburse the expenditures authorized by this Ordinance with the proceeds of the Bonds and bond anticipation notes authorized herein, as required by Treasury Regulation Section 1.150-2. Other than as specified in this Ordinance, no moneys are reasonably expected to be received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 9. The serial bonds and bond anticipation notes authorized to be issued by this Ordinance are hereby authorized to be consolidated, at the option of the City's Comptroller, the Chief Fiscal Officer of the City, with the serial bonds and bond anticipation notes authorized by other bond Ordinances previously or hereafter adopted by the Common Council for purposes of sale in one or more bond or note issues aggregating an amount not to exceed the amount authorized in such Ordinances. All matters regarding the sale of the bonds, including the date of the bonds, the use of electronic bidding, the consolidation of the serial bonds and the bond anticipation notes with other issues of the City and the serial maturities of the bonds are hereby delegated to the Comptroller, the Chief Fiscal Officer of the City.

Section 10. The City Comptroller, as Chief Fiscal Officer of the City, is further authorized to sell all or a portion of the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, to the New York State Environmental Facilities Corporation (the "EFC") in the form prescribed in one or more loan and/or grant agreements (the "Agreements") between the City and the EFC; to execute and deliver on behalf of the City one or more Agreements, Project Financing Agreements, and Letters of Intent with the EFC and to accept the definitive terms of one or more Agreements from EFC by executing and delivering one or more Terms Certificates; and to execute such other documents, and take such other actions, as are necessary or appropriate to obtain a loan or loans from the EFC for all or a portion of the costs of the expenditures authorized by this Ordinance, and perform the City's obligations under its Bonds or bond anticipation notes delivered to the EFC, the Project Financing Agreements and the Agreements.

Section 11. Any federal or New York State grant funds obtained by the City for the capital purposes described in Section 1 of this Ordinance shall be applied to pay the principal of and interest on the Bonds or any bond anticipation notes issued in anticipation of the Bonds or to the extent obligations shall not have been issued under this Ordinance, to reduce the maximum amount to be borrowed for such capital purposes.

Section 12. The validity of the Bonds authorized by this Ordinance and of any bond anticipation notes issued in anticipation of the Bonds may be contested only if:

(a) such obligations are authorized for an object or purpose for which the City is not authorized to expend money; or

(b) the provisions of law which should be complied with at the date of the publication of this Ordinance or a summary hereof are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or

(c) such obligations are authorized in violation of the provisions of the Constitution.

Section 13. The City Comptroller, as Chief Fiscal Officer of the City, is hereby authorized to enter into an undertaking for the benefit of the holders of the Bonds from time to time, and any bond anticipation notes issued in anticipation of the sale of the Bonds, requiring the City to provide secondary market disclosure as required by Securities and Exchange Commission Rule 15c2-12.

Section 14. The City Comptroller, as Chief Fiscal Officer of the City, is hereby authorized to file an application with the New York State Comptroller pursuant to Section 124.10 of the Local Finance Law to exclude the proposed indebtedness authorized herein from the constitutional and statutory debt limits of the City.

Section 15. This Ordinance, or a summary of this Ordinance, shall be published in the official newspapers of the City for such purpose, together with a notice of the Clerk of the City in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 16. This Ordinance is not subject to a mandatory or permissive referendum.

Section 17. The Common Council hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the expenditures authorized by this Ordinance.

Section 18. This Ordinance shall take effect immediately upon its adoption.

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		

C. Local Laws – none

D. Resolutions –

COUNCIL RESOLUTION #36 OF 2021

**ADOPTING THE FY 2021-2025
CAPITAL IMPROVEMENT PROGRAM (CIP)**

By Councilor McCormick

March 18, 2021

WHEREAS, the City of Auburn, New York is authorized and empowered under the New York General Municipal Law- Article 5- §99-G to “undertake the planning and execution of a capital program”; and

WHEREAS, the Auburn City Council desires to implement a Capital Improvement Program (CIP) to provide for the maintenance and improvement of public infrastructure in support of the City’s vision and goals outlined in the City Comprehensive Plan and other adopted planning documents; and

WHEREAS, the Auburn City Council finds that it is in the best interest of the City to adopt and approve the Capital Improvement Program for Fiscal Years 2021 through 2025 to ensure that the City achieves its desired outcomes for a prosperous and sustainable community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUBURN, NEW YORK:

1. That the City hereby adopts and enacts the FY 2021 through 2025 Capital Improvement Program Plan; and
2. That this Resolution shall take effect immediately upon its adoption.

Seconded by Councilor Cuddy

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

AWARD RESOLUTION #37 OF 2021

AWARDING CONSTRUCTION OF THE STATE STREET PUBLIC PLAZA

By Mayor Quill

March 18, 2021

WHEREAS, the City of Auburn owns a vacant parcel located at 1 State Street (the “Property”), which is also known as the former site of the Kalet’s Building; and

WHEREAS, in 1994, the City acquired the Property by tax foreclosure and, ultimately, funded the demolition of the Kalet Building in 2011 as a part of a plan to transfer the property to Cayuga County for the development of a performing arts center; and

WHEREAS, when the performing arts center project did not come to fruition, the property title was transferred back to the City in 2015 and has continued to remain vacant; and

WHEREAS, in July of 2019, the City of Auburn received notice from New York State that it was awarded funding in the amount of \$1m from the Downtown Revitalization Initiative (DRI) Program in order to fund the build out of the State Street Public Plaza; and

WHEREAS, since that time, the City hired Bergmann Architects, Engineers and Planners to oversee design and construction of the development of the Property as a community space (the “Project”); and

WHEREAS on March 18, 2021, the Auburn City Council authorized Bond Ordinance #3 of 2021 in the amount of \$400,000.00 to finance costs for the Project; and

WHEREAS, construction bids for the Project were opened on February 24, 2021, and the City received and publically opened two (2) bids for General Construction, with the following as the qualified low bidder:

<u>General Construction</u>	<u>Base Bid</u>
Crane Hogan Structural Systems, Inc. 3001 Brockport Rd, Spencerport, NY 14559	\$1,133,113.50

;and

WHEREAS, Bergmann Architects, Engineers and Planners and, also, City staff completed a bid analysis and they recommend the award of the aforementioned qualified low bidder for a total construction bid award of \$1,133,113.50; and

WHEREAS, it is necessary that the Auburn City Council award the following bid for the Project to Crane Hogan Structural Systems, Inc. in the amount of the base bid with contingency in the amount of \$1,133,113.50.

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby approve an award of construction for the State Street Public Plaza project in the total amount of \$1,133,113.50, with said award agreements being contingent upon the approval of the New York State Department of State as well as meeting requirements under NYS Article 15 for Minority/Women-Owned Business (MWBE) participation; and

BE IT FURTHER RESOLVED, that the cost of the total construction bid award and construction contingency is to be charged to the State Street Public Plaza capital account #HA 8672.440.SS; and

BE IT FURTHER RESOLVED, that the Mayor of the City of Auburn is authorized to execute any and all documents in reference to the award of this construction bid.

Seconded by Councilor Cuddy

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

AGREEMENT RESOLUTION #38 OF 2021

AUTHORIZING AN AGREEMENT FOR CONSTRUCTION INSPECTION SERVICES FOR THE STATE STREET PUBLIC PLAZA PROJECT

By Councilor McCormick

March 18, 2021

WHEREAS, pursuant to Bond Ordinance #3 of 2021, the City Council of the City of Auburn has authorized the expenditure of funds for the construction, and inspection phases of the State Street Public Plaza Project; and

WHEREAS, on February 12, 2021, City staff released a request for proposals for construction inspection services for the Project and received six (6) proposals from construction and engineering firms in response to this request; and

WHEREAS, on March 11, 2021, after City staff reviewed and scored all proposals, Popli Design Group was selected as the top qualified consulting team to provide construction inspection services for the State Street Public Plaza Project; and

WHEREAS, it is now necessary that Popli Design Group be awarded the contract for the construction inspection services portion of the State Street Public Plaza Project in an amount not to exceed \$45,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby award a contract to Popli Design Group, for the construction inspection services portion of the State Street Public Plaza project in an amount not to exceed \$45,000.00; and

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

BE IT FURTHER RESOLVED that the cost of the construction inspection services in the amount of \$45,000.00 is to be charged to the State Street Public Plaza capital account #HA8672.440.SS.

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		

COUNCIL RESOLUTION #39 OF 2021

AUTHORIZING AUCTION OF SURPLUS VEHICLES AND EQUIPMENT PURSUANT TO THE 2019 CITY OF AUBURN PROCUREMENT AND SUPPLUS POLICY

By Councilor Cuddy

March 18, 2021

WHEREAS, on January 7, 2021, the City Council of the City of Auburn passed Council Resolution No. 6 of 2021, which adopted a City of Auburn Procurement and Surplus Policy (the “Procurement Policy”); and

WHEREAS, the Procurement Policy requires that the sale of surplus vehicles and equipment with an estimated value of \$1,000 or more be approved by City Council;

WHEREAS, a list of City owned surplus vehicles, equipment, and other items, which have outlived their useful life or are no longer necessary or useful to the City are attached; and

WHEREAS, it is in the best interest of the City to dispose of the equipment and vehicles set forth through an auction in order to obtain the best value for them.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Auburn hereby authorizes the auction of the City-owned vehicles and equipment set forth in the attached hereto in accordance with the 2021 City of Auburn Procurement and Surplus Policy.

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		

EXHIBIT A

APD

- #1 HP Designjet T2300 Printer
- #2 3 - Nikon D60 Cameras
3 - Nikon D80 Cameras
6 - Assorted Lenses
3 - Nikon Speedlight Flashes
2 - Battery Chargers
- #3 Infocus Projector
- #4 13 - Pro Guard trunk organizers
- #5 7 - Plastic crime scene tape holders
- #6 3 - Prisoner partition for Ford Taurus (2015)
- #7 1 – Prisoner partition front and rear for Ford Explorer (2017)
- #8 Various center consoles and computer mounts
- #9 Electric hand dryer
- #10 3 – Traffic warning advisor arrow light bars
- #11 57 – Plastic Taser Holsters
- #12 5 – 48’’ Sound Off Light Bars
- #13 Old Live Scan Equipment
- #14 Time Stamp Machine
- #15 VF-45 Wire stripper kit
- #16 2 – Nikon Cool Pics Cameras
- #17 2- Boxes of various led lights (Grill & Truck Style)
- #18 Various Siren Speakers
- #19 DC outlet plugs
- #20 1 – Crown Victoria metal trunk organizer
- #21 8 – Sets of rear window bars for Ford Taurus (2015)
- #22 1 – Set of window bars Ford Explorer (2017)
- #23 15 – Vehicle computer keyboards
- #24 Various computer power supplies and USB hubs
- #25 2012 Chevrolet Impala (Vin #2G1WD5E34C1152119) Old CH1 / RSVP Car
- #26 2012 Chevrolet Impala (Vin #2G1WD5E38C1151846) Old 40 Parking Enforcement Car
- #27 2015 Ford Taurus (Vin #1FAHP2MK9FG190456) Old 861
- #28 2015 Ford Taurus (Vin#1FAHP2MK7FG122690) Old 864
- #29 2010 Ford Explorer (Vin #1FMEV7D87AUB13937) Old 829
- #30 2 –Computer Monitors
- #31 2 – VCRs
- #32 2 – Computer printers
- #33 1 – JCB TV
- #34 2 – Sound Off interior light bar with controller

Finger Lakes Drug task Force Vehicles:

(1) 2003 Ford Explorer	Vin #1FMZU72K03ZB59681	(Local Seizure)
(2) 2007 Dodge Nitro	Vin#1D8GU28K37W564898	(Federal Seizure)
(3) 2004 GMC Envoy	Vin#1GKDS13S042224107	(Local Seizure)
(4) 2010 Volkswagen Jetta	Vin# 3VWRZ7AJ0AM141451	(Local Seizure)
(5) 2003 Saturn Vue	Vin#5GZCZ33D73S806539	(Local Seizure)
(6) 2002 BMW 745i	Vin #WBAGN634X2DR02083	(Local Seizure)
(7) 2001 Ford Ranger	Vin#1FTZR15E51TB10663	(Local Seizure)

DPW

- #86 – 2011 International – Vin# 1HTWLAZR0BJ432144 – TRUCK, PLOW, SPREADER – Extensive repairs needed, years of frequent problems
- #58 – 2011 Ford – Vin# 1FTBF2B68BEB15360 – Pickup truck in need of extensive repairs
- Electric car 1 – 2002 Gem – Vin# 5ASAG27432F019254 – inoperable/parts
- Electric car 2 – 2002 Gem – Vin# 5ASAG27402F019387 – inoperable/parts
- Electric car 3 – 2002 Gem – Vin# 5ASAG27402F019163 – inoperable/parts
- Electric car 4 – 2002 Gem – Vin# 5ASAG27422F024753 – inoperable/parts
- Lot of old plows and spreader – 3 plows and 1 spreader
- Lot of old Kiosks, 12 in total – did not sell last auction
- Lot of old miscellaneous playground equipment, 2 slides and 4 swings
- Lot of old, used wall mount lights, approx. 20 light heads

SOLID WASTE

- #LF-18 – 2003 Dodge – Vin# 1D7HU16N83J514554 – Yard truck
- #LF-180 – 2009 International – Vin# 1HTWNAZT99J167515 – Refuse packer
- #LF-183 – 2015 International – Vin# 1HTGSSNT4FH688556 – Refuse packer
- 2016 Caterpillar 816F Landfill Comp

COUNCIL RESOLUTION #40 OF 2021
FORMAL ADOPTION OF THE CITY OF AUBURN COLLABORATIVE ON POLICE AND
COMMUNITY RELATIONS

By Councilor Giannettino

March 18, 2021

WHEREAS, pursuant to the directives contained in Executive Order No. 203 (hereinafter, ‘the Order’) of 2020 issued by Governor Andrew M. Cuomo on June 12, 2020, the City of Auburn has performed a comprehensive review of current police force deployments, strategies, policies, procedures and practices; and

WHEREAS, in accordance with the same Order, the City of Auburn has developed a plan, attached hereto, to improve such deployments strategies, policies, procedures (hereinafter, ‘the Plan’); and

WHEREAS, the City of Auburn has engaged with stakeholders, including, but not limited to, membership of local police forces, members of the community, interested non-profit and faith-based community groups, and local elected and appointed officials; and

WHEREAS, The City of Auburn has offered the Plan in draft form for a period of public comment and such public comments have been incorporated into the Plan prior to this body’s adoption of the same; and

WHEREAS, the Auburn City Council recognizes the following changes initiated by the Auburn Police Department in response to the Plan and commends the Department for implementing the same;

1. The creation and maintenance of a designated page on the APD website listing all of department policies.
2. The promulgation and dissemination of a monthly report outlining use of force incidents for each month.
3. The pledge to annually submit a report to the Mayor & City Council which shall include a review of the Plan and will outline any need for changes, modifications; said report will correspond in timing with the required annual accreditation compliance report submission to New York State.
4. The continued commitment to transparency via the compilation and dissemination of relevant community and policing data and sharing the same through the publication of the annual Community Survey and bi-annual employee satisfaction survey.
5. The forthcoming establishment of a working group that will strive to include Cayuga County officials to study the implementation of a body worn camera program to include cost analysis, policy and procedure considerations and discovery law implications.
6. The undertaking of a thorough review of evidence standards and updating the same to reflect current best practices, and;

WHEREAS, the Auburn City Council believes that collaborative process under which the Plan was developed was in and of itself invaluable in providing a further opportunity for community input and for strengthening dialogue between the Auburn Police Department and members of the public,

NOW, THEREFORE, BE IT RESOLVED that the Auburn City Council does hereby adopt the Plan within the meaning of Executive Order No. 203,

BE IT FURTHER RESOLVED that the Mayor is authorized to sign any and all documents in reference to this adoption and in accordance with the directives of Executive Order No. 203,

BE IT FURTHER RESOLVED that Auburn City Council directs the Auburn Police Department to review the Plan on an annual basis and update the Council on the sum and substance of said review each September, or as soon as practicable thereafter.

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		

COUNCIL RESOLUTION #41 OF 2021

**ACCEPTING A ROADSIDE HISTORICAL MARKER FROM THE COLLECTION OF THE
CAYUGA MUSEUM OF HISTORY AND ART**

By Councilor Giannettino

March 18, 2021

WHEREAS, the Firemen's Association of the State of New York (FASNY) is an organization dedicated to informing, educating and training the volunteer fire service since 1872; and

WHEREAS, the inception of this organization dates back to 1872 when the first Annual Convention of the Firemen's National Association was held in the City of Auburn on Tuesday and Wednesday, October 1 and 2 of that year; and

WHEREAS, the Cayuga Museum of History and Art located at 203 Genesee Street is in possession of a roadside historical marker that denotes that the first meeting of the FASNY was held in the City of Auburn; and

WHEREAS, the roadside historical marker was originally installed in front of the Cayuga Museum in the early 1970's; and

WHEREAS, on or about the early 2000's the historical marker was removed from its roadside location and entered into the collection at the Museum, which has looked after its care for the past several years; and

WHEREAS, the City of Auburn is currently in the process of constructing a new Public Safety Building on Seminary Street and this facility will house the City Fire Department headquarters and other emergency management functions; and

WHEREAS, the construction of this new facility provides the opportunity to once again publicly display the FASNY roadside historical marker on Seminary Street as part of the Public Safety Building complex; and

WHEREAS, the Board of Directors of the Cayuga Museum of History and Art has approved for the transfer of the FASNY roadside historical marker to the City of Auburn; and

WHEREAS, upon adoption of this resolution, the City Council agrees that the City will accept possession of the FASNY roadside historical marker and then work with FASNY to restore the condition of the marker for its future installation on Seminary Street as part of the new Public Safety Facility complex.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Auburn hereby accepts the transfer from the Cayuga Museum of History and Art of a roadside historical marker denoting the first meeting of the Firemen's Association of the State of New York; and

BE IT FURTHER RESOLVED that the City Council directs the City Manager to organize the restoration of the marker with FASNY so that it may be installed by the completion and opening of the new Public Safety Facility to be located on Seminary Street; and

BE IT FURTHER RESOLVED that the City Council extends its thanks and appreciation to the Cayuga Museum of History and Art for its cooperation on this project and for all that it does to preserve and interpret the history of our City and County.

Seconded by Councilor Cuddy

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

COUNCIL RESOLUTION #42 OF 2021

AUTHORIZING CHANGES TO THE CITY COUNCIL MEETING CALENDAR

By Councilor McCormick

March 18, 2021

WHEREAS, the rules and procedures of the Auburn City Council require that the Auburn City Council meet on the first four Thursdays of each month at 5 p.m. to conduct regular business; and

WHEREAS, the month of April 2021 contains five Thursdays and the Council desires to cancel the regular meeting scheduled for the first Thursday in April, namely April 1st, which is also the day before the Easter Holiday weekend; and

WHEREAS, upon cancellation of the April 1st City Council meeting the Council will reschedule the meeting to the fifth Thursday of the month, namely April 29th; and

WHEREAS, with this change in the Council meeting Calendar it will be necessary for the Council to amend the previously adopted 2021-2022 City Budget Calendar which scheduled an initial presentation of the first draft of City Manager's proposed 2021-2022 City Budget for April 1, 2021; and

WHEREAS, the rescheduled date for a presentation of the first draft of a 2021-2022 City Budget will be April 8, 2021 and this will call for the rescheduling of the following other dates in the City Budget Calendar: the City Manager will reschedule Department Head budget presentations to be delivered to Council at the April 8th and April 15th Council meetings; and, the City Council feedback to the City Manager regarding the first draft of the City Budget will be rescheduled for April 22nd; and

NOW, THEREFORE, BE IT RESOLVED, that the Auburn City Council does hereby cancel the Auburn City Council meeting scheduled for Thursday, April 1st at 5:00 PM and the Council does hereby reschedule that meeting to be held on April 29, 2021; and

BE IT FURTHER RESOLVED that the Council approves the necessary changes in dates of the 2021-2022 City Budget Calendar as outlined above and that the City Clerk is hereby requested to notify the public of the changes as set forth herein.

Seconded by Councilor Cuddy

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

E. Staff Presentations –

TABLED ITEMS - none

OTHER BUSINESS –

Mayor Quill

Thank you. Mr. Dygert. Do you request executive session?

City Manager Dygert

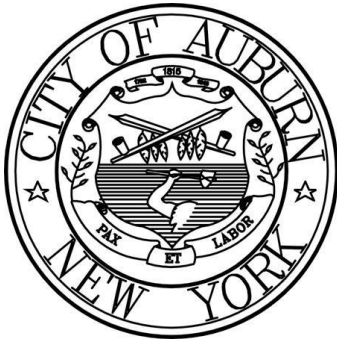
No executive session this evening.

ADJOURNMENT: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 6:25 p.m..

Minutes submitted by:

Chuck Mason, City Clerk

CITY OF AUBURN



FY 2021 – 2025 CAPITAL IMPROVEMENT PROGRAM

Jeffrey Dygert, City Manager

HISTORY'S HOME TOWN

This entire document is available at the City of Auburn's City Manager website:

<https://www.auburnny.gov/city-managers-office>

ACKNOWLEDGEMENTS

PREPARED BY:

Jeffrey Dygert, *City Manager*
Christina J. Selvek, *Director of Capital Projects & Grants*

CIP PLANNING COMMITTEE

Jeffrey Dygert, *City Manager*
Christina J. Selvek, *Director of Capital Projects & Grants*
Rachel Jacobs, *Comptroller*
Shawn Butler, *Chief of Auburn Police Department*
Mark Fritz, *Chief of Auburn Fire Department*
Jennifer Haines, *Director of Planning and Economic Development*
Seth Jensen, *Director of Municipal Utilities*
William Lupien, *Superintendent of Engineering Services*
Chuck Mason, *City Clerk*
Melissa Simmons, *Records Management Clerk*
Mike Talbot, *Superintendent of Public Works*

CITY OF AUBURN, NEW YORK

Michael D. Quill, *Mayor*
Terry Cuddy, *Councilor*
Jimmy Giannettino, *Councilor*
Tim Locastro, *Councilor*
Debra McCormick, *Councilor*

Adopted March 18, 2021

Memorial City Hall
24 South Street
Auburn, NY 13021
www.auburnny.gov

MESSAGE FROM THE AUBURN CITY MANAGER

TO: The Honorable Mayor and City Council Members
Members of the Auburn Community

FROM: Jeffrey Dygert, City Manager

The City of Auburn Capital Improvement Program (CIP) sets forth a plan for the City's physical development efforts and addresses a variety of needs that the City must meet if it is to maintain and ultimately improve governmental facilities, meet service commitments and provide for the community's future. The CIP project recommendations do not include routine maintenance of facilities and infrastructure nor does it cover the purchase of capital items under \$30,000 with useful life of less than ten years. Items in these categories are included in the annual City budget.

Preparation of this year's CIP was completed in cooperation with the CIP Planning Committee and in conjunction with the adopted five-year City financial plan. This upcoming year's CIP budget includes \$44.99 million of bond authorization with a borrowing of \$12.99 million of new bond issuance in FY 2021. The projects anticipate funding by a variety of sources including, grants, municipal bonds and city tax dollars. Implementation of these projects in the CIP is subject to availability of funding and each project will require authorization of the City Council to move forward. The projects proposed for new FY 2021 bond funding are:

- **General Fund** – Government facilities, transportation, parks and vehicles are recommended for funding for a total cost of \$2,000,000;
- **Solid Waste Fund** –Landfill #2 Final Closure and Leachate System Modifications for a total cost of \$5,850,000;
- **Sewer Fund** –Improvements at the Wastewater Treatment Plant for Bio-Solids Management, city-wide sewer main improvements and vehicles for a total authorization of \$37,140,000;

The format for the CIP document is substantially the same as previous years. The detailed project pages identify the city department, funding sources, project title and total project cost. The CIP is a living document that is reviewed and adjusted annually to add new projects, delete completed projects, adjust schedules and improve cost estimates based on the latest information. Comments from the public are welcome at any time for consideration in the annual update.

In closing, thanks to the City Departments for their assistance in annual capital planning and by maintaining our high level of service to City of Auburn residents. The City FY 2021-2025 CIP is available on the City's website (www.auburnny.gov) and hard copies of the CIP are available for review during normal work hours at the Office of the City Manager, Memorial City Hall, 24 South Street, Auburn, NY.

CITY OF AUBURN CHARTER

TABLE OF CONTENTS

ARTICLE II, §C-25 ENUMERATION OF POWERS

This annual Capital Improvement Plan serves as the implementation mechanism for the City of Auburn and the Council of the City to provide for provisions including, but not limited to, under the City of Auburn Charter, Article II, subsection(s):

A(13) Streets, highways and public places.

A(14) Sidewalks, curbs and gutters.

A(18) Sewers and drains.

A(20) Structures for public use.

A(22) Trees, shrubbery and playground equipment.

A(24) Water supply and charges.

A(25) Water distribution.

A(26) Lighting facilities.

A(28) Charitable and correctional instructions; public conveniences.

A(29) Garbage, ashes, rubbish and refuse; collection and disposal.

A(33) Cemeteries.

A(34) Soule Cemetery.

A(62) Electric power.

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INTRODUCTION

CAPITAL IMPROVEMENT PROGRAMMING

The City of Auburn Capital Improvement Program (CIP) is a long-term, comprehensive plan for the financing of construction, major repairs, and replacement of capital items related to the City's roadways and waterways, buildings, parks, landfill, heavy equipment, and utility systems. The primary purpose of a CIP is to maintain a community's capital assets and to provide for future needs through careful financial and asset management.

Generally, capital improvements are considered to be those projects, purchases and developments that have a useful life of several years and a cost in excess of \$30,000. Advantages of capital planning include the prioritization of community needs and the advance planning and scheduling of capital expenditures resulting in cost savings of taxpayer dollars.

A well-conceived CIP guides capital investments and should be revisited on an annual basis due to changing financial conditions and community needs. The City of Auburn FY 2021-2025 CIP strives to accomplish the following:

1. Provide for the maintenance of all assets at an adequate level to protect the City's capital investments and to minimize future maintenance and replacement costs;
2. To identify estimated costs and potential funding sources for each capital project proposal; and
3. Establish an annual capital budget in coordination with the development of the annual operating budget.

The FY2021-2025 City of Auburn CIP illustrates projects previously authorized by the City Council as well as proposed future projects. These projects are distributed over a period of five years and are categorized according to function. The seven (7) functional classifications - Government Facilities, Municipal Utilities, Parks & Recreation, Public Safety, Solid Waste, Transportation & Pedestrian Initiatives, and Vehicles - allow for the integration of similar projects and for the greatest collaboration among departments.

CIP LINKAGES

The capital improvement planning process incorporates recommendations from the following City planning and funding documents:

- Downtown Revitalization Initiative Plan- 2018 (Mid-term Plan, 3 years)
- City Parks Master Plan- 2016 (Mid-term Plan, 10 years)
- The Updated Water and Sewer Capital Improvement Plan- 2013 (Mid-term Plan, 10 years)
- The City of Auburn Comprehensive Plan- 2009 (Long-term Plan, 20 years)
- Revised Fire Department Vehicle Replacement Plan-2014 (Mid-term Plan, 8 years)
- The City Fiscal Budget- annually (Short-term Plan, 1 year)

The *City of Auburn Comprehensive Plan: Building A Sustainable Auburn* is the over-arching document for the CIP process providing a generalized model for future development and expresses policy directions for the next two decades. In 2018 the City of Auburn's Downtown Revitalization Initiative Plan was selected for a \$10 million award from NYS for transformational projects within the urban core. Selection of DRI projects was announced in July 2019. In addition, the Water and Sewer CIP, and Fire Department Vehicle Replacement Plan also identify projects and areas that are suitable for development or public investment. Recommendations from these plans are then prioritized and translated into capital projects designed to support and accomplish City goals and objectives.

Projects recommended for implementation in these plans that are not incorporated into the five (5) year CIP may be included into the annual City Budget or accomplished through other funding assistance. The annual City Budget serves as the City's primary funding mechanism for specific public equipment acquisition or facility improvements. For projects supported by the General Fund or Enterprise Funds (Water & Sewer, Refuse Collection, Solid Waste and Power Utility) funding levels are included in the CIP for planning purposes and do not receive expenditure authorization until they are incorporated into the annual City Budget. The City also utilizes General Obligation Bonds to finance projects. In general, bonds are not authorized for capital assets that have an estimated service life for less than the bond period.

CIP DEVELOPMENT

To insure that the FY2021 to 2025 CIP provides the City of Auburn with a realistic and solid foundation for its budgeting processes, proposed CIP projects were evaluated and ranked according to their conformity with City goals and objectives. Projects proposed within City planning documents and/ or by Departments are rated based upon many factors including, but not limited to, the critical nature of the project, ongoing or continuing projects, availability of funding sources and whether the project is a mandate by state or federal regulations. Since capital improvements have unique characteristics within the different functional areas, more specific and expanded definitions are provided in the introduction of each functional area program.

CIP FINANCIAL CONSIDERATIONS

In FY 2020-21, the Auburn City Council authorized \$7,785,800 of general obligation bonds for capital construction projects. There were five (5) bond ordinances issued:

- Bond Ordinance #1 of 2020 in the amount of \$10,000,000 Authorized General Funds for:
 - Construction of a new Fire Headquarters and Regional Public Safety Building
- Bond Ordinance #3 of 2020 in the amount of \$1,400,000 Authorized General Funds for:
 - \$700,000 for Annual Road Improvement Program;
 - \$230,000 for DPW Fleet Vehicle- Dump Truck w/ Plow;
 - \$170,000 for City Hall Centennial Rehabilitation Project;
 - \$150,000 for City Sidewalk Improvement Program;
 - \$90,000 for Arterial Maintenance Projects;
 - \$60,000 for Lake Avenue Bridge Improvements
- Bond Ordinance #4 of 2020 in the amount of \$4,000,000 Authorized Sewer funds for:
 - \$2,000,000 for Design of Biosolids Dryer Project;
 - \$1,100,000 for Wholesale Sewer Meter Improvement Project;

- \$600,000 for CSO Facility and Sewer Separation;
- \$100,000 for additional GIS Sewer System Mapping;
- \$200,000 for Sewer Department Maintenance Truck; and
- Bond Ordinance #5 of 2020 in the amount of \$1,902,000 Authorized Water funding for:
 - \$902,000 for Zebra Mussel Control Project;
 - \$300,000 for Design of Water Filtration Plant Improvements; and
- Bond Ordinance #6 of 2020 in the amount of \$1,271,172 Authorized General funds for:
 - State Street Bridge Rehabilitation Project.

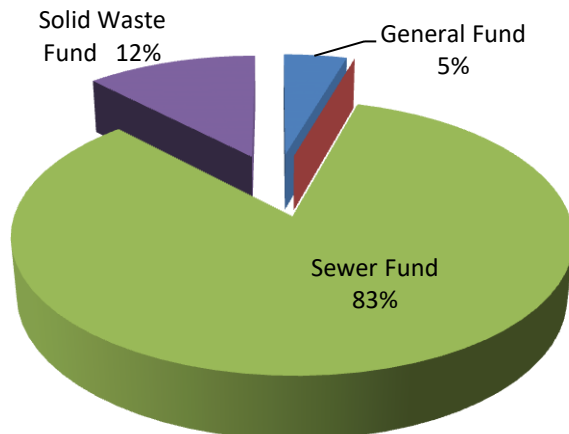
The City of Auburn's Financial Plan recommends limiting new General Fund borrowing to \$2 million annually. Bond debt limits are set for each year, then funds are apportioned to the seven (7) functional areas and estimated project expenditures must balance within the annual bond debt limit. Bond issuance may fluctuate as updated figures and other funding sources become available. Key figures from the City of Auburn CIP are shown in charts located on the next page.

The FY 2021-2025 CIP total \$106.3 million in capital improvements over the next 5 years. The majority of these funds can be attributed to the increased capital investment for sanitary sewer treatment and collection improvements, highway improvements, landfill closure, and fleet vehicles. Figure 1 indicates the City's anticipated new bond issuance costs in Spring 2021 for FY 2021/22 projects. The FY 2021-2025 CIP was formulated based upon the following schedule of proposed costs:

Projected Total Capital Project Costs					
	FY 2021/22	FY 2022/23	FY2023/24	FY2024/25	FY 2025/26
Government Facilities	\$1,000,000	\$70,000	\$70,000	\$250,000	\$70,000
Municipal Utilities	\$5,000,000	\$19,530,000	\$24,310,000	\$16,800,000	\$5,550,000
Parks & Recreation	\$1,630,000	\$195,000	\$195,000	\$498,000	\$100,000
Public Safety	\$8,430,000	\$995,000	\$300,000	\$100,000	\$0
Solid Waste	\$5,400,000	\$300,000	\$0	\$0	\$0
Transportation	\$965,000	\$1,919,710	\$2,243,746	\$3,024,182	\$4,873,365
Vehicles	\$510,000	\$440,000	\$1,060,000	\$230,000	\$230,000
Totals	\$22,935,000	\$23,449,710	\$28,178,746	\$20,902,182	\$10,823,365

Figure 1: Anticipated Bond Issuance

FY 2021/22	\$ 44,990,000
General Fund	\$ 2,000,000
Water Fund	\$ -
Sewer Fund	\$ 37,140,000
Solid Waste Fund	\$ 5,850,000
Power Utility Fund	\$ -



FY 2021- 2025 CIP

Government Facilities Management

Government Facilities Goals

- ✓ To provide for a series of planned repairs, improvements and renovations to City owned facilities;
- ✓ To incorporate energy efficiency and environmental sustainability principles in City facility modification projects;
- ✓ To address emergency repairs to City facilities in order to mitigate and correct potential structural and safety hazards.

LINK TO THE COMPREHENSIVE PLAN

The City of Auburn *Building A Sustainable Future: The Auburn Comprehensive Plan*, adopted 1/21/10 established a number of goals and objectives in order to:

- ✓ Upgrade municipal facilities, equipment and operations including making them more environmentally friendly and incorporating sustainable technology and design into the construction of new municipal buildings and renovations of existing ones;
- ✓ Institute Dark Sky standards for all non-residential lighting throughout the City including publicly and utility owned fixtures;
- ✓ Continue supporting and funding the rehabilitation of historic buildings utilizing local, state and federal dollars;
- ✓ Encourage the reuse of existing historic buildings.

Government Facilities Management

PROGRAM DESCRIPTION

One of the primary roles for facility management within the City of Auburn is to provide for the long-term needs of municipal buildings. The useful life of City facilities can be maximized through regular maintenance, planned program repairs and improvements or rehabilitation suited for changing City and community needs. The area of Governmental Facilities incorporates the entire CIP and generally includes the following types of capital projects:

Building Subsystems

- Roofs and Windows
- Electrical, Plumbing, and HVAC systems
- Accessibility Improvements (ADA Compliance)
- Energy Management
- Security Improvements

The Buildings Maintenance division of the Department of Public Works (DPW) is responsible for maintaining and repairing City Hall and the Police & Fire Headquarters and assisting in the maintenance of other City-owned buildings. Facilities that are recreation-oriented are the responsibility of the Parks Maintenance division of DPW. The Engineering Department works in conjunction with the DPW to prioritize facility needs on a city-wide basis and assists in project budgeting, scheduling, scope development and construction oversight on major renovations and new construction projects.

CURRENT PROGRAM INITIATIVES

The City of Auburn has a FY 2021 facility inventory of 13 City-owned public buildings/ complexes:

1. Memorial City Hall- 24 South Street
2. Police and Fire Headquarters- 46 North Street & 23 Market Street
3. Municipal Parking Garage- 1 Lincoln Street
4. DPW Administration and Maintenance Garage-358 Genesee Street
5. Water Filtration Plant Complex- 160 Swift Street
6. Wastewater Treatment Plant Complex- 35 Bradley Street
7. Casey Park Recreation Complex and Falcon Park- 150 & 130 N. Division St.
8. Hoopes Park Clubhouse- 100 S. Herman Avenue
9. Clifford Field Clubhouse- 81 Mary Street
10. Fire Station #3- 296 Clark Street
11. Landfill Operation Buildings- 311 N. Division Street
12. Water Department Offices & Garage- 28 Logan Street
13. NYS Equal Rights Heritage Center- 25 South Street

*Note: Booker T. Washington Center- 23 Chapman Avenue transferred ownership as of August 2020.

In addition to the list of publicly used facilities, there are other City owned municipal facilities that are critical to the City's operations and capital infrastructure. These include, but are not limited to: Combined Sewer Overflow (CSO) facilities, two (2) hydro-electric generation facilities, water pumping stations, sewer lift stations, bridges, dams, ancillary department buildings, cemetery buildings, surface parking lots and parks. With such an extensive inventory of public facilities, it is critical that a planned program of repairs and improvements be maintained.

The City of Auburn follows the estimated useful service life for government capital assets as follows:

Buildings	40 years
Improvements	20 to 50 years
Machinery and Equipment	4 to 13 years
Infrastructure	12 to 40 years

Over the last five years (FY2016- FY2020) the City has completed the following public facility improvement projects:

1. Replacement of Falcon Park Field and Casey Park Softball Fields
2. WWTP Major Equipment & Building Upgrades
3. Casey Park Bathhouse Roofing Improvement Project
4. DPW Salt barn Roof Improvement Project
5. Police Department Command Center Renovation Project
6. Clifford Park Tennis and Basketball Court Capital Projects
7. APD Cupola Repair Project
8. City Hall Elevator Rehabilitation Project
9. Clifford Park Clubhouse
10. Falcon Park Turf/ Outfield and Clubhouse Upgrades
11. Geothermal System Upgrades at the Police & Fire Departments
12. Relining of the Casey Park Pool and Filtration System Replacement
13. Fitness Center and Building Envelop Improvements at Police Department
14. Fire Damage Repairs to the Downtown Parking Garage
15. Reroofing of Casey Park Ice Rink

The City of Auburn's newest government building is the NYS Equal Rights Heritage Center which opened on November 13, 2018. The 7,000 sq ft exhibit and office building houses I LOVE NY exhibits and a TASTE NY market as well as offices for the Cayuga County Office of Tourism, the Auburn Downtown BID and Auburn Historic & Cultural Sites Commission.

Generally, as City facilities and individual projects are identified and prioritized, projects that move forward through the design and construction phases require two years (or two construction seasons) to complete. Roof repairs and waterproofing are considered critical structural repairs and are completed in priority order based upon known useful life and leaks. City facilities that are overdue for major roof repairs and/or replacement are Police Headquarters, Water Filtration Primary Filter Building Roof and DPW Garage.

It should be noted that facility improvements associated with Municipal Utilities, Public Safety and Transportation are described in further detail under those applicable function areas. City facilities that serve a general municipal/ public purpose and those associated projects are described in detail below.

CURRENT PROJECT DESCRIPTIONS

1) Downtown Parking Garage

Project Funding: NYS URI Funding- 100%

Project Description: \$1,500,000. The Municipal Parking Garage was built in 1978, the structure has 3 levels of parking. The floors were last repaired and sealed in 1994. This preventive maintenance activity should be occurring more often as a scheduled event. The City Engineering Department are proposing washing and sealing the entire structure in 2021, this would also include caulking and minor repair activities. Additional work needed includes: caulking repairs of the 2nd floor, epoxy coating stairwells, and 1st level urethane coating as well as wash all 3 floors each year and reseal one floor per year. The current average cost to build a parking garage is \$60/sf and an estimated \$10/sf to remove the old structure. At 160,000 sf @ \$70/sf to remove and replace the structure this brings the replacement cost in at \$11,200,000.

These proposed improvements are in addition to the structural repairs that are anticipated to be made following the structure fire in May 2019.

2) City Hall Centennial Rehabilitation

Project Funding: Bond Ordinance#3 of 2020- \$170,000 Authorized

Project Description: \$745,000. Memorial City Hall was built in 1930. The building is a Colonial Revival on the National Register of Historic Places. Ongoing preservation and maintenance activities to maintain the building are needed. For the next 5 years the following projects are proposed:

- 2020- Due to COVID 19 pandemic related public building closures and 50% staff reductions, no progress was made on this project last year;
- 2021-Front Foyer Floor Repair, panic bar installation on front door. Plaster wall repairs, Front steps and landing waterproofing. Condenser replacement, and installation of UV Probes on the air handling and heating system. Included are \$125,000 for Security Improvements to include adding a digital video recorder server, 12 high definition cameras, 3 network switches and a video door access station with intercom.
- 2022-Replace Flat Roof over City Chambers work to include additional insulation on roof deck and re-pointing of the chimney. Estimate TBD.
- 2023-Modification to Storage and Mechanical Room in basement to provide a separate entrance to the building for the public. A screening room for visitors and waiting room with telephone and a meeting room are being proposed.
- 2024 Repainting of front columns, maintenance to yankee gutters, and slate roof.
- 2025 Rear Entry Canopy (When entry is restricted to the building for security purposes, this will become the main ADA compliant entrance to the building and protection from the falling snow and ice from the council chambers roof eve will be necessary.) ADA compliant restroom modifications rehabbing one restroom is also planned.

3) DPW Garage Spreader Storage Area Enclosure and Metal Storage Shed Building Improvements
Project Funding: Bond Ordinance #2 of 2019- \$110,000

Project Description: The area is currently framed out with steel columns and beams. It was never finished and was to act as a covered and protected storage area for salt spreaders and other equipment. Currently, the spreaders are stored on steel frames in the DPW garage work area. This greatly reduces floor space in the garage to perform maintenance of vehicles and equipment and causes unsafe working conditions when loading and unloading spreaders within the garage. We need to continue the original vision and complete the enclosure by adding walls, roof, overhead doors and electrical service. Adjacent to this area is an unheated metal shed type storage building. It is currently used as cold storage for various city assets. This structure is in need of areas of wall replacement, areas of roof replacement and new overhead and access doors. In addition, electrical upgrades to modernize the interior are needed. Currently, it is not possible to secure the building from the weather elements or prevent access to unauthorized people.

The DPW Boiler/ HVAC project authorized in 2019 will be under budget. Therefore the remaining authorized project funding will be used to address the storage enclosure needs at the DPW garage. No new bond authorization or borrowing is anticipated to complete this project.

PROJECT COST SUMMARIES
Government Facilities
CIP 2021-2025

Project Number/ Title	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021- FY 2025	Total Project Estimate	City Contribution Estimate*
1) Downtown Parking Garage	NYS, O		\$500,000					\$500,000	\$500,000	\$0
2) City Hall Centennial Rehabilitation	B	\$170,000	\$0	\$70,000	\$250,000	\$70,000	\$250,000	\$640,000	\$810,000	\$640,000
3) DPW Garage Vehicle Spreader Storage Bldg	B	\$110,000	\$0					\$0	\$110,000	\$0
GRAND TOTALS		\$280,000	\$500,000	\$70,000	\$250,000	\$70,000	\$250,000	\$1,140,000	\$1,420,000	\$640,000

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NYS State
O Other
U Undetermined

Municipal Utilities

Sanitary Sewer Goals

- ✓ To provide wastewater treatment facilities and services that comply with New York State regulated discharge standards in a cost-effective manner.
- ✓ To carry out efficiency and capital improvement projects in accordance with the 10-year Water and Sewer Capital Improvement Plan.
- ✓ To provide sanitary sewer collection and treatment services that respond to the development goals as outlined in the City Comprehensive Plan.

Water Supply Goals

- ✓ To provide water treatment facilities and services that comply with New York State regulated filtration standards in a cost-effective manner.
- ✓ To carry out efficiency and capital improvement projects in accordance with the 10-year Water and Sewer Capital Improvement Plan.
- ✓ To provide drinking water distribution and filtration services that respond to the development goals as outlined in the City Comprehensive Plan.

Power Utility Goals

- ✓ Achieve energy independence by diversifying and increasing the power output of alternative energy sources.
- ✓ Equally important to producing green energy is conserving what energy is used by reducing waste and embracing smart growth principals.

Water Quality Goals

- ✓ Support the recommendations in the 2018 Harmful Algae Bloom Action Plan
- ✓ Support the goals and objectives of the Owasco Lake Watershed Management Council

Municipal Utilities

PROGRAM DESCRIPTION

The City of Auburn Municipal Utilities Department provides drinking water and sanitary sewer services to approximately 44,000 households in Cayuga County through a system of nearly 200 miles of service lines, one (1) Water Filtration Plant, one (1) Wastewater Treatment Plant and 2 pumping stations. The City of Auburn provides services to the surrounding towns of Fleming, Owasco, Sennett, Throop, and Aurelius as well as the Cayuga County Water and Sewer Authority. The City of Auburn also owns and operates the State Dam, which is primarily responsible for controlling the levels of the Owasco Lake.

The Municipal Utilities Department is also responsible for the operation and management of the City's hydropower and electric generating facilities. Mill Street Dam Hydro Facility has been generating renewable electricity since 2014. The North Division Street Hydro Facility was placed back into commercial operation in 2017. At the present time, the City has "mothballed" the landfill gas co-generation facility due to a lack of revenue from the sale of electricity.

In 2017 the City of Auburn began a proactive approach to removing detectable levels of microcystins from the City's raw water supply which is provided by Owasco Lake. With the support from the NYS Department of Environmental Conservation and Environmental Facilities Corporation, the City has constructed a new Microcystin Treatment Facility at the Upper Pump Station.

LINK TO THE HABS ACTION PLAN

The NYS Harmful Algae Bloom (HABs) Action Plan for Owasco Lake was completed in 2018 and provides for some City actions related to future water quality protection and treatment of HABs in the Owasco Lake Watershed:

- ✓ Acquire and/ or conserve lands within the watershed to reduce existing or future land use impacts on water quality;
- ✓ Conduct a study of possible extension and/ or additional public water intake into a deeper water location to limit the potential for algal toxin entering the intake and affecting the City of Auburn and Town of Owasco water supplies;
- ✓ Clear the existing blockage within the sluiceway and engineer a permanent system to pump water continuously through the sluiceway to the outlet to improve circulation and reduce stagnation in the Northern end of Owasco Lake

CURRENT PROGRAM INITIATIVES

The 2013 Water and Sewer CIP provide an inventory and analysis of investment needs of the City's water and sewer systems. The plan also prioritized projects to mitigate risks and determined appropriate investment levels needed to implement projects. The capital project lists were segmented into six categories:

- Water Treatment Plant and Transmission System
- Other Water System Recommendations
- Wastewater Treatment Plant and Wastewater Interceptor Collection System
- Other Sewer System Recommendations

As a result of the inventory process, 27 critical sanitary sewer projects and 13 critical water supply projects were ranked and prioritized. These 40 projects represent infrastructure improvements to the City's Water and Wastewater Systems totaling \$28,748,000 in capital costs. The Water Treatment Plant and Transmission system requires a total of \$10,537,000 in capital investment and the City's Wastewater Treatment Facility and Wastewater Interceptor Collection system needs \$18,211,000 in improvement costs over the next decade. Due to the current age and condition of City water and wastewater assets, a minimum investment of \$2.8 million annually should be made to the system.

Financing of capital improvements for the sanitary sewer and water supply systems is derived from three sources: current system revenues, issuance of bonds and grant funding. System revenues are derived from charges to new, existing and wholesale customers through service charges. Current rate payer charges are based upon City operating and maintenance expenses including debt service.

The City of Auburn utilizes both short-term and long-term interest bearing securities to fund capital projects. For short-term borrowing, Bond Anticipation Notes (BANs) are utilized which generally mature over a 5 year period. Current short term debt projects are as follows:

SHORT-TERM DEBT FOR WATER & SEWER FUND PROJECTS			
Outstanding BANs	Borrowing Date	Issued Amount	BAN Maturity
2017 DPW Equip - Water	2017	\$232,000	2022
2017 DPW Equip - Sewer	2017	\$263,000	2022
Wholesale meter project - water	2017	\$25,000	2022
Wholesale meter project - sewer	2017	\$25,000	2022
SCADA & Telemetry	2017	\$400,000	2022
Sewer Collection Improvement Project	2017	\$525,000	2022
WWTP UV System	2018	\$2,250,000	2023
Settled Sewage at WWTP	2019	500,000	2024
Sewer System Slipline & Manhold Replacement	2019	\$750,000	2024
Water Main Replacements & Vehicles	2019	\$1,690,000	2024
TOTALS		\$6,660,000	

For long-term borrowing the City has funded projects through general municipal bonds or financing through the New York State Environmental Facilities Corporation (NYS EFC) and with the NYS Power Authority. The NYS EFC administers and finances the Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) as established by New York State and the federal Water Quality Act of 1987 and Safe Drinking Water Act of 1996, as amended. The City has 11 water supply and 14 sanitary sewer long-term outstanding debts. Balances are as of 6/30/2020.

Outstanding Bonds	Issued Amount	Year Paid in Full
2011A/ Refinance 2016	\$87,535	2023
Series 2003A/ Refinance Series 2012	\$780,000	2023
Series 2003F/ Refinance Series 2013B	\$1,355,000	2024
Series 2015	\$232,100	2026
Equipment Series 2016	\$101,800	2026
NYPA WFP Energy Imp. 2009	\$585,181	2029
Series 2017 - Water	\$267,300	2027
Series 2018 - South St Repaving	\$1,079,700	2029
Series 2017 - State St Dam Reconstruction	\$1,297,800	2033
Series 2018 - Franklin St Water line	\$3,687,900	2034
EFC Series 2020- North St Water Main	\$1,573,000	2050
TOTALS	\$9,474,316	

Outstanding Bonds	Issued Amount	Year Paid in Full
Series 2002 (C7-7)	\$450,000	2021
2006A/ Refinance 2015	\$201,400	2021
Series 2008/ Refinance 2016	\$33,200	2022
2011A/ Refinance 2016	\$33,135	2023
Series 2000 & 03/ Ref 2012	\$226,780	2023
Series 2012E (C7-1)	\$20,510,000	2024
Series 2012E (C7-4)	\$595,000	2024
Equipment Series 2016	\$204,600	2026
Series 2017 - Sewer	\$261,800	2027
NYPA WFP Energy Imp. 2009	\$280,420	2029
Series 2015	\$163,600	2030
Series 2019	\$95,200	2030
C7-12 CWSRF	\$537,316	2045
C7-11 CWSRF	\$2,200,000	2045
TOTALS	\$25,792,451	

In addition to the City's completed water and sewer project financed through short-term and long-term debt, the City has initiated the following water and sewer capital projects that are in design or construction stages:

CURRENT WATER AND SEWER CAPITAL PROJECTS			
Project Title	Total Project Cost/ Authorization	Grant Funds	Estimated Debt to Water/ Sewer Funds
Zebra Mussel Control Project	\$657,277	\$394,000 NYS EFC	\$263,277
Water Filtration Plant Design Project	\$350,000	\$0	\$350,000
Sewer Slipline & Manhole Replacement	\$750,000	\$0	\$750,000
CSO Facility Study & Design	\$658,536	\$30,000 NYS EFC	\$628,536
Biosolids Dryer & WWTP Improvement	\$2,000,000	\$0	\$2,000,000
GIS Integration Project- Sewer Lines (project JH)	\$150,000	\$0	\$150,000
GIS Integration Project- Water Lines (project IF)	\$150,000	\$0	\$150,000
WWTP UV Disinfection Project (project JI)	\$2,000,000	\$0	\$2,000,000
TOTALS	\$ 6,715,813	\$ 424,000	\$6,291,8132

Power Utility Initiatives

The City owns and operates two hydro-electric facilities- North Division Street Dam hydro and Mill Street Dam hydro. Both facilities are operated under permits and licenses issued by the NYS Department of Environmental Conservation (NYS DEC) and Federal Energy and Regulatory Commission (FERC).

The **Mill Street Dam hydro facility** is located at 9 Owasco Street, approximately one mile downstream of the State Dam. Since 2014 the City has been using a 600kW vertical Kaplan turbine that generates approximately 2.4 MW/ annually of renewable electricity into the local NYSEG utility market. Through the New York State Renewable Portfolio Standard program the City will receive approximately \$20,000 annually over a period of 10-years for the production of green power.

The **North Division Street Dam hydro facility** is located at 269 Clark Street, just downstream of the N. Division Street Bridge. The facility became commercially operational in December 2017. The total cost of the project was \$6 million with a NYS ESD grant of \$1.2 million towards the acquisition of project equipment. Through the New York State Renewable Portfolio Standard program the City will also receive approximately \$42,000 annually over a period of 20-years for the production of green power.

As of June 30, 2016 the City of Auburn has closed and ceased operations at the **Cogeneration Facility**. Due to financial circumstances and continued operating losses experienced by the Power Utility Fund (PUF), this facility will remain "mothballed" until an industrial customer than can utilize the power be identified or the utility market conditions change.

In addition to hydropower and cogeneration, since 2014 the City of Auburn has been a partner municipality in the **Central New York Solar Power Procurement Initiative** (SOLARIZE CNY) funded by NYSERDA PON 2672 and the US Dept. of Energy. As a collaborative public-sector initiative it is led by the CNY Regional Planning & Development Board and current solar developer- Abundant Solar Power.

On September 5, 2019 the Auburn City Council authorized a land-lease agreement with Abundant Solar for the installation of a 7 MW community solar array at the old Landfill #1 at 311 N. Division Street. Abundant Solar has received permitting and local approvals and will begin construction Spring/ Summer 2021.

CURRENT PROJECT DESCRIPTIONS

WATER SUPPLY- CITY OF AUBURN WATER FILTRATION PLANT/ PUMP STATIONS

1) Zebra Mussel Control Line Project

Project Funding: NYS EFC WIIA Grant 60%/ City Water Fund Bond 40%

Project Description: \$665,000. This project was completed during last Summer 2020 and involved the replacement of a plugged chemical feed line at the upper pumping station. One (1) of the two (2)- 1,400 ft. 1" HDP chemical feed line to the water intake is plugged. The City and County have since identified a plugged culvert that allows water to drain/ flow between the outlet and the eastern shoreline along Emerson Park. The City and County intend to complete the work on the culvert in Spring 2021.

2) Slow Sand Building Improvement Project

Project Funding: City Water Fund Bond 100% - Design Phase \$350,000

Project Description: \$6,750,000. In 2019, the City of Auburn supported a full scale engineering report be completed to evaluation facility improvements at the City of Auburn Filtration Plant. As a result, DMU hired GHD to complete a condition assessment and develop a report to meet the requirements of NYSEFC so the project could be listed and potentially obtain grant funding. Based on GHD's evaluation of the Slow Sand Filter Plant facilities, the following improvements are needed:

- Rehabilitate the existing clearwell;
- Replace the pipe gallery and clearwell isolation valves, pipe hangers and supports, and associated pipe spools and couplers to install new valves;
- Replace and repair the Slow Sand Filter Building exterior stucco;
- Replace building interior railings and access hatches;
- Provide a new door and stair access to the pipe gallery, new access to the filter basins, and a retaining wall near the building door entrance;
- Replace the main room area ceiling over the clear well;
- Prepare and paint the building interior surfaces;
- Replace the windows and doors;
- Provide heating and ventilation equipment to all building areas;
- Replace the electrical panels and provide LED lighting throughout the building and filter basins.

GHD's recommendations for the Rapid Sand Filter Plant are as follows:

- Install new gate access/control system (two gate locations);
- Conduct structural miscellaneous spot and penetration repairs;
- Replace the building roofing system;
- Renovate the bathroom facilities, including new fixtures and interior surfaces;
- Renovate breakroom, including floor, wall and ceiling finishes;
- Paint/coat the interior building surfaces;
- Replace existing and add new guardrails and toeboards in the filter gallery area;
- Replace the Chemical and Rapid Sand Filter Building doors with main entrance doors;
- Rehabilitate sedimentation basin roof deck, including new top coat to improve drainage;
- Conduct HVAC upgrades to include cooling systems for office spaces and replace/rehabilitate heating and ventilation equipment to address building renovations;
- Upgrade lighting systems to LED.

The projected cost analysis contemplates funding the design for the slow sand filtration plant improvements in 2021, applying for grant funding, with the hope to go to construction of the slow sand plant in 2022. Subsequent phasing in of the rapid sand design (2023) and construction (2024) allows for a multi-year facility upgrade approach.

WATER SUPPLY- WATER TRANSMISSION AND DISTRIBUTION SYSTEM

3) City-wide Water Main Improvement Projects- 2021

Project Funding: Water Fund Bond Ordinance 2020

Project Description: \$1,275,000. The 3 locations outlined in this water distribution system project are as follows:

- Auburn Ave: The watermain located on Auburn Ave off of Clark Street serves 4 residential properties thru a 4" galvanized pipe. This service main does not meet 10 State Standards and must be replaced with a 6-8" ductile iron main.
- Rochester St: The water main located on Rochester Street at the intersection of Standard Ave is a 2" galvanized pipe. This service main does not meet 10 State Standards and must be replaced with a 6-8" ductile iron main. This project will connect the Standard Ave. main network to the Dayton ST network and eliminate the 2" watermain on Rochester Street.
- Grant Ave/ Prospect St Looping Project: Prospect Street watermain currently dead ends prior to the intersection with Grant Ave. This deadend main presents maintenance concerns as any isolation of this section of watermain effects multiple residents on Seneca Pkwy, Prospect St and Hickory Ln. Looping this system with the main on Grant Ave will provide a redundant feed and increase the City's ability to isolate mains, limiting residential/ commercial water loss when maintenance in this area is required.

4) South Street Water Main Replacement Project- Phase II

Project Funding: NBRC Grant- \$500,000/ City Water Fund Bond 2021- \$325,000

Project Description: \$825,000 as a Share 2 for the replacement of the remaining South Street water main. The City of Auburn has received construction authorization from NYS DOT to upgrade the South Street Water Main to a 12" line from the intersection of Metcalf/ Clymer to the City line. The construction project was awarded to Suit-Kote Corp of Cortland, NY with an anticipated construction

start of April 2021. This portion of the South Street water line has required numerous repairs over the last 10 years and needs to be replaced to meet 10 state standards. This project will be completed as part of the South Street Corridor Enhancement Project (PIN#395054).

5) Raw Water Transmission Improvement Project

Project Funding: TBD

Project Description: \$5,000,000. The raw water transmission main from the Upper Pumping Station to the Filtration Plant on Swift Street consists of approximately 8,800 feet of original 24-inch cast-iron pipe which needs to be replaced. The first 400 feet of transmission main is a new 30-inch diameter pipe installed as part of the re-construction of the Owasco Lake Seawall Project completed in 2001. The pipe size is increased to 36 inches at the point where it crosses over the Owasco Lake Outlet adjacent to the State Dam, and is reduced to 30 inches before entering the rapid-sand filtration plant. There have been two major breaks in this line over the past 10 years. In addition to the breaks, the City's Water Department has patched leaking lead joints on 3 separate occasions over the past 10 years.

This project was identified in a capital improvement plan completed in October of 2008 and continues to be a priority for the City of Auburn. 45,000 residents in Cayuga County rely on the City's ability to treat and distribute approximately 5 million gallons of water on a daily basis. Relying on a single raw water transmission main, most of which was constructed in the early 1900's, would be mitigated by this project once completed.

In 2016, the City of Auburn installed new treatment technology at the Upper Pumping Station to treat microcystin, a toxin associated with Harmful Algal Blooms which occur in Owasco Lake. The new treatment system injects powder activated carbon in the City's raw water. The carbon is able to absorb the microcystin as it travels thru the existing raw water transmission main prior to its removal at the Auburn Filtration Plant. This new raw water transmission main offers the necessary contact time between the carbon and microcystin toxin and serves to protect all of Auburn's water customers.

If the single, circa 1900 cast iron raw water main were to fail, Auburn's back up source of water is the Owasco River. An intake is installed at the State Dam which provides a point to draft water to serve the Filtration Plant. This draft point does not provide adequate treatment technology to protect users from the toxins associated with seasonal harmful algal blooms.

The timeline associated with this capital project contemplates completion of a design report and project listing with the NYSEFC and other water quality related grant programs in 2022, full scale design in 2024, and bidding and commencement of construction in 2025/2026.

6) Franklin Street Service Main Replacement Project

Project Funding: Local 10%/ Construction: TBD

Project Description: \$660,000. Since the replacement of the 30" transmission main on Franklin Street, 5 water main breaks have been recorded and repaired along Franklin Street near Elm Street and Cayuga Street. It is recommended that 1,300 linear feet of new 8" water main is installed to replace the existing 6" main between Seward St and Beech Ave.

7) Combined Sewer Overflow (CSO) Water Service Improvement Project
Project Funding: TBD

Project Description: \$4,350,000. As part of the CSO separation upgrades, it is anticipated that full separation will result in major right of way and street surface upgrades as well. The City should replace every galvanized water service line including the lead whip with new copper services from the water main to the curb box/water shut off at this time. In addition, the impact of installing new sewer lines will likely require water mains to be relocated/upgraded at the same time. Incorporation of funding to assist with these neighborhood transforming projects will require a comprehensive asset inventory and assessment, leading to targeted replacement of water mains, valves, and hydrants prior to final restoration of each street.

At this time the budgeted amounts may change once final CSO separation design is complete. FY 2022 is slated to fund the design portion of work related to the water system improvements and funding in FY 2023 and 2024 will support the construction noted above.

WATER QUALITY INITIATIVES

8) Watershed Protection Plan
Project Funding: TBD

Project Description: Cost is unknown. The HABS action plan recommends that the City of Auburn work closely with the Watershed Council and Cayuga County Planning Department to develop a watershed protection plan for Owasco Lake.

9) Owasco Flats Land Acquisition Project Phase 2
Project Funding: TBD

Project Description: Cost is unknown. There is additional property within the Owasco Flats area located at the southern end of Owasco Lake that the City should consider acquiring for the purposes of monitoring water quality within the lake. Specific parcels and costs are still under review. However additional property acquisition should be considered within the next few years.

SANITARY SEWER- WASTEWATER TREATMENT PLANT

10) Biosolids Dryer & WWTP Improvement Project
Project Funding: Design Phase- 100% Bond Ordinance/ Construction: TBD

Project Description: \$38,000,000. Biosolids management is the largest operating budget item for the Auburn WWTP. The City currently produces 7600 tons of unstabilized sludge each year. All sludge is currently landfilled, 1/3 disposed at the Auburn landfill while the remaining 2/3 of material is hauled off site to either the Ontario Landfill or the Modern Landfill. With the Auburn landfill closing in 2020, and rising contract pricing for disposal of sludge, there is a great need for Auburn to reduce the volume of biosolids and create a material of higher quality and lower environmental hazard.

The biosolids dryer improvement project will couple sludge digestion and sludge drying to produce a class A biosolid and reduce the weight of disposable material by over 75%. It is anticipated the annual sludge removal budget will reduce from \$600,000 annually to approximately \$75,000 for removal of biosolids. In addition to the direct annual savings associated with this project, the current failing biosolids processing equipment will be upgraded. Incorporation of a digester will also open up future opportunities for the WWTP facility and methane generated from this added process will be incorporated into the fuel demand for drying the sludge.

The current working conditions for WWTP staff (14 full time operators, attendants, and mechanics) will be greatly improved as the existing operations and mechanics office is currently located in the solids handling building. Indoor air quality, poor heating and ventilation, coupled with low light conditions will be eliminated by construction of a new biosolids handling facility.

In addition to the new dryer and digester, the existing trickling filters at the WWTP will be upgraded to provide 6 months of dry storage for the biosolid material. Providing adequate storage for biosolids material will also reduce the cost of material removal. The existing solids handling building will be re-purposed into a mechanics workshop and provide adequate dry, temperature controlled storage for pumps, and spare parts for the facility. This will include rehabilitation of the decommissioned sludge incinerator and rehabilitation of the existing building.

Several other wastewater treatment capital improvements projects are required to help the solids treatment functions of the plant work effectively and rehabilitated infrastructure that has reached its useful life. The City will realize economies in scale from completing this project as one facility upgrade. These facility upgrades include the following:

Project 1. Aeration Tank Diffuser and Blower Project (\$750,000): The aeration tank blower system at the WWTP is nearing the end of its useful life and needs to be replaced. The four (4) aeration blowers are continuously operated and do not include variable frequency drive equipment and can be attributed to consuming nearly 60% of the electrical usage at the plant. Based upon a recent review of the existing blower equipment, it is advisable that the blowers be replaced. The goal for blower replacement would be to renew aging equipment and increasing energy efficiency at the plant. As part of this project, the entire diffuser piping system will be replaced within the aeration and post aeration tanks.

Project 2. Final Settling Tank Rehabilitation Project (\$1,250,000): The walkways and drive units in all four tanks are showing corrosion and deterioration from wear and tear. The project would include the painting of the walkways and replacement of the drive units, scum troughs and arm assemblies. In addition the 3' foot concrete retrofit wall that raised the hydraulic grade within the settling tanks #1 & 2 are spalling along the joint with the original concrete. Lack of masonry repairs of this retrofit could cause future structural problems for the tanks if this is not addressed.

Project 3. Primary Clarifier Scum Trough Replacement (\$500,000): The three (3) primary clarifier tanks each have two (2) scum troughs that require replacement. The old scum troughs need to be removed and new troughs installed. Inspection of any concrete repairs should be completed at this time. In conjunction with this the scum mixer blades require replacement or the entire unit if cost is relatively comparable.

Project 4. Electrical Service Rehabilitation Project (\$1,000,000): The entire plant should be on backup power. Currently the three standby generators are grossly underutilized by not serving the entire plant. This could be an energy saver during peak power demand periods. The entire network of conduit in the manholes needs to be resealed. Ground water is flooding all the manholes and will take a toll on all the wires in them leading to more costly line replacements. In some of the buildings the junction boxes need to be replaced. They are rusted out due to ground water intrusion.

Project 5. Overflow Retention Facility Tank Project (\$1,750,000): The ORF tanks serve as additional capacity for storage and disinfection of wastewater during peak flow conditions. This facility's operation is a condition of the plant's NYSDEC discharge permit. These tanks have been re-purposed from the original 1935 primary tanks and are showing their age. The concrete is deteriorating in many areas and has necessitated structural repairs and the removal of some deck areas. There is a significant ground water leak on the West side of tank #4. The crossover pipe to tanks 5 and 6 is leaking around the link seal. Due to the constraints of its original design function they are not optimal for the removal of solids and disinfection during the high flow conditions for which they are now employed. Masonry restoration, pump replacement, and piping rehabilitation is recommended to restore this 85 year old structure.

Project 6. General Piping and Valve Replacement Project (\$750,000): All exposed pipes within facilities have been subjected to adverse conditions and require thickness testing and repainting. In addition to repainting existing piping, many of the buried pipes between the solids handling building and settled sewage building need to be replaced. Over half of the control valves within the facility are in a failed condition and require replacement as well.

Project 7. General Building Rehabilitation Project (\$400,000): All facility buildings require interior painting as much of the existing paint is chipping. All buildings, with the exception of the Admin Building, require window replacement, masonry repairs, door replacement, and a full energy building envelope evaluation is required.

Project 8. Site Rehabilitation Project (\$250,000): The entire plant needs to be repaved and curbs placed in specific sections. Potholes and fissures in the 23 year old pavement have surfaced in many areas. This would help with storm water control. Fence repairs and brush removal along their perimeter will improve security. Increased designated employee parking will remove personal vehicles from heavy truck traffic and plant operation locations. Replacement of site lighting with LED fixtures and new wiring where necessary will increase security and employee safety while reducing energy demand and maintenance requirements.

SANITARY SEWER- WASTEWATER COLLECTION SYSTEM

11) Wholesale Sewer Meter Replacement Project

Project Funding: Local Bond 50%/ Towns 50%

Project Description: \$700,000. The City is nearly complete with the replacement and rehabilitation of every wholesale sewer revenue meter connection with the Towns of Sennett, Owasco, Fleming, and Aurelius. The cost of installation of new meters is shared 50/50 between the City and the Town

for which the meter serves. Once the project is completed, the individual Town which the meter serves will be billed by the City at 50% of the entire construction and construction inspection fee.

Scope of work varies greatly depending on each individual interconnection/metering point. In some cases, entire new manholes will be installed with partial flumes and flow monitoring devices. In other areas only the flow monitoring technology will be replaced. Once the project is complete, every wholesale sewer metering point will be outfit with technology that interfaces with the City's Sensus Remote Meter Monitoring Technology. This will allow the City and Wholesale Sewer Customer to actively monitor each metering point and receive notifications if high usage is observed. This technology will provide real-time meter monitoring and allow the Towns and City to deploy proactive management and maintenance for each metering point around the City.

12) System Wide GIS Mapping Phase 2

Project Funding: Local 100%

Project Description: \$100,000. In order to continue improving services and providing reliable sewer operations for the City, it is necessary to geospatially map the City's sewer lines and facilities. The departments of Municipal Utilities and Engineering are using hand-drawn maps some of which over 100 years old to locate city water infrastructure. A digitally mapped infrastructure system will help optimize sewer and storm water collection and integrate this information with system sensors, work crews and store the information for easy access by multiple city departments.

13) CSO Facility Rehabilitation & Sewer System Separation Projects

Project Funding: Bond 100% / NYS EFC Bond?

Project Description: Design- \$658,000/ Construction- \$20,000,000. The City of Auburn owns and operates over 100 miles of sanitary sewer mains within the City of Auburn. Approximately 25% of the existing system is comprised of combined sewer and storm water collection and conveyance. As a result, the City is continually challenged with large swings in treatment volumes at the WWTP during wet weather events. In addition to storm water fluctuation in treatment, the City owns and operates 5 remote Combined Sewer Treatment facilities within the collection system. These facilities were constructed in the mid-1990's and are in need of repair. The 5 facilities are; 1) CSO 02 Storage and Release Facility, 2) CSO 05 Wadsworth Street, 3) CSO 07 Venice Street, 4) CSO 017 Miller Street, and 5) CSO 029A Genesee Street.

In 2018, the City received funding from the NYSEFC to provide a comprehensive condition assessment and evaluation of each remote facility. As a result, the City procured CDM Smith of Syracuse, NY to complete the evaluation and the following items are the final recommendations of the NYSDEC Approved report:

2021: Develop 75% design construction drawings to rehabilitate CSO 029A, CSO 017, and CSO 02 so these facilities can continue to provide treatment of combined storm and sewer flows during wet weather events. Rehabilitation will provide replacement of failed pumps and tankage associated with the facilities disinfection system. In addition to the facility upgrades, incorporation of green infrastructure and targeted I&I studies should be completed to reduce the volume of storm water entering the sewer system, ultimately triggering the facilities to activate.

Develop 75% design construction drawings to completely separate storm sewers from sanitary sewers at CSO 05 (Wadsworth St) and separate storm sewers from sanitary sewers at CSO 07 (Venice St) so both CSO facilities can be abandoned.

2022 - Pause to apply for funding opportunities at the State and Federal Level.

2023, 2024, and 2025 - Provide funding to develop final construction drawings and finance the final construction of sewer separation projects and CSO Facility Upgrades. It should be noted that the Wadsworth Sewer Separation project should be coordinated with the Aurelius Ave Bridge Replacement/Rehab project. In addition, any sewer separation or green infrastructure work shall be coordinated closely with the Annual Road Program and Water Main/Services should be considered for replacement at the same time to develop a comprehensive ROW rehabilitation in these areas. Further investigation of the North Interceptor and development of a comprehensive I&I Evaluation of this sewer is recommended.

14) Sewer Slipline & Manhole Replacement Projects

Project Funding: City Sewer Fund Bond Ordinance 2021

Project Description: \$1,000,000 every 2 years to replace old brick manholes and sewer lines throughout the City. For the 2021 construction season funding will be used to target areas in need of sliplining and manhole rehabilitation as well as continuation of rehabilitation of the City's South Interceptor, and focus to target areas where roads are being rehabilitated through the 2021 and 2022 Road Program.

POWER UTILITY SYSTEM

15) Solar Array at City Landfill #1

Project Funding: Private- No cost to City for Land Lease Agreement

Project Description: Land-Lease Agreement with Developer. In September 2019, the City authorized a lease with Abundant Solar Power, LLC for approximately 36 acres of land from the City's old Landfill #1 for the installation of a 7 MWh community solar array. Permitting and Design is complete. The Developer is currently on track to have the community solar array operational by December 31, 2021. The City's solar project would be a community solar initiative allowing City residents and business owners access to solar power.

**PROJECT COST SUMMARIES
MUNICIPAL UTILITIES
CIP 2021-2025**

Project Number/ Title	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021-FY 2025	Total Project Estimate	City Contribution Estimate*
Water Filtration Plant										
1) Zebra Mussel Control Project	W, NY	\$665,000	\$0					\$0	\$665,000	\$123,800
2) Slow Sand Building Improvments	W, B	\$350,000	\$0	\$3,900,000	\$200,000	\$2,300,000		\$6,400,000	\$6,750,000	\$6,750,000
Water Transmission & Distribution										
3) City-wide Water Main Improvement Projects	W, B	\$2,300,000	\$0					\$0	\$2,300,000	\$2,300,000
4) South Street Water Main Phase II	F, W, B	\$825,000	\$0					\$0	\$825,000	\$325,000
5) Raw Water Transmission Improvement Project	U	\$0		\$50,000		\$400,000	\$ 4,550,000	\$5,000,000	\$5,000,000	\$5,000,000
6) Franklin Street Water Service Lines	W, B	\$0			\$660,000			\$660,000	\$660,000	\$660,000
7) CSO Water Service Improvement Projects	U	\$0		\$350,000	\$2,000,000	\$2,000,000		\$4,350,000	\$4,350,000	\$4,350,000
Water Quality										
8) Water Shed Protection Plan	NY		TBD					\$0	\$0	\$0
9) Owasco Flats Land Acquisition Project Phase 2	NY			\$550,000				\$550,000	\$550,000	\$137,500
Water Fund Subtotal		\$3,475,000	\$0	\$4,850,000	\$2,860,000	\$4,700,000	\$ 4,550,000	\$6,400,000	\$9,875,000	\$9,375,000
Wastewater Treatment Plant										
10) Biosolids Dryer & WWTP Improvement Project	S, NY, F, B	\$2,000,000	\$4,000,000	\$8,000,000	\$16,000,000	\$8,000,000		\$36,000,000	\$38,000,000	\$38,000,000
Wastewater Collection System										
11) Wholesale Sewer Meter Replacement Project	S	\$700,000	\$0					\$0	\$700,000	\$350,000
12) CSO Facility Rehab & Sewer Seperation Projects	B,S,F,U	\$660,000		\$6,680,000	\$4,450,000	\$4,100,000		\$15,230,000	\$15,890,000	\$15,890,000
13) Sewer Slipline & Manhole Replacement Project(s)	F, S	\$0	\$1,000,000		\$1,000,000		\$ 1,000,000	\$3,000,000	\$3,000,000	\$3,000,000
Sewer Fund Subtotal		\$3,360,000	\$5,000,000	\$14,680,000	\$21,450,000	\$12,100,000	\$ 1,000,000	\$54,230,000	\$57,590,000	\$57,240,000
Power Utility System										
14) City Solar Array	O		TBD					\$0	\$0	\$0
Power Utility Fund Subtotal		\$0	\$0	\$0	\$0	\$0	\$ -	\$0	\$0	\$0
GRAND TOTALS		\$6,835,000	\$5,000,000	\$19,530,000	\$24,310,000	\$16,800,000	\$ 5,550,000	\$60,630,000	\$67,465,000	\$66,615,000

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NY State
O Other
U Undetermined

Public Works- Parks & Recreation

Parks & Recreation Goals

- ✓ Collaborate with City Commissions to provide City residents with park facilities that meet their needs for a variety of recreational activities.
- ✓ To establish cooperative relationships with non-profit organizations, eg. YMCA and Freedom Recreation, which enhances the opportunity for all residents and visitors to make constructive use of recreational and cultural programs within safe, accessible, and enjoyable parks.
- ✓ To serve as the primary public mechanism for the preservation of greenspace and water resources in areas along the Owasco River and of historical significance.
- ✓ Through systematic long-range planning and acquisition, develop a park system that enhances the quality of life for City residents and visitors.

Public Works- Parks & Recreation

PROGRAM DESCRIPTION

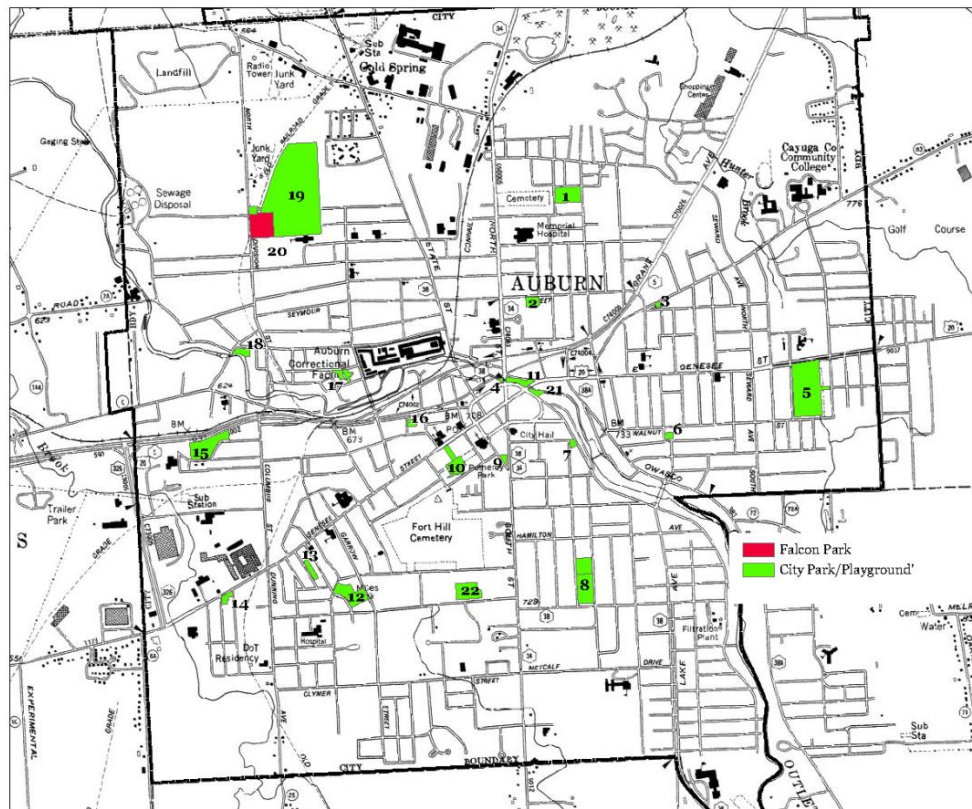
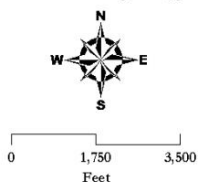
The City of Auburn Department of Public Works (DPW) has six-interdepartmental divisions including: Public Works Garage, Street Administration, Maintenance and Cleaning, Solid Waste, Parks Maintenance, Urban Forestry, Senior Programs. Although each division of DPW has on-going programs and projects, (e.g. fleet vehicle maintenance and street and signage maintenance, etc.,) the projects and programs within the Parks and Recreation and Solid Waste will be further described in this document.

In 2016, the Auburn City Council adopted the Auburn Parks Master Plan. The Plan is the result of a partnership between the City of Auburn Planning and Economic Development Department and the Center for Community Design and Research at SUNY ESF. The Parks Master Plan provides long-range planning for the City's current 108.16 acres of parkland, including 23 individual parks, see map below.

City of Auburn, New York

City Parks, Playgrounds, and Ballfields

1. Lincoln Park/Playground
2. Seminary Park
3. Cavalry Park
4. Harriet Tubman Park
5. Hoopes Park
6. Bradford St Playground
7. Osborne St Park
8. Clifford Park/Playground
9. Seward Park
10. Pomeroy Park
11. Market Street Park
12. Miles Park
13. Sherwood St Playground
14. Columbian Playground
15. St. Francis Park/Playground
16. Benton St Playground
17. Cottage Place Playground
18. Wall St Park/Playground
19. Casey Park
20. Falcon Park/Ball Park
21. Buonoacre Park
22. Booker T. Washington Playground



The City's \$1.45 million Park & Recreation Department funding for operation and maintenance of parks and recreational programs are appropriated annually by the City Council. As grants from state and federal governmental support programs become increasingly limited; gifts, donations and user based charges from individuals, organizations, business and corporations and private foundations should be an increasingly important source of funding for capital improvements.

LINK TO THE PARKS MASTER PLAN

The City of Auburn *Parks Master Plan*, adopted 10/6/16 has established a number of goals in order to:

- ✓ Create a parks system that supports the physical and mental well-being of people of all ages;
- ✓ Provide care and maintenance of the parks that reinforces the desired character, supports safe and responsible use, and represents wise use of resources;
- ✓ Strengthen community relationships and respectful use of parks;
- ✓ Promote the value and multiple roles of parks to contribute to a resilient and sustainable community;
- ✓ Ensure long term support and resources for parks programming, maintenance and capital improvements.

CURRENT PROGRAM INITIATIVES

The Park Master Plan inventoried and assessed the City's 23 parks and open spaces. Each year the City works to reinvest in several "flagship" parks as well as neighborhood parks. Recently completed park improvements include:

- *Falcon and Casey Parks*- installation of new turf surface and updated field lighting
- *Columbian Street Playground*- installation of playground equipment and seating area
- *St. Francis Park*- installation of new playground equipment and soccer fields
- *Clifford Field*- new tennis and basketball court surfaces and softball infield playing surface
- *Casey Park*- new community built playground, tennis and basketball court surfaces
- *Sherwood Playground*- new playground equipment, fencing and basketball court surface
- *Buonocore Park*- pathways, benches and new landscaping were installed
- *Miles/ Lepak Park*- installation of living willow structure

The Division of Park & Recreation's primary objective over the FY2021 to 2025 CIP period is to complete the rehabilitation and repair of apparatus that has been previously identified in City parks. The second main objective is to sustain the City's existing parks, facilities, and natural resources. Current and future CDBG funded park and playground projects include completing site improvements to *Bradford Street Park* and *Miles Lepak Park*.

CURRENT PROJECT DESCRIPTIONS

1) State Street Event Plaza

Project Funding: CDBG- \$178,000/ NYS DRI- \$1,000,000/ City General Funds-\$400,000

Project Description: \$1,578,000. This project will transform the vacant Kalet lot, located at 1-7 State Street, into an urban public plaza (approx. 5,000 sq ft.) along the State Street creative corridor. Space will provide access to flexible performance space, public art, movable tables and chairs, benches, / seat walls, lighting, landscaping, bike racks, and interpretive signage. In July 2019 the State Street Event Plaza received \$1,000,000.00 in DRI support. The City is anticipating to bond \$400,000 to cover the balance of the project cost. Construction is estimated to start Spring 2021.

PARK CONCEPT



PLAN VIEW

LEGEND

- ① Paved Plaza Flex Space
- ② Stage Platform
- ③ Benches
- ④ Stepped Walls/Informal Seating
- ⑤ Plant Beds/Screening
- ⑥ Public Art/Sculpture
- ⑦ State Street Entrance
- ⑧ Bike Racks
- ⑨ Pedestrian Light Poles
- ⑩ Green Screens/Movable Planters
- ⑪ Movable Tables & Chairs
- ⑫ Movable Picnic Tables
- ⑬ Screen Wall



STREET VIEW



2) Buonocore Park

Project Funding: CDBG 100%

Project Description: \$61,925. This downtown pocket park provides relaxation and gathering connections for downtown residents, workers and visitors. Completed improvements include repaving the pathways, installing new benches and a fence, and the removal of a pavilion. Removal of dead ash trees and installation of new landscaping throughout the park was completed in 2020.

3) Bradford Street Park

Project Funding: CDBG 100%

Project Description: \$213,714. Identified in the 2016 Auburn Parks Master Plan, this neighborhood park is considered a “high” priority park that serves to support the physical and mental well-being of people of all ages. Improvements including, but not limited to, the removal of old playground equipment and install new equipment, replace broken or unsafe equipment, replacement of park fencing, and install new lighting, pathways and sidewalks meeting ADA standards, and park landscaping. Construction has started and is expected to be completed in 2021.



4) Hoopes Park Gateway

Project Funding: Local General Fund Bond 100%

Project Description: \$130,000. Remove the existing insignificant signage at the park. Replace this signage with signage included in the Parks Master Plan. Construct a low lying, meandering stacked stone wall running east to west adjacent to the north end of the pond, visible from East Genesee Street. The stone wall will begin with fewer layers on the ends and build in layers and thickness towards the center point. There will be two sections of stone wall, with a break in the middle to

allow for the existing paved walkway that runs from East Genesee Street into the park's walking trail. The stone wall will not be so high as to obstruct the view of the park from East Genesee Street.

5) Hoopes Park Pond Wall Replacement

Project Funding: Local General Fund Bond 100%

Project Description: \$383,000. The pond wall is currently deteriorating and crumbling in several locations. The park hosts events throughout the year enjoyed by thousands of residents and visitors. The pond is a destination for park visitors and it may soon be a safety issue if wall remediation is not preformed. In addition to replacing the rock and mortar, several areas will be inspected for water washing out the backside of the pond wall and corrective action taken when this situation is observed. In order to maintain a healthy pond ecosystem, the wall must be fixed and stabilized before it is allowed to deteriorate more. The deterioration has seemed to increase within the last three years.

6) Casey Park

Project Funding: CDBG 100%

Project Description: \$165,000. Improvements include the installation of a new skate park for youth in the City of Auburn.

7) Tree Inventory & Forest Management Plan

Project Funding: NYS DEC Urban Forestry Grant 100%

Project Description: \$30,000. The overall goal of the City of Auburn's Urban Forestry Project is to inventory the trees that are located along the 105 center line miles of City streets & rights-of-ways and in the 98 acres of City owned Parks. The types, quantities, location and health of its community forest will be examined during this Inventory and a management plan will be developed that will assist the City in expanding its forestry, and addressing forest health issues and threats. The City will hire a firm that has ISA-certified arborists to conduct the inventory and supervise the writing of the management plan. The inventory will be a GIS-based tree and planting site inventory, formatted for USDA i-Tree software compatibility. The final document will be presented at a City Council meeting by the consultant and a digital copy will also be sent to the NYSDEC and the City of Auburn. Funding for the project is being provided by a 2020 NYS DEC Urban Forestry Grant.

8) Wall Street Park & Playground

Project Funding: CDBG 100%

Project Description: \$115,000. Identified in the 2016 Auburn Parks Master Plan, this neighborhood park is considered a "high" priority park that serves to support the physical and mental well-being of people of all ages. Improvements including, but not limited to, the removal of the old playground equipment and install new equipment, replace broken or unsafe equipment, replacement of park fencing, installation of overlook decks, pathways and sidewalks and park landscaping.

PROJECT COST SUMMARIES
Public Works- Parks & Recreation
CIP 2021-2025

Project Number/ Title	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021- FY 2025	Total Project Estimate	City Contribution Estimate*
1) State Street Event Plaza	NYS, CDGB	\$178,000	\$1,400,000					\$1,400,000	\$1,578,000	\$400,000
2) Buonocore Park	CDGB	\$61,000	\$0					\$0	\$61,000	\$0
3) Bradford Street Park	CDBG	\$13,714	\$200,000					\$200,000	\$213,714	\$0
4) Hoopes Park Gateway	G	\$0		\$65,000	\$65,000			\$130,000	\$130,000	\$0
5) Hoopes Park Pond Wall	G	\$0		\$100,000	\$183,000	\$100,000		\$383,000	\$383,000	\$0
6) Casey Park	F, CDGB	\$0		\$15,000	\$150,000			\$165,000	\$165,000	\$0
7) Tree Inventory & Management Plan	S, CDBG	\$0	\$30,000					\$30,000	\$30,000	\$0
8) Wall Street Park & Playground	S, CDBG	\$0		\$15,000	\$100,000			\$115,000	\$115,000	\$0
GRAND TOTALS		\$252,714	\$1,630,000	\$195,000	\$498,000	\$100,000	\$0	\$908,000	\$982,714	\$0

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NY State
O Other
U Undetermined

Public Safety

Public Safety Goals

- ✓ To protect persons and property by providing facilities and equipment that will aid law enforcement services within the City of Auburn.
- ✓ To provide facilities and equipment that will aid in the prevention of fires, the timely mitigation fire and hazardous materials incidents, and provision of rescue and emergency medical services.
- ✓ To enhance public safety services and programs through the provision of facilities that aid in the development of training programs and crime fighting.
- ✓ To ensure that the City's public safety fleet is operated in a safe and cost-effective manner through effective facility management.

Public Safety

PROGRAM DESCRIPTION

The City of Auburn continues to deliver timely, modern and efficient public safety services through the City's Police and Fire Departments. These Departments are headquartered at 46 North Street/23 Market Street and the Fire Department operates Station #3 at 276 Clark Street.

The Police Department consists of ten (10) service units including: Patrol Division, Emergency Response Team (ERT), Detective Bureau, K-9 unit, D.A.R.E., Community Policing, S.R.O., Jail, Administration and Municipal Parking.

The Fire Department is a 24-hour service department operating three engine companies and one truck company. Community services provided by the Fire Department include: Fire Prevention, Fire Inspection, Fire Investigation, J-Fire, Fire Suppression, Hazardous Materials Response, Rescue Services, Emergency Medical Response, and Training.

The provision of public safety services demanded by the City of Auburn requires facility and equipment improvements of three general types: construction of new a facility to provide improved service levels to the City, rehabilitation of substandard facilities and acquisition of service vehicles and equipment.

LINK TO THE COMPREHENSIVE PLAN

The City of Auburn *Building A Sustainable Future: The Auburn Comprehensive Plan*, adopted 1/21/10 established a number of goals and objectives in order to:

- ✓ Enhance parking and signage within downtown by developing a parking education and signage strategy; and
- ✓ Upgrade municipal facilities, equipment and operations including making them more environmentally friendly and incorporating sustainable technology and design into the construction of new municipal buildings and renovations of existing ones.

CURRENT PROGRAM INITIATIVES

At the Federal level, the US Department of Homeland Security (DHS) and the US Federal Emergency Management Agency (FEMA) since 2001 have offered annual funding assistance to Fire Departments under the Assistance to Firefighter Grants (AFG) program. The primary purpose of this program is to

meet the firefighting and emergency response needs of local fire departments and to assist in obtaining critically needed equipment, protective gear, vehicles and training resources needed to protect the public.

In 2018, the Auburn Fire Department was awarded \$635,000 from the FEMA AFG grant program to replace the 1989 Pemfab Rescue Truck. The AFD continues to apply annually to the Federal FEMA Assistance to Firefighter Grant (AFG) program.

In regards to law enforcement at the Federal level, the US Department of Justice (DOJ) is the primary agency that offers federal financial assistance to local governments under the Office of Justice Programs (OJP) and Community Oriented Policing Services (COPS). The primary purpose of these programs is to assist law enforcement organizations with hiring more community policing officers, acquiring equipment and technologies and to promote innovative approaches to solving crime. The APD currently has several active federal, state and local grant projects, which include:

- OVW DCJS for funding assistance related to domestic violence case follow-up- \$397,037 over 3 years (2018 to 2021)
- OVC DCJS for funding assistance related to a law-enforcement victim specialist position: \$275,125 over 3 years (2019 to 2022)
- US Federal Marshall Reimbursement Program- \$20,000/ annually
- STOP DWI Grant- \$30,000/ annually

In addition Auburn Police Department continues to be successful in securing funding assistance from the US DOJ Bulletproof Vest Partnership grant program for new officers.

Police

Police Headquarters is currently located at 46 North Street and was constructed c. 1930. Space allocation within Police Headquarters includes each of the division's administrative functions, records, crime mapping, temporary jail, patrol division, detective bureau, and ERT. These functions are currently being conducted from facilities that are over 80 years of age and have reached the end of useful life.

Under the leadership of Police Chief Butler and Deputy Chief Anthony, the Police Command Center underwent extensive rehabilitation in 2017 and now provides for more efficient processing and enhanced officer and public safety. Project funding came from drug seizure operations and the federal Asset Forfeiture Program. In 2018, the Cupola at Police Headquarters underwent rehabilitation to remediate a leaking structure, replace rotted sections of the cupola, painting and replacement of attic and gabled windows. This project was completed in Fall 2018 at a cost of \$112,000.

In addition to buildings and equipment, the Auburn Police Department receives over 38,000 calls for service annually and averages about 425,000 fleet driven annually. To maintain the fleet, it is estimated that four cruisers need to be replaced each year. Police cruisers are currently acquired through the City Department annual budget as they are not defined as a capital asset.

Fire & Rescue

The City of Auburn Fire Department operates two engine stations, Fire Headquarters which is located at 23 Market Street and Station #3 located at 276 Clark Street. In March 2015, the City divested itself of the former Station #2 located at 5 Frederick Street. As a result, Fire Department personnel and apparatus have been reallocated between Fire Headquarters and Station #3.

Beginning in 2014, the City began evaluating several options for how to finance and relocate the resources at Fire Headquarters to an alternative location. In December 2016, the City of Auburn was awarded \$2 million from NYS DEC towards a critical infrastructure relocation project. In addition, the City was awarded \$1.2 million from NYS DRI program towards the construction of a new modern purpose-built facility that would enhance the downtown area. On January 2, 2020 the Auburn City Council authorized a \$10 million bond ordinance to move forward with the relocation of the Auburn Fire Department from its current headquarters at 23 Market Street to 31 Seminary Street. Construction of the new Fire Headquarters and Public Safety Building is underway with substantial completion estimated for mid-September 2021.

The City currently has one outstanding fire vehicle debt obligation. This is for a bond repayment in the amount of \$1,800,000 for two vehicles acquired in 2018. The department continues to support that a regular replacement schedule helps to reduce maintenance costs and provides for increased trade-in value for each generation of new apparatus.

CURRENT PROJECT DESCRIPTIONS

1) Shared Services Public Safety Building

Project Funding: \$6.8 M City General Fund Bond/ \$3.2 M NYS Grants

Project Description: \$10 million. The City of Auburn is constructing a new public safety building at 31 Seminary Street. The purpose is to relocate the Auburn Fire Department from its headquarters at 23 Market Street, and to co-locate the Cayuga County Emergency Operations Center. City Council has authorized a \$10 Million bond ordinance for the project. The City has hired Hueber-Breuer Construction as the Project Manager and Bivens & Associates Architects as the Project Architect. The project is underway and construction is expected to be completed in Fall 2021.



2) City Court Project

Project Funding: TBD

Project Description: The NYS Office of Courts Administration is requesting the City to upgrade the existing court facilities at 157 Genesee Street (Old Post Office Building). Therefore, the City has engaged Cayuga County in discussions for possible additional court room and office space at the existing court location on Genesee Street. The City will continue to work on a resolution to the need for additional court space this year.

3) Evidence Processing/ Storage and Detective Bureau Renovations

Project Funding: Local Bond 100%

Project Description: \$375,000. The APD building has undergone significant upgrades in the patrol division over the past five years in an on-going effort to adapt the building to the needs of policing, improving morale, enhancing the department members effectiveness, and efficiency. An area of the building that has been long neglected in terms of condition and functionality is the Detective Bureau and the Evidence processing/ storage areas.

Currently the Detective Bureau is located on the second floor and only has one small private interview room for use amongst the five detectives and one victim advocate. This becomes a dysfunctional situation during the course of an investigation into a serious incident where there are normally numerous individuals in need of being interviewed. The identification Officer (responsible for handling all property and processing all evidence that comes into the department) has an office on the same floor and in the area as all of the detectives. This arrangement consumes valuable space that can be redesigned for the Detectives if the Identification Officer were to be moved to the third floor. This arrangement also causes concerns for the sensitivity and confidentiality of the property and evidence as these items are being handled and processed in an office that has various members of the department continuously in close proximity with the Identification Office. Evidence and property, once processed are stored on the third floor.

Relocating the Identification Officer's office to the third floor would substantially improve the efficiency of the Identification Officer by allowing all of the property handling and evidence processing to be completed on one secure floor. Not only would this allow the Detective Bureau to have the needed space, it would also provide the completed on one secure floor. Not only would this allow the Detective Bureau to have the needed space, it would also provide the Identification Officer a secure area to process property and evidence in a secure and more efficient manner. The evidence lab is currently located on the third floor and lacks adequate ventilation and lighting. This capital project will provide the Identification Officer with a modernized and safe lab.

4) APD Locker Room Renovation Project

Project Funding: General Fund Bond 100%

Project Description: \$195,000. The Auburn Police Department is experiencing growth in the number of female officers serving in the department. There is an immediate need to address the basement locker room situation. Currently the female locker room is well undersized for the number of officers utilizing the space. The locker room is at the end of its useful life. The male locker room has ample size to accommodate the needs of the male officers. However due to the current layout, there is underutilized space in the male locker room that could be reallocated to the female locker room. The male locker room has also reached the end of its useful life. Both male and female locker rooms are in need of bathroom and shower area renovations. The flooring, equipment/ gear lockers, lighting and break rooms are all in need of replacement.

5) Fire Vehicles & Apparatus

Project Funding: Local Bond 100%

Project Description: \$655,000. Supports the replacement of fire apparatus for FY 2021-2023.

As in any City Department, reliable fleet vehicles are critical to a department's ability to provide timely and efficient response to needs within the City of Auburn. Currently, there are two apparatus vehicles within the AFD that require replacement. The following apparatus are scheduled for replacement in FY 2021 & 2022:

- FY 2021- 22 Tahoe- Estimated at \$55,000
- FY 2022- 23 Smeal Engine- Estimated at \$600,000- this is a long-lead build item taking nearly 1 year to complete. The recommendation is to order in 2022 and take service of the vehicle in 2023

6) Turnout Gear Replacement

Project Funding: Local Bond 100%

Project Description: \$200,000. The Auburn Fire Department Turnout Gear is due for replacement in 2021. The NFPA requires gear older than 10 years to be replaced. Presently firefighters are only issued one set of gear with no spare gear available. The AFD and City will seek out any grant funding available to assist with the equipment replacement cost.

7) Station 3 Upgrades

Project Funding: Local Bond 100%

Project Description: \$300,000. Primarily on-going maintenance is needed at Fire Department Station 3. The c. 1970s building is in need of the following improvements:

- Replacement of man doors and overhead doors on the apparatus floor
- Replacement of the main boiler and backup generator system
- Replacement of the building windows
- Site parking lot paving and new concrete sidewalks throughout the site

**PROJECT COST SUMMARIES
PUBLIC SAFETY
CIP 2021-2025**

Project Number/ Title	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021- FY 2025	Total Project Estimate	City Contribution Estimate*
Special Projects										
1) Public Safety Building	NY,B	\$2,000,000	\$8,000,000					\$8,000,000	\$10,000,000	\$6,800,000
2) City Court Project	U	\$0	TBD	TBD				\$0	\$0	\$0
Subtotal		\$2,000,000	\$8,000,000	\$0	\$0	\$0	\$0	\$8,000,000	\$10,000,000	\$6,800,000
Police Department										
3) Evidence Processing/ Storage and Detective Bureau Renovations	B	\$0	\$375,000					\$375,000	\$375,000	\$375,000
4) Locker Room Rehab Project	U	\$0		\$195,000				\$195,000	\$195,000	\$195,000
Subtotal		\$0	\$375,000	\$195,000	\$0	\$0	\$0	\$570,000	\$570,000	\$570,000
Fire Department										
5) Vehicles & Apparatus	B NY		\$55,000	\$600,000				\$655,000	\$655,000	\$655,000
6) Firefighter Turn-out Gear Replacement	B			\$200,000				\$200,000	\$200,000	\$200,000
7) Station 3 Building Upgrades	B				\$300,000			\$300,000	\$300,000	\$300,000
Subtotal		\$0	\$55,000	\$800,000	\$300,000	\$0	\$0	\$1,155,000	\$1,155,000	\$1,155,000
GRAND TOTALS		\$2,000,000	\$8,430,000	\$995,000	\$300,000	\$0	\$0	\$9,725,000	\$11,725,000	\$8,525,000

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NY State
O Other
U Undetermined

Public Works- Solid Waste

Solid Waste Goals

- ✓ To provide efficient and economical curbside refuse and recycling services.
- ✓ To provide facilities for the sanitary, efficient, and economical reception of solid waste materials including lawn and yard debris and food wastes generated in the City of Auburn.
- ✓ To reduce the volume of household solid waste by taking an active role encouraging multi-material recycling and waste reduction programs.
- ✓ To operate the solid waste facilities in compliance with New York State and Federal environmental regulations.
- ✓ To provide for effective management of the landfill gas collection system.

Public Works- Solid Waste

PROGRAM DESCRIPTION

The City of Auburn Department of Public Works (DPW) has six-interdepartmental divisions including: Public Works Garage; Street Administration, Maintenance and Cleaning; Solid Waste; Parks Maintenance; Urban Forestry; RSVP and Senior Programs. The Solid Waste Division is further broken down into refuse collection, landfill, recycling and the transfer station.

The Solid Waste Division provides management of the City owned and operated landfill and recycling services. Curbside refuse and recycling collection services are available to all residents and businesses within the City of Auburn by either City collection crews or private contractors. Each week three refuse packers collect curbside disposal and recyclables from approximately 8,500 single and multi-family residences. The City also provides curbside lawn and yard debris collection services on Monday of every week. The City's new landfill transfer station opened in November 2020 with the landfill cells #3 and #4 moving towards final closure starting in Spring 2021.

LINK TO THE COMPREHENSIVE PLAN

The City of Auburn *Building A Sustainable Future: The Auburn Comprehensive Plan*, adopted 1/21/10 and the City of Auburn & Cayuga County *Materials Conservation Study: ELIMINATE WASTE- Together We Can* completed in May 2010 have established a number of goals and objectives in order to:

- ✓ Reduce the high trash generation rates within the City and to increase the volume of material recycled;
- ✓ Increase revenue that may be derived from the marketing of corrugated cardboard, newsprint, office paper, plastics, metal and glass;
- ✓ Increase emphasis on zero waste strategies, e.g. switching from paper billing to electronic bills and payments;
- ✓ Develop and adopt a green procurement policy for items and supplies that are made with recycled materials;
- ✓ Provide an efficient, cost effective and environmentally sound comprehensive solid waste management system that meets the current and future needs of the community.

CURRENT PROGRAM INITIATIVES

The City of Auburn owns and operates two permitted solid waste management facilities- the City Landfill #2 and the Recycling Facility. The City Landfill #2 was constructed in 1992 consisting of four (4) Cells, with Cell #4 closing as of December 2020. Landfill #2 is the only sanitary landfill in Cayuga County processing mixed municipal solid waste generated in the City and surrounding towns and villages. Curbside refuse and recyclables collected each day are transferred to the City transfer and recycling facility.

The City Recycling Facility is an intermediate processing facility constructed in 1994 providing out-of-weather drop-off, sorting, and baling of newsprint, plastics and cardboard. Curbside recyclables that are collected each day (on a two-week material rotation) are transferred to the City's Recycling Facility. Following collection and sorting, the City incurs additional transportation costs attributed to transporting cardboard and newsprint to WeCare Recycling in Jordan, NY for further processing.

The Landfill Gas to Electric Generation Facility located south of the City landfill previously collected and utilized landfill and methane gases to power engines that produced electricity from February 2010 to June 2016. At which time, the Auburn City Council authorized "mothballing" of the facility. Subsequently the City of Auburn is flaring collected landfill and methane gases from the decomposing landfill.

The City Solid Waste Program also includes the Refuse Collection Fund. This fund is financially responsible for the continued delivery of all City services related to refuse collection. Enacted on July 1, 2016 the Refuse Collection Fund was created and is supported through a refuse collection fee. As a result, the FY 2016-17 City budget removed the expenses associated with the refuse collection fund completely out of the general fund and shifted all related expenses and revenues to the Refuse Collection Fund. The breakdown of the refuse collection fee is:

- Residential properties are charged on a per unit basis (ie. One, two, three etc units);
- Commercial and tax-exempt properties are charged according to the annual fee schedule; and
- Mixed use properties are handled on a case-by-case basis.

There are two solid waste management plans that the City of Auburn references and must adhere to for solid waste. The State-wide 20-year solid waste management plan *Beyond Waste: A Sustainable Material Management Strategy* revised in December 2010 proposes new ways for local governments to move towards a more sustainable approach and sets a goal of reducing the average waste that a New Yorker disposes from 4.1 to 0.6 lbs. per person, per day. As of April 2016, Cayuga County had submitted a draft local solid waste management plan for NYS DEC review and comments. This plan has yet to be finalized. Currently the City of Auburn does not have a Solid Waste Master Plan.

CURRENT PROJECT DESCRIPTIONS

1) Final Closure of Landfill #2-Cells #1-#4

Project Funding: Local Bond 100%

Project Description: Estimated \$5.85 Million. In order to close Landfill #2, the City is required to meet all New York State and Federal regulations for installing caps on Cell #3 & #4 of Landfill #2. Closure of a cell generally consists of four (4) phases: 1) installing a final cover layer over the last

layer of refuse then 2) a low permeability layer of 12 to 18 inches of clay or a flexible plastic membrane. Thirdly a drainage blanket of sand, gravel or sometimes plastic is applied to the top of the liner to drain precipitation that infiltrates the cap without being contaminated through contact with the waste. Finally a thin layer of soil is applied to protect the cap and allow for vegetative stabilization.

The City of Auburn anticipates receiving construction bids for final landfill closure and the associated landfill gas collection and pumping system in Spring 2021. Work is expected to start shortly thereafter with project closeout by end of December 2021.

2) Curb-side Recycling Program

Project Funding: Undetermined

Project Description: 300,000. This program is needed to purchase set-out containers for recyclables for each household within the City. According to the March 2010 city-wide recycling survey, 66 percent of respondents stated they would recycle more if provided designated bins for recycling. The City will be researching funding assistance from NYS and Federal grant programs to reduce the overall cost.

In addition to improving the participation of the City's recycling program, in response to the City's naturally occurring annual downtown crow roosting, the City will be exploring programs for providing designated refuse collection bins for curb-side pickup. This will greatly reduce the amount of trash bags left out at the curb that are easily opened by birds and urban wildlife.

PROJECT COST SUMMARIES Public Works- Solid Waste & Refuse Collection CIP 2021-2025

Project Number/ Title	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021- FY 2025	Total Project Estimate	City Contribution Estimate*
1) Final Closure of Cells #1-#4	SW		\$5,400,000					\$5,400,000	\$5,400,000	\$5,400,000
2) Curbside Recycling Program	U			\$300,000				\$300,000	\$300,000	\$300,000
GRAND TOTALS		\$0	\$5,400,000	\$300,000	\$0	\$0	\$0	\$5,400,000	\$5,400,000	\$5,400,000

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NY State
O Other
U Undetermined

Transportation and Pedestrian Initiatives

Transportation Goals

- ✓ To provide long range transportation planning for City of Auburn rights-of-way improvements.
- ✓ To identify locations for major vehicular improvements that is consistent with the City of Auburn Comprehensive Plan and five (5) year Consolidated Planning Strategy for the Community Development Block Grant Program.
- ✓ To enhance public transportation corridors through the incorporation of Smart Growth principals and sustainable design.

Transportation and Pedestrian Initiatives

PROGRAM DESCRIPTION

Transportation and pedestrian infrastructure in the City of Auburn are primarily managed by the City of Auburn Department of Engineering Services who is responsible for project design, engineering and management as well as ensuring compatibility of all City transportation needs with Regional and Statewide Transportation Improvement Plans (STIP), a prerequisite for the expenditure of federal funds for any transportation project. All City of Auburn Rights-of-Way are maintained by the City of Auburn Department of Public Works.

LINK TO THE COMPREHENSIVE PLAN

The City of Auburn *Building A Sustainable Future: The Auburn Comprehensive Plan*, adopted 1/21/10 has established a number of goals and objectives in order to:

- ✓ Improve the travel corridors of Auburn;
- ✓ Upgrade important gateways to the City;
- ✓ Re-engage and reconnect people to the Owasco River by creating a greenway along the River, creating Wadsworth Park and ensuring public access along the River is protected over time;
- ✓ Continue infrastructure improvements at Technology Park to support new and existing businesses;
- ✓ Ensure that pedestrian links within downtown are accessible and well maintained;
- ✓ Visually link the different parts of downtown by continuing streetscape improvements throughout;
- ✓ Undertake a Safe Routes to School Program;
- ✓ Continue to encourage sidewalks across the City and create a Citywide sidewalk replacement plan that prioritizes the location for new walkways;
- ✓ Educate about and enforce sidewalk maintenance standards.

CURRENT PROGRAM INITIATIVES

Transportation legislation and federal public transportation grants continue to change the way that the City of Auburn departments and programs implement transportation projects.

At the State Level, New York State is in the second year of the four (4) year Statewide Transportation Improvement Program (STIP). The STIP is a list of all projects, or project phases in New York State proposed for Federal funding scheduled to begin for Federal Fiscal Years (FFY 2020- 2023) or between October 1, 2019 and September 30, 2023. The City of Auburn currently has 4 capital improvement projects on the four year STIP, of which three (3) projects have been obligated (authorization for a master agreement).

At the Federal Level, highway funds are authorized by Congress to assist States in providing for construction, reconstruction, and improvement of highways and bridges on eligible Federal-Aid highway routes and for other special purpose programs and projects. On December 4, 2015, Congress enacted the **FAST Act- Fixing America's Surface Transportation** (P.L. 114-94) that will provide over \$305 billion for Federal Fiscal Years 2016 thru 2020 towards surface transportation projects. In 2020 Congress passed a one-year extension of the FAST Act lasting through September 30, 2021.

Highways & Bridges

The City of Auburn Engineering Department partners with the New York State Department of Transportation (NYSDOT) to locally administer Federal Aid Projects (LAFAP) ensuring that these Federally Aided projects are developed, designed, and constructed in accordance with Federal and State requirements. The LAFAP program provides the City the opportunity to maintain, rehabilitate, reconstruct, expand, and improve our network of local roadways and bridges. LAFAP funded projects are typically funded with 80% Federal Highway Administration funds and 20% Local funding. New York State has historically authorized Marchiselli funding to reimburse local funds spent on LAFAP projects up to 15% of eligible costs.

Local City of Auburn roadways that are ineligible for LAFAP funding are constructed and maintained by the City of Auburn Annual Road Improvement Program. This program is funded through the financing of municipal serial bonds for the reconstruction and resurfacing of City streets and roads including improvements to the rights of way. For the City of Auburn FY 2020-2021 Road Improvement Program the City authorized a \$1.4 million road program.

The City of Auburn also participates in the Consolidated Local Street and Highway Improvement Program (CHIPS) established by the NYS Legislature in 1981. The CHIPS program assists local municipalities in financing the construction, reconstruction, or improvement of local highways, bridges, highway-railroad crossings, and other local facilities. For NY State FY 2020-21 the City of Auburn reported 194.40 lane-miles and was allocated \$614,031.40 in CHIPS funding.

In addition, the City of Auburn has benefited from two additional transportation assistance programs offered by NYS. The first is the Extreme Winter Recovery (EWR) program which in FY 2020-21 the City of Auburn received an allocation of \$92,090.48 towards highway repairs from winter snow and ice damage. The second is the PAVE NY Program which in FY 2020-21 the City of Auburn received an allocation of \$140,158.78.

Released in October 2017 a NYS Comptroller Office report entitled "Local Bridges by the Numbers" outlined 17 bridges within the City of Auburn limits. Of these, three (3) are owned by the NYS DOT and

the remaining 14 are owned by the City of Auburn. Of the City owned bridges, five (5) bridges were assigned a status of “Functionally Obsolete” and/ or “Structurally Deficient” which include:

- State Street Bridge- Located on RTE 38- approximately 200 FT from routes 5 & 20;
- Aurelius Avenue Bridge- Located northeast of Routes 5 & 20 and Route 326;
- Lake Avenue Bridge- Located southeast of downtown Auburn;
- North Division Street Bridge- Located approximately 300 ft from Routes 5 & 20;
- Schwartz Drive Bridge- Located half-mile west of NYS Route 5.

Fortunately for the City, three (3) of the five (5) bridges have already secured Federal LAFAP and NYS Marchiselli funding for the engineering and repairs or reconstruction. To address the backlog of bridge infrastructure investment, in 2016, New York State made available \$200 million in enhancement assistance for local governments over the next two years to rehabilitate and replace bridges and culverts state-wide. In July 2016 the City of Auburn was awarded \$4.7 million towards the reconstruction of the State Street Bridge through this program.

Pedestrian and Bicycle Initiatives

Since the mid- 1990s the City of Auburn, as an Entitlement Community, has been a recipient of Federal Community Development Block Grant Program funds. A portion of these funds each year are allocated to capital improvements such as sidewalks or other pedestrian amenities within eligible low-to-moderate income areas as identified with the five (5) year Consolidated Planning Strategies. The amount of CDGB funding for pedestrian improvements varies from year to year based upon the yearly allocation of funding. For the CDBG Program Year 2020-2021, the City was allocated \$889,803.00 in assistance.

In the City of Auburn, the cost of maintaining and constructing sidewalks is the responsibility of the private property owner. To assist with the financial costs associated with repairing and replacing existing sidewalks, the City of Auburn offers a Sidewalk Improvement Program that assists property owners with repaying the cost of the improvement project over a 5 year period at a set fixed interest rate that is included in the annual City Property Taxes. This program is delivered through the City Engineering Office and financed through the City’s Treasurer’s Office.

The City of Auburn owns 145 parcels within the City limits; of which the City operates and maintains 23 parks as well as urban green spaces and critical City facilities such as the Public Works Garage, City Hall, Treatment Facilities and Public Safety Facilities. The City is also responsible for providing handicap access at local roadway intersections. As a component of the Annual Road Improvement Program, the City also issues municipal serial bonds to finance the cost of sidewalk improvements on all publicly owned rights-of-way. In FY 2020-21 The City authorized \$150,000 towards sidewalk capital improvements. There is a sufficient balance of funds to support sidewalk improvements through the FY2021-22 road program. Therefore no new City sidewalk funds are being requested in FY2021.

CURRENT PROJECT DESCRIPTIONS

HIGHWAYS & BRIDGES

1) State Street Bridge: BIN# 2207090

Project Funding: NY BRIDGE PROGRAM 85%/ Local Funds 15%

Project Description: \$6 million. The State Street Bridge serves the State Street Corridor (NYS Route 38) that links downtown Auburn with the northern section of the City providing for more than 7,000 vehicles per day. This bridge is 36 years old and due to the significant amount of traffic and harsh winters the bridge is in need of major rehabilitation. The City was awarded BRIDGE NY Program funds in July 2016. Bridge reconstruction is completed and site restoration and plantings will be installed in Spring 2021.

2) South Street Corridor Enhancement Project: PIN#395054

Project Funding: FHWA & TAP 80% grant/ NYS Marchiselli 15% reimbursable/ Local Bond 5%

Project Description: \$7,036,000. The South Street Corridor Enhancement project will reconstruct and widen the roadway as well as implement Right-of-Way improvements along South Street from Metcalf Drive south to City Line. Construction approval was issued by NYS DOT in September 2020 with project bidding completed in December 2020. Construction is expected to begin April 1st beginning with the replacement of the watermain. There will be a significant detour needed as part of this project as a result of the culvert replacement over Wood Brook.

3) Aurelius Ave Bridge Replacement Project: BIN#2207130

Project Funding: FHWA 80% grant/ NYS Marchiselli 15% reimbursable/ Local Bond 5%

Project Description: \$5.6 Million. The Aurelius Avenue Bridge is a stone arch bridge constructed in 1886. In the mid 1990's Six (6) foot cantilever sidewalks were added to accommodate pedestrian traffic. Currently the concrete interface with the sidewalk is spalled, and the cantilevered supports are corroded. The bridge is 130 years old making it eligible for the National Register of Historic. Due to the age and the harsh winters this bridge experiences, the bridge is in need of replacement. This bridge provides access for commerce, employment and emergency services for more than 2,400 vehicles per day. Rehabilitation was investigated given the historic bridge designation. The extent of concerns, particularly with the stability of the headwalls and the hydraulic conditions causing erosion, rehabilitation would cost more than replacement and could not fully address the poor conditions. Thus, the rehabilitation alternative was not pursued further. However, complete bridge replacement will need to be approved by NY State Historic Preservation Office during the design phase.

The project is scheduled to begin preliminary scoping and design in Fall 2020 with ROW acquisition in 2023 and Construction 2024. The City has competitively procured Popli Design Group as the A/E Firm for this project.

4) Lake Avenue Pavement Preservation Project: PIN#375599

Project Funding: FHWA 80% grant/ NYS Marchiselli 15% reimbursable/ Local Bond 5%

Project Description: \$3,636,615. The asphalt wearing course of Lake Ave. is reaching the end of its expected life. The road was last milled and overlaid with type 7 top in 2003. The roughness index is objectively at 220. Milling is required to regain curb reveal and to re-profile poor drainage areas. The current asphalt mat has oxidized, and minor areas of alligator cracking are present requiring a deep mill & fill pavement preservation project. Another pavement surface will increase fuel efficiency and reduce carbon emissions. Curb ramps and sidewalks will be brought up to current standards. The pavement will be evaluated after milling to determine if isolated spots need full depth patches. Bicycle lanes will be added, and sidewalk and curb ramps will be brought up to current standards improving safety. Upgrading the multi-modal facilities will also promote economic competitiveness with a more desirable ride accessing downtown in and from the south end of Auburn and to Owasco Lake at the south of Lake Avenue. This project is scheduled to begin preliminary design in Fall 2022 with construction in 2025.

5) Arterial Highway ROW Enhancement Project

Project Funding: General Fund Bond 100%

Project Description: \$150,000. The City needs to fulfill arterial maintenance obligations at the Franklin Street and Arterial East area, and implement measures for existing fence removals and repairs throughout the corridor from McMaster Street to North Street at both West and East bound lanes. Current fencing in the areas was installed in the 1970's and has far surpassed their life expectancy and is in a state of disrepair that must be addressed.

The City of Auburn currently has a arterial maintenance agreement with the New York State Department of Transportation (NYSDOT) stating that the City is responsible for the upkeep of the NYSDOT Right of Way including vegetation and fencing. The first step of this project would be to rectify a past fence removal and earth berm deficiency in where the berm was not installed per NYSDOT standards due to the existing curb to curb dimension being too narrow for correct installation. The deficiency will be addressed with the installation of a guardrail in the area to separate vehicular and pedestrian traffic and discourage pedestrians from mid-block crossings. This project would also remove asphalt pavement in the East bound lane near State Street and replacing with an area of green space, concrete sidewalk, and curbing. In addition at State Street and Arterials West bound lane the removal of asphalt pavement, replacing with an earthen berm planted with selective trees and shrubs to promote Auburns "Tree City" designation and the creation of a pollinator habitat, which both are New York State Department of Conservation priority projects.

6) Lake Ave Bridge Rehabilitation

Project Funding: General Fund Bond 100% / Grants TBD

Project Description: \$1,735,000. The current bridge was built in 1954, is 270 foot long, 68 feet wide carrying 4 lanes of traffic And 2 -8 foot sidewalks along each fascia. The bridge is a 3-span, twin girder bridge that utilizes floor beams and stringers to support the deck and overhanging sidewalks. The bridge was last painted in 1984. Numerous floor beams need repair due to section loss, the bridge railing needs upgrading as well as the deck and sidewalk. The project was submitted in 2018 for funding as a BridgeNY-2018 project. The amount requested in 2018 for Bridge-NY was (\$4.5 million) this reflects the cost to do this project as a LAFAD project.

At this point in time a total rehab or replacement structure is warranted, however at the astronomical cost without grant funding money should be spent on this structure to address the nonstructural condition observations (NSCO) from the last bridge inspection. In the immediate future repairs are needed to the scuppers, sidewalks, electrical conduits, lights, light poles and bases to address the NSCO on the bridge. Realistically it could be 10 years or more before the bridge could be a successful candidate for funding, and it could be another 5 years after that that the bridge is replaced or rehabbed. With this in mind the bridge super-structure should be painted after minor repairs are made to the overhangs to insure the structural adequacy of the sidewalks. This would help to insure the bridge can remain open until grant funded replacement or rehab can occur.

2020 Electrical work conduit, wiring, and light poles. \$60,000

2021 Scupper repair and sidewalk approach repairs. \$50,000

2022 Engineering for Painting and section repairs. \$125,000

2023 Bridge Painting Construction and CI. \$1,500,000

7) FY 2020-2021 Annual Local Roadway Improvement Program (City-wide)

Project Funding: Bonds 67.5%/ CHIPS 18.6%/ EWR 5.6%/ PAVE NY 8.3%

Project Description: \$1,554,190.18. The proposed 2020-2021 Road Program includes the milling, patching and paving of city streets. Selected streets have been identified by the Engineering Department as either "failed" or in "poor" condition. These roadways were last worked on in the 1980s and 1990s. The budget consists of the following funding source amounts:

- City General Bond Funds- \$800,000
- NYS CHIPS- \$614,031.40
- NYS Extreme Winter Recovery- Not Expected to be Reauthorized in 2021
- PAVE NY- \$140,158.78

PEDESTRIAN – Sidewalk and Trail Enhancement Projects

8) FY 2020 Annual City Sidewalk Improvement Program (City-wide)

Project Funding: Bond 100%

Project Description: \$150,000 every two or three years. The City of Auburn last financed sidewalk improvements in FY 2020 City Sidewalk Program in the amount of \$150,000. This is sufficient funding to support a 2 to 3 year sidewalk program.

The Americans with Disabilities Act includes requirements to make public areas accessible to wheelchairs, walkers, and motorized scooters through the use of ramps". "Without ADA curb ramps, curb edges and a lack of accessibility would create hazards for those people with disabilities. These include increased risks of falling out of a wheelchair or scooter or tripping while using a walker when going over an elevated curb. In addition, restricting access in public areas under current federal laws

could be construed a form of discrimination against such individuals" (<https://adatile.com/all-you-need-to-know-about-ada-curb-ramp-requirements/>).

The project involves going through a competitive bid and awarding it to the lowest bidder. For the FY 2020 construction season the City Engineering Department did not release bids for a City sidewalk program. The contractor will go through and replace the ramps and sidewalk that the City Engineering department marks out, based on whether it meet current standards or not. Design, layout and inspection will be completed by the City of Auburn's Engineering Department. All money will go towards the Construction phase of the project.

9) FY 2021 Sidewalk Improvement Program (Income Eligible Areas Only)
Project Funding: Community Development Block Grant (CDBG)

Project Description: The City of Auburn is currently in the First (1) Program Year Action Plan of the 2019-2023 CDBG Consolidated Planning Strategy. Of the \$889,803.00 allocated to the City for this Program Year, the City will be directing a portion of funding assistance towards public infrastructure improvements including sidewalks. This program is implemented in consultation between the City Engineering and Planning Departments.

10) Sidewalk Loan Assistance Improvement Program (City-wide)
Project Funding: Private

Project Description: The City offers a special assessment program to assist property owners in replacing or installing sidewalks. Through the City Engineering Department and Treasurer's Office, property owners can request participation in the program that allows the cost of the improvement project to be paid over a 5-year period at a fixed interest rate on City property taxes. This program is available to all City property owners.

**PROJECT COST SUMMARIES
TRANSPORTATION AND PEDESTRIAN INITIATIVES
CIP 2021-2025**

Project Number/ Title	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021- FY 2025	Total Project Estimate	City Contribution Estimate*
Highways/Bridges/Dams										
1) State Street Bridge	B,F,S	\$6,021,172						\$0	\$6,021,172	\$1,321,172
2) South Street Corridor Enhancement Proj.	B,F,S	\$7,036,000	\$0					\$0	\$7,036,000	\$1,407,200
3) Aurelius Ave Bridge	B,F,S	\$880,000	\$0	\$340,000	\$460,000	\$100,000	\$3,346,000	\$4,246,000	\$5,126,000	\$849,200
4) Lake Ave Repaving Project	B,F,S	\$0		\$311,710	\$337,686			\$649,396	\$649,396	\$649,396
5) Arterial ROW Maintenance Project	B	\$90,000	\$0					\$0	\$90,000	\$0
6) Lake Ave Bridge Rehabilitation	B	\$60,000	\$0	\$50,000	\$125,000	\$1,500,000		\$1,675,000	\$1,735,000	\$1,675,000
7) Annual Road Program	B	\$700,000	\$800,000	\$900,000	\$1,000,000	\$1,100,000	\$1,200,000	\$5,000,000	\$5,700,000	\$5,700,000
Subtotal		\$14,787,172	\$800,000	\$1,601,710	\$1,922,686	\$2,700,000	\$4,546,000	\$11,570,396	\$26,357,568	\$11,601,968
Pedestrian Initiatives										
8) City Sidewalk Program	B	\$150,000	\$0	\$153,000	\$156,060	\$159,182	\$162,365	\$630,607	\$780,607	\$780,607
9) CDBG Sidewalk Program	F	\$169,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$825,000	\$994,000	\$0
10) Loan Assistance Sidewalk Program	B,O	\$2,969,228						\$0	\$2,969,228	\$0
Subtotal		\$3,288,228	\$165,000	\$318,000	\$321,060	\$324,182	\$327,365	\$1,455,607	\$4,743,835	\$780,607
GRAND TOTALS		\$18,075,400	\$965,000	\$1,919,710	\$2,243,746	\$3,024,182	\$4,873,365	\$13,026,003	\$31,101,403	\$12,382,575

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NY State
O Other
U Undetermined

Vehicle Replacement Program

Vehicle Replacement Program Goals

- ✓ To control the overall cost of operating and maintaining the City's fleet of vehicles and equipment;
- ✓ To maintain vehicles and equipment in a manner that extends their useful life;
- ✓ To control the growth in size of the fleet;
- ✓ To standardize the composition of the fleet and equipment.

Vehicle Replacement Program

PROGRAM DESCRIPTION

The purpose of the City's vehicle replacement program is to plan for the replacement of capital equipment and vehicles (in excess of \$30,000) over a 10 year period. The objective is to standardize the capital vehicle and equipment replacement process in order to create a managed system of purchasing and funding capital equipment, thereby allowing the City to accurately plan and budget for future departmental capital needs. The capital Vehicle Replacement Program provides for replacement intervals on an annual basis to reduce capital, operating and maintenance costs in order to maximize the efficiency and safety of the fleet.

The City of Auburn utilizes the NYS OSC Local Government Management Guide entitled "Capital Assets" in assisting with establishing the estimated useful lives of capital Assets. The targeted replacement cycles, in terms of years for capital vehicles and large equipment (over \$30,000) are as follows:

Major Class Description	Minor Class Description	Life in Years
Construction Vehicle	Backhoe	08-00
	Bulldozer	08-00
	Cherry picker	08-00
	Excavator	08-00
	Linemarker	08-00
	Loader	08-00
	Payload	08-00
	Roller	08-00
	Tractor (Craw/ 4WHD/Other)	08-00
	Tractor (Compr/ Concr/ other)	06-00
Fire Truck	All (Pumper/ Ladder/ Support)	07-00
Sanitation Vehicles	Collection Truck (Packer)	04-00
	Flusher	07-00
	Sweep Machine	05-00
	Sweep Vac	10-00
Trucks	Dump Truck	08-00
	Flatbed	04-00
	Forklift	05-00
	Snow Plow	08-00
	Tractor	04-00

The Vehicle Maintenance division of the Department of Public Works (DPW) is responsible for maintaining and repairing the City fleet vehicles, specialty equipment such as police and fire may utilize sole source repair locations.

CURRENT PROGRAM INITIATIVES

The City of Auburn has a FY 2020-2021 fleet vehicle inventory of 122 vehicles in the Police & Fire Departments, DPW (all divisions) and Municipal Utilities. This list excludes vehicles that do not have a current title or may be used for unmarked/ undercover public safety use. With an extensive inventory of fleet vehicles, it is critical that a planned program of repairs and replacement be maintained.

Since adding Fleet Vehicles back into the annual CIP in FY 2013, the City has replaced and procured over 43 fleet vehicles in all City Departments. This has resulted in modernizing the City's vehicle fleet and the City is back on track with routine replacement as needed in the Public Works and Utility departments. The Department of Public Works continues to employ full-time mechanics that have been able to extend the service life of fleet vehicles when needed. However, when the annual cost for maintenance exceeds the salvage value of the vehicle, the vehicle is then added to the capital vehicle replacement program.

CURRENT PROJECT DESCRIPTIONS

FY 2021- Total Replacement Costs: \$370,000 General Funds

1) Public Works Department- Replacement of Fleet 10-wheel dump truck

Project Funding: General Fund Bond 100%

Project Description: Estimated \$230,000. The projected replacement of a dump truck is 8 years. DPW needs 8 trucks as a bare minimum for snow control, excluding the 3 necessary from water/sewer depts. In 2014 & 2015 we ordered 2 trucks a year at approximately \$400,000 each year. The City can better balance the fiscal burden by establishing a cycle of purchasing 1 large truck annually. This works within the parameters of the targeted replacement program. This cycle is intended to control inevitable costs and to ensure no over extending in future years.

2) Public Works Department- Replacement of Street Sweeper

Project Funding: General Fund Bond 50%/ Sewer Fund 50%

Project Description: Estimated \$280,000. The City's 2014 Street Sweeper is used daily to collect debris that builds up at the road edge prior to entering the City's storm collection system. The 2014 Street Sweeper requires frequent maintenance repairs and has had multiple mechanical and electrical problems. The DPW is proposing to acquire a new larger sweeper that can handle the amount of debris in the roadway and downgrade the current sweeper as a reserve vehicle.

FY 2021- Total Replacement Costs \$140,000 Sewer Funds

3) Sewer Department- Replacement of Street Sweeper

Project Funding: Sewer Fund Bond 50%

Project Description: \$140,000. The City Sewer Department is assisting with 50% of the replacement cost for the Street Sweeper. This fleet vehicle is critical to removing debris from the City's roadway and keeping debris from entering the storm collection system. When debris clogs the storm system then there is potential for storm water to surcharge the collection system. The Vactor is then needed to remove debris from the storm sumps, which is more costly to operate than the sweeper.

FY 2022- 2025

Please see the chart below for the upcoming scheduled replacement of City Fleet Vehicles.

**PROJECT COST SUMMARIES
VEHICLE REPLACEMENT PROGRAM
CIP 2021-2025**

Vehicle Number/ Year/ Make	Source of Funds	Budgeted or Expended Through FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total FY 2021- FY 2025	Total Project Estimate	City Contribution Estimate*
Municipal Utilities- Sewer Division										
#104- 2011 Intern. Dump	S,B	\$200,000						\$0	\$200,000	\$200,000
#51- 2011 Ford F150 (Sewer Fund/ no Bond)	S		\$25,000					\$25,000	\$25,000	\$25,000
New Mid Size Excavator (Sewer Fund/ No Bond)	S		\$65,000					\$65,000	\$65,000	\$65,000
Street Sweeper Replacement	S,B		\$140,000					\$140,000	\$140,000	\$140,000
New Equipment Trailor	S,B			\$10,000				\$10,000	\$10,000	\$10,000
#Vactor Replacement	S,B				\$225,000			\$225,000	\$225,000	\$225,000
Subtotal		\$200,000	\$230,000	\$10,000	\$225,000	\$0	\$0	\$465,000	\$665,000	\$665,000
Municipal Utilities- Water Division										
#107- 2011 Ford	S,B	\$45,000						\$0	\$45,000	\$45,000
#105- Replacement (Water fund/ No Bond)	W,B		\$55,000					\$55,000	\$55,000	\$55,000
#51- 2011 Ford F150 (Water Fund/ no Bond)	S,B		\$25,000					\$25,000	\$25,000	\$25,000
New Mid Size Excavator (Water Fund/ no bond)	S,B		\$65,000					\$65,000	\$65,000	\$65,000
New Equipment Trailor	S,B			\$10,000				\$10,000	\$10,000	\$10,000
#Vactor Replacement	W,B				\$225,000			\$225,000	\$225,000	\$225,000
Subtotal		\$45,000	\$145,000	\$10,000	\$225,000	\$0	\$0	\$380,000	\$425,000	\$425,000
Public Works										
10 Wheel Dump Truck w/ Plow- Replacement	B,G	\$230,000						\$0	\$230,000	\$230,000
10 Wheel Dump Truck w/ Plow- Replacement	B,G		\$230,000					\$230,000	\$230,000	\$230,000
Street Sweeper Replacement	B,G		\$140,000					\$140,000	\$140,000	\$140,000
10 Wheel Dump Truck w/ Plow- Replacement	B,G			\$230,000				\$230,000	\$230,000	\$230,000
10 Wheel Dump Truck w/ Plow- Replacement	B,G				\$230,000			\$230,000	\$230,000	\$230,000
10 Wheel Dump Truck w/ Plow- Replacement	B,G					\$230,000		\$230,000	\$230,000	\$230,000
10 Wheel Dump Truck w/ Plow- Replacement	B,G						\$230,000	\$230,000	\$230,000	\$230,000
Subtotal		\$230,000	\$370,000	\$230,000	\$230,000	\$230,000	\$230,000	\$1,060,000	\$1,290,000	\$1,290,000
Refuse Collection										
#181- 2013 International Packer	B,R			\$190,000				\$190,000	\$190,000	\$190,000
#183- 2015 International Packer	B,R				\$190,000			\$190,000	\$190,000	\$190,000
#184- 2015 International Packer	B,R				\$190,000			\$190,000	\$190,000	\$190,000
Subtotal		\$0	\$0	\$190,000	\$380,000	\$0	\$0	\$380,000	\$380,000	\$380,000
GRAND TOTALS		\$475,000	\$510,000	\$440,000	\$1,060,000	\$230,000	\$230,000	\$1,440,000	\$1,670,000	\$1,670,000

* Note: Does not account for long-term borrowing interest rates or issuance fees

Key: Source of Funds

B Bonds
G, S, W City Funds- General, Sewer, Water
F Federal
NY State
O Other
U Undetermined

From: [Garland, Nathan](#)
To: EO203Certification@budget.ny.gov
Cc: [Dygert, Jeffrey](#); [Butler, Shawn](#); [Mason, Chuck](#)
Subject: City of Auburn Police Reform and Reinvention Collaborative Plan Certification Form, Adopting Resolution and City of Auburn Police and Community Relations Plan
Date: Friday, March 19, 2021 12:58:17 PM
Attachments: [City of Auburn Collaborative on Police Community Relations.pdf](#)
[City of Auburn EO 203 Certification Mayor Michael D. Quill.pdf](#)
[Council Resolution #40 of 2021 Authorizing the Adoption of the City of Auburn Collaborative On Police and Community Relations Plan.pdf](#)

Dear Director Mujica,

Please find attached the City of Auburn Collaborative on Police and Community Relations (the Plan,) the Resolution passed by the Auburn City Council on March 18, 2021 adopting the Plan, and the City of Auburn Police Reform and Reinvention Collaborative Plan Certification Form executed by Mayor Michael D. Quill. By submitting the same, the City of Auburn has complied with the requirements of Executive Order No. 203 issued on June 12, 2020 by Governor Andrew M. Cuomo. Thank you for your Office's time and attention.

Sincerely,

Nate Garland
Assistant Corporation Counsel
City of Auburn
T: (315)255-4176
F: (315)255-4735

CONFIDENTIALITY STATEMENT

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CITY OF AUBURN COLLABORATIVE ON POLICE & COMMUNITY RELATIONS - NEW YORK STATE EXECUTIVE ORDER 203

COMMUNITY PROCESS & PLAN RESPONSE TO NYS GOVERNOR CUOMO EXECUTIVE ORDER #203

PREPARED BY THE CITY OF AUBURN CORPORATION COUNSEL'S OFFICE

MARCH 18, 2021



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INTRODUCTION

New York State Governor Andrew Cuomo issued Executive Order #203 on June 12, 2020, requiring each municipality in New York State, including The City of Auburn, to prepare and adopt a Community Policing Plan by April 1, 2021. To build these plans on a foundation of inclusiveness and community participation, the Governor put forth the New York State Police Reform & Reinvention Collaborative to provide a framework for collective community effort when preparing the plan.

This document presents the City of Auburn's Community Policing Plan that was developed through a community-focused public participation process undertaken in partnership with the Cayuga County Sheriff's Office, and local Village Police Departments in Weedsport and Port Byron. In Cayuga County, there is a long and successful history of collaboration and mutual support between the State, City, County and Local law enforcement agencies. These strong working relationships informed and enhanced the development the Plan presented in the following pages.

MISSION STATEMENT – CONNECTING BRIDGES

Continuing with the strategies and objectives that have been employed by the City of Auburn Police Department and the Cayuga County Sheriff's Office, this collaborative community effort seeks to perform a comprehensive review of current law enforcement deployments, strategies, policies, procedures, and practices in order to develop a plan that strives to improve upon them into the future. By utilizing the synergistic "Connecting Bridges" approach, our law enforcement agencies and the people they serve will seek to partner in building mutual trust and respect through understanding of one another while emphasizing the delivery of public safety in a professional, courteous, empathetic, and sensitive way. This will be accomplished if we collectively demand that human dignity for all is the intrinsic goal for the sustained success of these efforts.

VISION

The City of Auburn "E.O. 203 Plan" will continually strive towards excellence in service through continued efforts to build strategic community partnerships that will foster and promote equitable community engagement, through policing that is focused on ensuring equitable policies and procedures built upon the foundation of Procedural Justice:

Fairness in process

Opportunity to be heard

Transparency in action

Impartiality in decision making

PARTNERSHIP AND THE PUBLIC OUTREACH PLAN

Plan Partnership: The City of Auburn and County of Cayuga

Shortly after the issuance of Executive Order #203 in June of 2020, The City of Auburn and Cayuga County elected and appointed leadership convened a meeting of senior staff at the departments, leveraging the close and collaborative working partnership between the departments to craft a collective public outreach plan to broadly inform development of their individual Community Policing Plan and bring them to the community they serve and protect. These initial working meetings resulted in a Public Outreach Plan comprised of three main components:

- Online and Anonymous Public Surveys on Current Police and Sheriff Practices and Public Sentiments of the Provided Services
- Creation of three Working Groups of Community Leaders with Strategic Focus Areas
- Community Public Forums on Police Practices and Community Relations

Although the City of Auburn and Cayuga County have prepared and are submitting individual Plans in response to Executive Order #203, the plan process and community outreach overall was a collaborative effort. The community input gathered via public forums, surveys and working groups added community voices and perspective to both plans. The following chapter discusses the convening of stakeholders and strategic focus working groups.

STAKEHOLDER WORKING GROUPS

Working Group Organization

Three (3) Working Groups were assembled with each Working Group assigned a focus on two strategic police practice areas. Each Working Group included two facilitators and eight to ten community members. In addition to the members of the Working Groups and Facilitators, select members of the Police Department and Sheriff's Office staffs attended each Working Group meeting to answer member questions, provide clarification or explanation on current practices or proposed policies and to share insights into their work in and with the communities they serve. In advance of the initial Working Group meetings, all members were provided extensive background materials on current police practice in the City and County, including copies of current and proposed police policies. Lastly, community survey responses broadly distributed online and on a parallel track with the Working Groups, were shared with members of the Working Groups before and between meetings.

Stakeholder Composition

The Stakeholders making up the three Working Groups were selected from among broad sectors of the community and included leaders, professional staff and community organizers within the City of Auburn and Cayuga County community:

- City of Auburn Elected Officials, Appointed Officials and Staff
- Cayuga County Elected Officials, Appointed Officials and Staff
- Elected Village Officials throughout Cayuga County
- Auburn Police Department Leadership
- Cayuga County Sheriff's Office Leadership
- Religious and Faith-Based Leaders
- Social Justice Advocates
- Education and Academic Sectors
- Assigned Counsel Program Personnel
- Social Services and Mental Health Providers
- Victim Advocacy Leaders
- Addiction and Peer Advocacy Leaders
- Local Business Owners
- Not-for-Profit Organizations
- Migrant Population Advocates
- Police Union Representatives
- Public at Large Members

Biographical information regarding individual Working Group Members is available Addendum C

Working Group Focus Areas

WORKING GROUP I

Members of Working Group I were given the focus area of Police Structure and Training that included the following topics:

Police Structure:

- Use of Force Policies
- Body Worn Camera Policy
- No-Knock Search Warrant Procedures
- General Model Policies and Accreditation Process
- Chokehold Law/Policy

Police Training:

- Racial Bias Training
- De-escalation Training
- Duty to Intervene
- Mental Health Intervention
- Officer Mental Health and Wellness

Working Group I were designated two group facilitators representing the City and the County:

Councilmember Debby McCormick and Cayuga County Legislator Elane Daly. The eight Committee Members represented a cross section of community leaders and residents including academics, health department personnel, educators, school administrators and command staff from various law enforcement agencies.

WORKING GROUP II

The dedicated focus area for Working Group II centered on Police Community Relations and Crime Prevention. Specific topics in these related focus group areas included:

Police Community Relations:

- Outreach Programs
- Right to Know Law
- School Safety and Security – SRO – SPO Programs
- Police and Law Enforcement Hiring Process
- Community Collaboration

Crime Prevention:

- Problem Oriented Policing
- Policing Hot Spots
- Focused Deterrence
- Environmental Design & Policing
- Community Policing Initiatives
- Violence Prevention

The two facilitators assigned to assist Working Group II included Chair of the Cayuga County Legislature, Aileen McNabb-Coleman and City of Auburn Assistant Corporation Counsel, Nate Garland. The Working Group members included three mayors, a clergy member, leaders of organizations providing of public housing and social services to the community, law enforcement command staff and law enforcement union leadership.

WORKING GROUP III

Working Group III were given the focus area of Alternatives to Police Response and Procedural Justice that included the following topics:

Alternatives to Police Response:

- Proper Response to Non-Criminal Calls
- Diversionary Programs and Courts-Alternative to Arrest/Incarceration
- Community Court
- Community Partners
- Expectations from our Community: What kind of Police Force/Response do we want/expect

Procedural Justice:

- Implicit Bias
- De-escalation
- Transparency in Media and Public Communications
- Complaint Process
- Community Input – Having a Voice to ensure trust, fairness and accountability.

Working Group III were also designated two group facilitators representing the City and the County: City Manager Jeff Dygert and Cayuga County Planning and Economic Development Director Steve Lynch. As with the other Working Groups, this group was made up of a cross section of community leaders and active residents including an Auburn City Council Member, an expert in the juvenile justice system, the executive director of a leading human services agency, a parent of victims of domestic violence and drug addiction, the director of the County's assigned counsel plan and three detectives from local law enforcement agencies.

Working Group Meetings

WORKING GROUP I MEETINGS

Meeting Summary: 11/24/20

The meeting opened with introductions and a discussion of Group goals and expectations in relation to the overall objective of Executive Order No. 203. Working Group I was charged with reviewing Police Structure and Training. It was noted that the Group received copies of policies, training information, and other records from both APD and CCSO to guide and inform its discussions.

Duty to Intervene, Use of Force, Body Worn Cameras and No Knock Search Warrants

Representatives from both The Auburn Police Department and the Cayuga County Sheriff's Office discussed policy and procedures. It was noted that both agencies ban choke holds. (For a detailed look at the Auburn Police Department's policy of the Use of Force, click here: [0300 Use of Force](#)). It was noted that any use of force beyond handcuffing requires a use of force report to be completed, which is then reviewed internally. As a point of reference, APD reported to the group that as of the date of this meeting the Auburn Police Department had documented 100 instances whereby a use of force was used during this current calendar year. The Group then moved on to discuss whether there would be consequences if required intervention and reporting did not happen. How serious is this violation was and is there disciplinary action in accordance with policy?

Turning next to the issue of Body Worn Cameras, it was noted that neither APD nor CCSO use this technology. Currently, Law Enforcement Leadership reported the expense of data management, equipment, record keeping, available personnel and that as of the time of this report the Auburn Police Department has not been allocated funding to implement the technology.

APD staff reported that no knock judicially approved search warrants are more frequently used for such reasons as officer safety and the efficacious securing of evidence (typically drugs). Additionally, APD Staff noted, a threat matrix is used to evaluate the need for a no knock warrant. APD leadership noted that no knock warrants were avoided when children are known to be in home, and that alternate methods, such as breach and hold could be used. (Further information on the APD's warrant policies can be found here [0600 Search Warrants](#) as well as [0606 Warrant Service](#).) The Group wrapped up this topic by discussion on whether a no knock warrant places officers in a position where they are more apt to use deadly force simply by fact that they are breaking down door.

Training, Implicit Bias and De-Escalation

Implicit Bias Training is ongoing in this area in both agencies. Training occurs at the academy for new officers and annually as part of other ongoing in-service training. The Cayuga/Onondaga BOCES Superintendent highly recommended a training his organization offers, 'Responsiveness and Implicit Bias Training.' A leading community member and academic added that there are discussions with BOCES and APD about bringing specific professional training to law enforcement. The BOCES superintendent noted the possibility of implicit bias training becoming part of the BOCES Criminal Justice curriculum.

Law enforcement command staff explained that officers are trained in techniques to use and reduce tension in high stress situations in order to lessen use of force, i.e. enhanced communication skills and awareness of

body language. However, it was noted that incidents where de-escalation is needed are more challenging for new, younger officers whereby experience and advanced communication skills are sometimes not fully developed. It was suggested that these officers would benefit from more training and skill development. De-escalation strategies are incorporated into each department's Crisis Intervention Incidents policy. The purpose of these policies, it was noted, is to provide guidelines for interacting with those experiencing mental health or emotional crisis. (For further information on the Auburn Police Department's policy on Crisis intervention, click here: [\(Crisis Intervention Incidents\)](#)). The Group agreed that there has been significant effort and emphasis put into this area. Both agencies have CIT (Crisis Intervention Teams) that utilize specially trained officers to deal with individuals in crisis. There is also a mobile crisis team (Liberty Resources) that is used is called to scene for incidents that are triaged by first responders and determined not to need custodial intervention by law enforcement.

Finally, the group addressed Officer Mental Health and Wellness. For City employees, an Employee Assistance Program (EAP) has been in place for several years. It was agreed that more attention to officer mental health and wellness is needed and that the Auburn Police Department is currently researching and developing an Officer Wellness Program..

To access a video recording of the meeting and view its notes, click on the links below.

- [Subgroup 1 Meeting held November 24, 2020: https://youtu.be/TUyc2bu2ofg](https://youtu.be/TUyc2bu2ofg)
- [Subgroup 1 Meeting Notes 11-24-2020](#)

Meeting Summary: 12/8/20

This meeting focused on follow-ups on action items from the previous meeting. The Supervisor of the Finger Lakes Drug Task Force provided further information regarding no knock warrants. As the FLDTF Supervisor he reviews all information prior to requesting a warrant. He noted that a warrant application was necessarily subject to judicial review. The Auburn Police Department Emergency Response Team (ERT) team is composed of specially trained and experienced officers. ERT members must have at 3 years of police experience before they can apply to become a team member. Finally, he noted a threat matrix is used to balance risk and determine need.

The conversation then turned to police interaction with minors. Individuals under 16 are considered juveniles. Age 17-18 are considered youthful offender by New York State statute. The question of how the age of a child impacts how they are handled was discussed. The law dictates how juvenile and youthful offenders are arrested and processed. Law Enforcement does not determine that process. Both law enforcement agencies have officers dedicated to juvenile cases with additional training in that area. A member of the Cayuga County Sheriff's Office, Brian Myers reiterated that each situation is different, and that individual circumstances are always a factor in these cases.

Opportunities for Greater Community Involvement in Policing

A community leader and academic group member posed a big-picture question – "how can the community be more engaged in the process of developing policies and protocols for local Law Enforcement agencies, and how can this engagement be sustained." While lauding the desire of current Law Enforcement Leadership to engage with these sorts of issues, he feared that there was a risk of such engagement ending when there is a change of leadership.

A recent impromptu meeting with APD and community members was mentioned as a good example of the benefits of a relationship with community. The Cayuga County Sheriff added that recent community-based

initiatives by law enforcement have built a foundation for community involvement. It was then suggested that the creation of a standing group of community members could be created to interface with Law Enforcement after an incident occurs to assist with de-escalation. The benefit would be to get critical and time sensitive information out in cooperation with law enforcement to ensure that timely and accurate information reaches the community in the event of a potentially critical police incident.. This will hopefully mitigate the fallout from wrong information circulating through the public forums. For any such group to properly function, a foundation of trust must be established and maintained. Group members agreed; building such a foundation is a current top-level goal of both law enforcement agencies.(For further information on the Auburn Police Department's related policy click here: [0341 Community Relations](#))

The Meeting ended with a discussion of a related matter not included within the scope of Executive Order No. 203, Qualified Immunity. A community leader and academic group member noted this is a very difficult conversation area and asked what law enforcement thought about the topic.. The City of Auburn Corporation Counsel provided a legal explanation. Qualified immunity is a longstanding legal defense, which gives law enforcement immunity from civil liability when acting in a responsible manner. The defense is meant to balance two important interests: the need to protect governmental officials from harassment and liability when they perform their duties in a reasonable manner, while, at the same time, also holding them accountable if they act in bad faith or exercise power irresponsibly. She explained that there is a bill pending in NY now to try and undo qualified immunity from the state level, which specifically adds a new cause of action under the New York Civil Rights Law. There is no local discretion on this – it is a state and federal issue of law.

To access a video recording of the meeting and view its notes, click on the links below.


- [Subgroup 1 Meeting held December 8, 2020](#)
- [Subgroup 1 Meeting Notes 12-08-2020](#)

WORKING GROUP II MEETINGS

This group was tasked with discussing two topics: Police/Community Relations and Crime Prevention. Due to some technical difficulties Working Group II was only able to fully discuss Police/Community Relations at the first meeting and addressed Community Policing at the meeting on 12/8/20. Working Group II utilized guidance from The Governor's Office to move the conversation along, serving as a roadmap.

Meeting Summary: 11/24/20

Starting from the bedrock question of how a police department and the community should engage with one another, the group identified attention to marginalized communities as an important need to be addressed. Specific examples proposed were holding police/community events at Auburn Housing facilities and/or the Booker T. Washington Community Center, with a general desire to engage with the City of Auburn West End community. Officer familiarity with LGBTQ Perspective and People with Disabilities was also proposed as a valuable future goal.

The group moved on and discussed the Right to Know Law. Originating in New York City, Right to Know seeks to demystify police/citizen interactions by opening communication. Simply put, in instances where police are required to stop an individual, Right to Know requires the officer to identify him/herself and inform the individual of the reason why they have been stopped. Both law enforcement command officers in the group indicated that rank and file would likely not object to the implementation of such practices. It was noted by APD Lt. Slayton that APD policy No. 401 ( [0401 Biased Based Policing](#)) applies in practice much of Right to Know principles. 501.1 Traffic Stops Procedure also includes Right to Know language into the policy: The officer will approach vehicle cautiously, politely identify themselves as working for the Auburn Police Department and then giving the vehicle operator their rank and last name. The officer will then politely request documents from the driver and inform them of the reason for the stop. The officer may issue a verbal warning, TraCS ticket or Uniform Traffic Ticket. Warnings will be issued in a polite, courteous, and professional manner. Upon completion of the TraCS/Uniform Traffic Ticket, the officer will serve the driver with a copy, return documents to the driver, and politely attempt to answer any questions posed.

Group members who headed agencies where clients routinely had interaction with the police indicated that their jobs as providers of social services could be more efficient if Right to Know principles could be extended to include an officer providing a business card to their clients.

The group then turned to the development and retention of a diverse of corps officers. It was noted by a clergy member with experience as chaplain for several law enforcement agencies that in communities where police officers are traditionally represented, kids aspire to become police officers from an early age. The group discussed what measures could be taken to extend this modeling into underrepresented communities. Although BOCES has a Criminal Justice program, since applicants can't take civil service test until they reach 19 years of age, a gap exists after graduation and before civil service eligibility where potential recruits can lose focus. The introduction of Active Explorer Clubs in schools was suggested as a way to introduce younger students to the profession of policing. APD Lt. Slayton noted that a tailored approach to recruitment was useful, referencing events that the APD had put on in conjunction with the Booker T. Washington Community Center in successive years. After the first year's event resulted in none of the event attendees taking the police officer civil service exam, APD analyzed the data changed their approach. The next year's event resulted in nine attendees sitting for the police officer civil service exam. The group agreed that a flexible approach toward recruitment of underrepresented communities was a best practice to be utilized going forward. For a detailed look at the recruitment policy of the Auburn Police Department, see policy No. 1000 ([1000 Recruitment and Selection](#))

The final topic discussed in Meeting I was Collaboration. There was a general agreement among the Group that social service personnel could be efficaciously deployed instead of, or in addition to, police officers in some situations. Even though such a model represented a change in policing theory and practice, and would place a burden on police force budgets, the Group felt that the benefits of having a mental health professional on board for certain police calls was so great that the issue deserved a spotlight.

The meeting closed with a real-time example of collaboration. When the director of the leading provider of public housing in Auburn indicated that although relationships between her office and APD Command Staff were functioning well, there was a gap in that relationship when it came to APD members who routinely interact with her office, the patrol-level officer. A meeting at APD lineup was suggested as a way to bridge that gap in communication and introduce the two agency staff members to each other as an informal introduction and familiarity.

To access a video recording of the meeting and view its notes, click on the links below.

- [Subgroup 2 Meeting Part 1 held November 24, 2020: https://youtu.be/vzxDLNDmUil](https://youtu.be/vzxDLNDmUil)
- [Subgroup 2 Meeting Part 2: held November 24, 2020: https://youtu.be/l4CqXvuoX04](https://youtu.be/l4CqXvuoX04)
- [Subgroup 2 Meeting Notes 11-24-2020](#)

Meeting Summary: 12/8//20

The second group meeting touched on the topic of Crime Prevention. The discussion kicked off with a summary of specific policing strategies that have raised concerns among the public. Many in the Group were familiar with the Broken Windows theory of policing. While noting that there are positive aspects to the theory, i.e., that it seeks to instill pride in the community being policed and requires community input, Chief Butler noted that the Broken Windows theory is not a policy in place for the APD. Chief Butler also noted that another well-known policing strategy, “Stop and Frisk,” was not, nor had ever been a policy of the Auburn Police Department. The Group then turned to a topic linked in the minds of many regarding Stop and Frisk, that of it being based in discriminatory or bias-based stops, searches and arrests. After noting that biased-based stops are not tolerated by the Auburn Police Department, Chief Butler suggested that approaching stops from a customer service frame of reference could help dispel perception of discriminatory stops. This, combined with the application of Right to Know principles, could serve to discourage the perception of bias in civilian/police interaction.

Next, the Group addressed the use of force for punitive or retaliatory reasons. APD takes a data-driven approach to this problem, tracking use of force by demographic group, type of force, and officer demographic. This discussion led to the Auburn Police Department including this data for the first time in its year end Annual Report and further publishing this data in their monthly departmental reports..

The group then turned to the topic of SWAT teams and so-called “no-knock’ warrants. The Finger Lakes Drug Task Force does occasionally seek and obtain no knock warrants through judicial request, which allow for unannounced entry into a building. It should be noted that pending legislation would require officers to announce themselves prior to entry and that search warrants be executed during daylight hours, may address the concerns many have over the execution of no-nock warrants. Further information on the APD’s warrant policies can be found here [0600 Search Warrants](#) and here [0606 Warrant Service](#). The APD and CCSO both have units which are employed in similar situations to SWAT teams.

Turning to current policing theory, the Group then touched on "Hot-Spot" policing and "Focused Deterrence", where focus is placed on small geographic areas or places where data relates that crime is concentrated. Lt. Slayton indicated that APD shift commanders have authority to dedicate resources to areas where criminal activity flares up, an integral part of Hot-Spot Policing. For further information on the APD policy related to Hot-Spot policing, see APD policy No. 341. [0341 Community Relations](#).

In addressing Community Policing Initiatives, such as diversion programs intended to address addiction in a manner outside or parallel to the criminal justice system, it was noted that full officer buy-in to such programs requires a change in mindset of most police officers. One way to foster buy-in was to remind officers of successful instances of an arrestee's participation in a diversion program. The role of a patrol officer vis a vis diversion was then discussed. Officers carry Helio Health and Nicks Ride cards on them and hand out to people who they think are in need of substance abuse services. Officers also carry Narcan to administer in overdose situations. Police representation on community boards engenders goodwill in the community.

The Group then turned to mental health issues, both among law enforcement officers and members of the public. De-Escalation strategies were discussed, and it was noted that no blanket policy could effectively be applied to every heightened situation, and that a case by case strategy is preferable. Officer mental health was then discussed, with group members noting that programs like the Employee Assistance Programs and counseling in general come with a stigma attached. However, it was noted, Officer Wellness as an agency goal has increased acceptance. One measure the APD is looking into to fostering and further developing officer mental health is a specific mobile app that allows anonymous and direct connection to mental health support for officers by way of their personal smartphones.

Finally, the Group addressed the issue of Violence Prevention. The first step in preventing violence is identifying its source. School Social Workers & APD School Resource Officers exchange information about specific individuals allowing for an holistic approach towards children in crisis. It was suggested that perhaps these techniques can be extrapolated to other specialized areas. The mobile crisis team, wherein a contracted mental health professional accompanies the police officer on certain calls, and the Domestic Violence follow-up team, where a victim of domestic violence is contacted after the fact to see if they desire services, were noted for their efforts in violence prevention as well.

To access a video recording of the meeting and view its notes, click on the links below

- [Subgroup 1 Meeting held December 8, 2020](#)
- [Subgroup 2 Meeting Notes 12-08-2020](#)

WORKING GROUP III MEETINGS

Meeting Summary November 24, 2020

Working Group 3 was tasked with discussing the overarching topics of Alternatives to Police Response and Procedural Justice. Before addressing the topics at hand, group facilitators discussed separate but related work that Cayuga County is undertaking to update their Alternatives to Incarceration Program ([ati_program_program_summary_10_2020.pdf](#)), and mentioned local efforts to comply with recent changes mandated by the amending of the Criminal Procedure Law sections relating to related discovery, speedy trial, and bail. Facilitators also noted community outreach efforts of the Auburn Police Department and the Cayuga County Sheriff's Office and the participation of several community groups prior to the current initiative.

Proper Response to a Criminal Call/Crisis Intervention

The first topic the Group addressed was what constituted a proper response to a criminal call. A migrant farmworker advocate inquired about access to translators for non-English speaking residents. Several law enforcement participants shared their experience and their agency's current approach. It was agreed that this is an area that could benefit from further collaboration and/or policy development. Next, a community leader with extensive experience in the juvenile justice system inquired about how calls for assistance are determined to be criminal or non-criminal. In discussing this topic, which begins with the call for assistance most often through the 911 Center, it was determined that input from the Cayuga County 911 Center would be required. Group facilitators subsequently reached out to Cayuga County 911 asked for their response and participation in the next meeting.

Discussion then turned to crisis intervention. A community leader and father a daughter murdered during a domestic violence incident as well as to a son who lost his life to a heroin overdose, asked about the state of Crisis Intervention Teams. A Cayuga County Sheriff's Office Detective explained the approaches currently in use by City, County and State agencies. Discussion then followed as to whether current resource levels were sufficient to effectively implement such a program. The director of a leading provider of social and mental health services indicated that the work her agency does is governed by state law and regulation which create funding constraints that limit the ability of her agency to provide field visits and response at the optimum level. Group members agreed that law enforcement shouldn't be solely responsible for the delivery of some of these services and that there is a value in these services to the victims and families impacted.

Diversionsary Programs

The Group then discussed the state of diversionary programs on the local level. A community leader inquired into how diversionary program are accessed and the manner in which they are made available to those in need. A Detective-Lieutenant for the Cayuga County Sheriff's Office explained the various courts and programs available, noting that the Cayuga County District Attorney's Office acted as gatekeeper to these programs. As the group wanted to drill down on the process by which the DA's office determines eligibility and maintains impartiality, it was determined that a response to this particular issue from the DA's Office would be sought out and their future participation in these discussions encouraged.

The Director of the Cayuga County Assigned Counsel Program discussed a recent change in the local criminal justice system, that being the creation of the Centralized Arraignment Process. Heretofore, defendants were arraigned off-hours without legal counsel. Now, on a county-wide basis for all crimes, no defendant is arraigned without legal representation. A community leader familiar with the Alternatives to Incarceration Process currently underway via a Cayuga County led working group updated the Group on issues relating to

Pretrial Diversion, Pretrial Release, and Bail Reform. Group members again enquired about access to these programs for marginalized communities.

Community Collaboration and Expectations

The next topic discussed was Community Collaboration and Expectations. First, the Group was provided with a list of agencies with which APD and CCSO collaborate. It was noted that the Group would benefit from a representative from the substance abuse/recovery community partners such as C.H.A.D, and facilitators will endeavor to engage with the same.

Next, an in depth discussion of the School Resource Officer Program took place. While expressing her support for the program, the Group's Migrant Farmworker Advocate asked how the relationships that are established with SROs carry over into adulthood. The Group's CCSO Detective provided some examples of continued positive relationships with young individuals after graduation. An Auburn City Council Member assigned to this Working Group spoke to the ongoing and continued relationships with former students he had observed during his ride-along with APD and during events such as Shop with a Cop and local food drives.

The Group's juvenile justice expert inquired about SRO response to behavioral issues, positing that intervention in such circumstances may not be beneficial to ongoing positive relationships. Law enforcement Officers familiar with SRO training indicated the training includes what to and what not to get involved with, and that behavioral issues relating to teacher compliance were not subject to SRO intervention. It was stressed that even after a necessary interaction between a student and SRO, there should be a follow up to repair and re-establish a positive relationship. The discussion then touched on the idea that the lack of school resources may have led to teachers and administrators relying on SROs for support to bring order. While such reliance might gain short term compliance, it may be counterproductive in building long term positive relationships the group agreed.

Workforce Diversity, Implicit Bias and Procedural Justice


The next topic discussed was workforce diversity; something that Group members agreed was an important element for local policing. The Group's member of law enforcement command described the extensive efforts of APD and CCSD over the years to diversify their workforce. Further, he explained that the Civil Service process, governed by state law and administered locally, is sometimes a barrier to entry. The Group's juvenile justice expert identified the need to "grow our own" law enforcement officers and to create programs to help local youth prepare for these jobs. One such program suggested by group members as a possible avenue for growth was an Explorer Program.

Moving on, the Group began a discussion of implicit bias and procedural justice. The Group's Migrant farmworker advocate noted that among undocumented residents, there is often a reluctance to call for help out of fear their immigration status could result in a negative outcome for them. This reluctance leads to potentially serious crimes going unaddressed and this population becoming at risk. Group members then discussed how current practice may affect this dynamic and what additional measures could improve this situation. The County's Assigned Counsel Program Director agreed this is a significant problem and suggested that better training for Assigned Counsel on Immigration Law would help. The Group's member of Law Enforcement Command explained his department's approach to these calls, where officers are trained to focus on the need that prompted the call, and to understand that an individual being in the country without documentation is not a criminal offence.

The Group's Law Enforcement Officer members then detailed the specific training their respective agencies engaged in regarding bias training. The Captain of the Auburn Police Department Detective Bureau explained APD's approach and efforts at implicit bias training. He noted that resources, cost and time constraints have an impact on training. The Group's member of Law Enforcement Command explained that the New York State minimum annual requirement for in-service training is 21-hours, noting that the Cayuga County Sheriff

Office strives to conduct monthly trainings and approaches 90-hours of training annually. Group members pointed to the Cayuga County Sheriff's recent collaboration with Cayuga Community College faculty as a way to leverage local resources for training; an example of what is possible when outside the box thinking is encouraged.

Transparency and the Complaint Process

Finally, the Group discussed the civilian complaint process. The County's Assigned Counsel Program Director asked if there is a community review board in place. Neither the City of Auburn nor the County of Cayuga have such a board to field complaints from civilians. It was noted that the topic is often only broached when there is a crisis, creating a less than optimal space for discussion. The pros and cons of implementing a civilian complaint board were discussed with some community members voicing sentiment against establishing such a board. The director of a leading provider of social and mental health services enquired as to whether there was any mechanism for the public safety community to understand how the community perceives the complaint process and community review. Click here to review the Auburn Police Department's police on Civilian Complaints  [1008 Personnel Complaints and Disciplinary System](#).

To view the meeting or access the meeting notes, click on the links below.

- [Subgroup 3 Meeting held November 24, 2020: https://youtu.be/EjAeaX01iil](https://youtu.be/EjAeaX01iil)
- [Subgroup 3 Meeting Notes 11-24-2020](#)

Meeting Summary December 8, 2020

As the first meeting addressed all topics assigned to Working Group III, this meeting served to supplement the previous discussion. The Auburn City Manager reported that there was no response from the District Attorney's Office regarding questions posed at the last meeting regarding diversionary programs. However, the Group facilitators were able to bring in the Cayuga County 911 Director, who discussed how the 911 Center takes in calls, how calls are prioritized, and what agencies are dispatched based upon that information. A dialogue then took place about a variety of scenarios and how resources are deployed, including how "non-emergency" calls and 911 hang ups are dealt with.

The Group then returned to the topic of Diversionary or Alternatives to Incarceration Programs. The director of an agency which administers certain diversionary programs indicated that, in her opinion, the programs seem underutilized in Cayuga County compared to other counties with which she is familiar. There was discussion of how much, if any, discretion law enforcement officers have or could have in directing individuals to diversionary programs. A Community Leader enquired about the availability of demographic information for such programs and stressed the need to bring the District Attorney in to this discussion. It was generally agreed that for various reasons, diversionary programs are underutilized.

Turning to the issues of Community Partners and Expectations, the Group's member of Law Enforcement Command suggested an approach to community engagement wherein many smaller community meetings with law enforcement could be consolidated into larger community meetings to bring together more individuals, broaden the conversations and improve schedule demands on participants. The City of Auburn Chief of Police explained how the online survey results are reviewed weekly with Auburn Police staff. The Auburn City Manager identified a desire to find a method to share information with the public in order to educate about procedures. Regarding Implicit Bias, the Manager shared his goal of adding such a component into staff training for all departments, boards, and commissions.

The meeting wrapped up by revisiting the topic of De-Escalation. A member of the Sheriff's Office Command Staff noted that de-escalation training is ongoing in all jurisdictions and that there exists a need to work with the current and future generation of recruits to improve their communication skills which are essential to de-escalate a situation. The City of Auburn Chief of Police noted that de-escalation techniques – in other forms and approaches, have been deployed for a long time in law enforcement, and that successful de-escalation results in fewer use-of-force incidents. The Member of the Auburn City Council assigned to the Group complimented Auburn Police on their daily efforts of de-escalation across the many interactions as he has observed through several ride-a-longs.

The Group discussion then turned to the relationship between mental health and de-escalation. It was noted that certain programming provided by the New York State Department of Criminal Justice Services regarding mental illness and calls for service had been held up by the COVID State of Emergency. The Director of a leading provider of social and mental health services shared that the Auburn Police Department has sent officers through training referred to as "Mental Health First Aid". She further noted that her agency depends on local law enforcement regularly to deal with clients, and identified a need to expand the Mobile Crisis Unit program. A desire to have a further commitment to the funding of Mobile Crisis Unit expansion as an outcome of this process was agreed upon.

To view the meeting or access the meeting notes, click on the links below.

- [Subgroup 3 Meeting held December 8, 2020](#)
- [Subgroup 3 Meeting Notes 12-08-2020](#)

PUBLIC SURVEY AND PUBLIC INPUT

Public Input – Public Forums

In addition to the online Public Surveys, and the total of six (6) stakeholder Working Group meetings (three Working Groups; two meetings each), community input was expanded through a series of two (2) Public Forums. These online (“ZOOM”) meetings were held on December 15, 2020 and January 6, 2021. Information regarding the public forums was disseminated prior to each event on the City of Auburn’s main website and social media platforms.

Both Public Forums were held on the remote ZOOM platform at 3:00 PM and 6:00 PM respectively each forum was facilitated by Mr. Guy Cosentino, Executive Director of the Cayuga Community College Foundation. Each public forum began with introductory remarks stating the goals and objectives of the collaborative effort and the structure of the facilitated stakeholder Working Groups. Following introductions, a facilitator from each Working Group summarized the topics discussed and explored in the prior Working Group meetings, bringing the topics and discussion points to the Public Forum for continued community discussion.

PUBLIC FORUM 1: DECEMBER 15, 2020

Public Forum 1 included approximately twenty-five participants, consisting primarily of stakeholder groups and with fewer citizens from the general public than was hoped for. Each Working Group provided a summary of items discussed in the prior stakeholder Working Group meetings and these summaries are provided below.

Working Group I. Working Group 1 focused their discussions on Police Structure and Training, addressing operations and training practices for both the Auburn Police Department and the Cayuga County Sheriff’s Department. Working Group 1 report is summarized below:

Police/Sheriff Structure & Training

- The working group discussed the use of choke-hold restraints in general and learned that both the County Sheriff and Auburn Police Departments have banned the use of these restraints.
- No-Knock Search Warrant procedures were discussed.
- The use of de-escalation techniques was discussed, including incorporation of de-escalation approaches into broader training efforts. There was strong support for continued use and training in de-escalation techniques in both the APD and Cayuga County Sheriff’s Department.
- Response protocols for Mental Health incidents were discussed, including alternative approaches for responding to these types of calls that incorporated mental health professionals.
- Juvenile Arrests were discussed by the working group, generally, and in relation to the ‘Raise the Age’ reforms
- Working Group 1 also discussed the potential for a Rapid Response Initiative

Working Group 2. Working Group 2 focused on Police and Community Relations & Crime Prevention. During the two prior Working Group meetings, the stakeholder participants covered the following topics:

Outreach and Communication

- What is being done now and how can community connections be improved? What are the outreach plans going forward and what will work best? How does outreach differ for the Auburn Police Department in the City from the more rural communities served by the County Sheriff?
- There was discussion of SROs and law enforcement presence in the schools. The discussions framed these as mostly leading to positive connections and outcomes with youth but there was also discussion of potential negative responses and outcomes, depending on the circumstances.
- The recruiting and hiring of law enforcement personnel was discussed in Working Group 2 meetings. Discussions included exploration of outreach for recruitment, the need and desire to create a more diversified law enforcement sector including racial and gender diversity and the desire to have this diversity extend throughout the organization(s). There was also a discussion of mechanisms to assess law enforcement leadership and how that leadership is hired/promoted.
- The Working Group also discussed methods to deploy, and opportunities/constraints related to deploying, social service providers in lieu of or alongside law enforcement response.

Crime Prevention.

Under the broad topic of Crime Prevention, a number of issues were discussed between the two stakeholder meetings conducted with Working Group 2:

- An overview of “Broken Window” theories was provided to the Working Group. This led to discussion of “Hot Spot” and “Focused Deterrence” practices, problem-oriented policing efforts, quotas and “stop-and-frisk” policing.
- The Working Group discussed prevention programs and the use of de-escalation techniques as a component of crime prevention.
- Environmental design, as a factor in crime prevention, was briefly discussed.

Working Group 3. Working Group 3 focused their stakeholder conversations on Alternatives to Police Response and Procedural Justice. In summary, the two Working Group meetings covered the following:

Police Response

- There was a brief questions and discussion on access to translators for non-English speaking residents and several law enforcement participants shared their experiences and current approach. There was general consensus that this area could benefit from expanded collaboration and policy development.
- In the first Working Group meeting (November 25, 2020) a good deal of discussion was generated by the desire to understand how calls for assistance are determined to be criminal or non-criminal. This

led to a discussion of procedures established under the E-911 system as the starting point for most calls for law enforcement assistance. A decision was made to reach out to the County E-911 Director to join the second Working Group meeting (December 8, 2020) to provide an overview of the system protocols and answer questions. The 911 Director joined Working Group 3 for their second meeting and provided clarification on internal 911 call procedures, and the variety of scenarios and related resource deployment.

- Law Enforcement response to non-criminal calls was discussed, including the availability of resources for mental health and/or domestic violence related issues. The current Mobile Crisis Team, currently with limited availability for deployment, was explained. The Auburn Police Department Crisis Intervention Team and current approaches to use similar teams at the City/County/State levels, were explained by participating law enforcement members and discussed. There was consensus that the Mobile Crisis Team should be expanded and the associated need for funding resources to accomplish this. There were cautions expressed that funding needs to be expanded to meet Mobile Crisis Team needs as opposed to being diverted from other existing/essential law enforcement services/programs.
- Challenges to deploying professional social services staff, currently governed by NYS Article 31 regulations, were explained, highlighting regulatory constraints tied to funding sources that limit the ability of local agency staff to provide field visits/response at the levels needed.
- The partnership between the Auburn Police Department and Cayuga Counseling Services for the Victim Specialist Program, which is currently grant-funded, was explained.
- There was general consensus that law enforcement should not be solely responsible for the delivery of some of these services, despite the regulatory, funding and operational challenges imposed on alternative approaches.
- De-escalation approaches were discussed at both Working Group 3 meetings. The County Sheriff and the Auburn Police Departments conduct officer training in de-escalation techniques which does result in fewer use-of-force incidents. The group noted and discussed the need to work with current and future generations of (younger) recruits on effective personal communication skills in light of current norms of interpersonal communication weighted more heavily toward social media.

Procedural Justice and Diversionary Programs

All of the Working Groups acknowledged the absence of representation by the Cayuga County District Attorney or DA Staff in the working groups and public forums. Forum participants noted that participation by the District Attorney – as an integral component of the law enforcement and justice system, would have informed and expanded the discussion of most topics, including the area of procedural justice and diversionary programs. The stakeholder conversations from the two Working Group 3 meetings were shared with the participants of Public Forum 1:

- Working Group 3 stakeholders requested clarification on how diversionary programs are operating and how access to these programs is structured. It was noted that some segments of the City or County community/residents may not be provided access to these court alternative programs.
- In the discussion of alternatives to courts programs, it was noted that the Cayuga County District Attorney's office determines eligibility for program access on a case-by-case basis. The question was voiced as to the degree that these programs have the support of the CC District Attorney and the mechanism the DA or DA Office uses to ensure impartiality when determining which cases/individuals are provided access to the programs. Follow up outreach to the Cayuga County District Attorney was made to seek participation in the stakeholder and public forum discussions and secure feedback on these questions; however participation by the District Attorney was not secured.
- Centralized Arraignment was explained, highlighting that no individuals are arraigned without access to legal counsel.
- The Alternatives to Incarceration process was outlined and discussed, including an update on a program being worked on by a stakeholder group looking at Pretrial Diversion, Pretrial Release, Bail Reform, etc.
- The question was raised regarding availability of translators for non-English speaking program participants. Translators are made available and a small number of bi-lingual attorneys have been utilized as well.
- Implicit Bias was also discussed under the topic of Procedural Justice. The reluctance of undocumented resident to call for help, out of fear that their immigration status will lead to negative outcomes, was noted with the observation that serious crimes might not be addressed and this population being at increased risk. There was acknowledgement that this could be a significant problem and recommendations that better training for Assigned Counsel on Immigration Law would help. The County Sheriff's Office strives to maintain a focus on the need that prompted the call for law enforcement assistance rather than the immigration status of individuals.
- Information on Implicit Bias and De-escalation Training was requested. It was noted that both the Auburn Police Department and the Cayuga County Sheriff's Department significantly exceed the New York State minimal annual requirement of 21-hours of training.

PUBLIC FORUM DISCUSSION FOLLOWING WORKING GROUP SUMMARY REPORTS:

At the conclusion of the Working Group Summary Reports, the Forum facilitator opened up the floor for discussion by the participants.

- The Auburn City Police Chief noted that continued interaction with the community should be pursued beyond the current effort and noted that a form of the NYC Police Right-to-Know, tailored to and improved for use at our local level, could be looked into.
- The Cayuga County Sheriff underscored the coordination between the County Sheriff and Auburn Police Department on development of policies and best practices as both departments work toward

accreditation. The Sheriff acknowledged the community partnerships and relationships created in this current process and recommended further community discussion on many of these select topics discussed by the Working Groups continue into the future.

- Noting the majority of Working Group stakeholders attending this first Public Forum, the facilitator expressed the need to expand resident participation in the next Public Forum. A number of outreach options were discussed, including expansion of survey distribution channels and direct outreach via the stakeholders, human services agencies and the religious community.
- The important question was raised as to how the building of relationships and partnerships realized under this Collaborative Policing and Community Relations effort might be institutionalized and given a structure that will ensure continuation. Defining and adopting an appropriate mechanism to do so will reduce dependence on the current good will and leadership now in place. It was noted that the current law enforcement leadership, working with a relatively young population of law enforcement personnel within the two departments, have an opportunity to secure support for more collaborative policing and stronger community relations with younger staff.
- There was support from law enforcement leaders for expanded community policing. The challenge to moving forward with this is understaffing, which is placing significant constraints on the ability to move officers out of their patrol cars and into the community and neighborhood to build these important connections.
- There was a question as to what sectors or individuals still need to be brought to the table for these community discussions? Participants noted that law enforcement reform must include the broader justice system that would benefit from active participation of the County District Attorney and the probation agencies.
- To further clarify the Working Group discussions on the extent of annual law enforcement trainings, it was reported that the Auburn Police Department personnel completed approximately sixteen-thousand hours of training in 2020.
- A question was raised as to how communication is or can be extended between the County Sheriff Department and Auburn Police Department as well as the New York State Police. The Auburn Chief of Police noted that there is a monthly Chief's meeting and that the E-911 Director participates as well.

At the conclusion of Public Forum 1, there were approximately 30 individuals participating, The Facilitator announced that the second Public Forum would be held on January 5, 2021 at 3:00 PM and thanked all for attending and participating. **NOTE: Public Forum 2 was later rescheduled to Wednesday, Jan. 6, 2021 at 6:00 PM** in order to encourage additional public participation.

PUBLIC FORUM 2: JANUARY 6, 2021

Public Forum 2 included approximately 50 participants, with a combination of stakeholders from the three Working Groups and increased participation by members of the general public – a measurable improvement in outreach and community involvement from the December Public Forum.

This remote Public Forum was also facilitated by Mr. Guy Cosentino, who again provided participants with an overview of Governor Cuomo’s Police Reform and Reinvention Collaborative and the partnership approach taken by the Cayuga County Sheriff and Auburn Police Department leadership in developing the local Plan. Following introductions, a facilitator from each of the three Working Groups summarized the themes and topics discussed in earlier meetings.

Working Group 1 summarized their focus on police structure and training, discussions of policy development for accreditation. Focus topics included de-escalation techniques, response to mental health crisis situations, use of force such as choke holds (barred from use), no-knock warrants and juvenile arrests.

Working Group 2 discussed crime prevention, including discussions on the pros-cons of traditional “broken window” policies in policing. Consideration of these strategies led to stakeholder discussions about problem-oriented policing. Group 2 noted so-called stop-and-frisk approaches/policies are not used by the Auburn Police or Cayuga County Sheriff’s Departments.

Working Group 3 summarized their effort to clarify and highlight law enforcement procedures from initial 911 calls, through engagement and into the justice system. Conversations continued to focus on the importance of the Mobile Crisis Team, diversionary programs and alternatives to incarceration.

PUBLIC FORUM DISCUSSION FOLLOWING WORKING GROUP SUMMARY REPORTS:

At the brief Working Group summaries, the Forum facilitator opened up the floor for discussion by the participants.

Police Training. Auburn’s Chief of Police and the Cayuga County Sheriff both emphasized the importance of training overall and acknowledged the current constraints of limited staffing, staff time and funding resources targeted to training. There was also confirmation that despite these constraints, both departments significantly exceed the minimum annual training hours established by New York State.

Police Response & De-escalation Training. Training in de-escalation techniques is not conducted as a stand-alone training but is incorporated into other law enforcement training areas, including use of force, weapons training and defensive tactics. Participants discussed opportunities and community benefits for incorporating de-escalation training into the public school curriculum, teaching these approaches from K-12 grades.

Forum discussion on de-escalation also touched on use of de-escalation techniques as a means to address community tensions associated with crisis situations. The creation of a Rapid Response Team including community leaders, stakeholders and law enforcement was recommended by forum participants.

Racial-Bias Training. A forum participant questioned what precautions and training could be used to address racial bias and/or profiling? The Auburn Police Chief shared the importance of starting with a good recruitment and hiring process. The Cayuga County Sheriff expressed that racial bias or profiling in any form would not be tolerated in the department and shared that this is not something he is seeing.

Trauma-informed Response and Mental Health Response. The benefit of expanding trauma-informed response training was underscored by forum participants. The forum participants also discussed non-criminal calls and the opportunities and challenges of expanding mental health Mobile Crisis Teams in both the City and County.

Procedural Justice. A forum participant noted that several sectors of the community have been working on all of these law enforcement issues for some time – conversations that had started well before the Governor’s call to reform and reinvent policing. The concern is that a critical parameter is missing: the opportunity to critically review and address what happens after law enforcement engagement, as individuals move on and into the public safety system, advancing to the District Attorney stage. Forum participants discussed that any effort at community reform and reinvention of policing must look at the critical role that prosecution plays, including review of diversionary programs, alternatives to incarceration and the involvement of District Attorneys. There was consensus that police response is important but only one component of the public safety system. This conversation prompted questions as to the relationship/interplay between the County District Attorney and law enforcement? Forum participants expressed appreciation for the intent, energy and engagement of the Auburn Police Chief, the Cayuga County Sheriff and their senior leadership in this community process and voiced concern that the District Attorney and/or DA staff were not part of the conversations.

Recruitment and Diversity. A member of the public forum associated with the local Civil Service Commission shared the efforts the departments are making to diversify local law enforcement, noting that the current qualified applicant lists for the Auburn Police (and Fire) Departments represents the most diverse group of applicants seen in over a decade with the Commission. Following discussion, the participant observed that this increase in diversity within the applicant pool is a direct result of a targeted outreach effort in the community.

Outreach and Community Engagement. There was a brief discussion on the current outreach and community engagement process. There was a question on whether the Sheriff and Auburn Police Departments were close enough to the community and, what could be done to increase that connection and how to measure success? The Auburn Police Chief acknowledged that this is an ongoing effort and that they are consistently looking for what they can do to expand community connections. Measuring success here is a challenge but one measure may be assessing the responses to the recent surveys by Sheriff and APD, noting that the anonymous framework of the surveys has led to direct and honest feedback both pro and con. The County Sheriff encouraged forum participants and stakeholders to reach out to community members and provide the departments with feedback on how we can expand community engagement.

The Cayuga County Sheriff and the Auburn Police Chief both stated their hopes to continue this community outreach and engagement effort and extend the current work to build bridges between law enforcement and the community they serve.

Public Input – Draft Plan Report Comment Period

After the preparation and public release and circulation of the Draft Plan Report on February 24, 2021, a public comment period was held ending on March 10, 2021. The following represents the entirety of public comment received by the City of Auburn during the period of public comment and is presented without edits for form or content.

Good afternoon.

The attachment represents my suggestions and inclination to present a plan of action that is strategic, transparent, and intentional with future objectives and a timetable. Of course, evaluation of effort is crucial even if I neglected to propose my thoughts regarding how-to achieve or place that area.

I suspect timelines may need adjustment and will require editing. I also suspect the actual wording may be the purview of governmental officials. At the very least, my thoughts may prompt further reflection and deliberations, that in the final analysis, will serve the long-range interest of the city and county. Reluctantly, I also acknowledge that providing actual recommendations to planned change may not be the avenue that elected officials wish to travel on at this point in time. But I appreciate the opportunity to share my thoughts.

Finally, I (i.e., my ego! LOL) also realize that I do not have a monopoly on thought or suggestions, My intent is to create and stimulate further discussion and deliberations.

Stay safe.

NEW YORK STATE POLICE REFORM & REINVENTION
COLLABORATIVE POLICE REFORM & REINVENTION PLAN

RESPONSE TO NYS GOVERNOR CUOMO'S EXECUTIVE ORDER #203

CAYUGA COUNTY SHERIFF'S OFFICE
Brian Schenck, County Sheriff
Cayuga County Legislature | Chair of the Legislature, Aileen M. McNabb-Coleman

CITY OF AUBURN POLICE DEPARTMENT
Shawn Butler, Chief of Police
Auburn, NY City Council/ Mayor, Michael D. Quill, Sr.

It is the intention of the Cayuga County Legislature and the City of Auburn to move forward the spirit and intent of Executive Order #203 and as such, proposes the following strategic plans that are not necessarily limited to the following in terms of actions or timelines that are subject to change:

Body Cameras:

The County Sheriff and City Police Chief shall develop budget proposals that will detail data management, equipment, and maintenance, as well as administration of a protocol to provide body cameras to all officers while on duty. It is recognized that this operational goal may be a three-year budgetary process due to funding limitations and other fiscal priorities. However, this timetable shall denote a commitment to equip law enforcement with another apparatus that will enhance policing and community accountability.

September 2021 Preliminary proposal as to start-up costs for the next budgetary cycle

December 2021 Provide cost of equipment that may be a phase-in process due to budgetary restrictions, and timetable for additional phase-ins.

February 2022 Maintenance costs to maintain and/or repair equipment and appropriate monitoring of data.

April 2022 Review of progress to date and necessary adjustments to the plan

May 2022 Update to the appropriate municipal governing body

Bias Training (time periods subject to change based on planning activities of community partners)

April 2021 Continue work with local social justice organizations to determine, date, time, and number of officers for training in implicit bias.

June 2021 Evaluate training and adjust for future training sessions

Crisis Intervention

September 2021 Implement a dedicated policy for law enforcement agencies that lack a measurable and dedicated protocol to ameliorate crisis intervention deficiencies.

Community Involvement

This is an agenda item that shall be discussed and reviewed to create buy-in from a variety of stakeholders including law enforcement leadership, elected public officials, community leaders, as well as input and suggestions from appropriate officer unions. The overall purpose is to create a model collaboration between policing and community to instill appropriate response to the protocols of community safety while hearing and reviewing officer actions that support and further the well-being of officers and community.

June 2021 Develop a standing organization that may be titled, Community Advisement Group that is empowered to advise with recommendations on a variety of actions, policies and protocols that will enhance how law enforcement reacts to and serves its specific community area, diversity initiatives, grow your own strategic plans; development of community watch groups, officer employee assistance programs, or other matters as deemed by law enforcement leadership.

Such organization should include a diverse variety of members not to exceed 13 and may include police leadership and line officers (4,) elected officials (3,) community members (4) representing social justice, social services, faith-based officials, and corporate leaders (2.) Such an advisory board will be under the leadership of the principal law enforcement officer and shall meet quarterly (at a minimum though this advisory group may be convened to address immediate issues that have major community impact by law enforcement leadership and engage membership in ongoing deliberations) to discuss processes, policies, protocols, community engagement, de-escalation protocols, national events and repercussions on the local community and allowable review of major officer transgressions that challenge community constitutional rights and privileges or are adversarial to the oath of office.

Such an organization shall be advisory and not imbued with the legal or implicit authority to bring sanctions or change in policing policy or protocols.

July-August 2021 Solicit membership and have discussions as to purpose and expectations for members convened and lead by law enforcement leadership or senior representatives.

September 2021 Convene inaugural meeting of the advisement group; plan annual agenda, and present law enforcement updates and strategic future plans.

###

Thanks for a serious effort to look into how relations between law enforcement in Auburn and Cayuga County and the community can be improved. I think the working groups identified the most important issues that need to be addressed. I'm disappointed that the response to some of them is simply that "there's no funding to fix the problem," or "this can't be fixed overnight." In my view, the APD and the CCSO need to continue to work on recruiting a more diverse workforce. The city and county need to reach out to the state legislature to appeal for more funding for law enforcement/community relations issues; I think it's particularly important to expand the availability of Mobile Crisis Units/Crisis Interventions Teams, including a child services component as well as mental health services, and to fund body-worn cameras and the associated systems they would require. Finally, although I'm not aware that handling of complaints and police discipline has been a particular problem in Auburn or the county, I think there should be a Citizen Review Board structure in place; internal handling of discipline issues should not be the last word on such matters.

###

I have been an assigned attorney in Auburn and Cayuga County for 43 years. My concern is that the way mentally ill or disturbed people are treated by the police. There have been innumerable situations where the incident was escalated by law enforcement. This "get in the face" of a person only leads to violence and arrests that need not have happened. A few years ago Mike McKeon, as City Judge, the sheriff's department, APD, probation department, etc had training on how to deal with the mentally ill or disturbed. That training has been followed but there are many incidents in which the problem was escalated due to the law enforcement not knowing how to handle the person. This inevitably leads to a resisitng arrest charge as well as others. I asked an APD officer what the status of the program was and the officer stated that it is not used at night. That is when most of the problems occur. In addition, I have never had a case in which any mental health person came to the scene to try and deescalate the situation. If you know how to act towards a person exhibiting mental issues, it would work out for everyone. There is a lot to be done in this area that should have been

done years ago. Let's get started now to prevent issues in the future and save mentally ill and disturbed people a criminal record. They are dealing with mental issues and many times are seen as intentionally causing trouble when it is not the case. Just my views from representing the complete spectrum of people who need help

###

Hi all, Thank you for working with the police and community to put together these documents. I read them and they seem relatively straightforward. I sense also that they are primarily intended to appease the state. The vague plans for implicit bias and LGBTQ+ sensitivity training lack concrete intentions. When seemingly every major employer has been conducting these trainings for decades, how is it that our police lack the basic training to do their jobs — and that "younger officer's communications skills are sometimes not fully developed"? The documents also list — as the lowest priority — "outreach to underrepresented communities." One doesn't need to read the document to know where this priority falls on the list. Simply walk by police headquarters at the symbolic center of our city and you will witness a "thin blue line" flag flying there. This is widely understood to be a racist symbol. It did not exist before the black lives matter movement and rose to popularity only after the white supremacist march in Charlottesville. I encourage you to do your own careful research on the matter, beyond the first few google links. Why not call some other upstate CITIES to see what their position on the blue-line is? I imagine they will all tell you that they decided not to fly it because of racist undertones. It has been outlawed in many cities and is in court elsewhere. Whether the flag is "convincingly racist" or not, it is "absolutely controversial" and it has no place at our police headquarters... unless we are trying to deter BIPOC folks from applying. This is the sort of thing you learn in implicit bias training. It is not lost on me that this is a law enforcement heavy community, nor that the police are struggling to recruit right now. Nor should it be lost on you that it is in vogue to blame race for the recruitment struggle. Hopefully the flag situation makes it obvious to you that the recruitment problem is actually internal. Please don't mis-read me. I am not being critical of our police. In fact I very proudly support them. They put their lives on the line every day, helping those in need, working beyond their commitment to the law, and also volunteering. In fact, I encourage my friends and family and every blue-liner I see to support the officers' unions instead. To the contrary, it seems that our police are not receiving the intellectual resources that they deserve and need to do their jobs correctly. Worse, somebody has apparently led them down the primrose path with a racist symbol that surely our officers did not intend. Who put it up? What is the city going to do about it? And how is the document going to make sure it doesn't happen again? There should be no question about any of this in Harriet Tubman's hometown.

Public Input – Public Presentation

In conjunction with the Public Comment Period, the City of Auburn held a public presentation of the Draft Plan Report on February 25, 2021. The Plan was posted on the City of Auburn Website where the public was able to view and comment as well. Members of the public were encouraged to attend the meeting remotely.

FOCUS AREAS AND POLICY PROPOSALS

The Governor’s call for Police Reform and Reinvention, formalized by Executive Order Number 203 in June of 2020, was received by a local Cayuga County law enforcement team already engaged in an effort to build community bridges. For the last several years, the Auburn Police Department has been partnering with the Cayuga County Sheriff’s Office, the Harriet Tubman Center for Justice and Peace, the local Chapter of the NAACP, and the Auburn Human Rights Commission. This social justice collaborative effort to build trust between law enforcement leadership and stakeholders in our organizations and agencies was undertaken with a goal to ensure that the community’s concerns are heard while partnering with these stakeholders to identify problems and craft community-based solutions. Executive Order 203 placed a formal community outreach structure around these ongoing conversations, culminating in this Plan Report and the focus area outcomes listed in this section.

In a parallel effort, aligned with and informing the stakeholder and community conversations associated with Executive Order 203, is the current work by the Auburn Police Departments and the Cayuga County Sheriff’s Office to update and secure accreditation of police policies and procedures under the NY State Division of Criminal Justice Services Accreditation Program. The Auburn Department is currently finalizing the accreditation process utilizing support provided by a company called Lexipol (see: <https://www.lexipol.com>). The program goals for policy accreditation support much of the direction and focus developed through the public participation process involving stakeholder Working Groups and public forums. More specifically, the accreditation program goals include:

- Increase the effectiveness and efficiency of law enforcement agencies utilizing existing personnel, equipment and facilities to the extent possible;
- Promote increased cooperation and coordination among law enforcement agencies and other agencies of the criminal justice services;
- Ensure the appropriate training of law enforcement personnel; and
- Promote public confidence in law enforcement agencies.

The Auburn Police Department is committed to continuing the partnerships forged through their “Connecting Bridges” effort and expanded under the Governor’s Police Reform planning effort. The department welcomes other community organizations and individuals to do the same. This Plan calls on local leadership to establish an organizational framework, supported by institutional policy, to ensure that the important community collaboration and conversations undertaken in this effort continue in the future despite inevitable changes in leadership positions at all levels over time.

This report section outlines the plans focus areas that will be pursued by the Auburn Police Department as a direct response to the stakeholder and public forum input generated to date. The Focus Areas are presented below and organized under the law enforcement topics addressed by the three Working Groups:

- Police Structure and Police Training;

- Police and Community Relations; and
- Alternatives to Police Response and Procedural Justice.

Police Structure

USE OF BODY WORN CAMERAS

The Auburn Police Department supports and is seeking to implement the use of Body Worn Cameras by its members. This will require initial investment and ongoing funding to sustain such a program.. In addition, the deployment of body worn cameras will require the preparation and adoption of policies governing the use of these tools and well as the retention and disposition of the evidentiary video created by this technology..

CHOKE HOLD RESTRAINTS

The practice of using choke hold restraints is currently barred within the City of Auburn Police Department.

USE OF FORCE / DE-ESCALATION TECHNIQUES

The Auburn Police Department has updated a range of policies associated with the use of force. See Addendum B for further information.

NO-KNOCK WARRANTS

The Auburn Police Department recognizes that if future State Legislation provides further guidance on the deployment of no-knock warrants APD will conform accordingly. Until that occurs, the APD will continue to use no-knock warrants in narrowly tailored situations with both judicial and internal administrative pre-clearance to better ensure the safety of officers and the public.

Police Training

The stakeholder Working Group and public forum discussions evidenced strong support for continued and expanded training for local law enforcement on behalf of the Auburn Police Department and Cayuga County Sheriff's Office. Stakeholder Working Groups learned that both law enforcement departments currently exceed the minimum standards for annual officer training established by New York State. The Auburn Police Department supports continued training with an expanded focus on:

- Diversity training;
- Racial Bias training; and
- De-escalation Techniques training.

These focus areas were central to stakeholder and public forum feedback on officer training. In addition, the Plan recommends community exploration of incorporating de-escalation trainings for public school students into the K-12 public school curriculum. Expanded trainings for local law enforcement officers at both the Sheriff and Auburn Police Departments are directly tied to, and under the general constraints associated

with, current low staffing levels and limited funding resources. These constraints will need to be addressed in order to meet the community and law enforcement expectations for expanded training.

MENTAL HEALTH INTERVENTION AND RESPONSE

Feedback from stakeholder Working Groups and discussion during community forums underscored the need to ensure that the mental health needs of those in our community are served appropriately. The Auburn Police Department has been working on these strategies in partnership with the Cayuga County Mental Health Department and their agency partners. Currently, an after-hours (5:00 PM to 12:00 AM/Midnight) Mental Health Mobile Crisis Team partners with Auburn Police officers to provide assistance to those in crisis. Unfortunately, they are not available after midnight. There is a demonstrated need to expand the availability of Mobile Crisis Team services to a 24/7 structure. Continuing these partnerships and working to expand them will address these specific community needs. In addition to expanding the Mobile Crisis Team to 24/7 availability, there is a need for complimentary cross-training between mental health professional services personnel and law enforcement officers. Appropriate cross training on the approach and best practices each team member brings to mental health response scenarios will serve to improve overall response to mental health intervention and response in the community.

OFFICER MENTAL HEALTH AND WELLNESS

Although institutional and cultural impediments may still exist, the Auburn Police Department recognizes that Officer Mental Health and Wellness is of primary concern and essential to a fully-functioning modern police department. To that end, the Department will endeavor to make mental health support a routine part of officer training, supervision and discipline.

Police and Community Relations

ESTABLISHING A FRAMEWORK FOR CONTINUED COMMUNITY OUTREACH & PARTNERSHIP.

As stated in the introduction to this section, the Plan calls for a policy structure or institutional framework that ensures local law enforcement leadership will continue efforts at community outreach and bridge building started under this process. The community would clearly like to see sustained outreach between law enforcement, community partners and the general public as a means to periodically assess the state and status of police and community relations and mutual support. The Auburn Police Department supports this goal and will work with County and State leaders and community partners to create such a framework.

LOCAL RIGHT-TO-KNOW POLICY

Implementation of the principles contained in the Right-to-Know Laws would place the citizen/police interaction on a more equal footing and dispel the perception of racial profiling. For these reasons and more, the Auburn Police Department has already begun to codify such principles in Department Policy.

SCHOOL RESOURCE OFFICERS – SRO PROGRAM

There was extended discussions in the stakeholder Working Groups regarding the existing School Resource Officer (“SRO”) Program and support for its continued use in Auburn Enlarged City School District schools. Alongside this support there was acknowledgement that SRO personnel cannot meet all of the needs presented to the officers within the school setting and that alternatives to SRO involvement in some school scenarios must be addressed by other professional service providers such as school social workers. A suggestion was made to position positive interactions between students and SROs as an introduction to the law enforcement field for students and an aid to future recruitment efforts across all sectors of the community.

COMMUNITY BASED POLICING PROGRAMS

The practice of bringing officers out of their patrol vehicles and into the community and neighborhoods was discussed and supported throughout the community outreach process. While acknowledging the benefit of community policing programs and expressing strong support for moving in this direction, the Police Departments each underscored the challenge of current low staffing levels that are keeping officers “pinned” to their vehicles. As challenges to low recruitment are met and overcome, and staffing numbers return to appropriate levels, both departments support the implementation of community policing initiatives.

TRANSPARENCY AND THE COMPLAINT PROCESS

There was a call to bring both clarification and transparency to the public’s understanding of and access to the complaint process at both the Auburn Police Department and the Sheriff’s Office. The Auburn Police Department is recommending that the complaint process be clearly defined on the department website with a straightforward process to contact the appropriate Department member via the web and/or by telephone. The discussion of a Citizen Review Board highlighted both pros and cons of establishing such a board during the stakeholder Working Group and public forum conversations. In addition, there were a number of survey responses that wanted to see periodic reports of founded officer misconduct. While there was general support for such public reports and processes, establishment of these protocols would be subject to civil service law and bargaining agreements with unions, potentially limiting the information that could be released under certain circumstances.

TRANSPARENCY AND POSTING OF LAW ENFORCEMENT POLICIES

Conversations within stakeholder Working Groups and feedback from public forums and survey responses all supported the posting of current and/or pending law enforcement policies as a forward step in overall transparency and community understanding of law enforcement practice. The Auburn Police Department supports this goal and has begun posting department policies on the web for public access. For an in-depth look at Auburn Police Department Police, see <https://www.auburnny.gov/police-department/pages/use-force-policies> or Addendum B.

Police Response and Procedural Justice

IMPLICIT BIAS IN COMMUNITY RELATIONS.

During the stakeholder Working Groups, the reluctance of undocumented residents to call for help, out of fear that their immigration status will lead to negative outcomes, was noted with the observation that serious crimes might not be addressed and this population being placed at increased risk. There was acknowledgement that this could be a significant problem and a recommendation that better training for Assigned Counsel on Immigration Law could help. Auburn Police Department supports this effort within the Assigned Counsel programs and department officers make efforts during response to calls to maintain a focus on the need that prompted the call for law enforcement assistance rather than the immigration status of individuals being served.

TRANSLATION SERVICES FOR NON-ENGLISH SPEAKING INDIVIDUALS

Current local law enforcement practices include making translators available during law enforcement interactions with non-English speaking individuals. The Auburn Police Department supports continuing this support and has already contracted with a local resource to provide translation services to officers.

DIVERSITY AND OUTREACH IN RECRUITMENT AND HIRING

A number of stakeholder Working Group and public forum participants were aware of and commented on the recent efforts by the Auburn Police Departments and the Cayuga County Sheriff's Office to increase racial and gender diversity within their departments through expanded community outreach and recruitment efforts. It was noted that the current roster of recruits for the Auburn Police Department is the most diverse list of individuals in decades. Stakeholders and public forum members urged the law enforcement community to continue these strong outreach programs with a goal of encouraging young people in the community to consider local law enforcement and public service as an available and favorable career choice. The Auburn Police Department strongly supports the current efforts and the recommendations.

DIVERSIONARY PROGRAMS AND COURTS-ALTERNATIVES TO INCARCERATION

The stakeholder and public forum conversations strongly recommended the need to clarify the working procedures and operational policies that impact access to, and participation in, the range of court diversion and alternative to incarceration programs available and operating within the local law enforcement and justice system. Participants called on community leaders running these programs, including the Cayuga County District Attorney, DA Staff, local justices and law enforcement officers, to strive for equitable access to these important procedural justice programs and alternatives across all sectors of the community. Stakeholders and participants in the public forums shared the view that positive and progressive change at the law enforcement level must be matched by complimentary moves to increase transparency of and access to these valuable programs.

ACKNOWLEDGEMENTS

Auburn City Manager Jeff Dygert would like to recognize the efforts of City Staff and elected officials in this project. In particular, Mr. Dygert wishes to thank Guy Cosentino for serving as emcee for the Plan's Public Forums and Chief Shawn Butler for his leadership on this issue. Most of all, Mr. Dygert wants to acknowledge the participation in and response from all of the community members who made this project possible.

Auburn Police Department Chief Shawn Butler would like to thank the members of his department who played an integral role in this project. Additionally, Chief Butler would like to bring attention to the work of Cayuga County Sheriff Brian Schenck and his office as essential partners throughout the process. Finally, Chief Butler lauds the members of the community who participated in this process; without their input this plan would be lacking the necessary direction necessary in making our department the very best it can be.

ADDENDUM A: SUMMARY OF PUBLIC SURVEY INPUT

In the Fall of 2020, the Auburn Police Department posted a survey online calling for public input. The survey was online and available for comment through year-end. Overall, 325 individuals completed the survey. Demographic and experiential information was sought from survey participants. To view the full survey, click on the link below.

https://www.auburnny.gov/sites/g/files/vyhlf4131/f/uploads/city_of_auburn_collaborative_on_police_community_relations_results_01-19-2021_0.pdf

To better visualize community responses to the survey's open-ended questions, the Auburn Police Department created the following word clouds.

What do you feel is the role of the Auburn Police Department in our community?



Using the space below describe your vision of what the Auburn Police Department should strive to be in the future.



Using the space below, please give any other thoughts or comments related to our agency to help us improve and better serve you the community.



ADDENDUM B: AUBURN POLICE DEPARTMENT POLICIES

[NOTE: Policies are listed according to the Working Group to which the topic was assigned. As a single Department policy may implicate multiple topics presented, a policy will be listed more than once. For an overview of APD Leadership’s perspective on Department Policy, click here: [Chief Butler Preface](#)]

WORKING GROUP I

Topic	Auburn Police Department Policy
--------------	--

Police Structure:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Use of Force Policies • Body Worn Camera Policy • No-Knock Warrant Procedures • General Model Policies/
Accreditation Process • Chokehold Law/Policy | <p>0300 Use of Force</p> <p>0600 Search Warrants</p> <p>0606 Warrant Service</p> <p>NYS Standards of Compliance</p> <p>Verification Standards</p> <p>0300 Use of Force</p> |
|--|--|

Police Training:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Racial Bias Training • De-escalation Training • Duty to Intervene
Officer • Overall Training • Mental Health Intervention • Officer Mental Health and Wellness | <p>0401 Biased Based Policing</p> <p>0309 Officer Response to Calls</p> <p>0211 Duties of the Community Oriented Policing (COP)</p> <p>0203 Training</p> <p>0409 Crisis Intervention Incidents</p> |
|---|--|

WORKING GROUP II

Topic

Auburn Police Department Policy

Police Community Relations:

- *Outreach programs:* [0341 Community Relations](#)
[0211 Duties of the Community Oriented Policing \(COP\) Officer](#)
- *Right to know:* [0401 Biased Based Policing](#)
- *School Safety / SRO:* [0210 Duties of the School Resource Officer](#)
- *Hiring process:* [1000 Recruitment and Selection](#)
- *Collaboration:* [0428 Medical Aid and Response](#)
[0426 Homeless Persons](#)
[0311 Domestic Violence](#)
[0303 Domestic Violence High Risk Team \(DVHRT\)](#)
[0313 Child Abuse 2](#)

Crime Prevention:

- *Problem Oriented Policing:* [0319 Hate Crimes](#)
[0409 Crisis Intervention Incidents\)](#)
[0428 Medical Aid and Response](#)
- *Hot Spots:* [0341 Community Relations](#)
[0211 Duties of the Community Oriented Policing \(COP\) Officer](#)
- *Focused Deterrence:* [0341 Community Relations](#)
[0211 Duties of the Community Oriented Policing \(COP\) Officer](#)
- *Community Policing:* [0341 Community Relations](#)
[0211 Duties of the Community Oriented Policing \(COP\) Officer](#)
[0210 Duties of the School Resource Officer](#)
- *Violence Prevention:* [0319 Hate Crimes\)](#)
[0313 Child Abuse 2](#)
[0428 Medical Aid and Response](#)

WORKING GROUP III

Topic

Auburn Police Department Policy

- Proper Response to Non-Criminal Calls: [0309 Officer Response to Calls](#)
- Diversionary Programs and Courts-Alternative to Arrest/Incarceration:
- Community Court
- Community Partners [0341 Community Relations](#)
- Expectations from our Community: [1000 Recruitment and Selection](#)

Procedural Justice:

- Implicit Bias [0401 Biased Based Policing](#)
- De-escalation [0409 Crisis Intervention Incidents\)](#)
- Transparency [1025 Speech Expression and Social Networking](#)
- Complaint Process [1008 Personnel Complaints/Disciplinary System](#)
- Community Input [0341 Community Relations](#)

ADDENDUM C: WORKING GROUP CV

Working Groups were selected from among broad sectors of the community and included leaders, professional staff and community organizers within the City of Auburn and Cayuga County community. Members of each Working Group were asked to submit biographical information. To view the biographical information click here: <https://www.auburnny.gov/police-department/divisions/pages/apd-community-collaborative-2020>

ADDENDUM D: GLOSSARY OF TERMS

Broken Windows Theory: The broken windows theory is a criminological theory that states that visible signs of crime, anti-social behavior, and civil disorder create an urban environment that encourages further crime and disorder, including serious crimes.¹

CIT: Crisis Intervention Team: A group of officers specially trained to deal with emotionally disturbed individuals in a variety of situations in the community. These situations may include suicidal persons, persons exhibiting irrational behavior, handling psychiatric patients, the homeless, various mental health concerns and/or referrals, and any other situations that deal specifically with the needs of the mental health community and emotionally disturbed persons.

CHAD: Confidential Help for Alcohol and Drugs, Inc. (C. H. A. D.) provides a number of chemical dependency programs to residents of Auburn, Cayuga County, and surrounding areas which includes treatment and prevention services without regard to race, color, creed, sex, national origin, sexual orientation or ability to pay.

Connecting Bridges: Connecting Bridges: a meaningful dialogue between the community and local law enforcement. The Harriet Tubman Center for Justice and Peace in a long-term collaborative working partnership with the Auburn Police Department, Cayuga County Sheriff's Office, as well as the Auburn Fire Department, Civil Service Commission and host meeting venues seeks to enhance the relationship that the community has with local law enforcement. Mindful of national police-situations, this city-wide initiative seeks to foster a better understanding of local law enforcement and ensure that the community's concerns are heard; addressed, and strategic solutions and new initiatives reported back to the community. This effort seeks a mutual understanding of expectations, needs from all participating groups, and any corrective actions for planned change....The goal? To connect bridges.

Diversion & Alternatives to Incarceration Programs: Diversion and alternatives to incarceration provide ways for individuals who have broken the law to be held accountable without disrupting their ability to lead productive lives and contribute to their community.

Finger Lakes Drug Task Force: The Finger Lakes Drug Task Force, although a separate division, works hand in hand with the Detective Bureau. The Finger Lakes Drug Task Force consists of a sergeant and two full time officers. The task force also has well established working relationships with the Cayuga County Sheriff's Office, New York State Police and the United States Drug Enforcement Administration, along with the many different police agencies within the Finger Lakes region

¹ <https://www.britannica.com/topic/broken-windows-theory>

Focused Deterrence: is a crime prevention strategy which aims to **deter** crime by increasing the swiftness, severity and certainty of punishment for crimes by implementing a mix of law enforcement, social services, and community mobilization.

Harriet Tubman Center for Justice and Peace: Established in 1996, the Harriet Tubman Center for Justice & Peace, Inc. (HTCJP) was organized as a New York State non-profit 501(c)3 tax exempt corporation. It was originally created to serve as a coalition of social justice-minded groups and individuals operating in Auburn and Cayuga County.

Hot-Spot Policing: Hot spots policing strategies focus on small geographic areas or places, usually in urban settings, where crime is concentrated.

Helio Health: Formerly known as Syracuse Behavioral Healthcare, Helio Health is dedicated to transforming the lives of those struggling with substance abuse and mental health disorders.

Implicit Bias: Research on “implicit bias” suggests that people can act on the basis of prejudice and stereotypes without intending to do so.²

Lexipol: Lexipol provides fully developed, state-specific policies researched and written by subject matter experts and vetted by attorneys. Policies are based on nationwide standards and best practices while also incorporating state and federal laws and regulations where appropriate. **LGBTQ:** Lesbian, Gay, Bisexual, Transgender, Queer

Mobile Crisis Team (Liberty Resources): Often in assistance to a law enforcement request the Liberty Resources Mobile Crisis Team responds to individuals in crisis, over the phone or in person, in order to reduce emergency room visits. Provides mental health engagement, intervention, and follow-up support.

The Auburn/Cayuga NAACP: The Auburn/Cayuga Branch of the NAACP is a Unit chartered by the New York State Conference of the National Association on for the Advancement of Colored People. We are dedicated to serving the Auburn and Cayuga County community.

Narcan (Naloxone): The first nasal formulation of naloxone, is FDA approved for the treatment of known or suspected opioid overdose.

Nick’s Ride 4 Friends: Nick’s Ride 4 Friends is a grassroots, not-for-profit organization dedicated to preventing heroin and opioid addiction and helping people battling the disease of addiction.

No-Knock Warrant: A no-knock warrant is a search warrant authorizing police officers to enter certain premises without first knocking and announcing their presence or purpose prior to entering the premises. Such warrants are issued where an entry pursuant to the [knock-and-announce rule](#) (ie. an announcement

² <https://plato.stanford.edu/entries/implicit-bias/>

prior to entry) would lead to the destruction of the objects for which the police are searching or would compromise the safety of the police or another individual.³

Right to Know Act (NYC): The Right to Know Act, in effect as of October 19, 2018, is made up of two components. The first outlines New York City Police Department (NYPD) officers' obligation to identify themselves, including by providing their name, rank, command, and shield number to civilians at the beginning of certain interactions. The second component of the law addresses situations in which officers seek to perform a search and do not have legal justification to do so without a person's consent. In these circumstances, the Right to Know Act requires that officers explain that searches will not be conducted if a person refuses to provide consent to the search.⁴

Stop and Frisk: A stop-and-frisk refers to a brief non-intrusive police stop of a suspect. The [Fourth Amendment](#) requires that before stopping the suspect, the police must have a [reasonable suspicion](#) that a [crime](#) has been, is being, or is about to be committed by the suspect. If the police reasonably suspect that the suspect is armed and dangerous, the police may frisk the suspect, meaning that the police will give a quick pat-down of the suspect's outer clothing. The frisk is also called a [Terry Stop](#), derived from the Supreme Court case [Terry v. Ohio, 392 U.S. 1 \(1968\)](#).⁵

Trauma Informed Response in Policing: Trauma-informed care is an approach used to engage people with histories of trauma. It recognizes the presence of trauma symptoms and acknowledges the role that trauma can play in people's lives. Trauma-informed criminal justice responses can help to avoid re-traumatizing individuals. This increases safety for all, decreases the chance of an individual returning to criminal behavior, and supports the recovery of justice-involved women and men with serious mental illness.⁶

³ https://www.law.cornell.edu/wex/no-knock_warrant

⁴ <https://www1.nyc.gov/site/ccrb/complaints/right-to-know-act.page>

⁵ https://www.law.cornell.edu/wex/stop_and_frisk

⁶ <https://www.samhsa.gov/gains-center/trauma-training-criminal-justice-professionals>



TRANSFER FORM

The item(s) listed below are being transferred to the listed institution. These item(s) are certified to be the property of the Cayuga Museum of History and Art, thus giving the Cayuga Museum the right to transfer them. This gift is unconditional and irrevocable.

Transfer to: City Manager Jeff Dygert, City of Auburn, NY

Address: 24 South Street, Auburn, NY 13021

Email: jdgyert@auburnny.gov

Object(s):

Historical Marker, Reads:

"The Firemen's Association of the State of New York was organized in Auburn October 1, 1872. Its First Convention was Sponsored by the Auburn Volunteer Fire Department. The Firemen's Association of the State of New York is the Largest Organization of Volunteer Firemen in the Country Dedicated to the Protection of Life, of Property and to the Prevention of Fire. Erected 1972 Commemorating its Centennial"

Marker was installed on Genesee Street in front of the Cayuga Museum.

Transfer authorized by: Karyn Radcliffe
Cayuga Museum Representative

Date: 3/9/21

Transfer received by: [Signature]

Date: 3/9/2021